

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158

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



Board Meeting Agenda

July 13, 2023

Call to Order 8:35 a.m. ~ Onsite only at Café Wisteria, Menlo Park

Welcome ~ John King, President

Roll call and welcome of any guests present today.

GUEST AGENDA ITEMS (if applicable) – 8:35 AM (10-minutes)

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

CONSENT AGENDA ITEMS ~ 8:45 AM (10-minutes)

Review of the Consent Agenda

1. CONSENT AGENDA: Minutes and Attendance

- June 2023 Board Meeting Notes
- Participation and Attendance through June 2023
- Financial Statements through June 30, 2023, attached

The last billing round for membership dues was sent out on June 1, 2023. The Board set the amount of the invoices to be \$300.00 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. No new requests for reduction of the invoiced amount have been received for the billing, and the budget has not yet been set for this fiscal year for pandemic relief.

- **Total A/R for Association membership dues outstanding for March 1, 2023, invoices total \$380.00**, and is 2 member invoices. See attached A/R report.
 - One member is planning to make up previously discounted invoice amounts, and that check should be coming within the next 30-90 days.
 - The other member has been referred to the Board for collection, as they have not responded to any inquiries, emails, or phone calls from any members over the last 30-plus days.
- **Total A/R for Association membership dues outstanding for June 1, 2023, invoices total \$5,400.00**, and is 18 member invoices.
 - One member overpaid and would like a refund, so a check has been requested for that in the amount of \$26.72.
 - One member is part of the same scenario above about the expected payback. This amount will be carried forward until the member pays the outstanding balance in full.

- The member referred to collection above also has an outstanding invoice in the June batch as well.
- All the other members are expected to pay within the month.

- **Through June 30, 2023, PEA is showing a profit of \$1,613.86.**

2. CONSENT AGENDA: *Membership update*

We currently have 50 active members as of June 30, 2023.

One business is pending currently seeking PEA Membership: **Maria Martinez Perez, MP Radiant Skincare**, with the collection of business documents remaining from the Membership Committee.

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

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

Please make note of the upcoming holidays or special activities:

July 27, 2023	Next update by the Board to the full Membership re: dues rates, finances, etc.
August 31, 2023	No PEA
September 7, 2023	Special Program hosted by Program Committee
September 14, 2023	Committee Meetings at Thursday Morning Business Meeting
September 28, 2023	<i>Getting to Know You</i> , hosted by Leads Committee
October 12, 2023	Special Program hosted by Program Committee
October 26, 2023	Committee Meetings
November 2, 2023	Next update by the Board to the full Membership re: dues rates, finances, etc.
November 23, 2023	No PEA
December 14, 2023	Annual Live Auction
December 21 & 28	No PEA

REVIEW OF ACTION ITEMS LIST ATTACHED ~ 8:55 AM (10-minutes)

The full action item list is attached as a separate page and **those individuals with action items should provide an update** at this meeting.

Additionally, the Board has a secondary list of items that were carried over from the previous Board and the **current Board should determine if they will be added to the Action Item list or dropped.**

DISCUSSION ITEMS ~ 9:05 AM – 9:35 AM (30-minutes)

- **Board Issue: Nonpayment of Membership Dues**
 - Member referred to the Board for collection, as they have not responded to any inquiries, emails, or phone calls from any members or the office over the last 60-plus days.
 - **Martin Duran, Johnston Millwork, Inc.;** last two dues' invoices are unpaid totaling \$480.00
 - Mike Feller, CarGuyMike, is his Mentor and has also attempted to reach Mr. Duran, as well as Judy Johnson, Unexpected Treasures, and members of the Attendance Committee. Additionally, another member, Bryce Williamson, indicated he was trying to do work with Mr. Duran and had received no call back regarding this work, so he visited the shop himself to inquire about the work.
- **Finance Committee items pending**
 - Budget assumptions and planning for 2023-2024
 - Review of Feb 28 2023 financials so that the tax documents can be prepared
- **Updates from Other Committees:** as needed if there are any who require Board assistance with anything

NEW BUSINESS ~ 9:35 – 9:45 AM (10-minutes)

1. Change of date for September 8 Board Meeting to September 15. A.Roberts will be out of town the week of September 8.
2. Letter received from International Executives Association to the A.Roberts and the PEA Board (see attached copy of letter).

