

Peninsula Executives Association

950 South Bascom Avenue, Suite 1113 (#118), San Jose, CA 95128
Phone: 408-266-9658 | Fax: 877-426-8501 | peaworks@executives.org



Board Meeting Agenda **September 10, 2020**

Call to Order and Welcome 8:35 a.m.

Welcome ~ Deanne Belcher, President

Minutes and Attendance

- Review of August 13, 2020 Board Meeting Minutes
- Review of Participation and Attendance August 2020

Financial Statements & Discussion

- **Review of Financials through August 31, 2020**
 - Tax preparation is completed for Fiscal Year 2019; tax forms are being reviewed by Deanne and Michael and then Angi will mail; Deanne signs on behalf of PEA and we e-file. We will owe \$25 filing fee for RRF-1; \$10 was already paid by Angi previously and this expense was submitted for reimbursement.
 - Restricted funds are \$2,302.00; these funds may only be used for invoices rendered to Pro Staff Painting.
- **Accounts Receivable outstanding:** Total A/R as of August 31, 2020 is \$459.00—outstanding from the June invoices. Each company below was mailed in the US Mail a statement with the bills outstanding and the current September 1, 2020 invoice.

Peninsula Executives Association A/R AGING SUMMARY As of August 31, 2020

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Lane Cleaning Services					15.00	15.00
Sheraton PA Membership			89.00			89.00
Yeaman Auto Body			355.00			355.00
TOTAL	\$ 0.00	\$.00	\$ 444.00	\$ 0.00	\$ 15.00	\$ 459.00

- **Upcoming Contract Renewals:**
 - **Sheraton contract for 2021:** Angi has contacted the Sheraton will provide the information given to her for Board discussion.
 - **The Association Office Contract expires October 31, 2020:** Per our agreement with the organization and the Board, we provide at least 30-days' notice before the contract expiration to allow time for the Board to review the contract. Currently, the monthly retainer is \$2,617.00. There will only be a slight increase in the renewing contract to a new monthly retainer of \$2,625.00. Attached to this board packet is the current contract for review that is being submitted for approval to the Board.
- **Other pending finance matters**
 - D&O insurance discussion:
 - State Farm quote is \$1368-1710, depending on deductibles and coverage.
 - Review the monthly auto-transfer of \$200 from checking to savings

Review of Weekly Meetings & Planning Future Meetings for PEA: Fall-Early Winter 2020

Currently on the calendar:

(we are planned out through yearend at this point)

September 17	Susan Hannah, Arranged4Comfort
September 24	PR Committee hosts "Bring Your Laptop Day" at PEA meeting to review all social channels
October 1	Committee Meetings
October 8	John King, Keller Williams Residential Real Estate
October 15	Judy Schwartz, Reverse Mortgages Only
October 22	Program Committee special program
October 29	Open
November 5	Deanne Belcher, Home Care Assistance
November 12	Open
November 19	<i>Getting to Know You</i> zoom break-out rooms hosted by Leads Committee
November 26	No PEA Meeting
December 3	Angelo Izzo, California Business Opportunities
December 10	Georgie Gleim, Gleim the Jeweler
December 17	Live Auction, Hosted by the Program Committee
December 24	No PEA Meeting
December 31	No PEA Meeting

For the open spots—

The following people were missed for their classification talks due to the pandemic:

- Fawni Hill, Larick Alan Hill
- Duane/Bette Asbra, Pro-Staff Painting
- Open, Sheraton Palo Alto
- Bob Rosenberg, GR8WORK Builders Inc.

The following people are overdue on a classification talk and have not given one since before 1/1/2019:

- Dave Dove, Cushman & Wakefield
- Chuck Fulanovich, DC, Palo Alto Chiropractic
- JB Bell, JB Bell Business Consulting Int'l **(will return to PEA on October 15)**
- Curtis Lane, Lane Cleaning Services
- Brad Brown, Brown Financial and Insurance Services
- David Nishimoto, Mollie Stone's Market
- David Gaskill, Gaskill Advertising
- Mike Fox, A&A Plumbing

Other events discussion follow-up on discussion at August 27, 2020 PEA Thursday morning business meeting

- Board's policy for events during the pandemic

Membership update

We currently have 52 active members effective September 1, 2020 and one pending application for a new member.

