

Peninsula Executives Association

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



Board Retreat Agenda

March 6, 2023

CALL TO ORDER AND WELCOME ~ 6:10 PM

John King, 2023-2024 President, Presiding, with Judy Johnson, Immediate Past President

WELCOME & GATHERING NETWORKING ACTIVITY

6:10-6:20 10-minutes

ICEBREAKER

BOARD RECOGNITION & THANK YOUS

6:20-6:30 10-minutes

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

FINANCIALS, MINUTES AND ATTENDANCE ~ ALL

6:30-6:45 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, 2023 ~ Angi**
 - ACTION:** 2023 Board of Directors vote (John)
 - FYI, these are the end of year financials that will be used for our 2022-2023 fiscal year tax filings.
 - 2022-2023 Board Members should provide input on financials to assist in approval as necessary

- **Review of Participation and Attendance Feb 2023 ~ Angi**
ACTION: 2023 Board of Directors vote (John)
- **Review of Feb 2022 Board Meeting Minutes ~ Judy**
ACTION: 2023 Board of Directors vote (John)
 - 2022 Board of Directors provide input on edits, corrections, etc.
 - These minutes are the final minutes of 2022-2023 fiscal year.

NEW/CONTINUING SIGNERS ON PEA ACCOUNTS: FOR 2022 ~ JOHN KING, ANGI ROBERTS

6:45-6:50 5-minutes

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

- John King (President)
- Judy Johnson (Immediate Past President)
- Fella Benyammi (Vice President)
- Neal Coogler (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 2023-2024 ~ JOHN KING

(this matter will be forwarded to the Finance Committee for review and brought to a future board meeting)

6:50-6:52 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 2023-2024.

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

6:52-7:12 20-minutes

- **Board Classification Talk April 27, 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 Board Meeting.

- **ACTION:** Determine content and roles for Board participation at this meeting

ADMINISTRATIVE ITEMS ~ ANGI ROBERTS

7:12-7:25 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 file that can be used 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

7:25-7:30 5-minutes

COMMITTEE ASSIGNMENTS ~ ALL

7:30-7:50 20-minutes

Review of existing Committee Assignments. Dialogue regarding any background information and suggestions for staffing committees in 2023-2024 ~ Current Liaisons providing feedback on their Committee operations

- **ACTION:** Member assignments ~ first draft that we will finish editing and approve at this meeting
- **ACTION:** Board liaison assignments confirmed 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. Committee Liaisons are expected to be fully engaged members of the Committees on which they serve.
- **ACTION:** All Committee Chair Meetings will continue in 2023-2024; choose date for first meeting
 - Note: Committees will meet for the first scheduled quarterly business meeting of the fiscal year on April 13, 2023.

SHARING OF INFORMATION FROM OUTGOING BOARD TO NEW BOARD MEMBERS ~ ALL

7:50-8:20 30-minutes

- What was learned last year, current committee status, and any plans so far for 2023
 - Each 2022-2023 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: Jeanette Loretz
 - Finance: Adam Pyle
 - Leads: Judy Johnson
 - Membership: Maureen Clark
 - Mentor/Shepherd: John King
 - Nominating Committee: John King
 - Programs: Bobbie Fakkema
 - Public Relations: Judy Johnson
 - Ethics Committee (do not need to provide update as it did not meet in 2022)

LOOKING FORWARD ~ JOHN KING

8:20-8:35 15-minutes

REVIEW OF ACTION ITEMS FROM TODAY’S MEETING ~ ANGI ROBERTS

SCHEDULING ACTION ITEMS AND ASSIGNMENTS ~ JOHN KING

8:35-8:40 5-minutes

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

REACH CONSENSUS ON THE PRIMARY FOCUS OF THE BOARD IN 2023-2024: DISCUSSION REGARDING BUSINESS

MEETINGS ~ JOHN KING

8:40-8:55 15-minutes

The Board is responsible for determining and holding the strategy 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 2023. We have already mentioned to the general membership that dues will be \$190.00 for that period. This needs to be confirmed by the Board at this meeting via approved motion.

ACTION: The Board must finalize the dues amount for the upcoming quarter.

The recommendation from the previous Board was that PEA would explore holding onsite Thursday business meetings once a quarter at Café Wisteria at the Allied Arts Guild campus in Menlo Park. Additionally, 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?
- What are the further directions does the Board have for the Finance Committee?

