

Minutes from Executive Committee Meeting

Democratic Club of Sunnyvale

8 June 2009

Attending: Nancy Smith, Vimala Balan, Margaret Okuzumi, Rich Wingerter

[Four is a quorum of the Executive Committee.]

Consent Calendar:

Moved and seconded to adopt the minutes from the last executive committee meeting. Passed by voice vote.

Moved and seconded that Rich stand in as acting secretary for taking the minutes. Passed by voice vote.

Nancy summarized the comments from the general meeting and submitted them as printed notes, handed out to all attending. Some of the comments were for things that we could improve, so we went through that list looking for action items. The first item is having a set place for the meetings. We discussed whether we had the finances to book Las Palmas Park for future meetings that are already listed on our publicity cards.

Vimala gave an accounting of the finances and we wrote up the items we knew about on a white sheet:

Known Receipts:

Checking Balance	1190
Savings Balance	100
Pending Deposits	95
Total	1385

Expenses:

Printing (reimbursement pending)	750
Room fees (reimbursement pending)	180
PO Box (reimbursement pending)	44
Web (2 months, reimbursement pending)	48
Meetup (2 months, reimbursement pending)	24
Refreshments at meeting (reimbursement pending)	30
Nametags, etc. (reimbursement pending)	30
Total	1106

In addition, Margaret spent about \$350 for the room deposit.

Rich noted that the website is now set up. The question came up about using the free website at the California Democratic Council. However, we are not yet affiliated. Moved and seconded that we affiliate with the CDC. Approved by voice vote.

The previous Sunnyvale Democratic club still has about \$536 in their account which we may be able to acquire. There are about 10 former members in the area. Joan Coston has access to the funds. Nancy agreed to follow up with Joan to see if we could get the agreement of the previous members of that club to acquire their funds.

After discussion, it was decided without a vote that Margaret would book Las Palmas Park with the city (subject to availability) for the July and August meetings.

After that, we went back to looking at the items on the meeting comment notes.

Margaret noted that her husband will provide a better sound system for the next meeting. What to do for July and August is open because they may be out of town for at least one of those meetings.

Someone said that the dues system was not clear. The amounts on the form are pretty self-explanatory, but executive committee members feel like they can let members in with less than the listed payments. The rules are that executive committee members can let new members in with some discretion subject to the guidelines passed by the executive committee. So far, no guidelines have been passed, so they don't have that discretion. We discussed guidelines for membership. The general proposal was that executive committee members could let in new members if they were willing to contribute something of value materially equivalent to at least the minimum dues. So, for example, someone who would spend a substantial amount of their time volunteering for the club would probably qualify. We postponed a decision on this until we get more input.

Melodi has been out of contact. After discussion, it was agreed that Nancy would send a note to Melodi requesting that she put Rich on as an organizer on the Facebook account so that we can update this. [We need to take care of LinkedIn, too.] Rich agreed to be an organizer for these groups. [Melodi contacted us after the meeting and some of our e-mail communications went to spam.]

We talked about open board positions, and Nancy will follow up to fill these.

We discussed the process for generating public relations notices. Margaret agreed to generate the core message and send out short, medium and long versions for others to use. Rich agreed to pick those up and update the online groups.

Nancy noted that she planned to call Anna Eshoo to let her know about our meetings.

The follow-up e-mail notes for the meeting will go out in good time, considering that everyone is busy.

Margaret noted that we will have the room at Las Palmas Park available for this month's general meeting starting at 1 pm and that she signed up until 4 pm to give us adequate time to set up and to get out.

Margaret also noted that Kathryn Grosz has agreed to be the meeting coordinator for the June meeting. Nancy agreed to send out a copy of the plan for the general meeting about a week in advance to the committee to get any comments about what might need to be added or changed.

We discussed PR. The main PR is precinct walking to distribute the cards that Margaret has had printed. Some have already been delivered. Margaret said that someone had suggested an advertisement in the Sunnyvale Sun newspaper. The minimum ad is up to 75 words in the calendar for \$20. Someone has offered to pay for the ad. Margaret agreed to follow up with her, devise an ad, and have it run the Wednesday before the general meeting.

Rich suggested that Margaret look into sending out the notice through Full Calendar, a service that places the notice in a variety of online calendars for a flat charge around \$20. Margaret agreed to look into this. Nancy agreed to put a time on the general meeting plan for asking people where they found out about the club so that we can track responses to publicity efforts.

Margaret noted that she had run across good online membership database software that would cost about \$50 and could be purchased by a general group (such as the county group) for all clubs to use.

We also discussed a finance committee, at Vimala's suggestion. Rich proposed that we consider a committee of three members with the Treasurer as the chair, one member from the executive committee, and one member not on the EC from the general membership. This would provide some independent oversight.

Submitted 14 June 2009 by Rich Wingerter (acting Secretary).

Rich Wingerter