Peninsula Executives Association

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Board Retreat Agenda
March 5, 2020

Call to Order and Welcome 6:30pm

Welcome

- Recognition of Outgoing Board
- Welcome to the New Board Members

Minutes and Attendance

- Review of Feb 2020 Board Meeting Minutes
- Review of Participation and Attendance Feb 2020
- Review of Financials through Feb 29, 2020

Ongoing Items

- Board Classification Talk March 26: Please see attached for what was suggested as content for this presentation, typically made by the PEA President

New Business

New/Continuing Signers on PEA Accounts: for 2020
Typically would be these individuals signing and having access to the PEA assets:
Deanne Belcher (President), Leane Reelfs (Immediate Past President), Charlotte Russell (Vice President), Ward Wildanger (Treasurer), Jeanette Loretz (Secretary); administrative authority only for acct management Angi Roberts as Executive Director

Need motion for "bank minutes" (see attached example)

Preliminary budget 2020-2021

Committee Assignments
- Background information
- Member assignments
- Board liaisons to each committee
- Monthly board meeting committee liaison reporting
  (1-2 minutes on what's going on at the committee, any help they need or concerns)

Regular Board Meeting Schedule

Backup hard drive and Board Alias Usage

- Quick overview of what is on the hard drive
- Board alias: board@executives.org
- Usage of either one: when, why, how

Sharing of information from outgoing board to new board members

- What was learned last year, current committee status, and any plans so far

Adjourn 8:30pm

- Suggested language regarding first of the year announcements (from September Board meeting): member reminders at new fiscal year. [Note: Can we ask Michael Aronson to help with a fun PowerPoint to make this more entertaining and memorable, rather than a long list of rules?] A suggested list of items to cover:
    - What are bylaws – How they govern our organization – The Board and its role in managing the organization and its committees, providing oversite for all areas of the organization
    - Expectations around attendance from the bylaws – excepted realities and examples – advising of upcoming vacation or other time away from PEA meetings. Each member should consider an associate member to attend in cases of absence. Extended absences can be handled by requesting that the Board grant a leave of absence; when a leave is an appropriate option.
        - NOTE: Open houses are specifically mentioned in the bylaws on page 4, Article VI, Duties of Members, Sec. 6 and 7, as a requirement. Does this need amending?
            - Sec. 6. It is the duty of every Member to attend as many open houses as possible during the year or send a representative to the open houses that are held.
            - Sec. 7. It is the duty of every Member to hold an open house, or co-sponsor an open house with another member, every 18 months.
    - Expectations of timely payment of dues and keep their contact and billing information current with the organization, including the website
    - Expectations to provide support to the organization by being active on a committee
        - Ultimately, assignments are the responsibility of the board – so as to not sound too rough it can be softened by saying, there is some leeway here, though.
    - Expectations to provide support to the organization through direct, referral, ongoing or internet leads
    - Rules regarding each member's assignment to a specific classification; boundaries, conflicts of interest, personal interests of nonprofits and political issues or candidates; promotion of personal interests in classification, spotlight, newsletters, emails, or USPS; what is acceptable when doing a newsletter – is it okay to add all PEA members to these direct mail channels?
    - What about the unspoken rules around why to not use a member: cost difference, personality clash, already have someone—what are the true rules or guidelines around this. Do we want to cover this in a broad format like this?

It would end the meeting nicely to have sparkline apple cider and toast to a new year and end the meeting on a positive, lively note.

PENINSULA EXECUTIVES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
MARCH 5, 2020

PRESENT:
Deanne Belcher, President
Charlotte Russell, Vice President
Leane Reelfs, Ex Officio/Past President
Ward Wildanger, Treasurer
Jeanette Loretz, Secretary
Brian Irion
Jeanette Loretz
Deb Siegle

ABSENT:
xxx

ALSO PRESENT:
Angela Roberts, Executive Director

Welcome & Call to Order 6:3x p.m.

Official Board Business

xxxxx moved to authorize signers on Peninsula Executives Association (PEA) financial accounts as: *Deanne Belcher, President; Charlotte Russell, Vice President; Ward Wildanger, Treasurer; Jeanette Loretz, Secretary;* and *Leane Reelfs, Ex Officio/Immediate Past President*. In addition, *Angela Roberts, PEA Executive Director,* will continue as Administrator on the First Republic bank accounts for online viewing of bank transactions. xxxxxx provided a second, and the motion carried unanimously.

> ***Resolved: Signers on the Peninsula Executives Association (PEA) financial accounts are Deanne Belcher, President; Charlotte Russell, Vice President; Ward Wildanger, Treasurer; Jeanette Loretz, Secretary; and Leane Reelfs, Ex Officio/Immediate Past President. In addition, Angela Roberts, PEA Executive Director, will continue as Administrator on the First Republic bank accounts for online viewing of bank transactions.***

Having completed all of its required business, the Board of Directors adjourned at 8:xx p.m.

Respectfully submitted,

Angela Roberts
Executive Director
Peninsula Executives Association (PEA)