

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158

Phone: 408-266-9658 | peaworks@executives.org



Board Meeting Agenda

January 12, 2023

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) – 8:35 a.m.

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

M.Clark on behalf of the Membership Committee provided as an attachment an update to the process termination policy for new member candidates, as well as a new policy on enrolling new members in PEA. Membership Committee seeks approval of these two policies from the Board.

CONSENT AGENDA ITEMS ~ 8:40 a.m. – a single motion is necessary for all items, unless an item is moved to the regular agenda by approved motion

1. CONSENT AGENDA: Minutes and Attendance

Current month's documents:

- December 2022 Board Meeting Notes
- Participation and Attendance through December 2022
- Financial Statements through December 31, 2022 attached
 - As of December 31, 2022, in the checking \$2,650.00 are restricted funds and may only be used to pay membership dues, breakfast invoices, or special event tickets or sponsorships for the members who have credits and are shown as a liability on the Balance Sheet.
 - **Accounts Receivable outstanding**
The last billing round for dues was sent out on December 1, 2022. The Board set the amount of the invoices for December 1, 2022 to be \$190.00 per quarter, with members having the option to pay less if they are unable to pay the full amount, or break up the invoice into payments.

One request for reduction of the invoiced amount has been received as of today for the December 1 billings. Annual total waived dues in 2022-2023: 5 full invoices and ½ of one invoice have been reduced or waived, totaling \$1,040.00. Our budget for this expense is \$760.00 for the fiscal year.

- **Total A/R for Association membership dues outstanding as of December 31, 2022 totaling \$3,610.00.** See attached A/R report. All members have been contacted and reminded of their pending invoice; checks are expected to be received over the next two weeks for all outstanding invoices. We are working on the two members who have balances from September 2022, too, and are setting up payment plans for them at their request. Total A/R from September 1, 2022 invoices is \$380.00.

Through December 31, 2022, PEA is showing a profit of \$1,917.83. This profit will be diminished over the next two months once all the membership invoices are paid by our members, and the checks clear for the annual dinner party event. We are expected to end the year with a slight loss or at zero net profit/loss.

2. **CONSENT AGENDA: Membership update**

We currently have 48 active members as of December 31, 2022.

The Sheraton Palo Alto has sent their notice of resignation from PEA effective December 31, 2022, which will be 47 then.

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

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

The master Board calendar is online at: <https://bit.ly/2022-board-calendar>

Please make note of the upcoming holidays or special activities:

January 19, 2023	Board Election Day, Election Manager Chuck Fulanovich
January 26, 2023	Nominations from Members for the 2022 Craig Calkins Executive of the Year Award Honoree
February 23, 2023	Annual Anniversary Meeting
March 2023	Annual Board Retreat: Date will be selected on February 9, 2023 at the regular Board meeting
March 23, 2023	Leads Committee hosts Getting To Know You or another activity
April 6, 2023	Committee Meetings
April 13, 2023	PEA Holiday Meeting, Spring Break
April 27, 2023	Board Gives Classification Talk at the Business Meeting

DISCUSSION ITEMS ~ 8:50 a.m. – 9:45 a.m.

Monthly Check-in Items & Ongoing Discussions – Or items to consider

- **Updates from Committees:** as needed if there are any who require Board assistance with anything
 - **Nominating Committee Update, Committee assignments 2023 update**
- **Membership: Application & Interview; Process of Bringing in a New Member:**
 - Membership Committee has submitted two policies for Board review
- **Proposal for February 23, 2023 PEA Business Meeting: B.Fakkema, J.King**
- **Policy Manual Creation:** being worked on by A.Roberts
- **Other new ideas or projects for the Board?**

NEW BUSINESS

- Live auction and sales tax. PEA is not set up to collect sales tax; this requires a sellers permit and registration with the franchise tax board. In the cases where sales tax is involved, the seller is the one being paid and not PEA.
 - The issue is with the buyer being charged more than they bid when sales tax is applied by the seller.

ACTION ITEMS LIST

1. **ACTION ITEM:** The Board would like the Craig Calkins Executive of the Year Selection Committee to document the process of selection so that the tradition is captured. The Board would also like the Committee to consider the creation of other awards or different awards for our members.

A.Roberts has discussed with Don Miller, this year's Selection Committee Chair. The Committee will discuss this request when it meets in January. **PENDING.**

2. **PENDING ITEMS FOR PR COMMITTEE:**

PR Committee has been asked to explore these new paths for social media as a potential responsibility for the PR Committee. (Social media posts are currently not assigned to any volunteer or the executive director.)

The PR Committee has discussed some additional ideas of training and offering to help any Member businesses that need help with social media by individually supporting Members to get action on their own business' social media pages.

- Making Facebook a public page rather than private for current or former Members
- Creating a LinkedIn page/group, perhaps involving the PR Committee or Membership Committee in postings
- Executive director would set up new pages for uniformity and brand consistency; PR Committee Members would be responsible for postings and/or other items the Board may suggest

PR & Membership are working actively on this request. More information to follow. **PENDING.**

3. **ACTION ITEM:** The Board would like the Leads Committee to explore the idea of reestablishing Action Allies/Power Partners activity.

This information has been given by A.Roberts to J.Stout and is currently being worked on. **PENDING.**

4. **ACTION ITEM:** J.King will discuss the First Thursday program being reinstated with Nick Rugh, Mentor Committee Chair, and the rest of the Mentor Committee members.

