

Peninsula Executives Association

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



Board Meeting Agenda **December 19, 2019**

Call to Order and Welcome -- 8:35am

Review of Minutes, Leads & Attendance – 8:35am

- Review Minutes for September 12, 2019, October 10, 2019, November 14, 2019
- Review of Participation and Attendance October 2019 and November 2019

Financials – 8:45am

- October and November 2019 financial reporting attached
 - Accounts Payable
 - Accounts Receivable Report
 - Balance Sheet, Profit and Loss
 - YTD Budget vs Actuals
 - Review \$200 auto-deposit to savings from checking

Unfinished Business & Pending Items – 9:05am (carried over from November 2019 Board meeting)

- **Annual Holiday Party Date: January 24, 2020:** additional info on pricing
- **For the record:** Karen Bowne's vote for honorary member was approved by the members on October 10, 2019.
- **Website Launched!**
 - Feedback? Any changes wanted?
 - We cancelled Verio, since we found cheaper hosting. Annual fee paid through 09/23/2020 was \$75.40, with a \$50 credit coupon provided by Michael Aronson for new client signups at hosting company DreamHost; versus what we would have paid through the same date \$299.40, for an annual savings of \$224.00.

New Business – 9:25am

- First of the Year Announcements (see attachment)

Committee Updates – 9:35am

- Any committee updates? Any committees need any help?

Adjourn 9:40am

Upcoming Holidays or Special Meetings

- **Next Board Meeting: January 9 (change date to January 16, 2020, since no meeting Jan 2, 2020?)**
No PEA Meetings: November 28; December 26, 2019; January 2, 2020.

Attendance and Participation ~ NOVEMBER 2019

| Date | # Members | Ongoing | Direct | Referral | Internet | Attended | Guest | Open House # Attendees |
|---------------|-----------|-----------|------------|------------|------------|------------|-----------|------------------------|
| 10/3/2019 | 57 | 9 | 29 | 15 | 32 | 43 | 2 | 0 |
| 10/10/2019 | 57 | 7 | 30 | 15 | 28 | 39 | 2 | 0 |
| 10/17/209 | 57 | 7 | 47 | 24 | 36 | 48 | 1 | 0 |
| 10/24/2019 | 57 | 9 | 28 | 25 | 15 | 48 | 3 | 0 |
| 10/31/2019 | 57 | 42 | 49 | 31 | 39 | 45 | 4 | 0 |
| TOTALS | 57 | 74 | 183 | 110 | 150 | 223 | 12 | 0 |

| Month | # Members | Ongoing | Direct | Avg per week | Referrals | Avg per week | Internet | Avg per week | Attendance avg per week |
|-----------|-----------|---------|--------|--------------|-----------|--------------|----------|--------------|-------------------------|
| 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 |
| May 2017 | 60 | 22 | 186 | 27 | 106 | 27 | 54 | 18 | 47 |
| Apr 2017 | 60 | 60 | 182 | 46 | 99 | 25 | 68 | 17 | 46 |
| Mar 2017 | 63 | 75 | 232 | 46 | 150 | 30 | 108 | 22 | 49 |
| Feb 2017 | 61 | 31 | 173 | 43 | 114 | 29 | 52 | 13 | 50 |
| Jan 2017 | 63 | 37 | 252 | 84 | 124 | 41 | 89 | 30 | 48 |

Attendance and Participation ~ NOVEMBER 2019

| Date | # Members | Ongoing | Direct | Referral | Internet | Attended | Guest | Open House # Attendees |
|---------------|-----------|-----------|------------|-----------|-----------|------------|----------|------------------------|
| 11/7/2019 | 57 | 15 | 41 | 35 | 30 | 46 | 1 | 0 |
| 11/14/2019 | 57 | 12 | 38 | 23 | 28 | 45 | 1 | 0 |
| 11/21/2019 | 57 | 40 | 50 | 25 | 38 | 42 | 1 | 0 |
| 11/28/2019 | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 57 | 67 | 129 | 83 | 96 | 133 | 3 | 0 |

| Month | # Members | Ongoing | Direct | Avg per week | Referrals | Avg per week | Internet | Avg per week | Attendance avg per week |
|-----------|-----------|---------|--------|--------------|-----------|--------------|----------|--------------|-------------------------|
| 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 |
| May 2017 | 60 | 22 | 186 | 27 | 106 | 27 | 54 | 18 | 47 |
| Apr 2017 | 60 | 60 | 182 | 46 | 99 | 25 | 68 | 17 | 46 |
| Mar 2017 | 63 | 75 | 232 | 46 | 150 | 30 | 108 | 22 | 49 |
| Feb 2017 | 61 | 31 | 173 | 43 | 114 | 29 | 52 | 13 | 50 |
| Jan 2017 | 63 | 37 | 252 | 84 | 124 | 41 | 89 | 30 | 48 |

Peninsula Executives Association

A/P AGING DETAIL

As of December 18, 2019

| DATE | TRANSACTION TYPE | NUM | VENDOR | DUE DATE | PAST DUE | AMOUNT | OPEN BALANCE |
|--------------------------|------------------|-------|---------------------------|------------|----------|-------------------|-------------------|
| Current | | | | | | | |
| 11/07/2019 | Bill | 10775 | Sheraton Palo Alto vendor | 12/31/2019 | -13 | 5,474.20 | 5,474.20 |
| 12/10/2019 | Bill | 10910 | Sheraton Palo Alto vendor | 12/31/2019 | -13 | 3,271.14 | 3,271.14 |
| Total for Current | | | | | | \$8,745.34 | \$8,745.34 |
| TOTAL | | | | | | \$8,745.34 | \$8,745.34 |

Peninsula Executives Association

A/R AGING SUMMARY

As of December 18, 2019

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|--------------------------------------|-------------------|------------------|---------------|-------------------|-------------------|-------------------|
| Arranged4Comfort | 355.00 | | | | | \$355.00 |
| California Business Opportunities | 355.00 | | | | | \$355.00 |
| Carpeteria | 355.00 | | | | | \$355.00 |
| D.B. Gaskill Advertising Specialties | 355.00 | | | | | \$355.00 |
| First Republic Bank | 355.00 | | | | | \$355.00 |
| Gleim the Jeweler | 355.00 | | | | | \$355.00 |
| Hassett Hardware | 355.00 | | | | | \$355.00 |
| Innovative Sales and Leasing | 355.00 | | | | | \$355.00 |
| JB Bell Business Consulting Int'l | 340.00 | | | | | \$340.00 |
| JL Designs & Interiors | 355.00 | | | | | \$355.00 |
| Keller Williams Residential Realty | | | | | 0.00 | \$0.00 |
| Lane Cleaning Services | 355.00 | -15.00 | | | -340.00 | \$0.00 |
| Larick Alan Hill | 355.00 | | | | | \$355.00 |
| Lost Boys Design | 355.00 | | | 355.00 | | \$710.00 |
| McRoskey Mattress Company | 355.00 | | | | | \$355.00 |
| Mollie Stone's Market | 355.00 | | | 355.00 | -355.00 | \$355.00 |
| Pioneer Services | 355.00 | | | | | \$355.00 |
| Prostone Services | 355.00 | | | | | \$355.00 |
| Rugh Financial, LLC | 355.00 | | | | | \$355.00 |
| San Mateo Daily Journal | 355.00 | | | | | \$355.00 |
| Scott, Susan; Expressions Salon | 355.00 | | | | | \$355.00 |
| Sheraton PA Membership | 89.00 | | | | | \$89.00 |
| The Integrated Lifestyle | 355.00 | | | | | \$355.00 |
| TOMSTUDIO | 355.00 | | | | | \$355.00 |
| Urbanscapes | 355.00 | | | | | \$355.00 |
| Yeaman Auto Body | 355.00 | | | 355.00 | 370.00 | \$1,080.00 |
| TOTAL | \$8,594.00 | \$ -15.00 | \$0.00 | \$1,065.00 | \$ -325.00 | \$9,319.00 |

