

Peninsula Executives Association

PO Box 36255, San Jose, CA 95158

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Board Meeting Agenda

September 14, 2023

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

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.

Julie Fukuhara, co-chair of the Booster Committee, will update the Board on changes they are recommending in order to lower member and guest ticket fees and the cost for the event overall. Please see the attached documents from Palo Alto Hills Golf & Country Club included in the Board packet.

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

1. CONSENT AGENDA: Minutes and Attendance

- August 2023 Board Meeting Notes
 - Participation and Attendance through August 2023
 - Financial Statements through August 31, 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 60-90 days.
 - One member has been referred to the Board for collection, as they are not responding to any inquiries, emails, or phone calls from any members over the last 30-plus days. To date we have received no response to our demand letter sent certified mail. It was signed for by an employee, so we know it was received.
 - **Total A/R for Association membership dues outstanding for June 1, 2023, invoices total \$2,230.00**, and is 8 member invoices.
 - One outstanding member who is outstanding expects to pay this invoice when he is paid by one of his clients. This amount will be carried forward until the member pays the outstanding balance in full.

- One outstanding member referred to collection above also has an outstanding invoice in the June invoices as well. To date we have received no response to our demand letter sent certified mail. It was signed for by their employee Carmen Gibaldo.
- All the remaining members are expected to pay.
Note: First Republic Bank is prepaying 1-2 quarters during the transition period, so the outstanding dues of \$350 is really not due yet since it is for fourth quarter (Dec-Feb).

Through August 31, 2023, PEA is showing a loss of -\$2,462.93. When the payments begin coming for the 9/1 invoices, this negative P&L will be positive again. We should end the fiscal year with a small loss or a small enough profit that estimated taxes would not be required for the next fiscal year.

2. *CONSENT AGENDA: Membership update*

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

No businesses are pending currently seeking PEA Membership.

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:

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 17, 2023	Annual PEA Picnic, Mitchell Park
September 21, 2023	Onsite Meeting; Café Wisteria
September 28, 2023	<i>Getting to Know You</i> , hosted by Leads Committee
October 12, 2023	Special Program hosted by Program Committee; Onsite Meeting; Café Wisteria
October 26, 2023	Committee Meetings
November 2, 2023	Next update by the Board to the full Membership re: dues rates, finances, etc.
November 16, 2023	Onsite Meeting; Café Wisteria
November 23, 2023	No PEA
December 14, 2023	Annual Live Auction; Onsite Meeting; Café Wisteria
December 15, 2023	Annual Holiday Party @ Peninsula Italian American Social Club
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.

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

• Board Issue: Nonpayment of Membership Dues

- Member referred to the Board for collection last month, as they have not responded to any inquiries, emails, or phone calls from any members or the office over the last 90-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, his sponsor, 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 and to encourage M.Duran to begin attending meeting again.
 - J.King sent a demand letter Certified USPS mail to Johnston Millwork, Inc. To date we have received no response to our demand letter sent certified mail. It was signed for by their employee Carmen Gibaldo.
- **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.

ADJOURN 9:45 AM

NEXT BOARD MEETING: October 12, 2023 @ 8:35 AM onsite at Café Wisteria

Attendance and Participation ~ AUGUST 2023

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
8/3/2023	50	7	20	14	57	42	0
8/10/2023	50	4	20	21	67	44	1
8/17/2023	50	27	36	51	62	37	0
8/24/2023	50	43	21	20	64	44	1
8/31/2023	50	0	0	0	0	0	0
TOTALS	50	81	97	106	250	167	2

Month	# Members	Ongoing	Direct	Avg per week	Referrals	Avg per week	Internet	Avg per week	Attendance avg per week
Aug 2023	50	81	97	24	106	27	250	63	42
July 2023	50	82	78	20	75	19	301	75	41
June 2023	50	120	99	25	104	26	353	88	41
May 2023	50	30	56	19	52	17	67	22	42
Apr 2023	50	52	88	29	78	26	236	79	45
Mar 2023	49	99	139	28	177	35	385	77	42
Feb 2023	48	28	53	13	73	18	219	55	45
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
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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 as of 8/17/2023.**

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.

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 as of 8/17/2023.

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.**
8/17/2023: N.Coogler and the Committee are looking at all the categories and thinking through the best way to separate our members into categories.
4. **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.Roberts input the budget figures into QBO. Finance Committee to review and present any recommended changes at August Board meeting.