This program is being worked on by K.Thaler, J.Johnson, and the Mentor Committee. **PENDING.**

5. **ACTION ITEM:** Reminder to all Committee Chairs for December 15 Due Date:

- Reminder to submit from the **Committee quarterly budget** of income and expenses expected for the next quarter; send via email to the office
- **Committee Chair update** due to Judy/Maureen by December 15, 2022, from meeting of all Committee Chairs earlier this month
 - **ACTION ITEM:** All Committee assignments will be reviewed by the Board in February/March 2023. At that time, they will review the notes of the Committee Chairs about who is on the Committee and if they are actively engaged or have to be pulled into engagement. If someone is not enthusiastic and not active, then that may be a good person to move to a new committee. The Board and Chairs should provide input of your suggestions to J.Johnson & M.Clark by December 15, 2022.

Notes have been compiled by A.Roberts and sent as a separate attachment to the Board packet. **DONE.**

Adjourn 9:45 a.m. ~ Next Board Meeting: February 9, 2023, 8:35 a.m.

Attendance and Participation ~ DECEMBER 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
12/1/2022	48	17	23	32	80	46	0
12/8/2022	48	11	27	18	91	46	0
12/15/2022	48	2	9	12	54	48	0
12/22/2022	48	0	0	0	0	0	0
12/29/2022	48	0	0	0	0	0	0
TOTALS	48	30	59	62	225	140	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
Dec 2022	48	30	59	20	62	21	225	75	47
Nov 2022	48	45	45	15	46	15	122	41	41
Oct 2022	48	40	116	29	57	14	158	38	43
Sep 2022	47	52	96	24	88	22	273	68	40
Aug 2022	48	22	154	51	64	21	138	46	40
July 2022	48	54	57	14	88	22	252	63	42
June 2022	46	48	74	19	76	19	274	69	44
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

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Board Meeting Notes

December 8, 2022

Present

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

Absent

Fella Benyammi

Also present

Angi Roberts, PEA Executive Director

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

Welcome ~ Judy Johnson, President

Call to order by J. Johnson, President, presiding. Roll call taken; no guests present at the meeting today. A quorum is present for the meeting.

CONSENT AGENDA ITEMS

1. CONSENT AGENDA: Minutes and Attendance

Current month's documents:

- November 2022 Board Meeting Notes
- Participation and Attendance through November 2022
- Financial Statements
 - **Financials through November 30 2022 attached**
 - As of November 30, 2022, in the checking \$1,345.00 are restricted funds and may only be used to pay membership dues, breakfast invoices, or special event tickets or sponsorships for the members who have credits and are shown as a liability on the Balance Sheet: Pro-Staff Painting \$965.00; Events, Etc. \$190.00.
 - **Accounts Receivable outstanding**
 - The last billing round for dues was sent out on September 1, 2022, and are for quarter 3 dues for 2022-2023. The next invoices will be rendered on December 1, 2022; on November 10, 2022, the Finance Committee provided a recommendation to the Board of Directors for the December 1, 2022 invoice amount to be \$190 and that was approved on that date. Invoices were rendered on December 1, 2023 for \$190 by the office.
 - The Board set the amount of the invoices for September 1, 2022 to be \$190.00 per quarter, with members having the option to pay less if they are unable to pay the full amount, or break up the invoice into monthly payments. Two requests for reduction of the invoiced amount have been received as of today for the September 1 billings. Annual total waived dues in 2022-2023: 5 invoice amounts have been reduced or waived, totaling \$850.00. Our budget for this expense is \$760.00 for the fiscal year.
 - Total A/R for Association membership dues outstanding as of November 30, 2022 is \$1140.00. See attached A/R report. All members have been contacted and reminded of their pending invoice.

2. **CONSENT AGENDA: Membership update**

We currently have 48 active members as of November 30, 2022.

The Sheraton Palo Alto has sent their notice of resignation from PEA effective December 31, 2022, reducing that number to 47.

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

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

The master Board calendar is online at: <https://bit.ly/2022-board-calendar>

Please make note of the upcoming holidays or special activities:

December 15, 2022	Holiday Auction
December 15, 2022	Committee Chair Assignments Due to Judy & Maureen
December 16, 2022	Annual Dinner Party Event
December 22-29, 2022	No PEA Meetings

Motion to approve the consent agenda items by J.King, second by B.Fakkema. Motion passed unanimously.

DISCUSSION ITEMS

Monthly Check-in Items & Ongoing Discussions – Or items to consider

1. **Updates from Committees:** as needed if there are any who require Board assistance with anything
 - **Nominating Committee**
2. **Membership: Application & Interview; Process of Bringing in a New Member:**
 1. An ad hoc group is working on the review of docs and processes. **Currently we have one revised for Board review today.**
3. **Critique of online meetings (ongoing):** what works, what doesn't, what might we try
4. **Policy Manual Creation:** being worked on by A.Roberts. **PENDING.**
5. **Other new ideas or projects for the Board?**

Policy Update

Membership Committee has requested approval of a policy on when to terminate the work by the Committee in enrolling a potential new member, i.e., is setting up the interview time, collecting paperwork, etc. Nonresponsive prospects drag down the committee; sometimes it is not good timing in their life to enroll with PEA. Membership Committee does always go to the sponsor of the potential member for help as well. A motion was presented by M.Clark to accept the proposal from the Membership Committee, with the possibility of some minor revisions to follow after M.Clark reviews it. Second from B.Fakkema. Motion passes unanimously.

Nominating Committee Update

Georgie Gleim will co-chair this committee with Judy Johnson. J.Johnson has approached one member for nomination and wants to have slate within the next week or so. The Board discussed other candidates for nomination and committee chair roles.