ADJOURN 9:45 AM

NEXT BOARD MEETING: August 10, 2023 @ 8:35 AM

Attendance and Participation ~ JUNE 2023

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
6/1/2023	50	31	29	25	82	40	0
6/8/2023	50	9	19	22	94	47	0
6/15/2023	50	49	42	31	78	39	0
6/22/2023	50	31	9	26	99	38	0
6/29/2023	50	0	0	0	0	0	0
TOTALS	50	120	99	104	353	164	0

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
June 2023	50	120	99	25	104	26	353	88	41
May 2023	50	30	56	19	52	17	67	22	42
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May 2020	54	9	2	1	14	4	5	1	45

BOARD OF DIRECTORS PENDING ACTION ITEMS LIST

1. **ACTION:** 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 this with Don Miller, this year's Selection Committee Chair. The Committee is discussing this request. **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
 - The 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.**

Update, June 8, 2023: The FB page cannot be made public due to FB's privacy policy. A new page will need to be created with a name different than that of the existing one.

From James Stout, co-chair:

"I thought the process would be more simple. My sense is that we keep it private for now and encourage members to post to it with success stories and "PEA Works" stories. Of course, members need to check in frequently to stay abreast.

"More important, from my perspective, is to focus on every member being friends with every other member and receiving notifications. At our last PR meeting, all agreed that members will do more business with other members with whom they are well acquainted. FB is a quick way to stay in contact with other members and see them in a personal context, not just business, as is the case with LinkedIn and Alignable.

"Jeanette and I need to develop a communication with the members regarding this initiative and request a time within a meeting to make an announcement in an upcoming meeting."

PENDING.
3. **ACTION:** The Board would like the Leads Committee to explore the idea of reestablishing Action Allies/Power Partners activity. Neal Coogler advised that she is reviewing the program with the Committee to see how people can help each other in PEA. **PENDING. Neal Coogler is working with the Committee on revamping this program.**
4. **ACTION:** Finance Committee will review 2022-2023 year-end reporting prior to tax preparation taking place. **PENDING. The Board placed a due date of June 8, 2023, on this action item.**
New due date: July 13, 2023
5. **ACTION:** The Finance Committee will draft a budget for consideration by the Board at a future meeting, due date of budget draft to be **defined at the Board meeting**. The Board placed a due date of June 8, 2023, on this action item.
REVISED ACTION: A.Pyle will send the budget that the Finance Committee drafted to the office to be updated in QuickBooks. PENDING.
6. **ACTION:** A.Roberts will get pricing estimates for local venues for the Thursday morning business meetings onsite. **Dropped, as an ad hoc committee was formed.**

7. **ACTION:** A.Roberts will send emails re: Topgolf and sponsorships. **DONE.** 25 people have RSVPed yes for this event.
8. **ACTION:** J.King will sign the Topgolf contract and provide a credit card for the deposit, per Topgolf requirements. J.King will be reimbursed for any expense incurred in relationship with this Booster Committee event. **DONE: credit card given for security; reimbursement pending.**
9. **ACTION:** Send a survey to members with questions for them to respond to relative to how they feel currently about being onsite versus on Zoom for all of our meetings. **PENDING.**
10. **ACTION:** J.King to establish an ad hoc committee for the purpose of exploring venues for PEA meetings, in a variety of formats and locations throughout the peninsula. Leadership members of the committee to be contacted by J.King are: Michael Aronson, Bobbie Fakkema, Dave Dove, and perhaps others who offer to join. This committee will also be responsible for contacting Café Wisteria to see if additional pricing discounts might be given for a longer-term relationship and additional meetings throughout 2023. **PENDING.**
11. **ACTION:** Board to establish a date for long-range planning session in September/October 2023. J.King will solidify his thought of long-range planning session and will return to the Board with suggested dates, agenda, participants. **PENDING.**
12. **ACTION:** A.Roberts brought up the question that was posed at the meeting today regarding giving leads to Wells Fargo and First Republic and she asked for a determination on how to record those. The Board will discuss this in depth at a future meeting and will involve the Leads Committee, too. Generally, the discussion at the meeting was that if a one-time transaction, then it's no longer an ongoing lead. **PENDING.**
13. **ACTION:** A.Roberts will update the company name for Adam Pyle, First Republic Bank, to be that of Adam Pyle, JPMorganChase when the time is appropriate due to the purchase of FRB by JPMorganChase. **PENDING.**

BOARD OF DIRECTORS TO COMMITTEE CHAIRS

The following notes and action items are carried over items to 2023-2024 and the Board will need to determine whether to pursue or drop these items.