- Michelle Hoover, Hoover Krepelka, Family Law Attorneys. Sponsored by Georgie Gleim and known by several others in PEA. She has been announced with no objections and will be invited to attend on September 10 for her first meeting.

Potential PEA Members for the Vacant Board Director Position

The election in January 2020 had three open directors and four potential candidates. The person who was not elected was Anthony Tirtoprodjo, Prostone Services. Any other names of potential people to fill the vacant Board director role?

Process for filling a vacant board seat per ARTICLE IX, DIRECTORS, Section 3.

Sec. 3. Any vacancy in the Board of Directors shall be filled by election by the remaining members of the Board of Directors, to serve for the unexpired portion of the term vacated.

Further, in ARTICLE XI, OFFICERS AND EXECUTIVE DIRECTOR, Section 3.

Sec. 4. In the event of a vacancy in any such office, the Board of Directors shall elect a duly qualified member to fill such vacancy for the remainder of the expired term.

Ward Wildanger was in the first year of a two-year term. The term ending date of the person replacing him on the Board is February 28, 2022.

Ongoing Items ~ Carried to September 10 Board meeting

- **Financial Considerations ~ tabled until September 9 Board Meeting.**

The Board discussed these financial considerations and requested that they be brought forward again at the September board meeting when we next review the budget and membership dues situation affected by the pandemic.

- Allow members to make monthly payments on their quarterly dues payments, if it is burdensome for them to make one quarterly payment
- At the February board meeting, the board agreed that if PEA were to accept monthly payments from its members, then those members would be required to have their payments set up on auto-payment, so we do not need to chase members for payments.
- Setting up of auto-payments by our members to remit their payments easily through QuickBooks. We have deferred this due to tax season and the pandemic.
- Increase to the one-time initiation fee from \$250 to \$355

- **Bylaws**

Angi noted that in her review of the current Bylaws, an indemnification clause is not included protecting the organization, and there are other updates that also need to be made. Angi is recommending we update the Bylaws this year and has a list of suggestions of areas to be updated.

New Business

-

Adjourn 9:45 a.m.

Attendance and Participation ~ AUGUST 2020

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guest	Open House # Attendees
8/6/2020	54	4	7	1	2	43	1	0
8/13/2020	54	0	9	0	57	43	0	0
8/20/2020	54	0	8	1	0	37	0	0
8/27/2020	54	0	25	3	1	40	0	0
TOTALS	54	4	49	5	60	163	1	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
August 2020	54	4	49	12	5	1	60	15	41
July 2020	54	7	39	10	7	2	25	6	43
June 2020	54	4	13	3	14	4	18	5	45
May 2020	54	9	2	1	14	4	5	1	45
Apr 2020	56	4	1	1	3	2	0	0	41
Mar 2020	55	32	46	23	68	34	74	37	40
Feb 2020	56	68	128	32	103	26	90	23	47
Jan 2020	56	85	170	43	118	30	152	38	45
Dec 2019	56	46	128	43	66	22	90	30	47
Nov 2019	57	67	129	43	83	28	96	32	45
Oct 2019	57	74	183	37	110	22	150	30	47
Sep 2019	57	69	156	39	101	25	159	40	44
Aug 2019	57	80	153	38	106	27	141	35	46
July 2019	57	65	143	48	72	24	101	34	43
June 2019	56	87	186	47	108	27	149	37	44
May 2019	55	65	208	52	98	25	156	39	44
Apr 2019	54	67	145	48	83	28	177	59	46
Mar 2019	54	57	131	33	144	36	130	33	42
Feb 2019	56	51	119	30	86	22	121	30	46
Jan 2019	54	90	213	43	152	30	150	30	43
Dec 2018	56	29	74	37	49	25	71	36	46
Nov 2018	56	67	165	41	109	27	116	29	47
Oct 2018	57	72	116	29	97	24	157	39	45
Sep 2018	57	48	183	46	103	26	144	36	43
Aug 2018	58	54	200	50	96	24	153	38	46
July 2018	58	66	178	59	98	33	119	40	45
June 2018	58	70	147	37	82	21	117	29	44
May 2018	58	56	193	39	121	24	164	33	42
Apr 2018	58	67	197	49	135	34	182	46	45
Mar 2018	57	45	152	38	88	22	146	37	44
Feb 2018	57	28	153	51	113	34	84	22	44
Jan 2018	58	69	209	63	148	43	131	28	49
Dec 2017	60	26	90	45	37	19	34	17	48
Nov 2017	60	32	168	42	92	23	95	24	47
Oct 2017	60	40	155	39	91	23	85	21	45
Sep 2017	59	54	169	42	109	27	97	24	43
Aug 2017	62	40	206	41	133	27	98	20	45
Jul 2017	61	30	116	39	70	23	51	17	42
Jun 2017	59	61	253	51	130	26	95	26	40