Peninsula Executives Association

BALANCE SHEET

As of November 30, 2019

| | TOTAL |
|--|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| First Rep checking 0353 | 3,932.02 |
| First Rep savings 7458 | 4,699.97 |
| Total Bank Accounts | \$8,631.99 |
| Accounts Receivable | |
| Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$0.00 |
| Other Current Assets | |
| Undeposited Funds | 5,139.00 |
| Total Other Current Assets | \$5,139.00 |
| Total Current Assets | \$13,770.99 |
| TOTAL ASSETS | \$13,770.99 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Pre Paid Dues - Pro Staff | 1,177.00 |
| Total Other Current Liabilities | \$1,177.00 |
| Total Current Liabilities | \$1,177.00 |
| Total Liabilities | \$1,177.00 |
| Equity | |
| Retained Earnings | 6,447.03 |
| Net Income | 6,146.96 |
| Total Equity | \$12,593.99 |
| TOTAL LIABILITIES AND EQUITY | \$13,770.99 |

Peninsula Executives Association

PROFIT AND LOSS

November 2019

| | TOTAL |
|-------------------------------|---------------------|
| Income | |
| Dues | |
| 1st Quarter Dues | 120.00 |
| 2nd Quarter Dues | 710.00 |
| 3rd Quarter Dues | 1,760.00 |
| Guest breakfast fees | 200.00 |
| Total Dues | 2,790.00 |
| Initiation Fees | 250.00 |
| Unapplied Cash Payment Income | 2,130.00 |
| Total Income | \$5,170.00 |
| GROSS PROFIT | \$5,170.00 |
| Expenses | |
| Breakfasts | 4,406.13 |
| Contract Services | 2,617.00 |
| Reproduction | 19.20 |
| Total Expenses | \$7,042.33 |
| NET OPERATING INCOME | \$ -1,872.33 |
| Other Income | |
| Interest Income | 0.15 |
| Total Other Income | \$0.15 |
| NET OTHER INCOME | \$0.15 |
| NET INCOME | \$ -1,872.18 |

Peninsula Executives Association

BUDGET VS. ACTUALS: FY2019 (MAR 2019 - FEB 2020) - FY20 P&L

March - November, 2019

| | MAR - MAY, 2019 | | | | JUN - AUG, 2019 | | | | SEP - NOV, 2019 | | | | TOTAL | | | |
|--|--------------------|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------|--------------------|--------------------|---------------------|-----------------|--------------------|---------------------|----------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | | | | | | | | | | | | | |
| Dues | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 1st Quarter Dues | 18,109.00 | 19,880.00 | -1,771.00 | 91.09 % | 780.00 | 0.00 | 780.00 | | 120.00 | 0.00 | 120.00 | | \$19,009.00 | \$19,880.00 | \$ -871.00 | 95.62 % |
| 2nd Quarter Dues | 15.00 | 0.00 | 15.00 | | 17,392.15 | 20,590.00 | -3,197.85 | 84.47 % | 1,730.00 | 0.00 | 1,730.00 | | \$19,137.15 | \$20,590.00 | \$ -1,452.85 | 92.94 % |
| 3rd Quarter Dues | | 0.00 | 0.00 | | | 0.00 | 0.00 | | 17,869.00 | 21,300.00 | -3,431.00 | 83.89 % | \$17,869.00 | \$21,300.00 | \$ -3,431.00 | 83.89 % |
| 4th Quarter Dues | 405.00 | 0.00 | 405.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$405.00 | \$0.00 | \$405.00 | 0.00% |
| Guest breakfast fees | 1,125.00 | 375.00 | 750.00 | 300.00 % | 425.00 | 375.00 | 50.00 | 113.33 % | 800.00 | 375.00 | 425.00 | 213.33 % | \$2,350.00 | \$1,125.00 | \$1,225.00 | 208.89 % |
| Total Dues | 19,654.00 | 20,255.00 | -601.00 | 97.03 % | 18,597.15 | 20,965.00 | -2,367.85 | 88.71 % | 20,519.00 | 21,675.00 | -1,156.00 | 94.67 % | \$58,770.15 | \$62,895.00 | \$ -4,124.85 | 93.44 % |
| Initiation Fees | 250.00 | 750.00 | -500.00 | 33.33 % | 750.00 | 250.00 | 500.00 | 300.00 % | 250.00 | 500.00 | -250.00 | 50.00 % | \$1,250.00 | \$1,500.00 | \$ -250.00 | 83.33 % |
| Other Inc | | 3,182.50 | -3,182.50 | | 0.25 | 0.00 | 0.25 | | | 0.00 | 0.00 | | \$0.25 | \$3,182.50 | \$ -3,182.25 | 0.01 % |
| Unapplied Cash Payment Income | 3,949.00 | | 3,949.00 | | -911.00 | | -911.00 | | 340.00 | | 340.00 | | \$3,378.00 | \$0.00 | \$3,378.00 | 0.00% |
| Total Income | \$23,853.00 | \$24,187.50 | \$ -334.50 | 98.62 % | \$18,436.40 | \$21,215.00 | \$ -2,778.60 | 86.90 % | \$21,109.00 | \$22,175.00 | \$ -1,066.00 | 95.19 % | \$63,398.40 | \$67,577.50 | \$ -4,179.10 | 93.82 % |
| GROSS PROFIT | \$23,853.00 | \$24,187.50 | \$ -334.50 | 98.62 % | \$18,436.40 | \$21,215.00 | \$ -2,778.60 | 86.90 % | \$21,109.00 | \$22,175.00 | \$ -1,066.00 | 95.19 % | \$63,398.40 | \$67,577.50 | \$ -4,179.10 | 93.82 % |
| Expenses | | | | | | | | | | | | | | | | |
| Anniversary celebration | 295.55 | 0.00 | 295.55 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$295.55 | \$0.00 | \$295.55 | 0.00% |
| Board retreat | 617.58 | 800.00 | -182.42 | 77.20 % | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$617.58 | \$800.00 | \$ -182.42 | 77.20 % |
| Breakfasts | 8,878.47 | 13,084.56 | -4,206.09 | 67.85 % | 13,218.40 | 13,084.56 | 133.84 | 101.02 % | 7,755.75 | 13,084.56 | -5,328.81 | 59.27 % | \$29,852.62 | \$39,253.68 | \$ -9,401.06 | 76.05 % |
| Committee Expenses | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Attendance Committee Expenses | 80.58 | 57.00 | 23.58 | 141.37 % | | 57.00 | -57.00 | | | 57.00 | -57.00 | | \$80.58 | \$171.00 | \$ -90.42 | 47.12 % |
| Total Committee Expenses | 80.58 | 57.00 | 23.58 | 141.37 % | | 57.00 | -57.00 | | | 57.00 | -57.00 | | \$80.58 | \$171.00 | \$ -90.42 | 47.12 % |
| Contract Services | 5,234.00 | 7,836.00 | -2,602.00 | 66.79 % | 9,418.50 | 7,836.00 | 1,582.50 | 120.20 % | 9,466.00 | 7,836.00 | 1,630.00 | 120.80 % | \$24,118.50 | \$23,508.00 | \$610.50 | 102.60 % |
| Gifts Given | | 0.00 | 0.00 | | | 75.00 | -75.00 | | | 0.00 | 0.00 | | \$0.00 | \$75.00 | \$ -75.00 | 0.00% |
| Insurance | 268.00 | 0.00 | 268.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$268.00 | \$0.00 | \$268.00 | 0.00% |
| Office supplies | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 65.00 | -65.00 | | \$0.00 | \$65.00 | \$ -65.00 | 0.00% |
| Outings - expense | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Picnic | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 275.00 | -275.00 | | \$0.00 | \$275.00 | \$ -275.00 | 0.00% |
| Total Outings - expense | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 275.00 | -275.00 | | \$0.00 | \$275.00 | \$ -275.00 | 0.00% |
| QuickBooks Payments Fees | 60.00 | | 60.00 | | 90.00 | | 90.00 | | 60.00 | | 60.00 | | \$210.00 | \$0.00 | \$210.00 | 0.00% |
| Reproduction | 55.00 | 120.00 | -65.00 | 45.83 % | 96.96 | 120.00 | -23.04 | 80.80 % | 48.16 | 120.00 | -71.84 | 40.13 % | \$200.12 | \$360.00 | \$ -159.88 | 55.59 % |
| Tax | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| State & Fed filing fee | | 0.00 | 0.00 | | | 35.00 | -35.00 | | | 0.00 | 0.00 | | \$0.00 | \$35.00 | \$ -35.00 | 0.00% |
| Total Tax | | 0.00 | 0.00 | | | 35.00 | -35.00 | | | 0.00 | 0.00 | | \$0.00 | \$35.00 | \$ -35.00 | 0.00% |
| Tax Prep | | 0.00 | 0.00 | | | 1,280.00 | -1,280.00 | | 1,280.00 | 0.00 | 1,280.00 | | \$1,280.00 | \$1,280.00 | \$0.00 | 100.00 % |
| Uncategorized Expense | | | | | 0.25 | | 0.25 | | | | | | \$0.25 | \$0.00 | \$0.25 | 0.00% |
| Web Site - Domain Name | 55.98 | | 55.98 | | | | | | | | | | \$55.98 | \$0.00 | \$55.98 | 0.00% |
| Web site development | | 3,182.50 | -3,182.50 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$0.00 | \$3,182.50 | \$ -3,182.50 | 0.00% |
| Web site related expenses | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Domain Name Renewal | | 0.00 | 0.00 | | | 200.00 | -200.00 | | | 0.00 | 0.00 | | \$0.00 | \$200.00 | \$ -200.00 | 0.00% |
| Software subscriptions | | 75.00 | -75.00 | | | 75.00 | -75.00 | | | 75.00 | -75.00 | | \$0.00 | \$225.00 | \$ -225.00 | 0.00% |
| Verio web hosting | 49.90 | 74.85 | -24.95 | 66.67 % | 99.80 | 49.90 | 49.90 | 200.00 % | 125.30 | 0.00 | 125.30 | | \$275.00 | \$124.75 | \$150.25 | 220.44 % |
| Total Web site related expenses | 49.90 | 149.85 | -99.95 | 33.30 % | 99.80 | 324.90 | -225.10 | 30.72 % | 125.30 | 75.00 | 50.30 | 167.07 % | \$275.00 | \$549.75 | \$ -274.75 | 50.02 % |
| Total Expenses | \$15,595.06 | \$25,229.91 | \$ -9,634.85 | 61.81 % | \$22,923.91 | \$22,812.46 | \$111.45 | 100.49 % | \$18,735.21 | \$21,512.56 | \$ -2,777.35 | 87.09 % | \$57,254.18 | \$69,554.93 | \$ -12,300.75 | 82.32 % |
| NET OPERATING INCOME | \$8,257.94 | \$ -1,042.41 | \$9,300.35 | -792.20 % | \$ -4,487.51 | \$ -1,597.46 | \$ -2,890.05 | 280.92 % | \$2,373.79 | \$662.44 | \$1,711.35 | 358.34 % | \$6,144.22 | \$ -1,977.43 | \$8,121.65 | -310.72 % |
| Other Income | | | | | | | | | | | | | | | | |
| Interest Income | 1.30 | | 1.30 | | 0.96 | | 0.96 | | 0.48 | | 0.48 | | \$2.74 | \$0.00 | \$2.74 | 0.00% |
| Total Other Income | \$1.30 | \$0.00 | \$1.30 | 0.00% | \$0.96 | \$0.00 | \$0.96 | 0.00% | \$0.48 | \$0.00 | \$0.48 | 0.00% | \$2.74 | \$0.00 | \$2.74 | 0.00% |
| NET OTHER INCOME | \$1.30 | \$0.00 | \$1.30 | 0.00% | \$0.96 | \$0.00 | \$0.96 | 0.00% | \$0.48 | \$0.00 | \$0.48 | 0.00% | \$2.74 | \$0.00 | \$2.74 | 0.00% |
| NET INCOME | \$8,259.24 | \$ -1,042.41 | \$9,301.65 | -792.32 % | \$ -4,486.55 | \$ -1,597.46 | \$ -2,889.09 | 280.86 % | \$2,374.27 | \$662.44 | \$1,711.83 | 358.41 % | \$6,146.96 | \$ -1,977.43 | \$8,124.39 | -310.86 % |