8/17/2023: Finance Committee has no changes, and this may be adopted as the budget through 2/29/2024. DONE.

5. **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.**
6. **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.**
7. **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.**
8. **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.**
9. **ACTION:** The Board requests the Leads Committee discuss, review, and offer their recommendations to the Board on the topic of: Loyalty Leads. Is this the same/different than an Ongoing lead; would this be an additional lead type that PEA should track; how does this help/create barriers to leads reporting; and any other questions that the Committee may develop in their review. **PENDING.**
10. **ACTION:** The Board requests that the Membership Committee discuss, review, and offer their recommendations to the Board on the topic of: bridging previous memberships in PEA with current membership when returning to PEA as a member (i.e., All Reasons Moving, Arranged for Comfort, The Arboreal Company). The Board would like the Committee's thoughts regarding the length of time for the "second" membership period before being considered for bridging and inclusion of previous years in the total years as a member of PEA; benefits to this process and drawbacks; tracking; any Board involvement the Committee might consider important, and other issues or concerns that the committee may develop during its discussion.
 - a. The pocket-sized roster idea was abandoned by the Board.

The Board agreed by consensus that a virtual contact file (VCF) would be a better alternative. This way, members may add all members to their contacts list, whether on their phone or in their email client. **M.Aronson agreed to consider this option and will report at the September Board meeting of his recommendation. PENDING.**

11. **ACTION:** The Board requests that the Finance Committee **PENDING.**
 - a. Review, discuss, and recommend a savings transfer policy
 - b. Review, discuss, and recommend a reserve account policy: amount to have in the account; uses for the funding; auto-transfers annually (i.e., insurance policies, tax prep fee, etc.)—should this be done once a year or as expenses are incurred

- c. And any other issues, concerns, checks & balances, review/authorization requirements, or other information relating to the monitoring and safeguarding of PEA's assets

12. The following information was forwarded to the respective Committee Chairs and dropped from the Board's action item list. **DONE.**

- **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

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Board Meeting Notes

August 17, 2023

Onsite Meeting @ Café Wisteria, Menlo Park

Board Members Present

John King, President
Judy Johnson, Immediate Past President
Neal Coogler, Vice President
Michael Aronson
Karen Wray

Also Present

Angi Roberts, PEA Executive Director
Julie Fukuhara, Representing the Booster Comm.

Board Members Absent

Adam Pyle, Secretary/Treasurer (excused)

CALL TO ORDER & ROLL CALL

John King, 2023-2024 President, Presiding called the meeting to order at 8:36 AM Pacific, which was held onsite only at Café Wisteria, Menlo Park.

GUEST AGENDA ITEMS

Julie Fukuhara & Deanne Belcher, co-chair of the Booster Committee, present the proposal for the Annual PEA Holiday Party, December 15, 2023, with the location being Peninsula Italian American Social Club (PIASC), San Mateo. The Booster Committee is seeking approval today so that the office can send a deposit check to secure the date. The Booster Committee is also seeking approval for A.Roberts to send in the documentation required by the California Department of Justice, so that PEA may hold an official raffle at the December 15 event.

Motion presented by J.Johnson to accept the proposal from the PIASC with all costs for the event to be offset by member and guest ticket sales and sponsorships provided by member companies. As a part of this event, J.Johnson also moved to authorize A.Roberts to submit the Department of Justice paperwork and the required fee of \$30 for the form. Motion is seconded by M.Aronson. Motion passed unanimously.

J.Fukuhara will take the approval back to the Committee and move forward with the Holiday Event. A.Roberts will submit the DOJ paperwork as soon as possible.

No other guest business was presented to the Board at this meeting.

CONSENT AGENDA ITEMS

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

- July 2023 Board Meeting Notes
- Participation and Attendance through July 2023
- Financial Statements through July 31, 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 90 days or so.
 - One 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 90-plus days.
- **Total A/R for Association membership dues outstanding for June 1, 2023, invoices total \$2,703.28**, and is 9 member invoices and 3 other invoices.
 - One outstanding member is the member with the expected payback to come. This amount will be carried forward until the member pays the outstanding balance in full.
 - One outstanding member referred to collection above also has an outstanding invoice in the June batch as well.
 - All the remaining members are expected to pay within the month. First Republic Bank is prepaying 1-2 quarters during the transition period, so the outstanding dues of \$350 is really not due yet. On the A/R report also, the \$200 for TheKey is for Topgolf and will be shown in August actuals, as Deanne was waiting to pay her part to see if we needed more sponsorships.