Peninsula Executives Association

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Board Meeting Minutes **August 13, 2020**

PRESENT

Deanne Belcher, President
Michael Aronson
Jeanette Loretz, Secretary
Leane Reelfs
Deb Siegle
Ward Wildanger, Treasurer
Angi Roberts, Executive Director

ABSENT

Brian Irion
Charlotte Russell

GUESTS

Mike Feller
Jon Maystrik
Konrad Thaler

Call to Order and Welcome 8:35 a.m.

Welcome ~ Deanne Belcher, President

Guest Mike Feller visited the Board meeting today and is on the Boosters Committee. Boosters was looking for a place to have a social distanced picnic and he found that there are no parks available now and no one is taking reservations at this time. Jeannette serves on Boosters, too, and said they were looking at a park and then the numbers became worse with pandemic illnesses, so this idea was abandoned by the committee at this time. Boosters was reminded that no commitments should be made to any venue, etc., without the Board being consulted first for a PEA-sanctioned event.

Minutes and Attendance

- Review of July 9, 2020 Board Meeting Minutes
- Review of Participation and Attendance July 2020

The July 9, 2020 Board meeting minutes were provided to the Board, as well as the attendance and participation numbers for the month of July 2020; Michael moved to approve both documents as presented, and Ward provided a second. Motion passes unanimously.

Financial Statements & Discussion

- **Review of Financials through July 31, 2020**
 - Revised budget as of June 8 provided in packet with income based on 55 members, revised hotel costs with virtual meetings through December 2020, half zoom meetings Jan-Feb 2021, half face-to-face meetings. This budget has been accepted by consent and is the current budget we compare monthly figures against.
 - All bills for July have been paid in full and no outstanding invoices are pending.
 - Tax preparation is completed for Fiscal Year 2019; expected fee was ~\$1300 and was reduced by our CPA to \$950 due to her ongoing business relationship with Angi.
 - Restricted funds are \$2,302.00; these funds may only be used for invoices rendered to Pro Staff Painting.

Angi reviewed the financial documents with the Board and guests present. The organization is in sound shape financially and is able to pay its bills on time and in full monthly. The Board decided by consensus to move \$5500 from the checking to the savings account; Angi will process the transfer online.

- **Accounts Receivable outstanding:** Total A/R as of August 12, 2020 is \$1,524.00. All members with outstanding balances in the table below have been sent reminder notices. Any partial payments by members have been adjusted and removed from their outstanding balance per Board decision.

**Peninsula Executives Association
A/R AGING SUMMARY
As of August 12, 2020**

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Benyammi, Fella, DDS			355.00			355.00
Lane Cleaning Services					15.00	15.00
Rugh Financial			355.00			355.00
Sheraton PA Membership			89.00			89.00
Tearse Eye Care			355.00			355.00
Yeaman Auto Body			355.00			355.00
TOTAL	\$ 0.00	\$.00	\$1,509.00	\$ 0.00	\$ 15.00	\$1,524.00

- **Upcoming Contract Renewals:**
 - **Sheraton contract for 2021:** typically, we provide our next year dates in August of the previous year. We need to first determine if we are adopting an every-other-week plan for Jan-Feb 2021 for face-to-face meetings at the Sheraton, and then see if they will accept that plan.
 - The Board confirmed that this is the planned meeting schedule and Angi will give notice to the Sheraton that we will not meet onsite through December 2020.
 - The Board would like to continue with the current plan of meeting every other week face-to-face at the Sheraton and then Zoom meetings for the other weeks. Angi will contact the Sheraton to see if they will do this for the first two months of 2021. Angi will also inquire how flexible the Sheraton will be in 2021 should we need to cancel meetings again for a pandemic outbreak again.
 - Ward suggested that if it happens again that the organization is short on funds again when we resume face-to-face meetings, then we could raise the dues by \$5 per company for one quarter or two only to pay the shortfall.
 - **The Association Office Contract expires October 31, 2020:** Per our agreement with the organization and the Board, we provide at least 30-days' notice before the contract expiration to allow time for the Board to review the contract. Currently, the monthly retainer is \$2,617.00. There will only be a slight increase in the renewing contract to a new monthly retainer of \$2,625.00. No other terms will change.
- **Other pending finance matters**
 - D&O insurance discussion:
 - State Farm policy quote is \$1368-1710 annually
The Board discussed this fee and some of the concerns are the \$1200 could be a hardship for the organization to pay in the future; however, should PEA have a claim made against it, without this coverage the costs to defend the organization could bankrupt it. Because Charlotte was not present at today's meeting to provide additional information, the Board has tabled this until next month.
 - Review the monthly auto-transfer of \$200 from checking to savings.
The Board decided to leave the \$200 transfer from checking to savings in place, in addition of the transfer of \$5500 from checking to savings.