CLOSING REMARKS & WRAP-UP – NEXT STEPS ~ JOHN KING

8:55-9:00 5-minutes

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

ADJOURN 9:00 PM

Suggested language regarding first of the year announcements

[Note: the office 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 oversight 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
- 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 year at PEA and end the meeting on a positive, lively note.

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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,

A handwritten signature in dark ink that reads "Angela Roberts". The signature is fluid and cursive, with the first name "Angela" being more prominent than the last name "Roberts".

Angela Roberts
Executive Director
Peninsula Executives Association (PEA)

Board of Directors (*newly elected)

1. Michael Aronson*
2. Fella Benyammi
3. Neal Coogler*
4. Judy Johnson
5. John King*
6. Adam Pyle
7. Karen Wray*

Committees (*Chair; **Board Liaison)

Attendance:

1. Deb Siegle, Chair*
2. Michael Aronson**
3. Kristen Chew
4. Don Miller
5. Leane Reelfs
6. Lexi/Steve Spratt

Booster:

1. Deanne Belcher, Co-Chair*
2. Julie Fukuhara, Co-Chair*
3. John King**
4. Mike Feller
5. Flor Harris
6. Larry Hassett
7. Maria Martinez Perez
8. Kim Sechler
9. Kim Tucker

Ethics:

1. Georgie Gleim, Chair*
2. Neal Coogler **
3. JB Bell
4. Maureen Clark
5. Brian Irion
6. Katherine West

Finance:

1. Adam Pyle, Chair*
2. Michael Aronson**
3. Brian Irion
4. Todd Langton

Leads:

1. James Tearse, Chair*
2. Neal Coogler**
3. Mike Fox
4. Chuck Fulanovich
5. David Gaskill
6. Curtis Lane
7. Bryce Williamson/Juan Carlos Esparza

Membership:

1. JB Bell, Chair*
2. Karen Wray**
3. Karen Bowne
4. Angelo Izzo
5. Anthony Tirtoprodjo
6. Maureen Clark
7. Katherine West

Mentor:

1. Nick Rugh, Chair*
2. Adam Pyle**
3. Susan Hannah
4. Jon Maystrik
5. Konrad Thaler

Nominating:

1. Maureen Clark, Chair*
2. Judy Johnson **
3. Chuck Fulanovich
4. (will also include John King)

Programs:

1. Debbie Clark, Chair*
2. Fella Benyammi**
3. Bette Asbra
4. Dave Dove
5. Martin Duran
6. Bobbie Fakkema
7. Charlotte Russell
8. Tom Upton

Public Relations:

1. Jeanette Loretz, Co-Chair*
2. James Stout, Co-Chair*
3. Judy Johnson**
4. Robin Azevedo
5. Vince Bitz
6. Georgie Gleim
7. Homer Jamieson
8. Susan Scott

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Board Meeting Notes

February 9, 2022

Present

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

Absent

(none)

Also present

Angi Roberts, PEA Executive Director
Michael Aronson
Neal Coogler
Karen Wray

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

Welcome ~ Judy Johnson, President

Roll call and welcome of guests present today, the newly elected Directors to the Board.

GUEST AGENDA ITEMS

Guest agenda items are heard before reviewing other Board matters.

No guest agenda items were presented.

1. CONSENT AGENDA: Minutes and Attendance

Current month's documents:

- January 2023 Board Meeting Notes
- Participation and Attendance through January 2023
- Financial Statements through January 31, 2023 attached
 - As of January 31, 2023, 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: Pro-Staff Painting \$2,460.00; Events, Etc. \$190.00.
 - Net proceeds through January 31, 2023 for the party were a small shortfall of funds collected of \$232.11 (not including the \$1,000 expected deposit return). The Committee has not requested reimbursement yet for any decorations or games supplies that were purchased. I will advise you if they contact me. We received the \$1,000.00 deposit check back from the venue last Friday and will be depositing it this week.
 - **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 today, Feb 6, 2023, totals \$1,520.00.**
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 week for all outstanding invoices. All funds have been collected as of today for the outstanding September 1, 2022 invoices and all those invoices are now closed.

Through January 31, 2023, PEA is showing a profit of \$392.00. 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, and a new member was added January 1, 2023, Kristen Chew, LAc, Acupuncturist.

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:

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

J.King moved to accept the consent agenda items and M.Clark provided a second. Motion passed unanimously.

