

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158

Phone: 408-266-9658 | Fax: 877-826-8501 | peaworks@executives.org



Board Meeting Agenda

June 9, 2022

Call to Order 8:35 a.m. ~ Zoom Conference Call

Welcome ~ Judy Johnson, President

Roll call and welcome of any guests present today.

GUEST AGENDA ITEMS (if applicable)

Guest agenda items will be heard before reviewing other Board matters.

JB Bell, JB Bell Business Consulting International, Chair Membership Committee ~ Member Apps to Review with the Board

If the Membership Committee has received the information that was pending, then this may be an agenda item.

There are currently two businesses in the application process for membership in the classification of General Contractor/Home Remodeling:

1. Maria Martinez Perez, Owner, IVMA Home Improvement; Sponsored by: Chuck Fulanovich, Palo Alto Chiropractic
2. Rick Loretz, President, Loretz Construction, Inc.; Sponsored by: Jeanette Loretz, JL Designs & Interiors

Fella Benyammi (and perhaps Jeanette Loretz or others on the Booster Committee) will share additional information on the Annual December Holiday Party.

They are seeking Board approval to sign a contract with the Peninsula Italian American Social Club and have provided a contract for review. The Committee worked with the venue and has reduced the minimum to 50-people total; cost per person is approximately \$75 at this time, although the Committee has received 10 offers from PEA members to sponsor the event in the \$300-\$350 range.

CONSENT AGENDA ITEMS ~ 8:40 a.m.

1. CONSENT AGENDA: Minutes and Attendance

Current month's documents:

- May 2022 Board Meeting Notes
- Participation and Attendance through May 2022
- Financial Statements
 - **Financials through May 2022 attached**
 - Restricted funds are \$2,000.00; these funds may only be used for invoices rendered to designated member accounts. Additionally, several other members are a quarter ahead in their dues or have a slight credit due to rounding off of dues payments.
 - **Accounts Receivable outstanding**
 - The first quarter dues invoice amount was set by the Board to \$190, as well as for the second quarter dues that were sent out on June 1, 2022, again with members having the option to pay less if they are unable to pay the full amount or break up the payment into payments monthly. One member requests a revised invoice for the \$355 full dues amount to pay instead of \$190. To date, no requests

have been received for invoice amount reduction.

- Total A/R outstanding as of May 31, 2022 is \$570.00. See the attached report.

2. **CONSENT AGENDA: Membership update**

We currently have 46 active members as of May 31, 2022.

There is a pending application for the classification of Cabinets, Doors, and Windows:

- Martin (mar-teen) Duran, Owner/President, Johnston Millwork, Inc.; Sponsored by: Judy Johnson, Unexpected Treasures. Martin has attended two PEA business meetings.

JB Bell and the Membership Committee are also working on these open member applications:

- Jason Born, Born Property Management
- M'Lis Targgart, Massage Therapist
- Linda Kennedy, Expressions Salon, Hair Stylist
- Max Ramsey, Power Business Technology

3. **CONSENT AGENDA: Review of Weekly Business Meetings & Planning Future Meetings**

The calendar is online at: <http://bit.ly/pea-master-calendar>

Please make note of the upcoming holidays or special activities:

June 30, 2022	PEA holiday, no business meeting
July 14, 2022	Committee Meetings during regular PEA business meeting
July 14, 2022	PEA Board Meeting
August 11, 2022	Program Committee hosts the regular business meeting
August 11, 2022	PEA Board Meeting

DISCUSSION ITEMS ~ 8:55 a.m. – 9:45 a.m.

Priority Items for June 9, 2022

- **2022 Holiday Party:** Booster Committee is requesting approval of the contract presented by Peninsula Italian American Club; they may have an update at this meeting
- **Bylaws Update:** information received from our attorney; next steps

Monthly Check-in Items & Ongoing Discussions

- **Updates from Committees:** as needed if there are any who require Board assistance with anything
- **Critique of online meetings:** what works, what doesn't, what might we try

Adjourn 9:45 a.m.

Next Board Meeting: July 14, 2022, 8:35 a.m.