Through July 31, 2023, PEA is showing a profit of \$208.15.

2. **CONSENT AGENDA:** Membership update

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

No businesses are pending currently seeking PEA Membership.

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:

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December 15, 2023	Annual Holiday Party @ Peninsula Italian American Social Club

REVIEW OF ACTION ITEMS LIST ATTACHED

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

DISCUSSION ITEMS

1. Board Issue: Nonpayment of Membership Dues

- Member referred to the Board for collection last month, as they have not responded to any inquiries, emails, or phone calls from any members or the office over the last 90-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.
 - J.King sent a demand letter Certified USPS mail to Johnston Millwork, Inc. As of August 15, 2023, no response has been received by the office, and payments are still outstanding.

A.Roberts noted that the demand letter to Johnston Millwork, Inc. was received by them on 8/3/2023 and was signed for by employee Carmen Gibaldo.

The Board decided by consensus that Johnston Millwork, Inc. will be given until September 14, 2023 to reply and/or bring their account current with PEA. J.Johnson will attempt to reach the owner again and will advise at the next meeting of the outcome of her attempt to reach him.

2. Finance Committee items pending

- Budget assumptions and planning for 2023-2024: any updates to the last budget document shared?

M.Aronson confirmed that the Finance Committee has no further updates to the last budget document, and this will be the budget through February 29, 2024.

3. Strategic Planning Session, October 23, 1-4pm. This timing is a calendar conflict for some on the Board—Board needs to revisit time of day.

Date and time of the strategic planning was determined by consensus to be October 23, 2023, 4-6 p.m. at John Kings office.

4. Updates from Other Committees: as needed if there are any who require Board assistance with anything

K.Wray shared on behalf of the Membership Committee the status of the informational form for MPM Radiant Skin Care. The Membership Committee is recommending that this informational form be declined at this time, due to the business still being in the process of re-establishing its insurance and certification requirements. The Board agreed by consensus with the Committee's recommendation.

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

No new business was presented.

ADJOURN 9:08 AM

NEXT BOARD MEETING: September 14, 2023 @ 8:35 AM on Zoom

Attendance and Participation ~ JULY 2023

Date	# Members	Ongoing	Direct	Referral	Internet	Attended	Guests
7/6/2023	50	16	23	19	93	39	0
7/13/2023	50	18	9	10	83	38	2
7/20/2023	50	9	13	26	52	43	0
7/27/2023	50	39	33	20	73	44	0
TOTALS	50	82	78	75	301	164	2

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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 as of 8/17/2023.**

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.

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REVISED ACTION: A.Roberts input the budget figures into QBO. Finance Committee to review and present

any recommended changes at August Board meeting. 8/17/2023: Finance Committee has no changes, and this may be adopted as the budget through 2/29/2024. DONE.

5. **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.**
6. **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.**
7. **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.**
8. **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.**
9. **ACTION:** The Board requests the Leads Committee discuss, review, and offer their recommendations to the Board on the topic of: Loyalty Leads. Is this the same/different than an Ongoing lead; would this be an additional lead type that PEA should track; how does this help/create barriers to leads reporting; and any other questions that the Committee may develop in their review. **PENDING.**
10. **ACTION:** The Board requests that the Membership Committee discuss, review, and offer their recommendations to the Board on the topic of: bridging previous memberships in PEA with current membership when returning to PEA as a member (i.e., All Reasons Moving, Arranged for Comfort, The Arboreal Company). The Board would like the Committee's thoughts regarding the length of time for the "second" membership period before being considered for bridging and inclusion of previous years in the total years as a member of PEA; benefits to this process and drawbacks; tracking; any Board involvement the Committee might consider important, and other issues or concerns that the committee may develop during its discussion.
 - a. The pocket-sized roster idea was abandoned by the Board.

