Peninsula Executives Association

PO Box 36255, San Jose, CA 95158-6255
Phone: 408-266-9658 | peaworks@executives.org

Board Retreat Agenda
March 7, 2022

CALL TO ORDER AND WELCOME ~ 3:00 PM
Judy Johnson, 2022-2023 President, Presiding, with Maureen Clark, Immediate Past President

WELCOME & GATHERING NETWORKING ACTIVITY
3:00-3:10 10-minutes

Please order your early dinner/late lunch from DoorDash so that it arrives by the 3:00 p.m. start time. The annual Board Retreat and the associated meal are the Thank You gift from PEA for your Board service. Those Board Members with terms that ended on February 28 and the 2022-2023 Board Members are included in the annual Board Retreat.

ICEBREAKER: So….what are you eating and why?
Is this a comfort food for you? Did you choose it because it's easy to eat on camera? Did you splurge, try something new? And what about that beverage… Did you go with a meal or perhaps a cheese board and appetizers for your food selection?

BOARD RECOGNITION & THANK YOUS
3:10-3:20 10-minutes

- **Recognition of Outgoing Board Members ~ Maureen Clark**
  - Michael Aronson
  - Judy Schwartz
  - Deb Siegle
- **Welcome to the New Board Members ~ Judy Johnson**
  - Fella Benyammi
  - Judy Johnson
  - Adam Pyle
- **And of course, many thanks to these Board Members in their second year of their 2-year term ~ Judy Johnson**
  - Bobbie Fakkema
  - John King
  - Konrad Thaler
  - And Maureen Clark as the Past President

FINANCIALS, MINUTES AND ATTENDANCE ~ ALL
3:20-3:35 15-minutes

Typically, much of this information will be on the Consent Agenda. A consent agenda (also known by Roberts Rules of Order as a "consent calendar") groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. It also frees up more time for Board discussion, strategic planning, or other matters.

- ✓ One motion is necessary to accept all items on the Consent Agenda.
- ✓ Board members may approve items be moved off the Consent Agenda to the regular agenda, if desired, by a seconded and approved motion.

- **Review of Financials through Feb 28, 2022 ~ Angi**
  ACTION: 2022 Board of Directors vote (Judy)
    - FYI, these are the end of year financials that will be used for our 2021-2022 fiscal year tax filings.
    - 2021-2022 Board Members should provide input on financials to assist in approval as necessary

- **Review of Participation and Attendance Feb 2022 ~ Angi**
  ACTION: 2022 Board of Directors vote (Judy)

- **Review of Feb 2022 Board Meeting Minutes ~ Judy**
  ACTION: 2022 Board of Directors vote (Judy)
    - 2021 Board of Directors provide input on edits, corrections, etc.
    - These minutes are the final minutes of 2021-2022 fiscal year.

- **Review of the Ad Hoc Board Meeting regarding Honorary Member vote taken during the Business Meeting on February 17, 2022 ~ Angi**
  ACTION: 2022 Board of Directors vote (Judy)
    - Confirmation of approval vote by Members and full Board documented in attached brief minutes from the ad hoc Board meeting

NEW/CONTINUING SIGNERS ON PEA ACCOUNTS: FOR 2021 ~ JUDY JOHNSON, ANGI ROBERTS
3:35-3:40 5-minutes

Traditionally, these would be these individuals signing and having access to the PEA assets:

- Judy Johnson (President)
- Maureen Clark (Immediate Past President)
- Bobbie Fakkema (Vice President)
- John King (Vice President)
- Adam Pyle (Treasurer, Secretary)
- Administrative authority only for account management with online access for Angi Roberts as Executive Director

ACTION: Board must select and have a Board-approved motion for "bank minutes" (see attached example). Angi will work with signatories individually to get the signature cards updated at the bank.

PRELIMINARY BUDGET 2022-2023 ~ JUDY JOHNSON
(this matter will be forwarded to the Finance Committee for review and brought to a future board meeting)
3:40-3:42 2-minutes

A short amount of time is given for this item on the agenda because the Finance Committee will review and provide an update to this item at a future Board meeting, where it will be discussed at length at that time with the Board.

ACTION: Board should move/second to direct the Finance Committee to develop a budget for 2022-2023.
ACTION: The Finance Committee will draft a budget for consideration by the Board at a future meeting, date to be defined at this meeting.