Attendance and Participation ~ MAY 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
5/5/2022	46	13	23	5	53	39	1
5/12/2022	46	1	7	9	27	39	0
5/19/2022	46	30	12	16	37	39	0
5/26/2022	46	6	4	0	3	0	0
TOTALS	46	50	46	30	120	117	1

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
May 2022	46	50	46	14	30	10	120	39	39
Apr 2022	46	58	54	18	70	23	115	38	44
Mar 2022	46	132	124	25	98	20	199	40	43
Feb 2022	47	53	64	13	45	9	134	27	44
Jan 2022	46	57	113	28	68	17	174	44	41
Dec 2021	46	64	40	13	53	18	95	32	41
Nov 2021	46	47	57	19	54	18	125	42	42
Oct 2021	45	53	63	16	36	9	177	44	38
Sep 2021	47	16	23	6	18	5	21	5	39
Aug 2021	47	20	62	16	33	8	115	29	38
Jul 2021	48	35	90	18	76	15	117	23	37
Jun 2021	49	36	101	25	85	21	79	20	41
May 2021	53	13	56	14	23	6	54	14	43
Apr 2021	53	37	95	24	55	14	96	24	43
Mar 2021	53	8	43	11	39	10	42	11	45
Feb 2021	52	23	24	6	16	4	33	8	48
Jan 2021	52	45	76	19	41	10	96	24	42
Dec 2020	52	9	156	31	32	6	18	4	43
Nov 2020	52	16	68	17	26	7	46	12	43
Oct 2020	52	28	120	24	61	12	15	3	43
Sep 2020	52	1	12	4	29	10	3	1	39
Aug 2020	54	4	49	12	5	1	60	15	41
Jul 2020	54	7	39	10	7	2	25	6	43
Jun 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
Jul 2019	57	65	143	48	72	24	101	34	43
Jun 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

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Board Meeting Notes

May 12, 2022

Present

Judy Johnson, President, presiding
Maureen Clark, Past President
Bobbie Fakkema, Vice President
John King, Vice President
Adam Pyle, Secretary/Treasurer
Deanne Belcher
Fella Benyammi
Konrad Thaler

Absent

[none]

Also present

JB Bell, JB Bell Business Consulting International, Membership Committee Chair
Angi Roberts, PEA Executive Director
Anthony Tirtoprodjo, Prostone Services, PEA Member

Call to Order 8:35 a.m. ~ Zoom Conference Call

Welcome ~ Judy Johnson, President

Roll call and welcome of any guests present today.

GUEST AGENDA ITEMS (if applicable)

Guest agenda items will be heard before reviewing other Board matters.

JB Bell, JB Bell Business Consulting International, Chair Membership Committee ~ Member Apps to Review with the Board

We currently have 46 active members as of April 30, 2022.

There are currently two businesses in the application process for membership in the classification of General Contractor/Home Remodeling:

1. Maria Martinez Perez, Owner, IVMA Home Improvement; Sponsored by: Chuck Fulanovich, Palo Alto Chiropractic
2. Rick Loretz, President, Loretz Construction, Inc.; Sponsored by: Jeanette Loretz, JL Designs & Interiors

M. Clark said both candidates are very capable and would make great additions to the Board. Membership will be meeting on May 19, 2022, after the PEA business meeting and will discuss the options and come forward with a recommendation. Both companies would like to join.

Angelo Izzo and M. Clark will be interviewing the cabinet maker also in the business shop. JB Bell was advised that the Board can have a special meeting to approve the candidate that the Membership Committee refers when they are ready to do so.

Fella Benyammi, Board Liaison Booster Committee ~ Request for Board Approval of Contract for December Holiday Party

Fella Benyammi representing the Booster Committee shared the information and the contract for the Annual December Holiday Party. Booster Committee is seeking Board approval to sign a contract with the Peninsula Italian American Social

Club. The Committee worked with the venue and has reduced the minimum to 50-people total; cost per person is approximately \$75 at this time, although the Committee has received 10 offers from PEA members to sponsor the event in the \$300-\$350 range.

Bobbie Fakkema will read the contract and come back to the Board with an update on anything we should be aware of. The Board will revisit this in a separate meeting. Upon approval by the Board, the office will send sponsorship invoices to the Members who have already volunteered to be a part of the holiday event.