Ward moved to approve the financial reports provided in the Board packet and Leane provided a second. Motion passes unanimously.

Review of Weekly Meetings & Planning Future Meetings for PEA: Late Summer 2020

Currently on the calendar:

(recommendation is to review of next 4-8 weeks at each board meeting)

August 20	Deb Siegle, Come Travel Today
August 27	Leads Committee hosts “Getting to Know You”
September 3	No PEA Business Meeting
September 10	Julie Fukuhara, Wells Fargo PMB
September 17	Susan Hannah, Arranged4Comfort
September 24	PR Committee hosts “Bring Your Laptop Day” at PEA meeting to review all social channels
October 1	Committee Meetings
October 8	John King, Keller Williams Residential Real Estate

The Board agrees with the above schedule and thanked Angi for her work in preparing this in advance each meeting.

Membership update

We currently have 54 active members (including Urbanscapes Landscaping, who has given their notice of termination effective August 31, 2020) and three pending applications for new members.

- The Membership Committee is following up with the sponsors on these three pending applicants and one pending resignation:
 - Simonne Okarma, Supplemental Accidental/Injury Specialist: Simonne has already been vetted and completed the 2-week posting period; has been to one zoom meeting so far. *Sponsor: Julie Fukuhara*
 - Simonne is currently not working due to the pandemic. If things change with her situation, Julie may resurface her application again.
 - Peter Frankel, Barastone, Home Equity Sharing: *Mike Feller, sponsor*, to contact him to determine interest level: completed vetting and has attended one breakfast so far.
 - Mike believes he will not join at this time, as he is not working due to the pandemic. If things change with Peter, Mike will let us know and bring up his application again for review.
 - Gail Cambra, Gail Cambra & Assoc, Liquidator Los Alto South to San Jose: *Judy Johnson, sponsors*, to contact to determine interest level: completed vetting and has attended one breakfast; will attend again as soon as she can.
 - Gail is caring for her elderly mother and not available to join PEA at this time. Judy will bring up her application again if things change with her situation.
 - The Membership Committee also acquired an update from *Jon Maystrik, sponsor*, for Urbanscapes Landscaping. Jon has been unable to connect with Juan Carlos personally, so we will consider this matter closed.
- The three pending applications and the pending resignation are now considered closed by the Board and the Membership Committee.

New Business

Member Resignation: Ward Wildanger, Interior Ingenuity: Ward shared as new business that he and his family are moving to Iowa and he is retiring. He is selling his home and next week will be his last week at PEA. The Board thanked him for his service and helping us to move to a 100% digital payment and approval process for PEA. Michael Aronson self-nominated for the role of Treasurer. Deb Siegle moved to accept Ward’s resignation and Michael’s nomination for Treasurer. Leane provided a second and the motion passed unanimously.

Angi suggested that we check the last election results for anyone who was a runner-up and invite them to join the board. This would be an appointment, not an election, for the newest director. We will discuss the names at the next board meeting.

Adjournment

Having completed all the business of the board, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Angi Roberts
PEA Executive Director

Upcoming Board Meeting

Next Board Meeting: September 10, 8:35 a.m.

Ongoing Items ~ Carried to future board meeting

Current list of pending items:

- **Financial Considerations ~ tabled until September 9 Board Meeting.**

The Board discussed these financial considerations and requested that they be brought forward again at the September board meeting when we next review the budget and membership dues situation affected by the pandemic.