Program Committee suggestions:

- technology tools and tips for running your company
- Pricing and phone shoppers
- Tip of the Month: could be about Zoom, business book, etc.; should this be at a meeting or in the newsletter?

Booster Committee recommendations:

- “Come see my latest project” at my business, backyard, etc.
- Bash in My Backyard—potluck or apps and wine perhaps

Leads Committee discussion & recommendations:

- Loyalty Lead

Membership Committee discussions & recommendations:

- Bridging time for previous PEA Membership period
- Printed roster: small enough to fit in a wallet with questions of who makes a good member of PEA

Finance Committee

- Review savings transfer policy
- Suggest reserve account policy: amount to have, uses, auto transfers annually (i.e., insurance policies, tax prep fee, etc.)

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Board Meeting Notes

June 8, 2023

Board Members Present

John King, President
Judy Johnson, Immediate Past President
Adam Pyle, Secretary Treasurer
Fella Benyammi, Vice President
Neal Coogler, Vice President
Karen Wray

Also Present

Angi Roberts, PEA Executive Director
Deanne Belcher, Booster Committee Co-Chair
Julie Fukuhara, Booster Committee Co-Chair

Board Members Absent

Michael Aronson

CALL TO ORDER & ROLL CALL

John King, 2023-2024 President, Presiding called the meeting to order at 8:35 AM Pacific.

GUEST AGENDA ITEMS

Booster Committee Co-chairs, Deanne Belcher, TheKey and Julie Fukuhara, Wells Fargo Private Mortgage Bank, will represent the Booster Committee to review the potential activity at Top Golf, San Jose.

Booster Committee is seeking approval for an event for Thursday, July 20, 2023, 5:30-7:30 pm at Top Golf San Jose. Must have 17 people for it to be a special event at the venue, with 8 people per bay—6 playing golf at a time and 2 watching. For our party, we would need 3 bays; food is about \$29 per person. It will be about \$70 per person to participate. The Booster Committee would also like to secure sponsors for this event to bring down the cost to about \$50 per person. Alcohol will be separately charged to each individual. To make the reservation, they need 50% down and then 3 days prior to the date, Top Golf requires the balance to be paid in full.

Booster Committee is requesting that the office send out:

1. Email asking for members to commit to attend.
2. Email asking for sponsors: businesses to sponsor the event would be covering 17 people X \$20 that Booster's is trying to reduce the ticket by for a total of \$340 needed for sponsorships. The sponsorship range would be \$100-200 per sponsor.

It was suggested that there be a minimum amount for sponsorships of \$100 and then if people want to, they can sponsor more than that or less, too. By consensus, this was agreed to as the minimum, with any amount being accepted by the Committee.

N.Coogler moved to approve the top golf event on July 20, 2023, from 5:30-7:30pm at an expected cost of \$50 per person with sponsorships starting at \$100 from Members. Friends of PEA, member guests, or family are all welcome to participate in this event. John King will sign the contract on behalf of PEA to guarantee the spot and PEA will send a deposit of \$600 for the venue (half of the estimated charges). Karen Wray seconded the motion and it carried unanimously. A.Roberts will work with D.Belcher on language for the evites.