Peninsula Executives Association

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



Board Meeting Minutes November 14, 2019

PRESENT:

Leane Reelfs, President
Deanne Belcher, Vice President
Neal Coogler, Ex Officio,
Immediate Past President
Brian Irion
Charlotte Russell

ABSENT:

Jeanette Loretz
Jon Maystrik
Nick Rugh, Treasurer/Secretary

ALSO PRESENT:

Angi Roberts, Executive Director
Konrad Thaler

Call to Order ~ Welcome

The meeting was called to order at 8:34am by President Leane Reelfs, who welcomed everyone.

A quorum of the board is present for this meeting.

Review of Minutes, Leads & Attendance

- Review Minutes for September 12, 2019
- Review of Participation and Attendance October 2019

Financials

- September 2019 financial reporting attached
 - Accounts Payable
 - Accounts Receivable Report
 - Balance Sheet, Profit and Loss
 - YTD Budget vs Actuals
 - Review \$200 auto-deposit to savings from checking

The board reviewed the financial statements attached. There are some people who are still on the A/R Aging Summary. The board discussed the option of adding a late fee of \$45 for any payments over 30-days overdue. There was also discussion of implementing a credit card payment option. The board decided to ask the membership if they would like for PEA to implement a credit card payment system if each member pays the credit card fees so that PEA does not have to absorb them.

The board also discussed instituting a late payment fee for members who do not pay their dues in a timely fashion. Jon moved to implement a \$45 late fee for invoices that are not paid after 30-days. Dues are invoiced at Net 30 and this is the grace period. Brian provided a second and the motion passes unanimously. We will also move up the date for bills for last quarter of the year, so they come out early by one week.

The board will review this change with the general membership during the beginning of the year information review. Suggested language: We have had a problem with people not paying dues on time. The Board has approved a late payment fee if payment is not made within 30-days of being invoiced per our terms.

Jon moved to transfer from the savings account to the checking account the amount of money necessary, so that the bills could be brought up-to-date, approximately \$2,000.00. Brian provided a second. MSA.

The board reviewed the monthly auto-transfer of \$200 from checking to savings. After discussion, no changes at this time. Brian moved to accept the financial reports and Jon provided a second. MSA.

Unfinished Business & Pending Items

- For the record: Karen Bowne's vote for honorary member was approved by the members on October 10, 2019.
- Holiday party date: The Sheraton has provided the date of January 24, 2020; theme to be Winter Wonderland.
- Website Launched!
 - Feedback? Any changes wanted?
 - Add Craig Calkin image after each person's name.

We cancelled Verio, since we found cheaper hosting. Annual fee paid through 09/23/2020 was \$75.40, with a \$50 credit coupon provided by Michael Aronson for new client signups at hosting company DreamHost; versus what we would have paid through the same date \$299.40, for an annual savings of \$224.00.

New Business

- 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 oversight for all areas of the organization
 - Expectations around attendance from the bylaws – expected 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.

Committee Updates

- Nothing reported.

Konrad mentioned that there are some board members not here today and it should be noted by each of them that we have the meeting on the second Thursday every month.

Having completed all the business of the board, the meeting was adjourned at 9:26am.