Still pending & Action Items List

1. **First Thursday Program:** J.Johnson is working with Konrad Thaler, the creator of the original First Thursday series, a program to help new members become acclimated to PEA. K.Thaler and J.Johnson will begin collecting and re-creating

his original 12-monthly sessions so that we can resurface this program again. This program would be managed by the Mentor Committee.

ACTION ITEM: J.King will discuss the First Thursday program being reinstated with Nick Rugh, Mentor Committee Chair, and the rest of the Mentor Committee members.

J.King and Nick Rugh discussed; N.Rugh and the Mentor Committee members are supportive of this program and reinstating this series. A.Pyle's office at First Republic Bank would be perfect to host this meeting as it was previously.

PENDING IMPLEMENTATION.

2. **ACTION ITEM:** The Board would like the Craig Calkins Executive of the Year Selection Committee to document the process of selection so that the tradition is captured. The Board would also like the Committee to consider the creation of other awards or different awards for our members.

Don Miller will be sent the request by A.Roberts and will discuss how to address it with the committee. **PENDING.**

3. **PENDING ITEMS FOR PR COMMITTEE:** PR Committee has been asked to explore these new paths for social media as a potential responsibility for the PR Committee. (Social media posts are currently not assigned to any volunteer or the executive director.)

The PR Committee has discussed some additional ideas of training and offering to help any Member businesses that need help with social media by individually supporting Members to get action on their own business' social media pages.

- Making Facebook a public page rather than private for current or former Members
- Creating a LinkedIn page/group, perhaps involving the PR Committee or Membership Committee in postings
- Executive director would set up new pages for uniformity and brand consistency; PR Committee Members would be responsible for postings and/or other items the Board may suggest

The information will be sent to PR and Membership Committee members to begin discussion. **PENDING.**

4. **ACTION ITEM:** The Board would like the Leads Committee to explore the idea of reestablishing Action Allies/Power Partners activity.

A.Roberts to send to James Stout for the Leads Committee to review. **PENDING.**

5. **ACTION ITEM:** Reminder to all Committee Chairs for December 15 Due Date: **A.Roberts will send this information as a reminder to the Committee Chairs and compile. PENDING.**
 - a. Reminder to submit from the **Committee quarterly budget** of income and expenses expected for the next quarter; send via email to the office
 - b. **Committee Chair update** due to Judy/Maureen by December 15, 2022, from meeting of all Committee Chairs earlier this month
 1. **ACTION ITEM:** All Committee assignments will be reviewed by the Board in February/March 2023. At that time, they will review the notes of the Committee Chairs about who is on the Committee and if they are actively engaged or have to be pulled into engagement. If someone is not enthusiastic and not active, then that may be a good person to move to a new committee. The Board and Chairs should provide input of your suggestions to J.Johnson & M.Clark by December 15, 2022.

6. **ACTION ITEM:** Board develop policy for businesses who leave PEA and rejoin later: should there be a bridging of their time with PEA in total rather than start as a new member with PEA with the newer business? **PENDING.**
7. **ACTION ITEM:** A.Roberts will work with our CPA and tax preparer to list the changes that would need to be made to current processes and/or the Bylaws in order to accommodate a change in accounting period. **PENDING.**

Having completed all the business of the Board, M.Clark moved and J.King seconded a motion to adjourn. J.Johnson adjourned the meeting at 9:36 a.m. to the next meeting of January 12, 2022, 8:35 a.m.

Next Board Meeting: January 12, 2023 @ 8:35 a.m.

Attendance and Participation ~ NOVEMBER 2022

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
11/3/2022	48	1	16	11	65	43	0
11/10/2022	48	10	10	24	35	41	1
11/17/2022	48	34	19	11	61	38	0
11/24/2022	48	0	0	0	0	0	0
TOTALS	48	45	45	46	161	122	1

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
Nov 2022	48	45	45	15	46	15	122	41	41
Oct 2022	48	40	116	29	57	14	158	38	43
Sep 2022	47	52	96	24	88	22	273	68	40
Aug 2022	48	22	154	51	64	21	138	46	40
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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
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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
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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
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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

Peninsula Executives Association

A/R Aging Summary

As of January 5, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Arranged4Comfort		190.00				\$190.00
California Business Opportunities		190.00				\$190.00
D.B. Gaskill Advertising Specialties		190.00				\$190.00
Engage Solar		190.00				\$190.00
Events, Etc...					-190.00	\$ -190.00
Home Preservation Services		190.00				\$190.00
Innovative Sales and Leasing		190.00				\$190.00
IVMA Home Improvement		190.00			190.00	\$380.00
JL Designs & Interiors		190.00				\$190.00
Johnston Millwork, Inc.		190.00			190.00	\$380.00
Lane Cleaning Services		190.00				\$190.00
Law Offices of Brian Irion		190.00				\$190.00
Lost Boys Design		190.00				\$190.00
Palo Alto Chiropractic Offices		190.00				\$190.00
Rugh Financial, LLC		190.00				\$190.00
Suncrest Hospice LLC		190.00				\$190.00
Urbanscapes		190.00				\$190.00
Wells Fargo Private Bank		190.00				\$190.00
TOTAL	\$0.00	\$3,230.00	\$0.00	\$0.00	\$190.00	\$3,420.00

Peninsula Executives Association

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	10,756.28
First Rep savings 7458	14,557.91
PayPal Bank	0.00
Total Bank Accounts	\$25,314.19
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	188.87
Total Other Current Assets	\$188.87
Total Current Assets	\$25,503.06
TOTAL ASSETS	\$25,503.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pre Paid Dues - Pro Staff	2,460.00
Total Other Current Liabilities	\$2,460.00
Total Current Liabilities	\$2,460.00
Total Liabilities	\$2,460.00
Equity	
Retained Earnings	21,125.23
Net Income	1,917.83
Total Equity	\$23,043.06
TOTAL LIABILITIES AND EQUITY	\$25,503.06