The Board agreed by consensus that a virtual contact file (VCF) would be a better alternative. This way, members may add all members to their contacts list, whether on their phone or in their email client. **M.Aronson agreed to consider this option and will report at the September Board meeting of his recommendation. PENDING.**

11. **ACTION:** The Board requests that the Finance Committee **PENDING.**
 - a. Review, discuss, and recommend a savings transfer policy
 - b. Review, discuss, and recommend a reserve account policy: amount to have in the account; uses for the funding; auto-transfers annually (i.e., insurance policies, tax prep fee, etc.)—should this be done once a year or as expenses are incurred
 - c. And any other issues, concerns, checks & balances, review/authorization requirements, or other information relating to the monitoring and safeguarding of PEA's assets

12. The following information was forwarded to the respective Committee Chairs and dropped from the Board’s action item list. **DONE.**

- **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

Peninsula Executives Association

Balance Sheet

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
First Rep checking 0353	4,755.52
First Rep savings 7458	14,683.47
Total Bank Accounts	\$19,438.99
Total Current Assets	\$19,438.99
TOTAL ASSETS	\$19,438.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3.00
Total Accounts Payable	\$3.00
Other Current Liabilities	
Pre Paid Dues - Pro Staff	1,970.00
Total Other Current Liabilities	\$1,970.00
Total Current Liabilities	\$1,973.00
Total Liabilities	\$1,973.00
Equity	
Retained Earnings	19,928.92
Net Income	-2,462.93
Total Equity	\$17,465.99
TOTAL LIABILITIES AND EQUITY	\$19,438.99

Peninsula Executives Association

Profit and Loss

March - August, 2023

	TOTAL
Income	
Contributions income	115.00
Dues	
1st Quarter Dues	8,936.83
2nd Quarter Dues	13,473.28
3rd Quarter Dues	350.00
Dues owed prev fiscal yr pd now	380.00
Guest breakfast fees	150.00
Total Dues	23,290.11
Initiation Fees	250.00
Outings - income	2,940.00
Pandemic Discount	-90.00
Services	100.00
Unapplied Cash Payment Income	-190.00
Total Income	\$26,415.11
GROSS PROFIT	\$26,415.11
Expenses	
Anniversary celebration	1,156.28
Board retreat	51.11
Breakfasts	7,968.50
Contract Services	16,062.00
Insurance	276.00
Meeting Expense (Zoom, etc.)	-32.32
Outings - expense	
Boosters Hosted events	2,825.27
Total Outings - expense	2,825.27
Postage	118.87
QBO-PayPal Transaction Fees	216.55
QuickBooksOnline User Fees	246.00
Web site related expenses	
Web hosting	0.96
Web Site - Domain Name	17.99
Website Security Software	66.00
Total Web site related expenses	84.95
Total Expenses	\$28,973.21
NET OPERATING INCOME	\$ -2,558.10
Other Income	
Interest Income	95.17
Total Other Income	\$95.17
NET OTHER INCOME	\$95.17
NET INCOME	\$ -2,462.93