CONSENT AGENDA ITEMS

1. CONSENT AGENDA: Minutes and Attendance

- May 2023 Board Meeting Notes
- Participation and Attendance through May 2023
- Financial Statements through May 31, 2023, attached
- The last billing round for membership dues was sent out on March 1, 2023. The Board set the amount of the invoices 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. No new requests for reduction of the invoiced amount have been received for March 1, 2023, billing as of June 5, 2023, and the budget has not yet been set for this fiscal year for pandemic relief.
- The next set of invoices were sent on June 1, 2023, for the second fiscal quarter of the year in the amount of \$300 per member for the quarter June-July-August 2023.
- **Accounts Receivable outstanding**
- **Total A/R for Association membership dues outstanding as of May 31, 2023, totals \$380.00, and represents 2 member invoices.** See attached A/R report.
 - One member is planning to make up previously discounted invoice amounts, and that check should be coming within the next 30-90 days.
 - The other member is being referred to the Board for collection today, as they have not responded to any inquiries, emails, or phone calls from any members over the last 30-plus days.
 - **Martin Duran, Johnston Millwork, Inc.;** last two dues' invoices are unpaid totaling \$480.00
 - Mike Feller, CarGuyMike, is his Mentor and has also attempted to reach Mr. Duran, as well as Judy Johnson, Unexpected Treasures, and members of the Attendance Committee. Additionally, another member indicated he was trying to do work with Mr. Duran and had received no call back regarding this work.
 - **Update June 8:** Martin Duran was not present, nor was his associate member, at the business meeting held on June 8, 2023, and he did not communicate with the office or Mike Feller as to his absence.
 - Outstanding dues of \$480 referred to the Board for contact with member.
- **Through May 31, 2023, PEA is showing a loss of \$1,776.13,** which is close to what it was last year at this time.

2. CONSENT AGENDA: Membership update

We currently have 50 active members as of May 31, 2023.

One business is pending currently seeking PEA Membership: **Maria Martinez Perez, MP Radiant Skincare,** with the interview remaining from the Membership Committee.

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

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

Please make note of the upcoming holidays or special activities:

June 29, 2023	No PEA
July 13, 2023,	Committee Meetings @ Regular Business Meeting
July 27, 2023	Next update by the Board to the Members re: dues rates, finances, etc.
August 31, 2023	No PEA
September 7, 2023	Special Program hosted by Program Committee
September 14, 2023	Committee Meetings at Thursday Morning Business Meeting
September 28, 2023	<i>Getting to Know You</i> , hosted by Leads Committee
October 12, 2023	Special Program hosted by Program Committee
October 26, 2023	Committee Meetings
November 2, 2023	Next update by the Board to the Members re: dues rates, finances, etc.
November 23, 2023	No PEA
December 14, 2023	Annual Live Auction
December 21 & 28, 2023	No PEA

J.King moved to approve the Consent Agenda, with a second from J.Johnson. MSA.

REVIEW OF ACTION ITEMS LIST ATTACHED

The full action item list is attached as a separate page and was updated at this meeting.

DISCUSSION ITEMS

1. Finance Committee items pending:
 - Budget assumptions and planning for 2023-2024
 - Review of Feb 28 2023 financials so that the tax documents can be prepared
2. Long Range Planning Session
3. Updates from Other Committees: as needed if there are any who require Board assistance with anything

Finance Committee Discussion

A.Pyle, Chair Finance Committee, shared that it was hard to make decisions and recommendations with the limited information we have now on how often we will meet in person and the costs for those meetings. With what the Committee knows now, having had two events at Café Wisteria and using that \$52 per person rate for a typical breakfast venue, the Committee is recommending an increase to \$350, as long as nothing changes in costs. We could lower costs by using less expensive venues.

The Finance Committee is also recommending to the Board that an ad hoc committee be formed to take responsibility for ironing out some of the location, contracts, costs. Additionally, the decision of where we commit to meetings is tied to what we want the meetings to look like. The Finance Committee says their recommendation is working toward twice a month for meetings onsite and that should be covered by this budget they are recommending. An ad hoc committee would address the venue pricing and locations; would also include asking Café Wisteria if they would give us a better rate if we committed ourselves to being there at the end of year.

ACTION ITEM: A.Pyle will send the budget that the Finance Committee drafted to the office to be updated in QuickBooks.

ACTION ITEM: It was also recommended to send a survey with members updating how they feel now about being onsite versus on Zoom for all of our meetings, and this will be added to the action item list.

Judy Johnson moved to approve \$350 as the Association membership dues for next two quarters, September 1 and December 1 with one onsite meeting per month. N.Coogler provided a second.