CONSENT AGENDA ITEMS

1. CONSENT AGENDA: Minutes and Attendance

Current month's documents:

- April 2022 Board Retreat Notes: A draft was sent to the Board on April 28, 2022
- Participation and Attendance through April 2022 is attached
- Financial Statements
 - **Financials through April 30, 2022 attached**
 - Restricted funds are \$2,000.00; these funds may only be used for invoices rendered to Pro-Staff Painting. Additionally, several other members are a quarter ahead in their dues or have a slight credit due to rounding off of dues payments.
 - **Accounts Receivable outstanding**
 - The first quarter dues amount was set by the Board to \$190, again with members having the option to pay less if they are unable to pay the full amount or break up the payment into payments monthly. One member requests a revised invoice for the \$355 full dues amount to pay instead of \$190. To date, no requests have been received for invoice amount reduction.
 - Total A/R outstanding as of May 4, 2022 is \$950.00, with 5 membership dues invoices outstanding. Reminders have been sent to all of these members and we expect payments to arrive this week or next on all.

Peninsula Executives Association A/R Aging Summary As of May 4, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Events, Etc...			190.00			190.00
Hoge Fenton			190.00			190.00
Home Preservation Services			190.00			190.00
New York Life Insurance Company			190.00			190.00
Tearse Eye Care			190.00			190.00
TOTAL	\$ 0.00	\$ 0.00	\$950.00	\$ 0.00	\$ 0.00	\$ 950.00

2. CONSENT AGENDA: Membership update

We currently have 46 active members as of April 30, 2022.

There is a pending application for the classification of Cabinets, Doors, and Windows:

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JB Bell and the Membership Committee are also working on these open member applications:

- Jason Born, Born Property Management
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- Linda Kennedy, Expressions Salon, Hair Stylist
- Max Ramsey, Power Business Technology

3. **CONSENT AGENDA:** *Review of Weekly Business Meetings & Planning Future Meetings*

The calendar is online at: <http://bit.ly/pea-master-calendar>

Please make note of the upcoming holidays or special activities:

May 19, 2022	Adam Pyle, Treasurer: Finance Update from the Board, 20-25 minutes
May 26, 2022	PEA holiday, no business meeting

A motion was presented by M. Clark and seconded by B. Fakkema to approve the Consent Agenda items. The motion passes unanimously.

DISCUSSION ITEMS

Priority Items for May 12, 2022

1. **2022-2023 Annual Budget:** Board is to discuss final draft of the budget this month.
2. **Finance Committee update due to the Membership on May 19:** regarding dues for June 1 – August 31, 2022. The Board needs to set the dues for the next quarter.

Monthly Check-in Items & Ongoing Discussions

1. Updates from Committees if there are any who require Board assistance with anything
2. Critique of online meetings - what works, what doesn't, what might we try
3. Face-to-face meetings: when, what format, what cost, hybrid or not

Adam Pyle reviewed the budget presented to the Board. The Finance Committee is working toward developing a balanced budget. The recommendation is to leave the dues at \$190.00 for the next quarter and through year-end, and have certain expenses come from the savings (insurance, estimated taxes, tax preparation, legal fees).

- Keep dues at \$190.00 per quarter through end of year
- Discontinue savings transfer
- Prepay the operating cost from savings and transfer funds to the checking account to cover these costs
- We will not open a separate savings account to save up for our annual expenses and will keep all savings in one account
- Paying bills is first priority

Recommendation is that the policy for now for the use of the savings is to cover the annual operating expenses such as insurance policies, zoom services and other annual platforms, annual estimated taxes as applicable. The Committee will develop written financial guidelines of the discussions that have taken place and bring to the Board for review, approval, and implementation.

It was suggested that the Finance Committee be transparent on the finances when giving the next quarterly report to the members, and let them know that some of these things may change over time. The fine print is that we are assuming that there will be no business meetings on Thursday mornings that are face-to-face, and we will continue on Zoom in the current format. Talk about the fine print (no face-to-face) and some of the changes in philosophy. Headline is dues would stay the same.

There are some expenses that might come up from Committees, too, and the Finance Committee might need to adjust the budget to add some of those expenses, too.

A.Pyle moved to approve the budget with updates as noted above and John King provided a second. Unanimously passes.