Respectfully submitted,

Angi Roberts
Executive Director

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**Upcoming Holidays or Special Meetings**

- **Next Board Meeting: December 19**  
No PEA Meetings: November 28; December 26, 2019; January 2, 2020.
- December 19: Annual Live Auction

## Attendance and Participation ~ OCTOBER 2019

| Date          | # Members | Ongoing   | Direct     | Referral   | Internet   | Attended   | Guest     | Open House # Attendees |
|---------------|-----------|-----------|------------|------------|------------|------------|-----------|------------------------|
| 10/3/2019     | 57        | 9         | 29         | 15         | 32         | 43         | 2         | 0                      |
| 10/10/2019    | 57        | 7         | 30         | 15         | 28         | 39         | 2         | 0                      |
| 10/17/2019    | 57        | 7         | 47         | 24         | 36         | 48         | 1         | 0                      |
| 10/24/2019    | 57        | 9         | 28         | 25         | 15         | 48         | 3         | 0                      |
| 10/31/2019    | 57        | 42        | 49         | 31         | 39         | 45         | 4         | 0                      |
| <b>TOTALS</b> | <b>57</b> | <b>74</b> | <b>183</b> | <b>110</b> | <b>150</b> | <b>223</b> | <b>12</b> | <b>0</b>               |

| Month     | # Members | Ongoing | Direct | Avg per week | Referrals | Avg per week | Internet | Avg per week | Attendance avg per week |
|-----------|-----------|---------|--------|--------------|-----------|--------------|----------|--------------|-------------------------|
| 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                      |
| May 2017  | 60        | 22      | 186    | 27           | 106       | 27           | 54       | 18           | 47                      |
| Apr 2017  | 60        | 60      | 182    | 46           | 99        | 25           | 68       | 17           | 46                      |
| Mar 2017  | 63        | 75      | 232    | 46           | 150       | 30           | 108      | 22           | 49                      |
| Feb 2017  | 61        | 31      | 173    | 43           | 114       | 29           | 52       | 13           | 50                      |
| Jan 2017  | 63        | 37      | 252    | 84           | 124       | 41           | 89       | 30           | 48                      |

# Peninsula Executives Association

## A/P AGING DETAIL

As of October 31, 2019

| DATE                                  | TRANSACTION<br>TYPE | NUM            | VENDOR                    | DUE DATE   | PAST DUE | AMOUNT            | OPEN BALANCE      |
|---------------------------------------|---------------------|----------------|---------------------------|------------|----------|-------------------|-------------------|
| 1 - 30 days past due                  |                     |                |                           |            |          |                   |                   |
| 09/10/2019                            | Bill                | August 2019    | Sheraton Palo Alto vendor | 10/10/2019 | 34       | 4,406.13          | 4,406.13          |
| <b>Total for 1 - 30 days past due</b> |                     |                |                           |            |          | <b>\$4,406.13</b> | <b>\$4,406.13</b> |
| Current                               |                     |                |                           |            |          |                   |                   |
| 10/10/2019                            | Bill                | September 2019 | Sheraton Palo Alto vendor | 11/11/2019 | 2        | 4,361.52          | 4,361.52          |
| <b>Total for Current</b>              |                     |                |                           |            |          | <b>\$4,361.52</b> | <b>\$4,361.52</b> |
| <b>TOTAL</b>                          |                     |                |                           |            |          | <b>\$8,767.65</b> | <b>\$8,767.65</b> |

# Peninsula Executives Association

## A/R AGING SUMMARY

As of October 31, 2019

|                                      | CURRENT         | 1 - 30          | 31 - 60           | 61 - 90           | 91 AND<br>OVER  | TOTAL             |
|--------------------------------------|-----------------|-----------------|-------------------|-------------------|-----------------|-------------------|
| Carpeteria                           |                 | 355.00          |                   |                   |                 | \$355.00          |
| D.B. Gaskill Advertising Specialties |                 |                 | 355.00            |                   |                 | \$355.00          |
| GR8WORK Builders, Inc                | 175.00          |                 |                   |                   |                 | \$175.00          |
| JB Bell Business Consulting Int'l    |                 |                 | 325.00            |                   |                 | \$325.00          |
| Keller Williams Residential Realty   |                 |                 |                   |                   | 0.00            | \$0.00            |
| Lane Cleaning Services               |                 |                 | 355.00            | -355.00           |                 | \$0.00            |
| Lost Boys Design                     |                 |                 | 355.00            |                   | 355.00          | \$710.00          |
| Mollie Stone's Market                |                 |                 | 355.00            |                   | -355.00         | \$0.00            |
| San Mateo Daily Journal              |                 |                 | 355.00            |                   |                 | \$355.00          |
| Urbanscapes                          |                 |                 | 355.00            |                   |                 | \$355.00          |
| Yeaman Auto Body                     |                 |                 | 355.00            |                   | 370.00          | \$725.00          |
| <b>TOTAL</b>                         | <b>\$175.00</b> | <b>\$355.00</b> | <b>\$2,810.00</b> | <b>\$ -355.00</b> | <b>\$370.00</b> | <b>\$3,355.00</b> |