DISCUSSION ITEMS

1. **Board Officers Elections (all)**
2. **Selecting a Retreat Date (all)**
3. **Committee assignments 2023 Update & Chair/Liaison Recommendations to-date (Judy)**
4. **Anniversary Party Update (Angi)**
5. **Updates from Committees:** as needed if there are any who require Board assistance with anything
6. **Policy Manual Creation:** being worked on by A.Roberts; expect first draft after the anniversary party

Board Officer Elections

The incoming and current Directors discussed the officer roles. Self-nominated was John King as President; Neal Coogler and Fella Benyammi as Co Vice Presidents; Adam Pyle as Secretary/Treasurer. M.Clark moved to accept these officer roles as presented, and J.King seconded; motioned passed unanimously. Officers will assume their roles on March 1, 2023.

Retreat Date

Final date was determined to be March 6 at the home of Fella Benyammi.

Committee Assignments

Board liaison is one Committee at least per Board member.

1. **Membership Liaison: Karen Wray;** Chair JB Bell
2. **Attendance Liaison: Michael Aronson;** Chair: Deb Siegel

3. **Booster Liaison: John King;** Co-Chairs Deanne Belcher & Julie Fukuhara
4. **Finance Liaison: Michael Aronson;** Chair: Adam Pyle
5. **Leads Liaison: Neal Coogler;** Chair: James Tearse
6. **Mentor Liaison:** Adam Pyle, Chair: Nick Rugh
7. **PR Liaison: Judy Johnson;** Chairs: Jeanette Loretz and James Stout
8. **Program Liaison:** Fella; Chair: Debbie Clark
9. **Nominating Liaison:** Judy Johnson; will also include John King
10. **Ethics Liaison: Neal Coogler,** Chair: Georgie Gleim

Bringing chairs together for meetings is something the Board is in favor of continuing. Judy Johnson as past president calls the meetings of the chairs. Neal and Fella will work with Judy on these meetings.

ACTION ITEM: The Committee assignments for Members will be provided at the retreat for the Board's final approval.

Anniversary Party Update

A.Roberts updated the Board on the anniversary party: the invitations and Evite have been sent out and RSVPs are coming steadily. We have a minimum of 30 guests and will have no problem making that number.

Updates from Committees

No Committees brought forward concerns or matters for the Board.

Policy Manual Update

A.Roberts is working on pulling from the document archive all of the policies, statements, and other information relating to processes that PEA has stored. The table of contents is being created in the order in which the Bylaws are presented, in order to maintain continuity among the documents. The draft will be provided to the Board at a future meeting. At that time, then the Board will form an ad hoc committee to ensure that all docs are included that should be, and are accurate and current operating policy for PEA. This action item will be carried over to the incoming Board of Directors to complete.

NEW BUSINESS

The Board discussed the upcoming membership dues invoices and requested that the Finance Committee review the current financial outlook for the organization and provide a recommendation of the dues amount, as well as a recommendation on additional face-to-face meetings.

ACTION ITEM: Adam Pyle and the Finance Committee will meet and then notify the Board of their recommendation at the retreat.

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.**

Adjourn 9:45 a.m. ~ Next Board Meeting: April 13, 2023 @ 8:35 a.m.

Attendance and Participation ~ JANUARY 2023

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
1/5/2023	48	2	13	13	15	34	0
1/12/2023	48	5	14	33	66	49	0
1/19/2023	48	11	40	20	64	44	0
1/26/2023	48	47	34	25	74	47	1
TOTALS	48	65	101	91	219	174	1

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
Jan 2023	48	65	101	25	91	23	219	55	44
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

Peninsula Executives Association

A/R Aging Summary

As of February 28, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Arboreal Company			190.00			\$190.00
Events, Etc...					-190.00	\$ -190.00
IVMA Home Improvement			190.00			\$190.00
TOTAL	\$0.00	\$0.00	\$380.00	\$0.00	\$ -190.00	\$190.00

Peninsula Executives Association

Balance Sheet

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	7,800.62
First Rep savings 7458	14,588.30
Total Bank Accounts	\$22,388.92
Total Current Assets	\$22,388.92
TOTAL ASSETS	\$22,388.92
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	-1,196.31
Total Equity	\$19,928.92
TOTAL LIABILITIES AND EQUITY	\$22,388.92