Discussion of the costs and the increase highlighted that PEA is not meeting the budget as it is now at \$300 with meeting once per month and is losing money with the \$300 per quarter current rate. The reality is that these are the costs for meals, and we are still not meeting that with the \$300 increase and that's why we are going to \$350 beginning September 1. The other operating expenses are already whittled down, so we must increase the income. Motion carried unanimously.

J.King will present this information at the business meeting on June 15, 2023. He will let the members know that we are also forming an ad hoc committee to look at all our alternatives, so please help us with that ad hoc committee. There was also a suggestion of town hall format but that was abandoned since an onsite meeting excludes those who are not able to attend onsite meetings and the Board determined by consensus that a Zoom meeting would be the best, perhaps following up with an email after the meeting.

J.King moved to create an ad hoc committee investigate venues and options for in person meetings and N.Coogler provided a second. We will request other volunteers also join that committee. The Board discussed choosing leadership for that committee and determined that these people will be contacted by J.King and asked to serve as the co-chairs of the ad hoc committee: Michael Aronson, Bobbie Fakkema, Dave Dove. Motion carried unanimously.

ACTION ITEM: J.King will contact members Michael Aronson, Bobbie Fakkema, Dave Dove to request they be co-leaders of ad hoc committee.

ACTION ITEM: J.King and A.Roberts will create a message for next week's meeting to share with the members.

Long Range Planning Session

J.King recommended that the Board have an extra meeting in September or October to have a discussion about long-range planning for the next 3-5-10 years. What do we want to do with PEA moving forward? What do we know by then that we can solidify the number of meetings onsite, future of zoom? The Board agreed that this is a good idea to pursue in the fall. It was suggested that committees are asked for their input and there would be 3 or more Members who are not on the Board to also participate in the planning, with someone other than a Board member doing the facilitating. We will do this on Zoom so it's easy to meet.

ACTION ITEM: J.King will solidify his thought of having a long-range planning session and will return to the Board with suggested dates, agenda, participants.

Updates From Committees

Membership Committee: Karen Wray and Angelo Izzo interviewed Maria Martinez Perez, MP Radiant Skincare. They are waiting for some paperwork to be finalized with Ms. Perez and then will bring approval forward to the Board. The Membership Committee is recommending approval by the Board for this potential new member.

NEW BUSINESS ~ 9:35 – 9:45 AM (10-minutes)

1. A.Roberts shared that PEA received a refund from Zoom for a claim that was filed nearly two years ago. The amount of the check received is \$32.32.
2. A.Roberts brought up the question that was posed at the meeting today regarding giving leads to Wells Fargo and First Republic and she asked for a determination on how to record those. The Board will discuss this in depth at a future meeting and will involve the Leads Committee, too. Generally, the discussion at the meeting was that if a one-time transaction, then it's no longer an ongoing lead.
3. A.Pyle brought up the purchase of First Republic Bank by JPMorganChase Bank. He will continue with his same clients at the same location most likely and would like the business name with PEA to be shown as Chase Bank as of July 2, 2023 when this move for him becomes official. A motion to approve the change of the member business name from First Republic Bank to JPMorganChase Bank was presented by J.Johnson, with F.Benyammi providing a second. All voted in favor except for an abstention was received from Adam Pyle. Motion carried unanimously and A.Roberts will make the changes to the company name appropriately.

Having completed the business of the Board, the meeting was adjourned at 9:48 a.m. to the next meeting of July 13, 2023 at Café Wisteria, Menlo Park.

NEXT BOARD MEETING: July 13, 2023 @ 8:35 AM (location Café Wisteria, Menlo Park)

Attendance and Participation ~ MAY 2023

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5/18/2023	50	8	31	28	0	41	1
5/25/2023	50	0	0	0	0	0	0
TOTALS	50	30	56	52	67	127	3

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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
 - The 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.**

Update, June 8, 2023: The FB page cannot be made public due to FB's privacy policy. A new page will need to be created with a name different than that of the existing one.

From James Stout, co-chair:

"I thought the process would be more simple. My sense is that we keep it private for now and encourage members to post to it with success stories and "PEA Works" stories. Of course, members need to check in frequently to stay abreast.