ONGOING ITEMS ~ ALL
3:42-4:02 20-minutes

- **Board Classification Talk April 28, 30-minutes**
  Attached to this agenda is the list of suggested content for this presentation, to be made by the PEA President with full Board involvement. There will be one more opportunity to review this information at the April 21 Board Meeting.
    - **ACTION:** Determine content and roles for Board participation at this meeting

ADMINISTRATIVE ITEMS ~ ANGI ROBERTS
4:02-4:15 13-minutes

- Operations Info: Board Meeting Schedule ~ Review of Nondisclosure Policy for Board Matters ~ The Role of the Executive Director
- Scope of Work included in the Board packet ~ please ask the office for resources first—we probably have a past one that you can use as a starting point, so you don't have to start from scratch.
    - Remember to include the Executive Director in your Committee Meetings: the Executive Director is a member of every Committee, just as the President is, as defined in the Bylaws
- Backup hard drive; Storage of PEA files online, Board and Committee documents, Membership records
- Board Email Alias

BREAK ~ 5-minutes
4:15-4:20 5-minutes

BYLAWS REVIEW UPDATE ~ JOHN KING
4:20-4:30 10-minutes

Update by John on the Bylaws and some of the primary changes.

Provided in the Board Packet is a copy of the current Bylaws and those currently under review by legal counsel with the edits recommended.

Review of the process for approval by the Membership once approved by the Board as "final."

- The current Bylaws are the ruling document for this process, until modifications are approved.
- Before a vote of the Members, the Bylaws must be sent to the Members for review before the vote and notified of the date/time of the meeting set to vote on the Bylaws. We will need to designate one Thursday business meeting as this special voting meeting and advertise it to the Members in that way, too.
- If any five Members or more veto or suggest alterations to the Bylaws before the voting day and in writing, then the President shall call a separate meeting of the Association specifically to vote on the suggested alterations or the suggested veto of any amendment.
- The Bylaws must pass a 2/3 vote of the Members present at the meeting called for the purpose of voting on the Bylaws changes.
- Once affirmed or vetoed, copies of the Bylaws in force will be distributed to the full membership.

COMMITTEE ASSIGNMENTS ~ ALL
4:30-4:50 20-minutes

Review of existing Committee Assignments. Dialogue regarding any background information and suggestions for staffing committees in 2022-2023 ~ Current Liaisons providing feedback on their Committee operations

- **ACTION:** Member assignments ~ Judy's first draft that we will finish editing and approve at this meeting
- **ACTION:** Board liaison assignments determined for each committee
    - Monthly Board Meeting Committee Liaison reporting: time is provided at every Board meeting for Liaisons to share information about their Committee, submit to the Board requests for help or for budget considerations, share issues or concerns on the Committee to keep the Board up-to-date, provide support to other Committee Liaisons as necessary.

- **ACTION:** Determine if All Committee Chair Meetings will continue in 2022-2023; if so, choose date for first meeting
    - Committees will meet for the first scheduled business meeting of the fiscal year on April 7, 2022.

SHARING OF INFORMATION FROM OUTGOING BOARD TO NEW BOARD MEMBERS ~ ALL
4:50-5:20 30-minutes

- What was learned last year, current committee status, and any plans so far for 2022
    - Each 2021-2022 Board member, even if they are staying on for one more year, should share their activities with the full Board about the committee to which they were the liaison.
      3-4 minutes is provided for each of the committee liaison directors
        - Committees & Liaisons
            - Attendance: Deb Siegle
            - Boosters: Judy Schwartz
            - Finance: Michael Aronson
            - Leads: Bobbie Fakkema
            - Membership: Maureen Clark
            - Mentor/Shepherd: John King
            - Nominating Committee: John King
            - Programs: Judy Schwartz
            - Public Relations: Deanne Belcher
            - Ethics Committee (do not need to provide update as it did not meet in 2021)

LOOKING FORWARD ~ JUDY JOHNSON
5:20-5:35 15-minutes

REVIEW OF ACTION ITEMS FROM TODAY'S MEETING ~ ANGI ROBERTS
SCHEDULING ACTION ITEMS AND ASSIGNMENTS ~ JUDY JOHNSON
5:35-5:40 5-minutes

Each action item should list a date for completion and a Board Member or the Executive Director assigned to complete it or oversee it and report back to the full Board.