Peninsula Executives Association Budget vs. Actuals: 23-24: 190/300/350/350 Dues amts - FY24 P&L March 2023 - February 2024																				
	MAR - MAY, 2023				JUN - AUG, 2023				SEP - NOV, 2023				DEC 2023 - FEB 2024				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	115.00		115.00														\$115.00	\$0.00	\$115.00	0.00%
Dues																	\$0.00	\$0.00	\$0.00	0.00%
1st Quarter Dues	8,936.83	9,126.00	-189.17	97.93 %		0.00	0.00		0.00	0.00			0.00	0.00			\$8,936.83	\$9,126.00	\$ -189.17	97.93 %
2nd Quarter Dues		0.00	0.00		13,473.28	15,000.00	-1,526.72	89.82 %		0.00	0.00		0.00	0.00			\$13,473.28	\$15,000.00	\$ -1,526.72	89.82 %
3rd Quarter Dues		0.00	0.00		350.00	0.00	350.00		3,500.00	17,500.00	-14,000.00	20.00 %	0.00	0.00			\$3,850.00	\$17,500.00	\$ -13,650.00	22.00 %
4th Quarter Dues	0.00	0.00	0.00			0.00	0.00			0.00	0.00		17,500.00	-17,500.00			\$0.00	\$17,500.00	\$ -17,500.00	0.00 %
Dues owed prev fiscal yr pd now	380.00	0.00	380.00			0.00	0.00			0.00	0.00		0.00	0.00			\$380.00	\$0.00	\$380.00	0.00%
Guest breakfast fees		0.00	0.00		150.00	150.00	0.00	100.00 %		150.00	-150.00		150.00	-150.00			\$150.00	\$450.00	\$ -300.00	33.33 %
Total Dues	9,316.83	9,126.00	190.83	102.09 %	13,973.28	15,150.00	-1,176.72	92.23 %	3,500.00	17,650.00	-14,150.00	19.83 %	17,650.00	-17,650.00			\$26,790.11	\$59,576.00	\$ -32,785.89	44.97 %
Initiation Fees	250.00	250.00	0.00	100.00 %		125.00	-125.00			125.00	-125.00		0.00	0.00			\$250.00	\$500.00	\$ -250.00	50.00 %
Outings - income	350.00		350.00		2,590.00		2,590.00										\$2,940.00	\$0.00	\$2,940.00	0.00%
Pandemic Discount	-90.00	-190.00	100.00	47.37 %		-190.00	190.00			-190.00	190.00			-190.00	190.00		\$ -90.00	\$ -760.00	\$670.00	11.84 %
Services					100.00		100.00										\$100.00	\$0.00	\$100.00	0.00%
Unapplied Cash Payment Income	-190.00		-190.00														\$ -190.00	\$0.00	\$ -190.00	0.00%
Total Income	\$9,751.83	\$9,186.00	\$565.83	106.16 %	\$16,663.28	\$15,085.00	\$1,578.28	110.46 %	\$3,500.00	\$17,585.00	\$ -14,085.00	19.90 %	\$0.00	\$17,460.00	\$ -17,460.00	0.00%	\$29,915.11	\$59,316.00	\$ -29,400.89	50.43 %
GROSS PROFIT	\$9,751.83	\$9,186.00	\$565.83	106.16 %	\$16,663.28	\$15,085.00	\$1,578.28	110.46 %	\$3,500.00	\$17,585.00	\$ -14,085.00	19.90 %	\$0.00	\$17,460.00	\$ -17,460.00	0.00 %	\$29,915.11	\$59,316.00	\$ -29,400.89	50.43 %
Expenses																				
Anniversary celebration	856.28	1,183.00	-326.72	72.38 %	300.00	0.00	300.00			0.00	0.00		850.00	-850.00			\$1,156.28	\$2,033.00	\$ -876.72	56.88 %
Board retreat	51.11	700.00	-648.89	7.30 %		0.00	0.00			0.00	0.00		0.00	0.00			\$51.11	\$700.00	\$ -648.89	7.30 %
Breakfasts	2,283.82	2,283.82	0.00	100.00 %	5,684.68	5,362.84	321.84	106.00 %		6,240.00	-6,240.00		6,240.00	-6,240.00			\$7,968.50	\$20,126.66	\$ -12,158.16	39.59 %
Committee Expenses		200.00	-200.00			200.00	-200.00			200.00	-200.00		200.00	-200.00			\$0.00	\$800.00	\$ -800.00	0.00%
Contract Services	8,031.00	8,031.00	0.00	100.00 %	8,031.00	8,031.00	0.00	100.00 %		8,031.00	-8,031.00		8,031.00	-8,031.00			\$16,062.00	\$32,124.00	\$ -16,062.00	50.00 %
Gifts Given		50.00	-50.00			50.00	-50.00			50.00	-50.00		50.00	-50.00			\$0.00	\$200.00	\$ -200.00	0.00%
Insurance	276.00	276.00	0.00	100.00 %		0.00	0.00			0.00	0.00		1,100.00	-1,100.00			\$276.00	\$1,376.00	\$ -1,100.00	20.06 %