Peninsula Executives Association

Profit and Loss

March - December, 2022

	TOTAL
Income	
Contributions income	955.00
Dues	
1st Quarter Dues	8,779.00
2nd Quarter Dues	9,285.00
3rd Quarter Dues	8,842.00
4th Quarter Dues	5,865.00
Dues owed prev fiscal yr pd now	190.00
Total Dues	32,961.00
Initiation Fees	500.00
Outings - income	
Holiday Dinner	5,191.40
Picnic	175.00
Total Outings - income	5,366.40
Pandemic Discount	-1,040.00
PayPal Sales	190.00
Services	2,250.00
Unapplied Cash Payment Income	180.00
Total Income	\$41,362.40
GROSS PROFIT	\$41,362.40
Expenses	
Anniversary celebration	525.21
Board retreat	600.00
Contract Services	26,354.00
Gratuity	500.00
Insurance	276.00
Legal Fees	1,525.00
Outings - expense	
Holiday Dinner	7,000.00
Picnic	412.44
Total Outings - expense	7,412.44
PayPal Fees	5.68
Postage	481.96
QBO-PayPal Transaction Fees	261.79
QuickBooks Payments Fees	419.27
Tax Prep	950.00
Unapplied Cash Bill Payment Expense	3.00

Peninsula Executives Association

Profit and Loss

March - December, 2022

	TOTAL
Web site related expenses	
Domain Name Renewal	15.99
Web hosting	144.68
Website Security Software	48.00
Total Web site related expenses	208.67
Total Expenses	\$39,523.02
NET OPERATING INCOME	\$1,839.38
Other Income	
Interest Income	78.45
Total Other Income	\$78.45
NET OTHER INCOME	\$78.45
NET INCOME	\$1,917.83