REACH CONSENSUS ON THE PRIMARY FOCUS OF THE BOARD IN 2022-2023: DISCUSSION REGARDING BUSINESS MEETINGS ~ JUDY JOHNSON
5:30-5:45 15-minutes

The Board is responsible for determining the operations of PEA, including the decision as to whether or not to meet face-to-face, when, in what format, etc.

- The first quarter of the fiscal year is March, April, and May 2022. We have already set the membership dues as $190.00 for that period.
- The recommendation from the previous Board was that PEA would not have any face-to-face Thursday business meetings through May 31, 2022. Instead, PEA Booster Committee Members would plan activities for PEA Members to meet in a social gathering, at an outing such as a picnic or networking party at a bar, and Members would be encouraged to hold open houses again, or have small group gatherings on their own with other PEA members at their businesses or restaurants.
- What is the feeling of this Board as far as face-to-face events?
- What consensus can we reach in order to provide greater direction to the Booster Committee or to encourage Members to self-initiate get-togethers?

CLOSING REMARKS & WRAP-UP – NEXT STEPS ~ JUDY JOHNSON
5:45-5:55 10-minutes

A summary of the accomplishments from today's meeting, the focus for the April 21 Board meeting, and the next steps for the Board.

ADJOURN 5:55 PM

[Board Members may stay online as long as they would like, to network and chat among themselves.]

Attendance and Participation ~ FEBRUARY 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guest	Open House # Attendees
2/3/2022	45	25	22	24	32	40	0	0
2/10/2022	45	1	1	12	40	43	0	0
2/17/2022	47	8	15	12	38	43	0	0
2/24/2022	47	19	10	17	24	50	7	0
TOTALS	47	53	64	45	134	176	7	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
Feb 2022	47	53	64	16	45	11	134	34	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

Suggested language regarding first of the year announcements (from September Board meeting)
[Note: I can help by creating a fun PowerPoint to make this more entertaining and memorable, rather than a long list of rules.]

Member reminders at new fiscal year. A suggested list of items to cover:

- The Board and its role in managing the organization and its committees; the Board's responsibility to provide oversite for all areas of the organization, so Board Directors serve on each committee as a liaison to the Board to ensure the Board is apprised of committee activities

- What are Bylaws – How they govern our organization
    - Changes to the Bylaws are coming and will be shared with the Membership soon (if not ready)
    - A regular business meeting will be designated as the one that will require a vote of all Members on the Bylaws changes recommended and approved by the Board

- Expectations around attendance from the Bylaws – accepted 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, and when a leave is an appropriate option.

- Expectations of timely payment of dues and keep their contact and billing information current with the organization, including ensuring the information is forwarded to the office for updates to the PEA website, member rosters, etc.

- Expectations to provide support to the organization by being active on a committee and attending all committee meetings—this is a requirement of being a PEA member

- Expectations to provide support to the organization through direct, referral, ongoing, or internet leads continuously and to report those leads to the office for tracking on an annual basis.

- The unspoken rules around why a member may choose to not use a PEA member for their work: cost difference, personality clash, already have someone. We recognize that not all PEA members will work together, but we do hope that all members are giving PEA members opportunities to bid on their work if they can.

- 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?

It would end the meeting nicely to toast again to a new fiscal year at PEA and end the meeting on a positive, lively note.

SAMPLE "BANK MINUTES"

Peninsula Executives Association
PO Box 36255, San Jose, CA 95158-6255
Phone: 408-266-9658 | peaworks@executives.org

Board Retreat Minutes
March 5, 2020

PRESENT:
Deanne Belcher, President
Charlotte Russell, Vice President
Leane Reelfs, Ex Officio, Immediate Past President
Jeanette Loretz, Secretary
Ward Wildanger, Treasurer
Michael Aronson
Neal Coogler
Jon Maystrik
Nick Rugh
Brian Irion
Deb Siegle

ABSENT:
[None]

ALSO PRESENT:
Angi Roberts, Executive Director

Welcome & Call to Order 6:34 p.m.

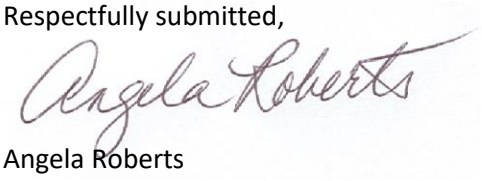
Official Board Business

Charlotte Russell moved to authorize signers on Peninsula Executives Association (PEA) financial accounts as: *Deanne Belcher, President; Edward Wildanger, Treasurer/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. Brian Irion provided a second, and the motion carried unanimously.