# Peninsula Executives Association

BUDGET VS. ACTUALS: FY2019 (MAR 2019 - FEB 2020) - FY20 P&L

March - October, 2019

|                                        | MAR - MAY, 2019    |                     |                     |                  | JUN - AUG, 2019     |                     |                     |                 | SEP - OCT, 2019    |                    |                     |                 | TOTAL              |                    |                      |                 |
|----------------------------------------|--------------------|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------|--------------------|--------------------|---------------------|-----------------|--------------------|--------------------|----------------------|-----------------|
|                                        | ACTUAL             | BUDGET              | OVER BUDGET         | % OF BUDGET      | ACTUAL              | BUDGET              | OVER BUDGET         | % OF BUDGET     | ACTUAL             | BUDGET             | OVER BUDGET         | % OF BUDGET     | ACTUAL             | BUDGET             | OVER BUDGET          | % OF BUDGET     |
| <b>Income</b>                          |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 |                    |                    |                      |                 |
| Dues                                   |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$0.00             | \$0.00             | \$0.00               | 0.00%           |
| 1st Quarter Dues                       | 18,109.00          | 19,880.00           | -1,771.00           | 91.09 %          | 425.00              | 0.00                | 425.00              |                 |                    | 0.00               | 0.00                |                 | \$18,534.00        | \$19,880.00        | \$ -1,346.00         | 93.23 %         |
| 2nd Quarter Dues                       |                    | 0.00                | 0.00                |                  | 17,747.15           | 20,590.00           | -2,842.85           | 86.19 %         | 1,020.00           | 0.00               | 1,020.00            |                 | \$18,767.15        | \$20,590.00        | \$ -1,822.85         | 91.15 %         |
| 3rd Quarter Dues                       |                    | 0.00                | 0.00                |                  |                     | 0.00                | 0.00                |                 | 16,094.00          | 21,300.00          | -5,206.00           | 75.56 %         | \$16,094.00        | \$21,300.00        | \$ -5,206.00         | 75.56 %         |
| 4th Quarter Dues                       | 405.00             | 0.00                | 405.00              |                  |                     | 0.00                | 0.00                |                 |                    | 0.00               | 0.00                |                 | \$405.00           | \$0.00             | \$405.00             | 0.00%           |
| Guest breakfast fees                   | 1,125.00           | 375.00              | 750.00              | 300.00 %         | 425.00              | 375.00              | 50.00               | 113.33 %        | 600.00             | 250.00             | 350.00              | 240.00 %        | \$2,150.00         | \$1,000.00         | \$1,150.00           | 215.00 %        |
| <b>Total Dues</b>                      | <b>19,639.00</b>   | <b>20,255.00</b>    | <b>-616.00</b>      | <b>96.96 %</b>   | <b>18,597.15</b>    | <b>20,965.00</b>    | <b>-2,367.85</b>    | <b>88.71 %</b>  | <b>17,714.00</b>   | <b>21,550.00</b>   | <b>-3,836.00</b>    | <b>82.20 %</b>  | <b>\$55,950.15</b> | <b>\$62,770.00</b> | <b>\$ -6,819.85</b>  | <b>89.14 %</b>  |
| Initiation Fees                        | 250.00             | 750.00              | -500.00             | 33.33 %          | 750.00              | 250.00              | 500.00              | 300.00 %        |                    | 250.00             | -250.00             |                 | \$1,000.00         | \$1,250.00         | \$ -250.00           | 80.00 %         |
| Other Inc                              |                    | 3,182.50            | -3,182.50           |                  | 0.25                | 0.00                | 0.25                |                 |                    | 0.00               | 0.00                |                 | \$0.25             | \$3,182.50         | \$ -3,182.25         | 0.01 %          |
| Unapplied Cash Payment Income          | 3,609.00           |                     | 3,609.00            |                  | -911.00             |                     | -911.00             |                 | -1,775.00          |                    | -1,775.00           |                 | \$923.00           | \$0.00             | \$923.00             | 0.00%           |
| <b>Total Income</b>                    | <b>\$23,498.00</b> | <b>\$24,187.50</b>  | <b>\$ -689.50</b>   | <b>97.15 %</b>   | <b>\$18,436.40</b>  | <b>\$21,215.00</b>  | <b>\$ -2,778.60</b> | <b>86.90 %</b>  | <b>\$15,939.00</b> | <b>\$21,800.00</b> | <b>\$ -5,861.00</b> | <b>73.11 %</b>  | <b>\$57,873.40</b> | <b>\$67,202.50</b> | <b>\$ -9,329.10</b>  | <b>86.12 %</b>  |
| <b>GROSS PROFIT</b>                    | <b>\$23,498.00</b> | <b>\$24,187.50</b>  | <b>\$ -689.50</b>   | <b>97.15 %</b>   | <b>\$18,436.40</b>  | <b>\$21,215.00</b>  | <b>\$ -2,778.60</b> | <b>86.90 %</b>  | <b>\$15,939.00</b> | <b>\$21,800.00</b> | <b>\$ -5,861.00</b> | <b>73.11 %</b>  | <b>\$57,873.40</b> | <b>\$67,202.50</b> | <b>\$ -9,329.10</b>  | <b>86.12 %</b>  |
| <b>Expenses</b>                        |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 |                    |                    |                      |                 |
| Anniversary celebration                | 295.55             | 0.00                | 295.55              |                  |                     | 0.00                | 0.00                |                 |                    | 0.00               | 0.00                |                 | \$295.55           | \$0.00             | \$295.55             | 0.00%           |
| Board retreat                          | 617.58             | 800.00              | -182.42             | 77.20 %          |                     | 0.00                | 0.00                |                 |                    | 0.00               | 0.00                |                 | \$617.58           | \$800.00           | \$ -182.42           | 77.20 %         |
| Breakfasts                             | 8,878.47           | 13,084.56           | -4,206.09           | 67.85 %          | 13,218.40           | 13,084.56           | 133.84              | 101.02 %        | 3,349.62           | 8,723.04           | -5,373.42           | 38.40 %         | \$25,446.49        | \$34,892.16        | \$ -9,445.67         | 72.93 %         |
| Committee Expenses                     |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$0.00             | \$0.00             | \$0.00               | 0.00%           |
| Attendance Committee Expenses          | 80.58              | 57.00               | 23.58               | 141.37 %         |                     | 57.00               | -57.00              |                 |                    | 38.00              | -38.00              |                 | \$80.58            | \$152.00           | \$ -71.42            | 53.01 %         |
| <b>Total Committee Expenses</b>        | <b>80.58</b>       | <b>57.00</b>        | <b>23.58</b>        | <b>141.37 %</b>  |                     | <b>57.00</b>        | <b>-57.00</b>       |                 |                    | <b>38.00</b>       | <b>-38.00</b>       |                 | <b>\$80.58</b>     | <b>\$152.00</b>    | <b>\$ -71.42</b>     | <b>53.01 %</b>  |
| Contract Services                      | 5,234.00           | 7,836.00            | -2,602.00           | 66.79 %          | 9,418.50            | 7,836.00            | 1,582.50            | 120.20 %        | 6,849.00           | 5,224.00           | 1,625.00            | 131.11 %        | \$21,501.50        | \$20,896.00        | \$605.50             | 102.90 %        |
| Gifts Given                            |                    | 0.00                | 0.00                |                  |                     | 75.00               | -75.00              |                 |                    | 0.00               | 0.00                |                 | \$0.00             | \$75.00            | \$ -75.00            | 0.00%           |
| Insurance                              | 268.00             | 0.00                | 268.00              |                  |                     | 0.00                | 0.00                |                 |                    | 0.00               | 0.00                |                 | \$268.00           | \$0.00             | \$268.00             | 0.00%           |
| Office supplies                        |                    | 0.00                | 0.00                |                  |                     | 0.00                | 0.00                |                 |                    | 65.00              | -65.00              |                 | \$0.00             | \$65.00            | \$ -65.00            | 0.00%           |
| Outings - expense                      |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$0.00             | \$0.00             | \$0.00               | 0.00%           |
| Picnic                                 |                    | 0.00                | 0.00                |                  |                     | 0.00                | 0.00                |                 |                    | 275.00             | -275.00             |                 | \$0.00             | \$275.00           | \$ -275.00           | 0.00%           |
| <b>Total Outings - expense</b>         |                    | <b>0.00</b>         | <b>0.00</b>         |                  |                     | <b>0.00</b>         | <b>0.00</b>         |                 |                    | <b>275.00</b>      | <b>-275.00</b>      |                 | <b>\$0.00</b>      | <b>\$275.00</b>    | <b>\$ -275.00</b>    | <b>0.00%</b>    |
| QuickBooks Payments Fees               | 60.00              |                     | 60.00               |                  | 90.00               |                     | 90.00               |                 | 60.00              |                    | 60.00               |                 | \$210.00           | \$0.00             | \$210.00             | 0.00%           |
| Reproduction                           | 55.00              | 120.00              | -65.00              | 45.83 %          | 96.96               | 120.00              | -23.04              | 80.80 %         | 28.96              | 80.00              | -51.04              | 36.20 %         | \$180.92           | \$320.00           | \$ -139.08           | 56.54 %         |
| Tax                                    |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$0.00             | \$0.00             | \$0.00               | 0.00%           |
| State & Fed filing fee                 |                    | 0.00                | 0.00                |                  |                     | 35.00               | -35.00              |                 |                    | 0.00               | 0.00                |                 | \$0.00             | \$35.00            | \$ -35.00            | 0.00%           |
| <b>Total Tax</b>                       |                    | <b>0.00</b>         | <b>0.00</b>         |                  |                     | <b>35.00</b>        | <b>-35.00</b>       |                 |                    | <b>0.00</b>        | <b>0.00</b>         |                 | <b>\$0.00</b>      | <b>\$35.00</b>     | <b>\$ -35.00</b>     | <b>0.00%</b>    |
| Tax Prep                               |                    | 0.00                | 0.00                |                  |                     | 1,280.00            | -1,280.00           |                 | 1,280.00           | 0.00               | 1,280.00            |                 | \$1,280.00         | \$1,280.00         | \$0.00               | 100.00 %        |
| Uncategorized Expense                  |                    |                     |                     |                  | 0.25                |                     | 0.25                |                 |                    |                    |                     |                 | \$0.25             | \$0.00             | \$0.25               | 0.00%           |
| Web Site - Domain Name                 | 55.98              |                     | 55.98               |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$55.98            | \$0.00             | \$55.98              | 0.00%           |
| Web site development                   |                    | 3,182.50            | -3,182.50           |                  |                     | 0.00                | 0.00                |                 |                    | 0.00               | 0.00                |                 | \$0.00             | \$3,182.50         | \$ -3,182.50         | 0.00%           |
| Web site related expenses              |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 | \$0.00             | \$0.00             | \$0.00               | 0.00%           |
| Domain Name Renewal                    |                    | 0.00                | 0.00                |                  |                     | 200.00              | -200.00             |                 |                    | 0.00               | 0.00                |                 | \$0.00             | \$200.00           | \$ -200.00           | 0.00%           |
| Software subscriptions                 |                    | 75.00               | -75.00              |                  |                     | 75.00               | -75.00              |                 |                    | 50.00              | -50.00              |                 | \$0.00             | \$200.00           | \$ -200.00           | 0.00%           |
| Verio web hosting                      | 49.90              | 74.85               | -24.95              | 66.67 %          | 99.80               | 49.90               | 49.90               | 200.00 %        | 125.30             | 0.00               | 125.30              |                 | \$275.00           | \$124.75           | \$150.25             | 220.44 %        |
| <b>Total Web site related expenses</b> | <b>49.90</b>       | <b>149.85</b>       | <b>-99.95</b>       | <b>33.30 %</b>   | <b>99.80</b>        | <b>324.90</b>       | <b>-225.10</b>      | <b>30.72 %</b>  | <b>125.30</b>      | <b>50.00</b>       | <b>75.30</b>        | <b>250.60 %</b> | <b>\$275.00</b>    | <b>\$524.75</b>    | <b>\$ -249.75</b>    | <b>52.41 %</b>  |
| <b>Total Expenses</b>                  | <b>\$15,595.06</b> | <b>\$25,229.91</b>  | <b>\$ -9,634.85</b> | <b>61.81 %</b>   | <b>\$22,923.91</b>  | <b>\$22,812.46</b>  | <b>\$111.45</b>     | <b>100.49 %</b> | <b>\$11,692.88</b> | <b>\$14,455.04</b> | <b>\$ -2,762.16</b> | <b>80.89 %</b>  | <b>\$50,211.85</b> | <b>\$62,497.41</b> | <b>\$ -12,285.56</b> | <b>80.34 %</b>  |
| <b>NET OPERATING INCOME</b>            | <b>\$7,902.94</b>  | <b>\$ -1,042.41</b> | <b>\$8,945.35</b>   | <b>-758.14 %</b> | <b>\$ -4,487.51</b> | <b>\$ -1,597.46</b> | <b>\$ -2,890.05</b> | <b>280.92 %</b> | <b>\$4,246.12</b>  | <b>\$7,344.96</b>  | <b>\$ -3,098.84</b> | <b>57.81 %</b>  | <b>\$7,661.55</b>  | <b>\$4,705.09</b>  | <b>\$2,956.46</b>    | <b>162.84 %</b> |
| <b>Other Income</b>                    |                    |                     |                     |                  |                     |                     |                     |                 |                    |                    |                     |                 |                    |                    |                      |                 |
| Interest Income                        | 1.30               |                     | 1.30                |                  | 0.96                |                     | 0.96                |                 | 0.33               |                    | 0.33                |                 | \$2.59             | \$0.00             | \$2.59               | 0.00%           |
| <b>Total Other Income</b>              | <b>\$1.30</b>      | <b>\$0.00</b>       | <b>\$1.30</b>       | <b>0.00%</b>     | <b>\$0.96</b>       | <b>\$0.00</b>       | <b>\$0.96</b>       | <b>0.00%</b>    | <b>\$0.33</b>      | <b>\$0.00</b>      | <b>\$0.33</b>       | <b>0.00%</b>    | <b>\$2.59</b>      | <b>\$0.00</b>      | <b>\$2.59</b>        | <b>0.00%</b>    |
| <b>NET OTHER INCOME</b>                | <b>\$1.30</b>      | <b>\$0.00</b>       | <b>\$1.30</b>       | <b>0.00%</b>     | <b>\$0.96</b>       | <b>\$0.00</b>       | <b>\$0.96</b>       | <b>0.00%</b>    | <b>\$0.33</b>      | <b>\$0.00</b>      | <b>\$0.33</b>       | <b>0.00%</b>    | <b>\$2.59</b>      | <b>\$0.00</b>      | <b>\$2.59</b>        | <b>0.00%</b>    |
| <b>NET INCOME</b>                      | <b>\$7,904.24</b>  | <b>\$ -1,042.41</b> | <b>\$8,946.65</b>   | <b>-758.27 %</b> | <b>\$ -4,486.55</b> | <b>\$ -1,597.46</b> | <b>\$ -2,889.09</b> | <b>280.86 %</b> | <b>\$4,246.45</b>  | <b>\$7,344.96</b>  | <b>\$ -3,098.51</b> | <b>57.81 %</b>  | <b>\$7,664.14</b>  | <b>\$4,705.09</b>  | <b>\$2,959.05</b>    | <b>162.89 %</b> |