Peninsula Executives Association

Profit and Loss

March 2022 - February 2023

	TOTAL
Income	
Contributions income	3,090.00
Dues	
1st Quarter Dues	8,779.00
2nd Quarter Dues	9,285.00
3rd Quarter Dues	9,032.00
4th Quarter Dues	9,037.00
Dues owed prev fiscal yr pd now	190.00
Total Dues	36,323.00
Initiation Fees	625.00
Outings - income	
Holiday Dinner	6,191.40
Picnic	175.00
Total Outings - income	6,366.40
Pandemic Discount	-1,230.00
PayPal Sales	190.00
Services	2,550.00
Unapplied Cash Payment Income	180.00
Total Income	\$48,094.40
GROSS PROFIT	\$48,094.40
Expenses	
Anniversary celebration	525.21
Board retreat	600.00
Breakfasts	1,520.35
Contract Services	31,708.00
Gratuity	500.00
Insurance	1,327.00
Legal Fees	1,525.00
Meeting Expense (Zoom, etc.)	156.65
Outings - expense	
Holiday Dinner	8,683.51
Picnic	412.44
Total Outings - expense	9,095.95
PayPal Fees	5.68
Postage	481.96
QBO-PayPal Transaction Fees	266.49
QuickBooks Payments Fees	519.27
Tax Prep	950.00

	TOTAL
Web site related expenses	
Domain Name Renewal	15.99
Web hosting	145.00
Website Security Software	57.00
Total Web site related expenses	217.99
Total Expenses	\$49,399.55
NET OPERATING INCOME	\$ -1,305.15
Other Income	
Interest Income	108.84
Total Other Income	\$108.84
NET OTHER INCOME	\$108.84
NET INCOME	\$ -1,196.31

Peninsula Executives Association

Profit and Loss

March 2022 - February 2023

	MAR - MAY, 2022	JUN - AUG, 2022	SEP - NOV, 2022	DEC 2022 - FEB 2023	TOTAL
Income					
Contributions income	150.00		30.00	2,910.00	\$3,090.00
Dues					\$0.00
1st Quarter Dues	8,399.00	380.00			\$8,779.00
2nd Quarter Dues		8,905.00	380.00		\$9,285.00
3rd Quarter Dues			7,955.00	1,077.00	\$9,032.00
4th Quarter Dues				9,037.00	\$9,037.00
Dues owed prev fiscal yr pd now	190.00				\$190.00
Total Dues	8,589.00	9,285.00	8,335.00	10,114.00	\$36,323.00
Initiation Fees	250.00	250.00		125.00	\$625.00
Outings - income					\$0.00
Holiday Dinner		825.00	3,489.66	1,876.74	\$6,191.40
Picnic			175.00		\$175.00
Total Outings - income		825.00	3,664.66	1,876.74	\$6,366.40
Pandemic Discount	-190.00	-280.00	-380.00	-380.00	\$ -1,230.00
PayPal Sales	190.00				\$190.00
Services		1,340.00	1,210.00		\$2,550.00
Unapplied Cash Payment Income	770.00	180.00	1,520.00	-2,290.00	\$180.00
Total Income	\$9,759.00	\$11,600.00	\$14,379.66	\$12,355.74	\$48,094.40
GROSS PROFIT	\$9,759.00	\$11,600.00	\$14,379.66	\$12,355.74	\$48,094.40
Expenses					
Anniversary celebration	525.21				\$525.21
Board retreat	600.00				\$600.00
Breakfasts				1,520.35	\$1,520.35
Contract Services	7,875.00	7,875.00	7,927.00	8,031.00	\$31,708.00
Gratuity				500.00	\$500.00
Insurance	276.00			1,051.00	\$1,327.00
Legal Fees	1,000.00	525.00			\$1,525.00
Meeting Expense (Zoom, etc.)				156.65	\$156.65
Outings - expense					\$0.00
Holiday Dinner		1,000.00		7,683.51	\$8,683.51
Picnic		161.00	251.44		\$412.44
Total Outings - expense		1,161.00	251.44	7,683.51	\$9,095.95
PayPal Fees			5.68		\$5.68
Postage	459.54	20.98	1.44		\$481.96
QBO-PayPal Transaction Fees	44.58	91.05	125.03	5.83	\$266.49
QuickBooks Payments Fees	105.00	115.00	139.00	160.27	\$519.27
Tax Prep		950.00			\$950.00
Unapplied Cash Bill Payment Expense	0.00	3.00	-3.00	0.00	\$0.00
Web site related expenses					\$0.00
Domain Name Renewal	15.99				\$15.99
Web hosting		0.16	156.36	-11.52	\$145.00