"More important, from my perspective, is to focus on every member being friends with every other member and receiving notifications. At our last PR meeting, all agreed that members will do more business with other members with whom they are well acquainted. FB is a quick way to stay in contact with other members and see them in a personal context, not just business, as is the case with LinkedIn and Alignable.

"Jeanette and I need to develop a communication with the members regarding this initiative and request a time within a meeting to make an announcement in an upcoming meeting."

3. **ACTION ITEM:** The Board would like the Leads Committee to explore the idea of reestablishing Action Allies/Power Partners activity. Neal Coogler advised that she is reviewing the program with the Committee to see how people can help each other in PEA. **PENDING. Neal Coogler is working with the Committee on revamping this program.**
4. **ACTION:** Finance Committee will review 2022-2023 year-end reporting prior to tax preparation taking place. **PENDING. The Board placed a due date of June 8, 2023, on this action item.**
5. **ACTION:** The Finance Committee will draft a budget for consideration by the Board at a future meeting, due date of budget draft to be **defined at the Board meeting. The Board placed a due date of June 8, 2023, on this action item.**
6. **ACTION:** A.Roberts will get pricing estimates for local venues for the Thursday morning business meetings onsite. **PENDING.**

BOARD OF DIRECTORS TO COMMITTEE CHAIRS

The following notes and action items are carried over items to 2023-2024.

Program Committee suggestions:

- technology tools and tips for running your company
- Pricing and phone shoppers
- Tip of the Month: could be about Zoom, business book, etc.; should this be at a meeting or in the newsletter?

Booster Committee recommendations:

- “Come see my latest project” at my business, backyard, etc.
- Bash in My Backyard—potluck or apps and wine perhaps

Leads Committee discussion & recommendations:

- Loyalty Lead

Membership Committee discussions & recommendations:

- Bridging time for previous PEA Membership period
- Printed roster: small enough to fit in a wallet with questions of who makes a good member of PEA

Finance Committee

- Review savings transfer policy
- Suggest reserve account policy: amount to have, uses, auto transfers annually (i.e., insurance policies, tax prep fee, etc.)

Peninsula Executives Association

A/R Aging Summary

As of July 7, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
A&A Plumbing		300.00				\$300.00
Arboreal Company		300.00				\$300.00
California Business Opportunities		300.00			190.00	\$490.00
Car Guy Mike / Innovative Sales and Leasing		300.00				\$300.00
D.B. Gaskill Advertising Specialties		-26.72				\$ -26.72
Engage Solar		300.00				\$300.00
Events, Etc...		300.00				\$300.00
Helming's Auto Repair		300.00				\$300.00
Hoge Fenton		300.00				\$300.00
IVMA Home Improvement		300.00				\$300.00
Johnston Millwork, Inc.		300.00			190.00	\$490.00
Lost Boys Design		300.00				\$300.00
NetWork Focus		300.00				\$300.00
Prostone Services		300.00				\$300.00
State Farm Agency		300.00	100.00			\$400.00
Suncrest Hospice LLC		300.00				\$300.00
The Move Alliance LLC		300.00				\$300.00
TheKey	200.00					\$200.00
TOMSTUDIO		300.00				\$300.00
Urbanscapes Landscape Company		300.00				\$300.00
TOTAL	\$200.00	\$5,373.28	\$100.00	\$0.00	\$380.00	\$6,053.28