Peninsula Executives Association

Budget vs. Actuals: 22-23 Budget: 190-1234Q, only zoom meetings - FY23 P&L

March 2022 - February 2023

	MAR - MAY, 2022				JUN - AUG, 2022				SEP - NOV, 2022				DEC 2022 - FEB 2023				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	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income																				
Contributions income	150.00	340.00	-190.00	44.12 %					330.00	0.00	330.00		475.00	0.00	475.00		\$955.00	\$340.00	\$615.00	280.88 %
Dues																	\$0.00	\$0.00	\$0.00	0.00%
1st Quarter Dues	8,399.00	8,209.00	190.00	102.31 %	380.00	0.00	380.00			0.00	0.00		0.00	0.00			\$8,779.00	\$8,209.00	\$570.00	106.94 %
2nd Quarter Dues		0.00	0.00		8,905.00	8,639.00	266.00	103.08 %	380.00	0.00	380.00		0.00	0.00			\$9,285.00	\$8,639.00	\$646.00	107.48 %
3rd Quarter Dues		0.00	0.00			0.00	0.00		7,955.00	8,639.00	-684.00	92.08 %	887.00	0.00	887.00		\$8,842.00	\$8,639.00	\$203.00	102.35 %
4th Quarter Dues		0.00	0.00			0.00	0.00			0.00	0.00		5,865.00	8,639.00	-2,774.00	67.89 %	\$5,865.00	\$8,639.00	\$ -2,774.00	67.89 %
Dues owed prev fiscal yr pd now	190.00	1,140.00	-950.00	16.67 %		-590.00	590.00			0.00	0.00		0.00	0.00			\$190.00	\$550.00	\$ -360.00	34.55 %
Total Dues	8,589.00	9,349.00	-760.00	91.87 %	9,285.00	8,049.00	1,236.00	115.36 %	8,335.00	8,639.00	-304.00	96.48 %	6,752.00	8,639.00	-1,887.00	78.16 %	\$32,961.00	\$34,676.00	\$ -1,715.00	95.05 %
Initiation Fees	250.00	250.00	0.00	100.00 %	250.00	125.00	125.00	200.00 %		125.00	-125.00			125.00	-125.00		\$500.00	\$625.00	\$ -125.00	80.00 %
Outings - income																	\$0.00	\$0.00	\$0.00	0.00%
Holiday Dinner					825.00		825.00		3,489.66		3,489.66		876.74		876.74		\$5,191.40	\$0.00	\$5,191.40	0.00%
Picnic									175.00		175.00						\$175.00	\$0.00	\$175.00	0.00%
Total Outings - income					825.00		825.00		3,664.66		3,664.66		876.74		876.74		\$5,366.40	\$0.00	\$5,366.40	0.00%
Pandemic Discount	-190.00	-190.00	0.00	100.00 %	-280.00	-190.00	-90.00	147.37 %	-380.00	-190.00	-190.00	200.00 %	-190.00	-190.00	0.00	100.00 %	\$ -1,040.00	\$ -760.00	\$ -280.00	136.84 %
PayPal Sales	190.00		190.00														\$190.00	\$0.00	\$190.00	0.00%
Services					1,631.00		1,631.00		910.00		910.00						\$2,541.00	\$0.00	\$2,541.00	0.00%
Unapplied Cash Payment Income	770.00		770.00		180.00		180.00		1,520.00		1,520.00		-2,290.00		-2,290.00		\$180.00	\$0.00	\$180.00	0.00%
Total Income	\$9,759.00	\$9,749.00	\$10.00	100.10 %	\$11,891.00	\$7,984.00	\$3,907.00	148.94 %	\$14,379.66	\$8,574.00	\$5,805.66	167.71 %	\$5,623.74	\$8,574.00	\$ -2,950.26	65.59 %	\$41,653.40	\$34,881.00	\$6,772.40	119.42 %
GROSS PROFIT	\$9,759.00	\$9,749.00	\$10.00	100.10 %	\$11,891.00	\$7,984.00	\$3,907.00	148.94 %	\$14,379.66	\$8,574.00	\$5,805.66	167.71 %	\$5,623.74	\$8,574.00	\$ -2,950.26	65.59 %	\$41,653.40	\$34,881.00	\$6,772.40	119.42 %
Expenses																				
Anniversary celebration	525.21	525.21	0.00	100.00 %		0.00	0.00			0.00	0.00		500.00	-500.00			\$525.21	\$1,025.21	\$ -500.00	51.23 %
Board retreat	600.00	600.00	0.00	100.00 %		0.00	0.00			0.00	0.00		0.00	0.00			\$600.00	\$600.00	\$0.00	100.00 %
Contract Services	7,875.00	7,875.00	0.00	100.00 %	7,875.00	7,875.00	0.00	100.00 %	7,927.00	7,875.00	52.00	100.66 %	2,677.00	7,875.00	-5,198.00	33.99 %	\$26,354.00	\$31,500.00	\$ -5,146.00	83.66 %
Gifts Given		0.00	0.00			100.00	-100.00			100.00	-100.00			0.00			\$0.00	\$200.00	\$ -200.00	0.00%
Gratuity													500.00	500.00			\$500.00	\$0.00	\$500.00	0.00%
Insurance	276.00	276.00	0.00	100.00 %		0.00	0.00			0.00	0.00		1,051.00	1,003.00	48.00	104.79 %	\$1,327.00	\$1,279.00	\$48.00	103.75 %
Legal Fees	1,000.00	1,000.00	0.00	100.00 %	525.00	0.00	525.00			0.00	0.00			0.00			\$1,525.00	\$1,000.00	\$525.00	152.50 %
Meeting Expense (Zoom, etc.)													156.65	156.65			\$156.65	\$0.00	\$156.65	0.00%
Outings - expense																	\$0.00	\$0.00	\$0.00	0.00%
Boosters Hosted events		0.00	0.00			200.00	-200.00			100.00	-100.00			100.00	-100.00		\$0.00	\$400.00	\$ -400.00	0.00%
Holiday Dinner					1,000.00		1,000.00						7,683.51	7,683.51			\$8,683.51	\$0.00	\$8,683.51	0.00%
Picnic		0.00	0.00		161.00	0.00	161.00		251.44	250.00	1.44	100.58 %		0.00	0.00		\$412.44	\$250.00	\$162.44	164.98 %
Total Outings - expense		0.00	0.00		1,161.00	200.00	961.00	580.50 %	251.44	350.00	-98.56	71.84 %	7,683.51	100.00	7,583.51	7,683.51 %	\$9,095.95	\$650.00	\$8,445.95	1,399.38 %
PayPal Fees									5.68		5.68						\$5.68	\$0.00	\$5.68	0.00%
Postage	459.54	459.54	0.00	100.00 %	20.98	0.00	20.98		1.44	0.00	1.44		460.00	-460.00			\$481.96	\$919.54	\$ -437.58	52.41 %
QBO-PayPal Transaction Fees	44.58	44.58	0.00	100.00 %	91.05	76.00	15.05	119.80 %	126.16	120.00	6.16	105.13 %	124.42	-124.42			\$261.79	\$365.00	\$ -103.21	71.72 %
QuickBooks Payments Fees	105.00	105.00	0.00	100.00 %	115.00	105.00	10.00	109.52 %	139.00	105.00	34.00	132.38 %	100.27	105.00	-4.73	95.50 %	\$459.27	\$420.00	\$39.27	109.35 %
Tax																	\$0.00	\$0.00	\$0.00	0.00%
State & Fed filing fee		0.00	0.00			25.00	-25.00			0.00	0.00			0.00	0.00		\$0.00	\$25.00	\$ -25.00	0.00%
Total Tax		0.00	0.00			25.00	-25.00			0.00	0.00			0.00	0.00		\$0.00	\$25.00	\$ -25.00	0.00%
Tax Prep		0.00	0.00		950.00	950.00	0.00	100.00 %		0.00	0.00			0.00	0.00		\$950.00	\$950.00	\$0.00	100.00 %
Unapplied Cash Bill Payment Expense	0.00		0.00		3.00		3.00		0.00		0.00						\$3.00	\$0.00	\$3.00	0.00%
Uncategorized Expense		-1,276.00	1,276.00			-950.00	950.00			0.00	0.00		-1,003.00	1,003.00			\$0.00	\$ -3,229.00	\$3,229.00	0.00%
Web site related expenses																	\$0.00	\$0.00	\$0.00	0.00%
Domain Name Renewal	15.99	15.99	0.00	100.00 %		0.00	0.00			0.00	0.00		0.00	0.00			\$15.99	\$15.99	\$0.00	100.00 %
Software subscriptions		0.00	0.00			0.00	0.00			0.00	0.00		160.00	-160.00			\$0.00	\$160.00	\$ -160.00	0.00%
Web hosting		0.00	0.00		0.16	0.00	0.16		156.36	165.00	-8.64	94.76 %	-11.68	0.00	-11.68		\$144.84	\$165.00	\$ -20.16	87.78 %
Website Security Software	18.00	42.00	-24.00	42.86 %	9.00	27.00	-18.00	33.33 %	15.00	12.00	3.00	125.00 %	6.00	9.00	-3.00	66.67 %	\$48.00	\$90.00	\$ -42.00	53.33 %
Total Web site related expenses	33.99	57.99	-24.00	58.61 %	9.16	27.00	-17.84	33.93 %	171.36	177.00	-5.64	96.81 %	-5.68	169.00	-174.68	-3.36 %	\$208.83	\$430.99	\$ -222.16	48.45 %
Total Expenses	\$10,919.32	\$9,667.32	\$1,252.00	112.95 %	\$10,750.19	\$8,408.00	\$2,342.19	127.86 %	\$8,622.08	\$8,727.00	\$ -104.92	98.80 %	\$12,162.75	\$9,333.42	\$2,829.33	130.31 %	\$42,454.34	\$36,135.74	\$6,318.60	117.49 %
NET OPERATING INCOME	\$ -1,160.32	\$81.68	\$ -1,242.00	-1,420.57 %	\$1,140.81	\$ -424.00	\$1,564.81	-269.06 %	\$5,757.58	\$ -153.00	\$5,910.58	-3,763.12 %	\$ -6,539.01	\$ -759.42	\$ -5,779.59	861.05 %	\$ -800.94	\$ -1,254.74	\$453.80	63.83 %
Other Income																				
Interest Income	1.53	1.53	0.00	100.00 %	18.16	1.50	16.66	1,210.67 %	42.82	1.50	41.32	2,854.67 %	15.94	1.50	14.44	1,062.67 %	\$78.45	\$6.03	\$72.42	1,301.00 %
Total Other Income	\$1.53	\$1.53	\$0.00	100.00 %	\$18.16	\$1.50	\$16.66	1,210.67 %	\$42.82	\$1.50	\$41.32	2,854.67 %	\$15.94	\$1.50	\$14.44	1,062.67 %	\$78.45	\$6.03	\$72.42	1,301.00 %
NET OTHER INCOME	\$1.53	\$1.53	\$0.00	100.00 %	\$18.16	\$1.50	\$16.66	1,210.67 %	\$42.82	\$1.50	\$41.32	<								