	MAR - MAY, 2022	JUN - AUG, 2022	SEP - NOV, 2022	DEC 2022 - FEB 2023	TOTAL
Website Security Software	18.00	9.00	18.00	12.00	\$57.00
Total Web site related expenses	33.99	9.16	174.36	0.48	\$217.99
Total Expenses	\$10,919.32	\$10,750.19	\$8,620.95	\$19,109.09	\$49,399.55
NET OPERATING INCOME	\$ -1,160.32	\$849.81	\$5,758.71	\$ -6,753.35	\$ -1,305.15
Other Income					
Interest Income	1.53	18.16	42.82	46.33	\$108.84
Total Other Income	\$1.53	\$18.16	\$42.82	\$46.33	\$108.84
NET OTHER INCOME	\$1.53	\$18.16	\$42.82	\$46.33	\$108.84
NET INCOME	\$ -1,158.79	\$867.97	\$5,801.53	\$ -6,707.02	\$ -1,196.31

Peninsula Executives Association

Profit and Loss Comparison

March 2022 - February 2023

	TOTAL			
	MAR 2022 - FEB 2023	MAR 2021 - FEB 2022 (PP)	CHANGE	% CHANGE
Income				
Contributions income	3,090.00	2,527.00	563.00	22.28 %
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	9,032.00	8,916.00	116.00	1.30 %
4th Quarter Dues	9,037.00	8,209.00	828.00	10.09 %
Dues owed prev fiscal yr pd now	190.00		190.00	
Total Dues	36,323.00	37,160.00	-837.00	-2.25 %
Initiation Fees	625.00	500.00	125.00	25.00 %
Outings - income				
Holiday Dinner	6,191.40	33.25	6,158.15	18,520.75 %
Picnic	175.00	163.82	11.18	6.82 %
Total Outings - income	6,366.40	197.07	6,169.33	3,130.53 %
Pandemic Discount	-1,230.00	-570.00	-660.00	-115.79 %
PayPal Sales	190.00	29.16	160.84	551.58 %
Services	2,550.00		2,550.00	
Unapplied Cash Payment Income	180.00	10.00	170.00	1,700.00 %
Total Income	\$48,094.40	\$39,853.23	\$8,241.17	20.68 %
GROSS PROFIT	\$48,094.40	\$39,853.23	\$8,241.17	20.68 %
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 %
Breakfasts	1,520.35		1,520.35	
Contract Services	31,708.00	31,500.00	208.00	0.66 %
Gifts Given		43.93	-43.93	-100.00 %
Gratuity	500.00		500.00	
Insurance	1,327.00	276.00	1,051.00	380.80 %
Legal Fees	1,525.00		1,525.00	
Meeting Expense (Zoom, etc.)	156.65		156.65	
Outings - expense				
Boosters Hosted events		64.00	-64.00	-100.00 %
Holiday Dinner	8,683.51	0.00	8,683.51	
Picnic	412.44	272.63	139.81	51.28 %
Total Outings - expense	9,095.95	336.63	8,759.32	2,602.06 %
PayPal Fees	5.68		5.68	
Postage	481.96	61.76	420.20	680.38 %
QBO-PayPal Transaction Fees	266.49	41.15	225.34	547.61 %
QuickBooks Payments Fees	519.27	1,580.72	-1,061.45	-67.15 %

		TOTAL			
	MAR 2022 - FEB 2023	MAR 2021 - FEB 2022 (PP)	CHANGE	% CHANGE	
Tax					
Fed		4,427.00	-4,427.00	-100.00 %	
State & Fed filing fee		25.00	-25.00	-100.00 %	
Total Tax		4,452.00	-4,452.00	-100.00 %	
Tax Prep	950.00	950.00	0.00	0.00 %	
Web site related expenses					
Domain Name Renewal	15.99	15.99	0.00	0.00 %	
Software subscriptions		156.65	-156.65	-100.00 %	
Web hosting	145.00	161.88	-16.88	-10.43 %	
Website Security Software	57.00	24.00	33.00	137.50 %	
Total Web site related expenses	217.99	358.52	-140.53	-39.20 %	
Total Expenses	\$49,399.55	\$40,818.06	\$8,581.49	21.02 %	
NET OPERATING INCOME	\$ -1,305.15	\$ -964.83	\$ -340.32	-35.27 %	
Other Income					
Interest Income	108.84	4.82	104.02	2,158.09 %	
Total Other Income	\$108.84	\$4.82	\$104.02	2,158.09 %	
NET OTHER INCOME	\$108.84	\$4.82	\$104.02	2,158.09 %	
NET INCOME	\$ -1,196.31	\$ -960.01	\$ -236.30	-24.61 %	