Committee Support Request

Konrad Thaler reviewed the items that Deb Siegle, Attendance Committee Chair has requested and requested approval from the Board for these additional tasks to be performed by the Executive Director:

1. When including attendance stats in the board meeting materials, can you send a copy of the attendance information/stats to the Attendance committee?
2. Create a new report on a quarterly basis that highlights and quantifies the chronic UNEXCUSED non-attenders and send that to the Attendance committee on a quarterly basis?
3. Build into the weekly meeting script and weekly reminder PEA emails promoting the attendance wheel giveaway item (naming what it is) and its donor? So the giveaway and donor would get more visibility (and hopefully help further incent members to stay until the end of the meeting – and benefit the donor with more visibility). Also, when Judy previews the meeting content at the beginning of the meeting, to specifically say what the giveaway is and who the donor is (name, company name).

The office is already doing #3 above, and is on-board with completing the other two as well. A Motion was presented by M. Clark, and seconded by K. Thaler, to add these tasks to the scope of work for the Executive Director role. There will be no additional cost to PEA for these tasks to be done. The motion passes unanimously and will begin June 1, 2022.

New Business

M. Clark suggested a pared-down version of the Board agendas without the confidential member items, such as accounts receivable, be posted for all members to view. Remove AR from the agenda before posting, nothing with names and money of individual members. Start with June agenda.

M. Clark suggested that the Bylaws need to be reviewed for content regarding an emeritus member who is starting a new business and wants to rejoin PEA as a regular member. She will draft for the Bylaws Committee to review.

M.Clark moved, and J. King seconded to adjourn at 9:41 a.m.

Adjourn 9:41 a.m.

Respectfully submitted,
Angi Roberts, PEA Executive Director

Next Board Meeting: July 14, 2022

Attendance and Participation ~ MAY 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
5/5/2022	46	13	23	5	53	40	1
5/12/2022	46	1	7	9	27	39	0
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Sep 2019	57	69	156	39	101	25	159	40	44
Aug 2019	57	80	153	38	106	27	141	35	46
Jul 2019	57	65	143	48	72	24	101	34	43
Jun 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

Peninsula Executives Association

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	3,472.45
First Rep savings 7458	17,709.99
PayPal Bank	-190.00
Total Bank Accounts	\$20,992.44
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	760.00
Total Other Current Assets	\$760.00
Total Current Assets	\$21,752.44
TOTAL ASSETS	
\$21,752.44	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pre Paid Dues - Pro Staff	1,810.00
Total Other Current Liabilities	\$1,810.00
Total Current Liabilities	\$1,810.00
Total Liabilities	\$1,810.00
Equity	
Retained Earnings	21,125.23
Net Income	-1,182.79
Total Equity	\$19,942.44
TOTAL LIABILITIES AND EQUITY	\$21,752.44

Peninsula Executives Association

Profit and Loss
March - May, 2022

	TOTAL
Income	
Contributions income	340.00
Dues	
1st Quarter Dues	8,209.00
4th Quarter Dues	570.00
Total Dues	8,779.00
Initiation Fees	250.00
Pandemic Discount	-190.00
Unapplied Cash Payment Income	580.00
Total Income	\$9,759.00
GROSS PROFIT	\$9,759.00
Expenses	
Anniversary celebration	525.21
Board retreat	600.00
Contract Services	7,875.00
Insurance	276.00
Legal Fees	1,000.00
Postage	459.54
QBO-PayPal Transaction Fees	5.98
QuickBooks Payments Fees	143.60
Unapplied Cash Bill Payment Expense	0.00
Web site related expenses	
Domain Name Renewal	15.99
Website Security Software	42.00
Total Web site related expenses	57.99
Total Expenses	\$10,943.32
NET OPERATING INCOME	\$ -1,184.32
Other Income	
Interest Income	1.53
Total Other Income	\$1.53
NET OTHER INCOME	\$1.53
NET INCOME	\$ -1,182.79

Peninsula Executives Association
A/R Aging Summary
As of May 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Arranged4Comfort		-190.00				-190.00
Events, Etc...	-190.00					-190.00
Hoge Fenton				190.00		190.00
JB Bell Business Consulting Int'l					-20.00	-20.00
New York Life Insurance Company				190.00		190.00
Pro-Staff Painting					-2,000.00	-2,000.00
Prostone Services			-190.00			-190.00
Tearse Eye Care				190.00		190.00
TOTAL	-\$ 190.00	-\$ 190.00	-\$ 190.00	\$ 570.00	-\$ 2,020.00	-\$ 2,020.00

Friday, Jun 03, 2022 08:06:08 AM GMT-7