- Allow members to make monthly payments on their quarterly dues payments, if it is burdensome for them to make one quarterly payment
- At the February board meeting, the board agreed that if PEA were to accept monthly payments from its members, then those members would be required to have their payments set up on auto-payment, so we do not need to chase members for payments.
- Setting up of auto-payments by our members to remit their payments easily through QuickBooks. We have deferred this due to tax season and the pandemic.
- Increase to the one-time initiation fee from \$250 to \$355

- **D&O Policy and Whether to Purchase or Not**

- **Bylaws**

Angi noted that in her review of the current Bylaws, an indemnification clause is not included protecting the organization, and there are other updates that also need to be made. Angi is recommending we update the Bylaws this year and has a list of suggestions of areas to be updated.

Attendance and Participation ~ JULY 2020

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guest	Open House # Attendees
7/2/2020	54	0	1	0	3	0	0	0
7/9/2020	54	4	1	0	5	42	0	0
7/16/2020	54	0	8	3	2	45	0	0
7/23/2020	54	1	7	1	2	41	2	0
7/30/2020	54	2	22	3	13	42	0	0
TOTALS	54	7	39	7	25	170	1	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
July 2020	54	7	39	10	7	2	25	6	43
June 2020	54	4	13	3	14	4	18	5	45
May 2020	54	9	2	1	14	4	5	1	45
Apr 2020	56	4	1	1	3	2	0	0	41
Mar 2020	55	32	46	23	68	34	74	37	40
Feb 2020	56	68	128	32	103	26	90	23	47
Jan 2020	56	85	170	43	118	30	152	38	45
Dec 2019	56	46	128	43	66	22	90	30	47
Nov 2019	57	67	129	43	83	28	96	32	45
Oct 2019	57	74	183	37	110	22	150	30	47
Sep 2019	57	69	156	39	101	25	159	40	44
Aug 2019	57	80	153	38	106	27	141	35	46
July 2019	57	65	143	48	72	24	101	34	43
June 2019	56	87	186	47	108	27	149	37	44
May 2019	55	65	208	52	98	25	156	39	44
Apr 2019	54	67	145	48	83	28	177	59	46
Mar 2019	54	57	131	33	144	36	130	33	42
Feb 2019	56	51	119	30	86	22	121	30	46
Jan 2019	54	90	213	43	152	30	150	30	43
Dec 2018	56	29	74	37	49	25	71	36	46
Nov 2018	56	67	165	41	109	27	116	29	47
Oct 2018	57	72	116	29	97	24	157	39	45
Sep 2018	57	48	183	46	103	26	144	36	43
Aug 2018	58	54	200	50	96	24	153	38	46
July 2018	58	66	178	59	98	33	119	40	45
June 2018	58	70	147	37	82	21	117	29	44
May 2018	58	56	193	39	121	24	164	33	42
Apr 2018	58	67	197	49	135	34	182	46	45
Mar 2018	57	45	152	38	88	22	146	37	44
Feb 2018	57	28	153	51	113	34	84	22	44
Jan 2018	58	69	209	63	148	43	131	28	49
Dec 2017	60	26	90	45	37	19	34	17	48
Nov 2017	60	32	168	42	92	23	95	24	47
Oct 2017	60	40	155	39	91	23	85	21	45
Sep 2017	59	54	169	42	109	27	97	24	43
Aug 2017	62	40	206	41	133	27	98	20	45
Jul 2017	61	30	116	39	70	23	51	17	42
Jun 2017	59	61	253	51	130	26	95	26	40

PEA POTENTIAL MEMBER INFORMATION FORM

The upper portion of this form should be completed by the
PEA MEMBER (SPONSOR) proposing the potential member (CANDIDATE) and
submitted to the Executive Director for processing.