Meeting Expense (Zoom, etc.)		0.00	0.00		-32.32	0.00	-32.32			0.00	0.00		160.00	-160.00			\$ -32.32	\$160.00	\$ -192.32	-20.20 %
Outings - expense																	\$0.00	\$0.00	\$0.00	0.00%
Boosters Hosted events	543.08	250.00	293.08	217.23 %	2,282.19	0.00	2,282.19			0.00	0.00		0.00	0.00			\$2,825.27	\$250.00	\$2,575.27	1,130.11 %
Picnic		0.00	0.00			0.00	0.00			250.00	-250.00		0.00	0.00			\$0.00	\$250.00	\$ -250.00	0.00%
Total Outings - expense	543.08	250.00	293.08	217.23 %	2,282.19	0.00	2,282.19			250.00	-250.00		0.00	0.00			\$2,825.27	\$500.00	\$2,325.27	565.05 %
Postage	43.48	54.47	-10.99	79.82 %	75.39	13.99	61.40	538.88 %		21.00	-21.00		21.00	-21.00			\$118.87	\$110.46	\$8.41	107.61 %
Printing		0.00	0.00			8.00	-8.00			12.00	-12.00		12.00	-12.00			\$0.00	\$32.00	\$ -32.00	0.00%
QBO-PayPal Transaction Fees	66.48	160.00	-93.52	41.55 %	150.07	160.00	-9.93	93.79 %		160.00	-160.00		160.00	-160.00			\$216.55	\$640.00	\$ -423.45	33.84 %
QuickBooksOnline User Fees	120.00	120.00	0.00	100.00 %	126.00	120.00	6.00	105.00 %	31.50	120.00	-88.50	26.25 %	120.00	-120.00			\$277.50	\$480.00	\$ -202.50	57.81 %
Tax																	\$0.00	\$0.00	\$0.00	0.00%
Fed		190.00	-190.00			190.00	-190.00			190.00	-190.00		190.00	-190.00			\$0.00	\$760.00	\$ -760.00	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		190.00	-190.00			215.00	-215.00			190.00	-190.00		190.00	-190.00			\$0.00	\$785.00	\$ -785.00	0.00%
Tax Prep		0.00	0.00			950.00	-950.00			0.00	0.00		0.00	0.00			\$0.00	\$950.00	\$ -950.00	0.00%
Web site related expenses																	\$0.00	\$0.00	\$0.00	0.00%
Domain Name Renewal		17.99	-17.99			0.00	0.00			0.00	0.00		0.00	0.00			\$0.00	\$17.99	\$ -17.99	0.00%
Web hosting	0.48	0.48	0.00	100.00 %	0.48	0.48	0.00	100.00 %		160.48	-160.48		0.48	-0.48			\$0.96	\$161.92	\$ -160.96	0.59 %
Web Site - Domain Name	17.99	17.99	0.00	100.00 %		0.00	0.00			0.00	0.00		0.00	0.00			\$17.99	\$17.99	\$0.00	100.00 %
Website Security Software	18.00	18.00	0.00	100.00 %	48.00	48.00	0.00	100.00 %		48.00	-48.00		48.00	-48.00			\$66.00	\$162.00	\$ -96.00	40.74 %
Total Web site related expenses	36.47	54.46	-17.99	66.97 %	48.48	48.48	0.00	100.00 %		208.48	-208.48		48.48	-48.48			\$84.95	\$359.90	\$ -274.95	23.60 %
Total Expenses	\$12,307.72	\$13,552.75	\$ -1,245.03	90.81 %	\$16,665.49	\$15,159.31	\$1,506.18	109.94 %	\$31.50	\$15,482.48	\$ -15,450.98	0.20 %	\$0.00	\$17,182.48	\$ -17,182.48	0.00%	\$29,004.71	\$61,377.02	\$ -32,372.31	47.26 %
NET OPERATING INCOME	\$ -2,555.89	\$ -4,366.75	\$1,810.86	58.53 %	\$ -2.21	\$ -74.31	\$72.10	2.97 %	\$3,468.50	\$2,102.52	\$1,365.98	164.97 %	\$0.00	\$277.52	\$ -277.52	0.00 %	\$910.40	\$ -2,061.02	\$2,971.42	-44.17 %
Other Income																				
Interest Income	47.51	45.00	2.51	105.58 %	47.66	45.00	2.66	105.91 %		45.00	-45.00		45.00	-45.00			\$95.17	\$180.00	\$ -84.83	52.87 %
Total Other Income	\$47.51	\$45.00	\$2.51	105.58 %	\$47.66	\$45.00	\$2.66	105.91 %	\$0.00	\$45.00	\$ -45.00	0.00%	\$0.00	\$45.00	\$ -45.00	0.00%	\$95.17	\$180.00	\$ -84.83	52.87 %
NET OTHER INCOME	\$47.51	\$45.00	\$2.51	105.58 %	\$47.66	\$45.00	\$2.66	105.91 %	\$0.00	\$45.00	\$ -45.00	0.00 %	\$0.00	\$45.00	\$ -45.00	0.00 %	\$95.17	\$180.00	\$ -84.83	52.87 %
NET INCOME	\$ -2,508.38	\$ -4,321.75	\$1,813.37	58.04 %	\$45.45	\$ -29.31	\$74.76	-155.07 %	\$3,468.50	\$2,147.52	\$1,320.98	161.51 %	\$0.00	\$322.52	\$ -322.52	0.00 %	\$1,005.57	\$ -1,881.02	\$2,886.59	-53.46 %