Peninsula Executives Association

Profit and Loss Comparison

March - December, 2022

	TOTAL			
	MAR - DEC, 2022	MAR - DEC, 2021 (PY)	CHANGE	% CHANGE
Income				
Contributions income	955.00	1,190.00	-235.00	-19.75 %
Dues				
1st Quarter Dues	8,779.00	10,691.00	-1,912.00	-17.88 %
2nd Quarter Dues	9,285.00	9,344.00	-59.00	-0.63 %
3rd Quarter Dues	8,842.00	8,916.00	-74.00	-0.83 %
4th Quarter Dues	5,865.00	6,309.00	-444.00	-7.04 %
Dues owed prev fiscal yr pd now	190.00		190.00	
Total Dues	32,961.00	35,260.00	-2,299.00	-6.52 %
Initiation Fees	500.00	375.00	125.00	33.33 %
Outings - income				
Holiday Dinner	5,191.40	33.25	5,158.15	15,513.23 %
Picnic	175.00	163.82	11.18	6.82 %
Total Outings - income	5,366.40	197.07	5,169.33	2,623.09 %
Pandemic Discount	-1,040.00	-570.00	-470.00	-82.46 %
PayPal Sales	190.00	29.16	160.84	551.58 %
Services	2,250.00		2,250.00	
Unapplied Cash Payment Income	180.00	10.00	170.00	1,700.00 %
Total Income	\$41,362.40	\$36,491.23	\$4,871.17	13.35 %
GROSS PROFIT	\$41,362.40	\$36,491.23	\$4,871.17	13.35 %
Expenses				
Anniversary celebration	525.21	574.11	-48.90	-8.52 %
Bank fees		-6.76	6.76	100.00 %
Board retreat	600.00	650.00	-50.00	-7.69 %
Contract Services	26,354.00	26,250.00	104.00	0.40 %
Gifts Given		43.93	-43.93	-100.00 %
Gratuity	500.00		500.00	
Insurance	276.00	276.00	0.00	0.00 %
Legal Fees	1,525.00		1,525.00	
Outings - expense				
Boosters Hosted events		64.00	-64.00	-100.00 %
Holiday Dinner	7,000.00	0.00	7,000.00	
Picnic	412.44	272.63	139.81	51.28 %
Total Outings - expense	7,412.44	336.63	7,075.81	2,101.95 %
PayPal Fees	5.68		5.68	
Postage	481.96	53.61	428.35	799.01 %
QBO-PayPal Transaction Fees	261.79	41.15	220.64	536.18 %
QuickBooks Payments Fees	419.27	502.67	-83.40	-16.59 %

Peninsula Executives Association

Profit and Loss Comparison

March - December, 2022

	TOTAL			
	MAR - DEC, 2022	MAR - DEC, 2021 (PY)	CHANGE	% CHANGE
Tax				
Fed		3,877.00	-3,877.00	-100.00 %
State & Fed filing fee		25.00	-25.00	-100.00 %
Total Tax		3,902.00	-3,902.00	-100.00 %
Tax Prep	950.00	950.00	0.00	0.00 %
Unapplied Cash Bill Payment Expense	3.00	0.00	3.00	
Web site related expenses				
Domain Name Renewal	15.99	15.99	0.00	0.00 %
Web hosting	144.68	161.88	-17.20	-10.63 %
Website Security Software	48.00	30.00	18.00	60.00 %
Total Web site related expenses	208.67	207.87	0.80	0.38 %
Total Expenses	\$39,523.02	\$33,781.21	\$5,741.81	17.00 %
NET OPERATING INCOME	\$1,839.38	\$2,710.02	\$ -870.64	-32.13 %
Other Income				
Interest Income	78.45	3.99	74.46	1,866.17 %
Total Other Income	\$78.45	\$3.99	\$74.46	1,866.17 %
NET OTHER INCOME	\$78.45	\$3.99	\$74.46	1,866.17 %
NET INCOME	\$1,917.83	\$2,714.01	\$ -796.18	-29.34 %