POTENTIAL MEMBER			SPONSOR	
Classification Applied for <u>FAMILY LAW</u>			Name <u>GEORGIE GLEIM</u> No.	
Business Name <u>HOOVER-KREPEZKA</u>			Business <u>GLEIM THE JEWELER</u>	
Primary Representation <u>MICHELLE HOOVER</u>			Phone <u>650 325 3533</u>	
Title <u>DIRECTOR OF COMMUNITY RELATIONS</u>			Sponsor's Comments <u>I HAVE KNOWN Michelle</u> <u>≈ 1 1/2 years through a</u> <u>group organized by</u> <u>Kim Tucker. Leane &</u> <u>maureen also know her</u>	
Associate Title				
Business Address <u>1520 THE ALAMEDA # 200</u>				
City <u>SAN JOSE</u> Zip <u>95126</u>				
Phone <u>408 947-7600</u> Years in Business <u>60</u>				
Website <u>hooverkrepelka.com</u>			Sponsor's Signature <u>[Signature]</u> Date <u>8-20-20</u>	
Type of Business <input type="checkbox"/> Manufacturing <input checked="" type="checkbox"/> Service <input type="checkbox"/> Retail			FOR MEMBERSHIP COMMITTEE USE ONLY	
<input type="checkbox"/> Other (explain)			Date Classification OK	
Email <u>michelle.hoover@hooverkrepelka.com</u>			OR Change to	
Is this a branch office? <u>NO</u>			Attendance Potential	
If "Yes" how many branches			Level of Interest	
Home office location (city/state)			Other Comments	
Is this is franchise? <u>NO</u>			If "Yes" franchise company name	
**Business License Attached YES / NO				
CANDIDATE ELIGIBILITY CHECKLIST				
Does classification account for at least 60% of total business? <u>YES</u>				
Is there a potential conflict with a present member? <u>NO</u>				
If "Yes" has this been cleared with that member? <u>NO</u>				
Has Candidate been with this business for at least one year? <u>YES</u>				
Does Candidate have any required license and/or certificates? <u>YES</u>				
FOR EXECUTIVE DIRECTOR USE ONLY			RECOMMENDATION	
Proposal Received	Called for Interview	Guest at Breakfast	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Bulletin Posting	Sent to Membership	Mentor Assigned	Membership Chair Signature	
Information Packet Sent	Objection Filed	Application & Check Rec'd		
FOR BOARD OF DIRECTORS USE ONLY				
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE / /	
President			Board Member	
Vice-President			Board Member	
Board Member			Board Member	

Peninsula Executives Association

BALANCE SHEET

As of August 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	13,289.56
First Rep savings 7458	8,001.55
Total Bank Accounts	\$21,291.11
Other Current Assets	
Undeposited Funds	3,501.85
Total Other Current Assets	\$3,501.85
Total Current Assets	\$24,792.96
TOTAL ASSETS	\$24,792.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pre Paid Dues - Pro Staff	2,302.00
Total Other Current Liabilities	\$2,302.00
Total Current Liabilities	\$2,302.00
Total Liabilities	\$2,302.00
Equity	
Retained Earnings	10,579.47
Net Income	11,911.49
Total Equity	\$22,490.96
TOTAL LIABILITIES AND EQUITY	\$24,792.96

Peninsula Executives Association

A/P AGING DETAIL

As of September 7, 2020

DATE	TRANSACTION TYPE	NUM	VENDOR	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
1 - 30 days past due							
08/26/2020	Bill		DreamHost	08/31/2020	7	3.00	3.00
Total for 1 - 30 days past due						\$3.00	\$3.00
Current							
09/01/2020	Bill	SEPT 2020	The Association Office	09/10/2020	-3	2,632.15	2,632.15
Total for Current						\$2,632.15	\$2,632.15
TOTAL						\$2,635.15	\$2,635.15

Peninsula Executives Association

A/R AGING SUMMARY

As of September 7, 2020

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
All About Business Services	355.00					\$355.00
All Reasons Moving & Storage	355.00					\$355.00
Arborwell Professional Tree Management	355.00					\$355.00
Arranged4Comfort	355.00					\$355.00
Benyammi, Fella, DDS		-355.00		355.00		\$0.00
California Business Opportunities	355.00					\$355.00
Carpeteria	355.00					\$355.00
Come Travel Today	355.00					\$355.00
Cushman & Wakefield	355.00					\$355.00
D.B. Gaskill Advertising Specialties	355.00					\$355.00
Gleim the Jeweler	355.00					\$355.00
GR8WORK Builders, Inc	355.00					\$355.00
Hassett Hardware	355.00					\$355.00
Helming's Auto Repair	355.00					\$355.00
Home Care Assistance	355.00					\$355.00
Home Preservation Services	355.00					\$355.00
Innovative Sales and Leasing	355.00					\$355.00
JL Designs & Interiors	355.00					\$355.00
Lane Cleaning Services	355.00				15.00	\$370.00
Larick Alan Hill	355.00					\$355.00
Law Offices of Brian Irion	355.00					\$355.00
Lost Boys Design	355.00					\$355.00
McGlashan & Sarraill	355.00					\$355.00
McRoskey Mattress Company	355.00					\$355.00
Mollie Stone's Market	355.00					\$355.00
Pacific Hearing Service	355.00					\$355.00
Palo Alto Chiropractic Offices	355.00					\$355.00
Prostone Services	355.00					\$355.00
Reverse Mortgages Only	355.00					\$355.00
Scott, Susan; Expressions Salon	355.00					\$355.00
Senior Seasons	355.00					\$355.00
Sheraton PA Membership	89.00			89.00		\$178.00
Shoshanna Kaplinsky, MFT	355.00					\$355.00
Smilin Dogs	155.00					\$155.00
State Farm Agency	355.00					\$355.00
Tearse Eye Care	355.00					\$355.00
The Integrated Lifestyle	355.00					\$355.00
TOMSTUDIO	355.00					\$355.00
Unexpected Treasures	355.00					\$355.00
Wells Fargo Private Bank	355.00					\$355.00
Yeaman Auto Body	355.00			355.00		\$710.00
TOTAL	\$13,734.00	\$ -355.00	\$0.00	\$799.00	\$15.00	\$14,193.00