Peninsula Executives Association

A/R Aging Summary

As of August 31, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
California Business Opportunities				300.00	190.00	\$490.00
First Republic Bank			350.00			\$350.00
Johnston Millwork, Inc.				300.00	190.00	\$490.00
NetWork Focus				300.00		\$300.00
Team Signings	300.00					\$300.00
TOMSTUDIO				300.00		\$300.00
TOTAL	\$300.00	\$0.00	\$350.00	\$1,200.00	\$380.00	\$2,230.00



PEA Holiday Brunch

035863

Saturday 12/09/2023

Palo Alto Hills Golf & CC

Billing Acct: Julie Fukuhara

011917A

Contact #: 6503227277

Contact Email: juliefukuhara@gmail.com

Event Co-ordinator: Kim Lara

Function Time: 10:00 AM to 3:00 PM

Address: 2344 Webster St.
Palo Alto, CA
94301

Facilities

Location:	Time:	Function Type:	Seating Style:	Exp #:	Guar #:	Rental Fee:
1/2 Ballroom	10:00 AM - 3:00 PM	Brunch	-None-	50	50	\$500.00

Food Services

Notes

Buffet Breakfast 1/2 Ballroom Qty Price
Starts at: 10:00 AM

THE HILLS BREAKFAST BUFFET 50 \$27.00
sliced fresh fruit
assorted yogurt with house granola
assorted breakfast pastries and breads
croissants, muffins and Danish
scrambled eggs
country potatoes

choice of protein: sausage, bacon OR ham

fresh juices, royal cup coffee and
decaffeinated coffee, assorted mighty leaf
teas

Mimosa Greeting

Ricotta Cheese Blintzes 50 \$3.75
berries and compote

Smoked Salmon Display 50 \$13.00
thinly sliced cold smoked salmon, chopped
egg, capers, Bermuda onions, tomatoes,
sliced cucumbers cream cheeses and mini
bagels

Service Total : \$2,187.50

Food Total : \$2,187.50

Beverage Services

Cash Bar 1/2 Ballroom Qty Price
Starts at: 10:00 AM

NO Host Cash Bar 0 \$40.00
ESTIMATE ONLY

House Wine | \$40 per bottle
Well Cocktail | \$13
Premium Cocktail | \$16
Bottled Beer | \$8
Draft Beer | \$10
Bottled Water | \$3.50
Sparkling Water | \$3.50
Soft Drink | \$3.50
Juice | \$3.50
Iced Tea | \$3.50
Lemonade | \$3.50

Event Notes

Timeline:
10:00am Guests arrive, Mimosa Greeting
10:30 am Brunch Buffet opens
11:30am Desserts and coffee
3:00pm Event concludes

Resource Services

LABOR Qty Price
Starts at: 10:00 AM

Bartender | (1) per every 75 guests 0 \$100.00

Service Totals: \$0.00

SET-UP Qty Price
Starts at: 10:00 AM

Set-up 1/2 Ballroom: 0 \$0.00
Use planters as dividers
Rounds of 8
House line
Full table set
Mimosa Greeting station
Buffet at window
Coffee station
Holiday accents and decor

Service Totals: \$0.00

PEA Holiday Brunch

Saturday 12/09/2023

035863

Service Total :		\$0.00			
Hosted Beverage Station Starts at: 10:00 AM	1/2 Ballroom	Qty	Price		
House Sparkling Mimosa Station		50	\$8.00		
Service Total :		\$400.00			
Beverage Total :		\$400.00			
Signatures				Charges	
Palo Alto Hills Golf and Country Club Date Member's Signature Date				Room Fee	\$500.00
				Food Services	\$2,187.50
				Beverage Services	\$400.00
				Other Services	\$0.00
				Resources	\$0.00
				Gratuities	\$0.00
				House Charges	\$525.50
				Taxes	\$329.70
				Total Charges	\$3,942.70
				Total Charges	\$3,942.70



EVENT CONTRACT

Thank you for choosing Palo Alto Hills Golf & Country Club for your event. The following serves as a letter of agreement between the booking party, herein referred to as **the Client** and Palo Alto Hills Golf & Country Club, herein referred to as **PAHGCC**.

TERMS OF AGREEMENT

Please review the preceding information and initial each line item in the spaces provided for the contract to be accepted and complete. Please return completed contract via scan, fax or drop off along with a check for the *non-refundable, non-transferable* retainer equivalent to the **Rental Fee**. The function space is blocked on a tentative basis only. Upon receipt of the signed copy and retainer, the Club will then consider the event confirmed and the preceding terms binding to both parties.

FOOD AND BEVERAGE

The Food and Beverage minimum cannot be reached by non-food or non-beverage related items. The Food & Beverage Minimum is the responsibility of the Client. Should the actual Food and Beverage revenue drop below the Food and Beverage Minimum, the Catering Department will charge the difference to the Client's account.