## Peninsula Executives Association

950 South Bascom Avenue, Suite 1113 (#118), San Jose, CA 95128  
Phone: 408-266-9658 | Fax: 877-426-8501 | [PEAworks@assoc-office.com](mailto:PEAworks@assoc-office.com)



### Board Meeting Minutes October 10, 2019

#### **PRESENT:**

Leane Reelfs, President  
Deanne Belcher, Vice President  
Neal Coogler, Ex Officio,  
Immediate Past President Nick  
Rugh, Treasurer/Secretary  
Brian Irion  
Jeanette Loretz  
Jon Maystrik

#### **ABSENT:**

Charlotte Russell

#### **ALSO PRESENT:**

Angi Roberts, Executive Director  
Brad Brown  
Konrad Thaler

#### **Call to Order ~ Welcome**

The meeting was called to order at 8:34am by President Leane Reelfs, who welcomed everyone.

A quorum of the board is present for this meeting.

#### **Member Visit: Brad Brown, Brown Financial & Insurance Services**

Brad spoke to the board about his suggestions for edits to the Leads & Introductions Guide. Brad provided his edits, a mark-up version of which is attached to these minutes, and will be reviewed by the board for potential additional edits, acceptance, and implementation, as appropriate.

#### **Review of Minutes, Leads & Attendance**

- Review Board Meeting Minutes: no minutes for August 15, 2019; Review Minutes for September 12, 2019 will be done over email.
- Review of Participation and Attendance September 2019

#### **Financials**

- September 2019 financial reporting attached
  - Accounts Payable
  - Accounts Receivable Report
  - Balance Sheet, Profit and Loss
  - YTD Budget vs Actuals
  - Review \$200 auto-deposit to savings from checking

Nick says cash flow is low; the board hopes for additional members to improve the outlook. Jon moved to approve the financials and Brian provided a second. MSA.

Review \$200 deposit from checking to savings. After discussion, no changes at this time.

#### **New Business**

- None

#### **Unfinished Business & Pending Items**

- **Website update:**
  - We are preparing final steps for LAUNCH!



- **TIMELINE:**  
Board members were asked to visit test site during Aug/Sep. Any changes?  
<http://pea.lostboysdesign.com/>  
Edits will be made; launch Monday, October 14.
- Big Announcement October 17! Each member will receive a window cling (donated by The Association Office to PEA).
- After launch, office email will change to [peaworks@executives.org](mailto:peaworks@executives.org). Other emails will also change: [board@executives.org](mailto:board@executives.org); [feedback@executives.org](mailto:feedback@executives.org) (new)

**Committee Updates**

- No committee updates or requests were presented.

Having completed all the business of the board, the meeting was adjourned at 9:40am.