> ***Resolved: Signers on the Peninsula Executives Association (PEA) financial accounts are Deanne Belcher, President; and Edward Wildanger, Treasurer/Secretary; in addition to 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 8:40 p.m.

Respectfully submitted,



Angela Roberts
Executive Director
Peninsula Executives Association (PEA)

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158
Phone: 408-266-9658 | peaworks@executives.org

Board Meeting
February 17, 2022

Present	Absent	Also present
Maureen Clark, President, presiding	[none]	All Members of PEA
Michael Aronson, Secretary/Treasurer		Angi Roberts, PEA Executive Director
Deanne Belcher, Past President		
Bobbie Fakkema, Vice President		
John King		
Judy Schwartz		
Deb Siegle		
Konrad Thaler		

Call to Order 8:33 a.m. ~ Zoom Conference Call

Welcome ~ Maureen Clark, President
Roll call and welcome of any guests present today.

Honorary Membership Discussions
M.Clark shared with the general membership the desire of Bob Rosenberg, who is retiring from GR8WORK Builders, Inc., to continue attending PEA meetings, although the new owners of GR8WORK Builders have decided not to stay on as PEA members.

D.Siegle moved to grant Honorary Membership for Bob Rosenberg due to his outstanding and long-standing support of the Association. J.Schwartz provided a second and motion passes unanimously.

A vote of the Members present was taken, and all present voted in favor of awarding B.Rosenberg with an Honorary Membership. We will announce this at the Anniversary Party on February 24, 2022.

Having completed the business of the Board, D. Siegle moved to adjourn with a second by J.Schwartz. Motion passes unanimously. Meeting adjourned 8:39 a.m. to the Board retreat in March.

Adjourn 8:39 a.m.
Next Board Meeting: Board Retreat, March 7, 2022

Respectfully submitted,

Angi Roberts
PEA Executive Director

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158
Phone: 408-266-9658 | peaworks@executives.org

Board Meeting
February 10, 2022

Present	Absent	Also present
Maureen Clark, President, presiding	Bobbie Fakkema, Vice President	JB Bell
Michael Aronson, Secretary/Treasurer		Angi Roberts, PEA Executive Director
Deanne Belcher, Past President		
John King		
Judy Schwartz		
Deb Siegle		
Konrad Thaler		

Call to Order 8:38 a.m. ~ Zoom Conference Call

Welcome ~ Maureen Clark, 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, is the Chair of the Membership Committee and will share the Committee's review of a new potential member: Vince Bitz, Customer Success Manager, ENACT Systems Inc.

J.Bell shared that she and Angelo Izzo interviewed Vince Bitz, who has been in the solar industry for over 10-years, having worked at PG&E as well. The Membership Committee is recommending Vince Bitz for membership with PEA. D.Siegle moved to accept Vince as a new member and J.Schwartz provided a second. The motion passes unanimously. J.Bell will notify Vince's sponsor, who will share the good news with Vince.

CONSENT AGENDA ITEMS ~ 8:40 a.m.

1. ***CONSENT AGENDA: Minutes and Attendance***

   Current month's documents:

   - January 2022 Board Meeting Minutes: Draft minutes were sent to the Board on January 13, 2022
   - Participation and Attendance through January 2022
   - Financial Statements
     - **Financials through January 31, 2022 attached**
       - Restricted funds are $2,000.00; these funds may only be used for invoices rendered to Pro-Staff Painting.
     - **Accounts Receivable outstanding**
       - The fourth quarter dues amount was reduced by the Board from $355 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. Some members are expected to request a revised invoice for the

$355 full dues amount to pay instead of $190. To date, one request has been received for invoice amount reduction, totaling $190 for the quarter, $570 for the year.

- Total A/R outstanding as of February 8, 2022 is $760.00, with just 4 membership due invoices outstanding. I sent another reminder invoice to the 4 members on February 7, 2022 and will check the PO Box also February 10 just in case they are there and were not paid online.

Peninsula Executives Association A/R Aging Summary As of February 8, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Events, Etc...			190.00			190.00
GR8WORK Builders, Inc			190.00			190.00
JB Bell Business Consulting Int'l				-10.00		-10.00
Tearse Eye Care			190.00			190.00
The Integrated Lifestyle			190.00			190.00
TOTAL	$0.00	$0.00	$760.00	-$10.00	$0.00	$750.00

2. ***CONSENT AGENDA:*** ***Membership update***

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

There is currently this business in the application process for membership:

Vince Bitz, Solar Sales & Installation, Engage Solar

We also received an email from a referral from a former member: Max Ramsey, Vice President Of Sales Bay Area, 408-891-2767 Mobile, 408-478-7705 Main, Max.Ramsay@PowerCopiers.com. Mr. Ramsey will attend PEA on February 10, 2022.