Peninsula Executives Association

Open Invoices

As of July 7, 2023

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
A&A Plumbing					
06/01/2023	Invoice	4098	PEA dues terms	07/01/2023	300.00
Total for A&A Plumbing					\$300.00
Arboreal Company					
06/01/2023	Invoice	4123	PEA dues terms	07/01/2023	300.00
Total for Arboreal Company					\$300.00
California Business Opportunities					
03/01/2023	Invoice	4072	Net 30	03/31/2023	190.00
06/01/2023	Invoice	4110	PEA dues terms	07/01/2023	300.00
Total for California Business Opportunities					\$490.00
Car Guy Mike / Innovative Sales and Leasing					
06/01/2023	Invoice	4112	PEA dues terms	07/01/2023	300.00
Total for Car Guy Mike / Innovative Sales and Leasing					\$300.00
D.B. Gaskill Advertising Specialties					
07/05/2023	Payment			07/05/2023	-26.72
Total for D.B. Gaskill Advertising Specialties					\$ -26.72
Engage Solar					
06/01/2023	Invoice	4129	PEA dues terms	07/01/2023	300.00
Total for Engage Solar					\$300.00
Events, Etc...					
06/01/2023	Invoice	4132	PEA dues terms	07/01/2023	300.00
Total for Events, Etc...					\$300.00
Helming's Auto Repair					
06/01/2023	Invoice	4118	PEA dues terms	07/01/2023	300.00
Total for Helming's Auto Repair					\$300.00
Hoge Fenton					
06/01/2023	Invoice	4103	PEA dues terms	07/01/2023	300.00
Total for Hoge Fenton					\$300.00
IVMA Home Improvement					
06/01/2023	Invoice	4126	PEA dues terms	07/01/2023	300.00
Total for IVMA Home Improvement					\$300.00
Johnston Millwork, Inc.					
03/01/2023	Invoice	4047	PEA dues terms	03/31/2023	190.00
06/01/2023	Invoice	4127	PEA dues terms	07/01/2023	300.00
Total for Johnston Millwork, Inc.					\$490.00
Lost Boys Design					
06/01/2023	Invoice	4102	PEA dues terms	07/01/2023	300.00
Total for Lost Boys Design					\$300.00
NetWork Focus					
06/01/2023	Invoice	4131	PEA dues terms	07/01/2023	300.00
Total for NetWork Focus					\$300.00

Peninsula Executives Association

Open Invoices

As of July 7, 2023

DATE	TRANSACTION TYPE	NUM	TERMS	DUE DATE	OPEN BALANCE
Prostone Services					
06/01/2023	Invoice	4114	PEA dues terms	07/01/2023	300.00
Total for Prostone Services					\$300.00
State Farm Agency					
06/01/2023	Invoice	4119	PEA dues terms	07/01/2023	300.00
06/01/2023	Invoice	4141	Due on receipt	06/01/2023	100.00
Total for State Farm Agency					\$400.00
Suncrest Hospice LLC					
06/01/2023	Invoice	4125	PEA dues terms	07/01/2023	300.00
Total for Suncrest Hospice LLC					\$300.00
The Move Alliance LLC					
06/01/2023	Invoice	4130	PEA dues terms	07/01/2023	300.00
Total for The Move Alliance LLC					\$300.00
TheKey					
07/01/2023	Invoice	TG001	Due on receipt	07/10/2023	200.00
Total for TheKey					\$200.00
TOMSTUDIO					
06/01/2023	Invoice	4120	PEA dues terms	07/01/2023	300.00
Total for TOMSTUDIO					\$300.00
Urbanscapes Landscape Company					
06/01/2023	Invoice	4117	PEA dues terms	07/01/2023	300.00
Total for Urbanscapes Landscape Company					\$300.00
TOTAL					\$6,053.28

Peninsula Executives Association

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	8,675.27
First Rep savings 7458	14,651.34
PayPal Bank	-3.00
Total Bank Accounts	\$23,323.61
Other Current Assets	
Undeposited Funds	189.17
Total Other Current Assets	\$189.17
Total Current Assets	\$23,512.78
TOTAL ASSETS	\$23,512.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pre Paid Dues - Pro Staff	1,970.00
Total Other Current Liabilities	\$1,970.00
Total Current Liabilities	\$1,970.00
Total Liabilities	\$1,970.00
Equity	
Retained Earnings	19,928.92
Net Income	1,613.86
Total Equity	\$21,542.78
TOTAL LIABILITIES AND EQUITY	\$23,512.78