Peninsula Executives Association

OPEN INVOICES

As of August 31, 2020

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
Benyammi, Fella, DDS					
06/01/2020	Invoice	3541	Net 30	06/30/2020	355.00
08/28/2020	Payment			08/28/2020	-355.00
Total for Benyammi, Fella, DDS					\$0.00
Lane Cleaning Services					
03/01/2020	Invoice	3447	Net 30	03/31/2020	15.00
Total for Lane Cleaning Services					\$15.00
Sheraton PA Membership					
06/01/2020	Invoice	3543	Net 30	06/30/2020	89.00
Total for Sheraton PA Membership					\$89.00
Yeaman Auto Body					
06/01/2020	Invoice	3532	Net 30	06/30/2020	355.00
Total for Yeaman Auto Body					\$355.00
TOTAL					\$459.00

Peninsula Executives Association

PROFIT AND LOSS

March - August, 2020

	TOTAL
Income	
Contributions income	1,575.00
Dues	
1st Quarter Dues	19,244.00
2nd Quarter Dues	18,105.00
4th Quarter Dues	355.00
Guest breakfast fees	675.00
Total Dues	38,379.00
Initiation Fees	250.00
Sales of Product Income	0.01
Unapplied Cash Payment Income	1,620.00
Total Income	\$41,824.01
GROSS PROFIT	\$41,824.01
Expenses	
Anniversary celebration	315.13
Board retreat	660.84
Breakfasts	11,126.87
Contract Services	15,702.00
Insurance	280.00
Office supplies	15.82
QuickBooks Payments Fees	180.00
Reproduction	46.00
Tax Prep	950.00
Web site related expenses	
Website Security Software	12.00
Total Web site related expenses	12.00
Write-offs/bad debt/returns	625.00
Total Expenses	\$29,913.66
NET OPERATING INCOME	\$11,910.35
Other Income	
Interest Income	1.14
Total Other Income	\$1.14
NET OTHER INCOME	\$1.14
NET INCOME	\$11,911.49