Finally, Konrad Thaler, Smilin Dogs, has invited a potential new member to attend and he has attended once, with a second visit planned in February 2022: Jason Born, Born Property Management, Belmont, 650-271-7048.

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:

February 24, 2022	Anniversary Meeting
March 1, 2022	New Board in place

Motion by Judy Schwartz to accept the items on the Consent Agenda as presented. A second was provided by Deb Siegle. Motion passes unanimously.

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

Priority Items for February 10, 2022

1. Selection of Officers for 2022-2023 Fiscal Year
    a. President: Judy Johnson
    b. Vice President: John King, with Bobbie Fakkema, as Co-Vice Presidents
    c. Secretary-Treasurer: Adam Pyle

D. Siegle made a motion to accept the slate as Judy Johnson as president, Adam Pyle as Secretary-Treasurer, and Bobbie Fakkema as Vice President with John King, unless Bobbie declines, and then John will be the sole Vice President. Judy Schwartz seconded. Motion passes unanimously. Maureen will follow-up with Bobbie and advise the Board of the outcome.

2. Selection of Board Retreat evening dinner meeting, March 2022 (replaces March 10 Board Meeting @ 8:35 am)
We will pick a date in March for our retreat via Doodle. We will also do DoorDash gift cards for everyone so that we can still have our dinner together while we transition to this new Board.

3. Bylaws Review: John King, Ad Hoc Committee Chair; ratification of online vote to move forward with Attorney review of Bylaws changes

We have completed the full review of the Bylaws. A motion was presented electronically to move forward with retaining nonprofit attorney Barbara Rhomberg, Kavanagh Rhomberg LLP, 1025 Alameda de las Pulgas #123, Belmont, CA 94002; BRhomberg@KRnonprofitlaw.com; (650) 539-4945, for $1,000 initial retainer by J.Schwartz on February 3, 2022 @ 2:46 p.m. Pacific. It was further moved that should the cost of the Bylaws review increase, the Board will be consulted again for approval of any additional funds to be paid to the attorney.

The motion was seconded by John King. The final voting was unanimously in favor of hiring Ms. Rhomberg and all Directors completed voting on February 7, 2022 @ 8:13 p.m. Pacific. A.Roberts will notify Ms. Rhomberg and forward the final set of edited Bylaws to her, as well as drafting a check to be sent to her through First Republic Bank bill pay. All directors affirmed their vote electronically and this matter has been approved.

4. Finance Committee update due to the Membership on February 17 (next week) regarding dues for March 1 – May 31, 2022

The Board discussed the options of keeping dues the same or increasing to accommodate face-to-face business meetings. The Board also discussed leaving the dues at $190 while setting the expectations of members that the fee will go up if we add in face-to-face business meetings. Michael Aronson moved to have the dues set at $190 for the quarter beginning March 1, 2022, and a second was provided by J. Schwartz. Motion passes unanimously. M. Aronson will report the dues amount at the February 17 regular business meeting.

5. Anniversary Celebration, February 24: Each Committee Chair to give a 5-minute wrap of the year 2021-2022 as a part of the online program.
    a. Board liaisons please contact your Committee Chair and Committee Members to advise!

Board members intro the committee you are on and the Chair. Then the Chair will do a written update, too, so we can have the past year documented by the committees. The purpose is to keep the focus on the committees and their work, and recognize the people who got the work done.

Monthly Check-in Items & Ongoing Discussions

1. Discussion regarding Membership & value proposition for attracting new members.
2. Updates from Committees if there are any who require Board assistance with anything.
3. Critique of online meetings - what works, what doesn't, what might we try?

No additional information was provided today on these topics.

Having completed the business of the Board, D. Siegle moved to adjourn with a second by M. Aronson. Motion passes unanimously. Meeting adjourned 9:39 a.m. to the Board retreat in March.