	Member Recruitment: Deactivation Process & Timeline	SOP #	2
		Revision #	N/A
		Implementation Date	10/21/2022
Page 1	1 of 1	Last Reviewed/Update Date	
SOP Owner	Membership Committee	Approval of PEA Board	

1. Purpose

To assure a fair, equitable and efficient recruitment process and to be respectful of the time of PEA volunteers devote their interviewing and preparing an application for PEA membership.

2. Scope

The Membership Committee must be familiar with PEA's Member Recruitment processes and procedures (see SOP #1). There are four common situations when a PEA application may be deactivated:

1. Inability of Membership Committee interviewers to set an interview with the prospective member [after at least three documented tries.](#)
2. Non-receipt of required documents listed on Proposed Member Questionnaire [after three documented requests.](#)
3. Lack of attendance at least two Zoom meetings during the two-month recruitment process.
4. [The applicant being non-responsive even after sponsor\(s\) have followed up.](#)
5. Elapse of the two-month application and recruitment process through no fault of the Membership Committee..

[One or more](#) of these situations may commence deactivation.

3. Prerequisites / Materials

Proposed Member Information Form (receipt [by Chair](#) initiates two-month timeframe), PEA Proposed Member Questionnaire (for interview)

4. Responsibilities

The PEA Membership Committee, except for extenuating circumstances, is responsible to hold to the maximum 60-day timeline once the Executive Director submits the Proposed Member Information Form to the Chair.

5. Procedure

When the Chair receives an application, it initiates a maximum 60-day clock.

If the Chair is notified during the process that the applicant appears unresponsive despite repeated attempts to engage, the Chair will enlist the help of the sponsor(s).

If the applicant remains unresponsive to invitations to interview or fails to produce required documents within 45 days, the Chair will notify the sponsor(s) and the Board that the application is at risk of deactivation.

If the problems are not cleared up within 60 days, the Chair will recommend to the Board that the application be deactivated. The Chair has the ability to recommend extending the 60-day clock to accommodate unusual extenuating circumstances.

The Executive Director will inform the applicant, with a copy to the sponsor(s), that they may re-apply in the future if the impediments have been resolved. Any application fees paid by the applicant are non-refundable.

6. Safety

N/A

7. References

Bylaws:

ARTICLE IV Sec. 1. Membership Application. Applicants for membership shall submit an application to the Association on an approved form. The Board will review applications and decide whether to admit the applicant as a regular member, subject to the posting requirement described below. The Board may establish procedures for accepting and reviewing membership applications and may in its discretion require recommendations from an existing member and/or from the membership committee before the Board acts on an application, provided that any such procedures shall be in writing and shall be applied in a nondiscriminatory manner to all applications.

8. Definitions

	Member Recruitment: Application Process & Timeline	SOP #	1
		Revision #	N/A
		Implementation Date	10/21/2022
Page 1	1 of 1	Last Reviewed/Update Date	
SOP Owner	Membership Committee	Approval of PEA Board	

1. Purposes

To assure a fair, equitable and efficient recruitment process. To capitalize on the interest of a prospective member to join PEA. To be respectful of the time PEA volunteers devote to interviewing and preparing all the necessary documents to present an applicant to the Board of Directors.

2. Scope

The Membership Committee must be familiar with PEA's Member Recruitment processes and procedures. The entire process should be completed as quickly as feasible, but no longer than 45 days (6 weeks) from the date Membership receives an application. If there are problems or extenuating circumstances, refer to SOP #2 Applicant Deactivation.

3. Process

Getting Started. When an application for membership has been received,

- ✓ Within two days, the Chair will identify who on the Membership Committee will interview the applicant.
- ✓ Within three days, the Chair will Email the applicant and sponsor(s) as to what committee member(s) will set up an interview..
- ✓ Within one week, [the Executive Director will post](#) to all PEA members the prospective new Member's name and classification in keeping with ARTICLE IV Sec. 2 of the PEA Bylaws.

Interviewing

- ✓ [Within four weeks \(but no later than six weeks\) after receiving the assignment](#), Committee member(s) will interview the applicant, gather all required documentation and submit it, with a completed PEA Proposed Member Questionnaire, [to the Chair](#). If directed by the Chair, the interviewer(s) will contact applicant to resolve any questions.
- ✓ If there are [any problems](#), contact the Membership Committee Chair and Executive Director immediately [by email](#).

email: jb@jbbizwiz.com and Executive Director, email: peaworks@executives.org.

- ✓ Within two days the Chair will notify Sponsor(s) by email and enlist assistance to help resolve issues impeding the application process.

Voting

Within 30 days (but no later than 45 days) after receiving the Proposed Member Information Form, the Chair or designee will

- ✓ Submit the completed application packet to the Board of Directors and Executive Director for consideration.
- ✓ Attend the Board meeting at which the applicant will be considered.
- ✓ Notify the sponsor(s) of the Board action.