Respectfully submitted,

Angi Roberts  
Executive Director

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Upcoming Holidays or Special Meetings

- **Next Board Meeting: November 14**
No PEA Meetings: November 28; December 26, 2019; January 2, 2020.
- November 7: Special Program – Program Committee
- December 6: Annual Holiday Party
- December 19: Annual Live Auction

Attendance and Participation ~ SEPTEMBER 2019

| Date | # Members | Ongoing | Direct | Referral | Internet | Attended | Guest | Open House # Attendees |
|---------------|-----------|-----------|------------|------------|------------|------------|----------|------------------------|
| 09/05/2019 | 57 | 18 | 53 | 29 | 55 | 43 | 1 | 0 |
| 09/12/2019 | 57 | 8 | 36 | 24 | 46 | 43 | 0 | 0 |
| 09/19/2019 | 57 | 17 | 31 | 15 | 21 | 37 | 2 | 0 |
| 09/26/2019 | 57 | 26 | 36 | 33 | 37 | 45 | 3 | 0 |
| TOTALS | 57 | 69 | 156 | 101 | 159 | 168 | 6 | 0 |

| Month | # Members | Ongoing | Direct | Avg per week | Referrals | Avg per week | Internet | Avg per week | Attendance avg per week |
|-----------|-----------|---------|--------|--------------|-----------|--------------|----------|--------------|-------------------------|
| 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 |
| May 2017 | 60 | 22 | 186 | 27 | 106 | 27 | 54 | 18 | 47 |
| Apr 2017 | 60 | 60 | 182 | 46 | 99 | 25 | 68 | 17 | 46 |
| Mar 2017 | 63 | 75 | 232 | 46 | 150 | 30 | 108 | 22 | 49 |
| Feb 2017 | 61 | 31 | 173 | 43 | 114 | 29 | 52 | 13 | 50 |
| Jan 2017 | 63 | 37 | 252 | 84 | 124 | 41 | 89 | 30 | 48 |

Peninsula Executives Association

A/R AGING SUMMARY

As of September 30, 2019

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|--------------------------------------|-------------------|---------------|-------------------|----------------|-----------------|-------------------|
| A&A Plumbing | 355.00 | | | | | \$355.00 |
| Arranged4Comfort | 355.00 | | | 25.00 | | \$380.00 |
| Brown Financial & Insurance Services | 355.00 | | | | | \$355.00 |
| California Business Opportunities | 355.00 | | | | | \$355.00 |
| Carpeteria | 355.00 | | | | | \$355.00 |
| D.B. Gaskill Advertising Specialties | 355.00 | | | | | \$355.00 |
| First Republic Bank | 355.00 | | | | | \$355.00 |
| Innovative Sales and Leasing | 355.00 | | | | | \$355.00 |
| JB Bell Business Consulting Int'l | 325.00 | | | | | \$325.00 |
| Keller Williams Residential Realty | 355.00 | | | | 0.00 | \$355.00 |
| Lane Cleaning Services | 355.00 | | -355.00 | | | \$0.00 |
| Larick Alan Hill | 355.00 | | | | | \$355.00 |
| Lost Boys Design | 355.00 | | | | 355.00 | \$710.00 |
| Mollie Stone's Market | 355.00 | | | | -355.00 | \$0.00 |
| Pacific Hearing Service | 355.00 | | | | | \$355.00 |
| Pioneer Services | 355.00 | | | | | \$355.00 |
| Prostone Services | 355.00 | | | | | \$355.00 |
| Reverse Mortgages Only | 355.00 | | | | | \$355.00 |
| Rugh Financial, LLC | 355.00 | | | | | \$355.00 |
| San Mateo Daily Journal | 355.00 | | | | | \$355.00 |
| Scott, Susan; Expressions Salon | 355.00 | | | | | \$355.00 |
| Shoshanna Kaplinsky, MFT | 355.00 | | | | | \$355.00 |
| The Integrated Lifestyle | 355.00 | | | | | \$355.00 |
| TOMSTUDIO | 355.00 | | | | | \$355.00 |
| Urbanscapes | 355.00 | | | | | \$355.00 |
| Yeaman Auto Body | 355.00 | | | | 370.00 | \$725.00 |
| TOTAL | \$9,200.00 | \$0.00 | \$ -355.00 | \$25.00 | \$370.00 | \$9,240.00 |

Peninsula Executives Association

BALANCE SHEET

As of September 30, 2019

| | TOTAL |
|--|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| First Rep checking 0353 | 4,861.10 |
| First Rep savings 7458 | 6,299.65 |
| Total Bank Accounts | \$11,160.75 |
| Accounts Receivable | |
| Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$0.00 |
| Other Current Assets | |
| Undeposited Funds | 1,829.00 |
| Total Other Current Assets | \$1,829.00 |
| Total Current Assets | \$12,989.75 |
| TOTAL ASSETS | \$12,989.75 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Pre Paid Dues - Pro Staff | 1,177.00 |
| Total Other Current Liabilities | \$1,177.00 |
| Total Current Liabilities | \$1,177.00 |
| Total Liabilities | \$1,177.00 |
| Equity | |
| Retained Earnings | 6,447.03 |
| Net Income | 5,365.72 |
| Total Equity | \$11,812.75 |
| TOTAL LIABILITIES AND EQUITY | \$12,989.75 |

Peninsula Executives Association

PROFIT AND LOSS

March - September, 2019

| | TOTAL |
|--|--------------------|
| Income | |
| Dues | |
| 1st Quarter Dues | 18,534.00 |
| 2nd Quarter Dues | 18,767.15 |
| 3rd Quarter Dues | 10,059.00 |
| 4th Quarter Dues | 405.00 |
| Guest breakfast fees | 1,550.00 |
| Total Dues | 49,315.15 |
| Initiation Fees | 1,000.00 |
| Other Inc | 0.25 |
| Unapplied Cash Payment Income | 923.00 |
| Total Income | \$51,238.40 |
| GROSS PROFIT | \$51,238.40 |
| Expenses | |
| Anniversary celebration | 295.55 |
| Board retreat | 617.58 |
| Breakfasts | 25,446.49 |
| Committee Expenses | |
| Attendance Committee Expenses | 80.58 |
| Total Committee Expenses | 80.58 |
| Contract Services | 17,269.50 |
| Insurance | 268.00 |
| QuickBooks Payments Fees | 150.00 |
| Reproduction | 164.12 |
| Tax Prep | 1,280.00 |
| Unapplied Cash Bill Payment Expense | 0.00 |
| Uncategorized Expense | 0.25 |
| Web Site - Domain Name | 55.98 |
| Web site related expenses | |
| Verio web hosting | 247.05 |
| Total Web site related expenses | 247.05 |
| Total Expenses | \$45,875.10 |
| NET OPERATING INCOME | \$5,363.30 |
| Other Income | |
| Interest Income | 2.42 |
| Total Other Income | \$2.42 |
| NET OTHER INCOME | \$2.42 |
| NET INCOME | \$5,365.72 |