Adjourn 9:39 a.m.
Next Board Meeting: Board Retreat, March 7, 2022

Respectfully submitted,

Angi Roberts
PEA Executive Director

Attendance and Participation ~ JANUARY 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guest	Open House # Attendees
1/6/2022	45	3	25	17	51	39	0	0
1/13/2022	45	5	28	12	34	40	1	0
1/20/2022	46	30	42	16	59	43	0	0
1/27/2022	46	19	18	23	30	42	0	0
TOTALS	46	57	113	68	174	164	1	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
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

Peninsula Executives Association

A/R Aging Summary

As of March 4, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
A&A Plumbing	190.00					$190.00
All Reasons Moving & Storage	190.00					$190.00
Arranged4Comfort	190.00					$190.00
Benefits Simplified	190.00					$190.00
Benyammi, Fella, DDS	190.00					$190.00
California Business Opportunities	190.00					$190.00
Come Travel Today	190.00					$190.00
Cushman & Wakefield	190.00					$190.00
D.B. Gaskill Advertising Specialties	190.00					$190.00
Events, Etc...	190.00			190.00		$380.00
First Republic Bank	190.00					$190.00
Gleim the Jeweler	190.00					$190.00
GR8WORK Builders, Inc				190.00		$190.00
Hassett Hardware	190.00					$190.00
Hoge Fenton	190.00					$190.00
Home Care Assistance	190.00					$190.00
Home Preservation Services	190.00					$190.00
Innovative Sales and Leasing	190.00					$190.00
JB Bell Business Consulting Int'l	180.00					$180.00
JL Designs & Interiors	190.00					$190.00
Lane Cleaning Services	190.00					$190.00
Lost Boys Design	190.00					$190.00
McRoskey Mattress Company	190.00					$190.00
NetWork Focus	190.00					$190.00
New York Life Insurance Company	190.00					$190.00
Pacific Hearing Service	190.00					$190.00
Palo Alto Chiropractic Offices	190.00					$190.00
Pro-Staff Painting				-1,645.00		$ -1,645.00
Rugh Financial, LLC	190.00					$190.00
Sheraton PA Membership	89.00					$89.00
State Farm Agency	190.00					$190.00
Suncrest Hospice LLC	190.00					$190.00
Tearse Eye Care	190.00					$190.00
The Integrated Lifestyle	190.00					$190.00
Three Sixty HR	190.00					$190.00
TOMSTUDIO	190.00					$190.00
Unexpected Treasures	190.00					$190.00
Wells Fargo Private Bank	190.00					$190.00
TOTAL	**$6,729.00**	**$0.00**	**$0.00**	**$ -1,265.00**	**$0.00**	**$5,464.00**

Peninsula Executives Association

Profit and Loss

March 2021 - February 2022

	TOTAL
Income	
Contributions income	2,527.00
Dues	
1st Quarter Dues	10,691.00
2nd Quarter Dues	9,344.00
3rd Quarter Dues	8,916.00
4th Quarter Dues	8,209.00
Total Dues	**37,160.00**
Initiation Fees	500.00
Outings - income	
Holiday Dinner	33.25
Picnic	163.82
Total Outings - income	**197.07**
Pandemic Discount	-570.00
PayPal Sales	29.16
Unapplied Cash Payment Income	2,010.00
Total Income	**$41,853.23**
GROSS PROFIT	**$41,853.23**
Expenses	
Anniversary celebration	574.11
Bank fees	-6.76
Board retreat	650.00
Contract Services	28,875.00
Gifts Given	43.93
Insurance	276.00
Outings - expense	
Boosters Hosted events	64.00
Picnic	272.63
Total Outings - expense	**336.63**
PayPal Fees	41.15
Postage	61.76
QuickBooks Payments Fees	1,580.72
Tax	
Fed	4,427.00
State & Fed filing fee	25.00
Total Tax	**4,452.00**
Tax Prep	950.00
Uncategorized Expense	2,625.00
Uncategorized Expenses	2,000.00

Peninsula Executives Association

Profit and Loss

March 2021 - February 2022

	TOTAL
Web site related expenses	
Domain Name Renewal	15.99
Software subscriptions	156.65
Web hosting	161.88
Website Security Software	24.00
Total Web site related expenses	**358.52**
Total Expenses	**$42,818.06**
NET OPERATING INCOME	**$ -964.83**
Other Income	
Interest Income	4.48
Total Other Income	**$4.48**
NET OTHER INCOME	**$4.48**
NET INCOME	**$ -960.35**