6. Safety

N/A

7. References

Bylaws:

ARTICLE IV Sec. 1. Membership Application. Applicants for membership shall submit an application to the Association on an approved form. The Board will review applications and decide whether to admit the applicant as a regular member, subject to the posting requirement described below. The Board may establish procedures for accepting and reviewing membership applications and may in its discretion require recommendations from an existing member and/or from the membership committee before the Board acts on an application, provided that any such procedures shall be in writing and shall be applied in a nondiscriminatory manner to all applications.

8. Definitions



Peninsula Executive Association Thursday, February 23, 2023

EVENT CONTRACT

ACCOUNT: Peninsula Executive Association

CONTACT: Bobbie Fakkema

EMAIL: bfakkema@eventsetc.com

PHONE:

ADDRESS:

SALES MANAGER: Tiana Wong

EMAIL: tiana@cafewisteria.com

PHONE: 650-207-0848

EVENT SUMMARY

Date	Day	Time	Name	Areas	Guests	Event Type
2/23/ 2023	Thursday	7:00 am – 9:00 am	Peninsula Executive Association	Cafe Wisteria	30	Meeting/ Retreat

ROOM RENTAL

Qty		Price	Total
1	Cafe Wisteria Exclusive Use 7am to 9am	\$700.00	\$700.00

FOOD

Qty		Price	Total
30	Traditional Breakfast Buffet Assorted Morning Pastries Chicken Apple Sausages Traditional Scrambled Eggs Breakfast Potatoes Orange Juice	\$25.00	\$750.00

		Total
Food		\$750.00
Buy Out		\$700.00
Subtotal		\$1,450.00
Gratuity		\$0.00
Sales Tax	9.38%	\$70.35
Admin Fee	20.0%	\$150.00
Grand Total		\$1,670.35
Deposit	Unpaid	\$835.18
Estimated Amount Due		\$1,670.35

To secure your reservation on Thursday, February 23, 2023 at Cafe Wisteria @ Allied Arts, please pay the **non-refundable deposit by check or credit card.**

Please make checks payable to: Hui and Daughters LLC and mail to: 75 Arbor Road Menlo Park, CA 94025.

A 3% transaction fee will apply to all Online Credit Card Payments.

Events are not considered booked until nonrefundable deposit has been received. The remaining balance is due no later than **14 days prior to event date.** Client confirms any additional expenses incurred on the day of the event will be billed separately.



Peninsula Executive Association

Thursday, February 23, 2023

TERMS AND CONDITIONS

We Cafe Wisteria @ Allied Arts look forward to providing the agreed services at your upcoming event. Please note the following terms and conditions

PAYMENT: By signing this document, client confirms that all food & beverage and event information listed is correct. A **non-refundable** 50% retainer of the total projected cost is due upon signing and confirming your event.

Please make checks payable to: Hui and Daughters LLC and mail to: 75 Arbor Road Menlo Park, CA 94025.

A 3% transaction fee will apply to all Online Credit Card Payments.

Events are not considered booked until deposit has been received. The remaining balance is due no later than **14 days prior to event date**. Client confirms any additional expenses incurred on the day of the event will be billed separately.

CANCELLATIONS: Should cancellation occur 14 days or less prior to the event, the client will be responsible for the projected remaining balance.

HOURS: Set up may begin no earlier than 8am. Extensions to the time stipulated in the rental agreement must be pre-approved. Guests or vendors arriving prior to the agreed times or failure to vacate the premise by the end time will result in additional fees.

ALCOHOL: As a regulation of our licensing agreements, no outside alcohol is allowed to be consumed on the premises.

GUARANTEES AND ATTENDANCE: Client must provide Cafe Wisteria @ Allied Arts the guaranteed

number of guests at least 14 days prior to the event date. This number will be considered a guarantee, not subject to reduction and you will be charged for your guarantee or the actual number of meals served - whichever is greater. An exact guest count will be calculated during the event. If at the time of your guarantee, your attendance drops substantially below the original expected figure, the menu price per person will be recalculated and may increase. At our discretion, we will set and prepare up to 10% over the final guarantee which may include alternative menu items.

RENTAL EQUIPMENT: Rental equipment will be supplied for the event as agreed upon and written in the proposal. Any broken items due to negligence, misconduct or treatment of guests will be billed separately at the end of event.

SUBCONTRACTING: Cafe Wisteria @ Allied Arts reserves the right to hire subcontractors to assist in delivery of the agreed upon services (e.g., staff, rental equipment, lighting, floral designers, photographers, entertainment, valet services, etc.)

DAMAGE: Cafe Wisteria @ Allied Arts does not assume or accept any responsibility for damages to the facility, loss of personal articles or broken or unreturned rental equipment. Any damages incurred due to misconduct by guests will be billed separately.

UNFORESEEN CIRCUMSTANCES: Cafe Wisteria @ Allied Arts shall not be liable for any damages in the event that performance shall be delayed or prevented due to fire, flood, earthquake, riot, strike, labor dispute, electrical failure or acts of God.

PARKING

PLEASE DO NOT PARK IN FRONT OF OUR NEIGHBORS' HOMES. Ride sharing is encouraged. Cars left on the property can be retrieved during the next business day. The property is closed on Sundays and federal holidays

ADMIN FEE: The admin fee is an industry standard fee that covers the kitchen essentials, buffet/ station decor, energy costs, administrative costs, liability insurance, workers comp, organization of rentals, equipment and staffing and the overall coordination of your event.

ADDITIONAL INFORMATION

- Cafe Wisteria @ Allied Arts is a smoke free property.
- Animals are not permitted on the premises with the exception of Guide Dogs for the visually impaired.

Due to weather, seasonal changes and market availability, certain menu substitutions may be necessary to maintain menu prices quoted.

I have read the above and agree to the terms and conditions as outlined.

Client Signature