Peninsula Executives Association

BUDGET VS. ACTUALS: BUDGET: 2020-2021 FY (JAN-FEB 2021 HALF ZOOMS - FY21 P&L

March - August, 2020

	MAR - MAY, 2020				JUN - AUG, 2020				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income												
Contributions income	1,575.00	1,075.00	500.00	146.51 %		0.00	0.00		\$1,575.00	\$1,075.00	\$500.00	146.51 %
Dues									\$0.00	\$0.00	\$0.00	0.00%
1st Quarter Dues	18,279.00	19,525.00	-1,246.00	93.62 %	965.00	0.00	965.00		\$19,244.00	\$19,525.00	\$ -281.00	98.56 %
2nd Quarter Dues		0.00	0.00		18,105.00	18,225.00	-120.00	99.34 %	\$18,105.00	\$18,225.00	\$ -120.00	99.34 %
4th Quarter Dues	355.00	0.00	355.00			0.00	0.00		\$355.00	\$0.00	\$355.00	0.00%
Guest breakfast fees	625.00	25.00	600.00	2,500.00 %	50.00	0.00	50.00		\$675.00	\$25.00	\$650.00	2,700.00 %
Total Dues	19,259.00	19,550.00	-291.00	98.51 %	19,120.00	18,225.00	895.00	104.91 %	\$38,379.00	\$37,775.00	\$604.00	101.60 %
Initiation Fees		250.00	-250.00		250.00	250.00	0.00	100.00 %	\$250.00	\$500.00	\$ -250.00	50.00 %
Sales of Product Income	0.01		0.01						\$0.01	\$0.00	\$0.01	0.00%
Unapplied Cash Payment Income	2,050.00		2,050.00		-430.00		-430.00		\$1,620.00	\$0.00	\$1,620.00	0.00%
Total Income	\$22,884.01	\$20,875.00	\$2,009.01	109.62 %	\$18,940.00	\$18,475.00	\$465.00	102.52 %	\$41,824.01	\$39,350.00	\$2,474.01	106.29 %
GROSS PROFIT	\$22,884.01	\$20,875.00	\$2,009.01	109.62 %	\$18,940.00	\$18,475.00	\$465.00	102.52 %	\$41,824.01	\$39,350.00	\$2,474.01	106.29 %
Expenses												
Anniversary celebration	315.13	300.00	15.13	105.04 %		0.00	0.00		\$315.13	\$300.00	\$15.13	105.04 %
Board retreat	660.84	675.00	-14.16	97.90 %		0.00	0.00		\$660.84	\$675.00	\$ -14.16	97.90 %
Breakfasts	11,126.87	2,182.00	8,944.87	509.94 %		0.00	0.00		\$11,126.87	\$2,182.00	\$8,944.87	509.94 %
Contract Services	7,851.00	7,851.00	0.00	100.00 %	7,851.00	7,851.00	0.00	100.00 %	\$15,702.00	\$15,702.00	\$0.00	100.00 %
Insurance	280.00	268.00	12.00	104.48 %		0.00	0.00		\$280.00	\$268.00	\$12.00	104.48 %
Office supplies	15.82		15.82						\$15.82	\$0.00	\$15.82	0.00%
QuickBooks Payments Fees	60.00	105.00	-45.00	57.14 %	120.00	105.00	15.00	114.29 %	\$180.00	\$210.00	\$ -30.00	85.71 %
Reproduction	46.00		46.00						\$46.00	\$0.00	\$46.00	0.00%
Tax Prep		0.00	0.00		950.00	1,300.00	-350.00	73.08 %	\$950.00	\$1,300.00	\$ -350.00	73.08 %
Web site related expenses									\$0.00	\$0.00	\$0.00	0.00%
Website Security Software	6.00	9.00	-3.00	66.67 %	6.00	9.00	-3.00	66.67 %	\$12.00	\$18.00	\$ -6.00	66.67 %
Total Web site related expenses	6.00	9.00	-3.00	66.67 %	6.00	9.00	-3.00	66.67 %	\$12.00	\$18.00	\$ -6.00	66.67 %
Write-offs/bad debt/returns					625.00		625.00		\$625.00	\$0.00	\$625.00	0.00%
Total Expenses	\$20,361.66	\$11,390.00	\$8,971.66	178.77 %	\$9,552.00	\$9,265.00	\$287.00	103.10 %	\$29,913.66	\$20,655.00	\$9,258.66	144.83 %
NET OPERATING INCOME	\$2,522.35	\$9,485.00	\$ -6,962.65	26.59 %	\$9,388.00	\$9,210.00	\$178.00	101.93 %	\$11,910.35	\$18,695.00	\$ -6,784.65	63.71 %
Other Income												
Interest Income	0.55	0.60	-0.05	91.67 %	0.59	0.60	-0.01	98.33 %	\$1.14	\$1.20	\$ -0.06	95.00 %
Total Other Income	\$0.55	\$0.60	\$ -0.05	91.67 %	\$0.59	\$0.60	\$ -0.01	98.33 %	\$1.14	\$1.20	\$ -0.06	95.00 %
NET OTHER INCOME	\$0.55	\$0.60	\$ -0.05	91.67 %	\$0.59	\$0.60	\$ -0.01	98.33 %	\$1.14	\$1.20	\$ -0.06	95.00 %
NET INCOME	\$2,522.90	\$9,485.60	\$ -6,962.70	26.60 %	\$9,388.59	\$9,210.60	\$177.99	101.93 %	\$11,911.49	\$18,696.20	\$ -6,784.71	63.71 %