Peninsula Executives Association

Profit and Loss

June 2023

	TOTAL
Income	
Dues	
2nd Quarter Dues	7,400.00
Total Dues	7,400.00
Outings - income	950.00
Total Income	\$8,350.00
GROSS PROFIT	\$8,350.00
Expenses	
Breakfasts	1,624.76
Contract Services	2,677.00
Postage	10.99
QBO-PayPal Transaction Fees	63.55
QuickBooks Payments Fees	40.00
Web site related expenses	
Web hosting	0.16
Website Security Software	16.00
Total Web site related expenses	16.16
Total Expenses	\$4,432.46
NET OPERATING INCOME	\$3,917.54
Other Income	
Interest Income	15.53
Total Other Income	\$15.53
NET OTHER INCOME	\$15.53
NET INCOME	\$3,933.07

Peninsula Executives Association

Profit and Loss Comparison

March - June, 2023

	TOTAL			
	MAR - JUN, 2023	MAR - JUN, 2022 (PY)	CHANGE	% CHANGE
Income				
Contributions income	120.00	150.00	-30.00	-20.00 %
Dues				
1st Quarter Dues	9,126.00	8,969.00	157.00	1.75 %
2nd Quarter Dues	7,400.00	5,895.00	1,505.00	25.53 %
Dues owed prev fiscal yr pd now	380.00	190.00	190.00	100.00 %
Total Dues	16,906.00	15,054.00	1,852.00	12.30 %
Initiation Fees	250.00	250.00	0.00	0.00 %
Outings - income	1,300.00		1,300.00	
Pandemic Discount	-90.00	-380.00	290.00	76.32 %
Unapplied Cash Payment Income	-190.00	750.00	-940.00	-125.33 %
Total Income	\$18,296.00	\$15,824.00	\$2,472.00	15.62 %
GROSS PROFIT	\$18,296.00	\$15,824.00	\$2,472.00	15.62 %
Expenses				
Anniversary celebration	856.28	525.21	331.07	63.04 %
Board retreat	51.11	600.00	-548.89	-91.48 %
Breakfasts	3,908.58		3,908.58	
Contract Services	10,708.00	10,500.00	208.00	1.98 %
Insurance	276.00	276.00	0.00	0.00 %
Legal Fees		1,000.00	-1,000.00	-100.00 %
Outings - expense	543.08		543.08	
Postage	54.47	459.54	-405.07	-88.15 %
QBO-PayPal Transaction Fees	135.03	67.38	67.65	100.40 %
QuickBooks Payments Fees	160.00	140.00	20.00	14.29 %
Web site related expenses				
Web hosting	0.64		0.64	
Web Site - Domain Name	17.99	15.99	2.00	12.51 %
Website Security Software	34.00	21.00	13.00	61.90 %
Total Web site related expenses	52.63	36.99	15.64	42.28 %
Total Expenses	\$16,745.18	\$13,605.12	\$3,140.06	23.08 %
NET OPERATING INCOME	\$1,550.82	\$2,218.88	\$ -668.06	-30.11 %
Other Income				
Interest Income	63.04	3.69	59.35	1,608.40 %
Total Other Income	\$63.04	\$3.69	\$59.35	1,608.40 %
NET OTHER INCOME	\$63.04	\$3.69	\$59.35	1,608.40 %
NET INCOME	\$1,613.86	\$2,222.57	\$ -608.71	-27.39 %



Deana Linderholm
Executive Director

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June 20, 2023

Angi Roberts
Peninsula Executives' Association
PO Box 36255
San Jose, CA 95158-6255

Dear Angi Roberts,

On behalf of the International Executives' Association, I would like to introduce you to Michele Jones, President of the Executives' founding chapter, San Francisco and myself, Deana Linderholm. I am the Executive Director of the Las Vegas Chapter.

We are reaching out to you to extend an invitation to your Board to consider joining the International Executives' Association. As a director for 10 years, I have found that the benefits, support, and resources that accompany membership of IEA have proved invaluable to the members of my chapter, not to mention the additional support as an Executive Director.

Michele and I are happy to jump on a Zoom call with you and your Board to share more with you about the specific benefits and answer any questions you may have about membership of our international arm of the Executives Association.

Respectfully,

A handwritten signature in dark ink, appearing to read "Deana Linderholm", is written over a horizontal line.

Deana Linderholm
Executive Director, Las Vegas
Director@LVEA.com
702-870-6100

Cc: Michelle Jones, President Charter Member-San Francisco at cbenefit@gmail.com