Peninsula Executives Association

Balance Sheet

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	4,955.77
First Rep savings 7458	18,163.12
PayPal Bank	6.00
Total Bank Accounts	**$23,124.89**
Total Current Assets	**$23,124.89**
TOTAL ASSETS	**$23,124.89**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pre Paid Dues - Pro Staff	2,000.00
Total Other Current Liabilities	**$2,000.00**
Total Current Liabilities	**$2,000.00**
Total Liabilities	**$2,000.00**
Equity	
Retained Earnings	22,085.24
Net Income	-960.35
Total Equity	**$21,124.89**
TOTAL LIABILITIES AND EQUITY	**$23,124.89**

Account Statement

SIMPLIFIED BUSINESS CHECKING

FIRST REPUBLIC BANK
It's a privilege to serve you®

Statement Period: February 05, 2022-
February 28, 2022

Account Number: XXXXXX00353

PENINSULA EXECUTIVES ASSOCIATION
PO BOX 36255
SAN JOSE CA 95158

Important information about your statement

As indicated previously, due to a system update, this is the second statement covering the full statement cycle ending on the date indicated above. The Monthly Service fee, if applicable, wasn't assessed; assessment will resume after the next statement cycle. You may notice that this statement looks different, but the content remains the same.

Please note that the information on this statement, including the interest credited and the respective Annual Percentage Yield Earned (APYE), as applicable, corresponds to the period indicated above.

Account Summary XXXXXX00353

Beginning Balance	$7,977.67	Average Daily Balance	$7,003.67
Total Deposits and Credits	$1,245.00	Minimum Balance	$6,010.77
Total Withdrawals and Debits	$3,211.90-	Service Charges	$0.00
Total Checks Paid	$0.00	Interest Paid This Period	$0.00
Ending Balance	**$6,010.77**	Interest Year to Date	$0.00

Account Activity

Date	Description	Amount
	Deposits and Credits	
02/10	ACH CREDIT INTUIT 90712935 DEPOSIT PENINSULA EXECUTIV 524771999897656 9215986202	$190.00
02/10	DEPOSIT-BRANCH TLR 02 BR 05	$1,055.00
	Total Deposits and Credits	***$1,245.00***

TO BALANCE YOUR ACCOUNT

1. Go through your register and mark each check, withdrawal, ATM card transaction, payment, deposit, or other credit listed on this statement. Be sure your register shows any interest paid into your account and any service charges, automatic payments or transfers withdrawn from your account during this statement period.

2. Using the chart below, list any outstanding checks, ATM withdrawals, purchases made with your ATM card, or any other withdrawals (including any from previous months) which are listed on your register but are not shown on this statement.

3. Balance your account by filling in the spaces below.

ITEMS OUTSTANDING		
Check or Transaction Number	Amount	
Total		

ENTER:
The Ending Balance as shown on this Statement $ _____

ADD
Any deposits listed $ _____
in your register or $ _____
transfers into your $ _____
account which are not $ _____
shown on this statement $ _____
TOTAL + $ _____

CALCULATE THE SUBTOTAL $ _____

SUBTRACT:
The total outstanding checks and withdrawals from the chart at left $ _____

CALCULATE THE CURRENT BALANCE
This amount should be the same as the current balance shown in your check register.
$ _____

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUND TRANSFERS

Please call us at (888) 408-0288 or write us at First Republic Bank, 111 Pine Street, San Francisco, CA 94111 immediately if you believe there is an error on your statement or transaction receipt, or if you need more information about an electronic transaction listed on the statement or receipt. When you call or write us:

1. Tell us your name and account number or ATM/Debit Card number
2. As clearly as you can, describe the error or the transaction you are unsure about, and explain why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

For personal accounts only: You must report the suspected error to us no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. We well investigate your question(s) and will correct any error promptly. If our investigation takes longer than 10 business days (or 20 business days for new accounts), we will temporarily credit your account for the amount you believe is in error, so that you will have use of the money until our investigation is completed.