Peninsula Executives Association

BUDGET VS. ACTUALS: FY2019 (MAR 2019 - FEB 2020) - FY20 P&L

March - September, 2019

| | MAR - MAY, 2019 | | | | JUN - AUG, 2019 | | | | SEP 2019 | | | | TOTAL | | | |
|--|--------------------|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------|-------------------|--------------------|----------------------|-----------------|--------------------|--------------------|----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | | | | | | | | | | | | | |
| Dues | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 1st Quarter Dues | 18,109.00 | 19,880.00 | -1,771.00 | 91.09 % | 425.00 | 0.00 | 425.00 | | | 0.00 | 0.00 | | \$18,534.00 | \$19,880.00 | \$ -1,346.00 | 93.23 % |
| 2nd Quarter Dues | | 0.00 | 0.00 | | 17,747.15 | 20,590.00 | -2,842.85 | 86.19 % | 1,020.00 | 0.00 | 1,020.00 | | \$18,767.15 | \$20,590.00 | \$ -1,822.85 | 91.15 % |
| 3rd Quarter Dues | | 0.00 | 0.00 | | | 0.00 | 0.00 | | 10,059.00 | 21,300.00 | -11,241.00 | 47.23 % | \$10,059.00 | \$21,300.00 | \$ -11,241.00 | 47.23 % |
| 4th Quarter Dues | 405.00 | 0.00 | 405.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$405.00 | \$0.00 | \$405.00 | 0.00% |
| Guest breakfast fees | 1,125.00 | 375.00 | 750.00 | 300.00 % | 425.00 | 375.00 | 50.00 | 113.33 % | | 125.00 | -125.00 | | \$1,550.00 | \$875.00 | \$675.00 | 177.14 % |
| Total Dues | 19,639.00 | 20,255.00 | -616.00 | 96.96 % | 18,597.15 | 20,965.00 | -2,367.85 | 88.71 % | 11,079.00 | 21,425.00 | -10,346.00 | 51.71 % | \$49,315.15 | \$62,645.00 | \$ -13,329.85 | 78.72 % |
| Initiation Fees | 250.00 | 750.00 | -500.00 | 33.33 % | 750.00 | 250.00 | 500.00 | 300.00 % | | 250.00 | -250.00 | | \$1,000.00 | \$1,250.00 | \$ -250.00 | 80.00 % |
| Other Inc | | 3,182.50 | -3,182.50 | | 0.25 | 0.00 | 0.25 | | | 0.00 | 0.00 | | \$0.25 | \$3,182.50 | \$ -3,182.25 | 0.01 % |
| Unapplied Cash Payment Income | 3,609.00 | | 3,609.00 | | -911.00 | | -911.00 | | -1,775.00 | | -1,775.00 | | \$923.00 | \$0.00 | \$923.00 | 0.00% |
| Total Income | \$23,498.00 | \$24,187.50 | \$ -689.50 | 97.15 % | \$18,436.40 | \$21,215.00 | \$ -2,778.60 | 86.90 % | \$9,304.00 | \$21,675.00 | \$ -12,371.00 | 42.93 % | \$51,238.40 | \$67,077.50 | \$ -15,839.10 | 76.39 % |
| GROSS PROFIT | \$23,498.00 | \$24,187.50 | \$ -689.50 | 97.15 % | \$18,436.40 | \$21,215.00 | \$ -2,778.60 | 86.90 % | \$9,304.00 | \$21,675.00 | \$ -12,371.00 | 42.93 % | \$51,238.40 | \$67,077.50 | \$ -15,839.10 | 76.39 % |
| Expenses | | | | | | | | | | | | | | | | |
| Anniversary celebration | 295.55 | 0.00 | 295.55 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$295.55 | \$0.00 | \$295.55 | 0.00% |
| Board retreat | 617.58 | 800.00 | -182.42 | 77.20 % | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$617.58 | \$800.00 | \$ -182.42 | 77.20 % |
| Breakfasts | 8,878.47 | 13,084.56 | -4,206.09 | 67.85 % | 13,218.40 | 13,084.56 | 133.84 | 101.02 % | 3,349.62 | 4,361.52 | -1,011.90 | 76.80 % | \$25,446.49 | \$30,530.64 | \$ -5,084.15 | 83.35 % |
| Committee Expenses | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Attendance Committee Expenses | 80.58 | 57.00 | 23.58 | 141.37 % | | 57.00 | -57.00 | | | 19.00 | -19.00 | | \$80.58 | \$133.00 | \$ -52.42 | 60.59 % |
| Total Committee Expenses | 80.58 | 57.00 | 23.58 | 141.37 % | | 57.00 | -57.00 | | | 19.00 | -19.00 | | \$80.58 | \$133.00 | \$ -52.42 | 60.59 % |
| Contract Services | 5,234.00 | 7,836.00 | -2,602.00 | 66.79 % | 9,418.50 | 7,836.00 | 1,582.50 | 120.20 % | 2,617.00 | 2,612.00 | 5.00 | 100.19 % | \$17,269.50 | \$18,284.00 | \$ -1,014.50 | 94.45 % |
| Gifts Given | | 0.00 | 0.00 | | | 75.00 | -75.00 | | | 0.00 | 0.00 | | \$0.00 | \$75.00 | \$ -75.00 | 0.00% |
| Insurance | 268.00 | 0.00 | 268.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$268.00 | \$0.00 | \$268.00 | 0.00% |
| Office supplies | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 65.00 | -65.00 | | \$0.00 | \$65.00 | \$ -65.00 | 0.00% |
| QuickBooks Payments Fees | 60.00 | | 60.00 | | 90.00 | | 90.00 | | | | | | \$150.00 | \$0.00 | \$150.00 | 0.00% |
| Reproduction | 55.00 | 120.00 | -65.00 | 45.83 % | 96.96 | 120.00 | -23.04 | 80.80 % | 12.16 | 40.00 | -27.84 | 30.40 % | \$164.12 | \$280.00 | \$ -115.88 | 58.61 % |
| Tax | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| State & Fed filing fee | | 0.00 | 0.00 | | | 35.00 | -35.00 | | | 0.00 | 0.00 | | \$0.00 | \$35.00 | \$ -35.00 | 0.00% |
| Total Tax | | 0.00 | 0.00 | | | 35.00 | -35.00 | | | 0.00 | 0.00 | | \$0.00 | \$35.00 | \$ -35.00 | 0.00% |
| Tax Prep | | 0.00 | 0.00 | | | 1,280.00 | -1,280.00 | | 1,280.00 | 0.00 | 1,280.00 | | \$1,280.00 | \$1,280.00 | \$0.00 | 100.00 % |
| Uncategorized Expense | | | | | 0.25 | | 0.25 | | | | | | \$0.25 | \$0.00 | \$0.25 | 0.00% |
| Web Site - Domain Name | 55.98 | | 55.98 | | | | | | | | | | \$55.98 | \$0.00 | \$55.98 | 0.00% |
| Web site development | | 3,182.50 | -3,182.50 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | | \$0.00 | \$3,182.50 | \$ -3,182.50 | 0.00% |
| Web site related expenses | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Domain Name Renewal | | 0.00 | 0.00 | | | 200.00 | -200.00 | | | 0.00 | 0.00 | | \$0.00 | \$200.00 | \$ -200.00 | 0.00% |
| Software subscriptions | | 75.00 | -75.00 | | | 75.00 | -75.00 | | | 25.00 | -25.00 | | \$0.00 | \$175.00 | \$ -175.00 | 0.00% |
| Verio web hosting | 49.90 | 74.85 | -24.95 | 66.67 % | 99.80 | 49.90 | 49.90 | 200.00 % | 97.35 | 0.00 | 97.35 | | \$247.05 | \$124.75 | \$122.30 | 198.04 % |
| Total Web site related expenses | 49.90 | 149.85 | -99.95 | 33.30 % | 99.80 | 324.90 | -225.10 | 30.72 % | 97.35 | 25.00 | 72.35 | 389.40 % | \$247.05 | \$499.75 | \$ -252.70 | 49.43 % |
| Total Expenses | \$15,595.06 | \$25,229.91 | \$ -9,634.85 | 61.81 % | \$22,923.91 | \$22,812.46 | \$111.45 | 100.49 % | \$7,356.13 | \$7,122.52 | \$233.61 | 103.28 % | \$45,875.10 | \$55,164.89 | \$ -9,289.79 | 83.16 % |
| NET OPERATING INCOME | \$7,902.94 | \$ -1,042.41 | \$8,945.35 | -758.14 % | \$ -4,487.51 | \$ -1,597.46 | \$ -2,890.05 | 280.92 % | \$1,947.87 | \$14,552.48 | \$ -12,604.61 | 13.39 % | \$5,363.30 | \$11,912.61 | \$ -6,549.31 | 45.02 % |
| Other Income | | | | | | | | | | | | | | | | |
| Interest Income | 1.30 | | 1.30 | | 0.96 | | 0.96 | | 0.16 | | 0.16 | | \$2.42 | \$0.00 | \$2.42 | 0.00% |
| Total Other Income | \$1.30 | \$0.00 | \$1.30 | 0.00% | \$0.96 | \$0.00 | \$0.96 | 0.00% | \$0.16 | \$0.00 | \$0.16 | 0.00% | \$2.42 | \$0.00 | \$2.42 | 0.00% |
| NET OTHER INCOME | \$1.30 | \$0.00 | \$1.30 | 0.00% | \$0.96 | \$0.00 | \$0.96 | 0.00% | \$0.16 | \$0.00 | \$0.16 | 0.00% | \$2.42 | \$0.00 | \$2.42 | 0.00% |
| NET INCOME | \$7,904.24 | \$ -1,042.41 | \$8,946.65 | -758.27 % | \$ -4,486.55 | \$ -1,597.46 | \$ -2,889.09 | 280.86 % | \$1,948.03 | \$14,552.48 | \$ -12,604.45 | 13.39 % | \$5,365.72 | \$11,912.61 | \$ -6,546.89 | 45.04 % |