Account Statement

SIMPLIFIED BUSINESS CHECKING

FIRST REPUBLIC BANK
It's a privilege to serve you®

Statement Period: February 05, 2022- February 28, 2022

PENINSULA EXECUTIVES ASSOCIATION

Account Number: XXXXXX00353

Account Activity

Date	Description	Amount
	Withdrawals and Debits	
02/07	ACH DEBIT NEAL COOGLER SALE PENINSULA EXECUTIV 9215986202	$35.00 -
02/07	ACH DEBIT IRS USATAXPYMT PENINSULA EXECUTIV 270243881880396 3387702000	$550.00 -
02/10	ACH DEBIT INTUIT 47784005 TRAN FEE PENINSULA EXECUTIV 524771999897656 9215986202	$1.90 -
02/16	ACH DEBIT ANGELA ROBERTS BILL PAY T PENINSULA EXECUTIV TRAN#40 9053097015	$2,625.00 -
	Total Withdrawals and Debits	***$3,211.90 -***

Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

Message

If you receive a call, text or email from a First Republic representative requesting the verification of your password, user ID, PIN, 3-digit CVV number, account number, card number or any other personal information, and you wish to validate the authenticity of the request, please hang up and contact our Client Care Center at (888) 408-0288.

Account Statement

BUSINESS MONEY MARKET

FIRST REPUBLIC BANK
It's a privilege to serve you®

Statement Period: February 05, 2022-
February 28, 2022

Account Number: XXXXXX47458

PENINSULA EXECUTIVES ASSOCIATION
PO BOX 36255
SAN JOSE CA 95158

Important information about your statement

As indicated previously, due to a system update, this is the second statement covering the full statement cycle ending on the date indicated above. The Monthly Service fee, if applicable, wasn't assessed; assessment will resume after the next statement cycle. You may notice that this statement looks different, but the content remains the same.

Please note that the information on this statement, including the interest credited and the respective Annual Percentage Yield Earned (APYE), as applicable, corresponds to the period indicated above.

Account Summary XXXXXX47458

Beginning Balance	$17,108.12	Average Daily Balance	$17,108.12
Total Deposits and Credits	$0.34	Minimum Balance	$17,108.12
Total Withdrawals and Debits	$0.00	Service Charges	$0.00
Total Checks Paid	$0.00	Interest Paid This Period	$0.34
Ending Balance	**$17,108.46**	Interest Year to Date	$0.83
		2021 Interest	$4.70

Account Activity

Date	Description		Amount
	Deposits and Credits		
02/28	INTEREST CREDIT		$0.34
	Total Deposits and Credits		***$0.34***
	ANNUAL PERCENTAGE YIELD EARNED (APY-E)	0.03%	
	INTEREST EARNED THIS STATEMENT PERIOD	$0.34	

TO BALANCE YOUR ACCOUNT

1. Go through your register and mark each check, withdrawal, ATM card transaction, payment, deposit, or other credit listed on this statement. Be sure your register shows any interest paid into your account and any service charges, automatic payments or transfers withdrawn from your account during this statement period.

2. Using the chart below, list any outstanding checks, ATM withdrawals, purchases made with your ATM card, or any other withdrawals (including any from previous months) which are listed on your register but are not shown on this statement.

3. Balance your account by filling in the spaces below.

ITEMS OUTSTANDING		
Check or Transaction Number	Amount	
Total		

ENTER:
The Ending Balance as shown on this Statement $ _____

ADD
Any deposits listed $ _____
in your register or $ _____
transfers into your $ _____
account which are not $ _____
shown on this statement $ _____
TOTAL + $ _____

CALCULATE THE SUBTOTAL $ _____

SUBTRACT:
The total outstanding checks and withdrawals from the chart at left $ _____

CALCULATE THE CURRENT BALANCE
This amount should be the same as the current balance shown in your check register.
$ _____

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUND TRANSFERS

Please call us at (888) 408-0288 or write us at First Republic Bank, 111 Pine Street, San Francisco, CA 94111 immediately if you believe there is an error on your statement or transaction receipt, or if you need more information about an electronic transaction listed on the statement or receipt. When you call or write us:

1. Tell us your name and account number or ATM/Debit Card number
2. As clearly as you can, describe the error or the transaction you are unsure about, and explain why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

For personal accounts only: You must report the suspected error to us no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. We well investigate your question(s) and will correct any error promptly. If our investigation takes longer than 10 business days (or 20 business days for new accounts), we will temporarily credit your account for the amount you believe is in error, so that you will have use of the money until our investigation is completed.

Account Statement

BUSINESS MONEY MARKET

Statement Period: February 05, 2022- February 28, 2022

PENINSULA EXECUTIVES ASSOCIATION

Account Number: XXXXXX47458

Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

Message

If you receive a call, text or email from a First Republic representative requesting the verification of your password, user ID, PIN, 3-digit CVV number, account number, card number or any other personal information, and you wish to validate the authenticity of the request, please hang up and contact our Client Care Center at (888) 408-0288.