Menus and Guest Count: The final menus are due two weeks prior to the event date. The final details and the guaranteed guest count with entrée counts are due one week prior to event date by 12:00PM. You may add guests within 5% of the guaranteed count up to two days prior to event date, but you may not decrease your guaranteed guest count. **Menu prices are subject to change with market fluctuations. Final menu prices may be confirmed (90) days prior to the function.**

Banquet Event Order/BEO: An initial Banquet Event Order will be provided to the Client upon booking of the event. Any updates or changes will be sent to the Client and can be approved verbally or via email. A final event order along with diagram will be sent to the Client after guaranteed guest count is submitted for final review.

Allergy or Dietary Restrictions: It is the responsibility of the Client to inform the Catering Department of any allergy or dietary restrictions of their guests or related parties. If selecting a plated menu option, it will be the responsibility of the Client to provide a list of attendees with respective table numbers and menu choices no later than seven days prior to the event date.

Tastings: One tasting for a maximum of four attendants is included in the booking of each event over (150) people with plated menus and by request only. Tastings will not be provided for buffet items, stations and/or appetizers. Tastings include one salad option and three entrée options. Any extra/additional food items will be charged at full price and added to the final invoice. All tasting dates and times are subject to the Chef's availability. Tastings must be scheduled no later than one month prior to the event date.

Alcohol: All alcohol must be provided by the Club, with the exception of wine. If the Client chooses to supply wine for the event, a corkage fee of \$30, plus house charge and tax, will be charged per bottle opened and added to the final bill. Alcohol service will end thirty minutes prior to the conclusion of the event, regardless of the number of hours included in the Client's purchased bar package.

Bartenders are staffed to the ratio of one bartender per every (75) persons with a fee of \$200 per bartender. Bartender charges will automatically be added to your overall event total. Beverage packages include the bartender fee. PAHGCC reserves the right and at their discretion to stop serving any guests who are at risk of overconsumption.

Initial _____

Any persons bringing in alcohol will be escorted off the property. Additionally, the Client will be charged a \$500.00 fine for any unauthorized alcohol brought into the facility.

FACILITY FEE

The facility fee includes the use of the Event Space, Main Entry Way, Hallway, Guest Restrooms, and Parking Lot for up to (5) hours, (1) hour of set-up and (1) hour of breakdown. Access to all other areas of the Club is not permitted. PAHGCC will supply standard tables, chairs, house linens, napkins and all service ware. PAHGCC will set for the guaranteed guest count unless otherwise specified by the Client.

ADDITIONAL HOURS

Additional event and/or set-up/teardown hours may be purchased at \$500 per hour plus sales tax no less than ten days prior to the function and will be approved based on availability. The Club requires that all events end by 12:00 AM due to the Neighborhood Association Agreement and no hours can be purchased beyond this time. If event exceeds contracted time, the fee will be automatically applied to the final bill.

EVENT POLICIES

Site Visits: Since PAHGCC is a private club, we make an effort to try and minimize the number of non-members on site. Your event coordinator will be available via email and phone appointments. If you would like to visit in person, all meetings must be scheduled in advance, we do not allow walk-in meetings. Please note the Club is closed every Monday.

Open Flame: Unprotected flame is not allowed at the venue (votive glasses or hurricanes must be used for all candles). There is a limit to the number of candles PAHGCC allows.

Animals: With the exception of certified service animals, no pets are permitted on property. Service animals must have a vest, collar or tag that identifies them as such.

Signage: No signage is permitted on Alexis Drive or in front of the Club. This includes, but is not limited to: posters, balloons, and sandwich boards.

Lost and Found: The Client and Vendors must remove all their items from the facility no later than (24) hours after the event. PAHGCC is not responsible for any items left over.

Damages: PAHGCC will not assume or accept any responsibility for damage to, or loss of any, merchandise or articles left on the premises prior to, during, or following events.

Etiquette and Dress Code: PAHGCC requests that all guests remain quiet on their way out from the Club, as it is in a residential neighborhood.

The Client is responsible for advising all guests of PAHGCC's dress code policy.

- Dress Denim is allowed and is defined as non-distressed, clean denim that is free of holes, rips, cuts, tears or frayed material. The following types of denim are not permitted anywhere in the Club; shorts, mini-skirts, work-type denim, bibs, painter pants or denim that is improperly sized, worn low-cut or worn low-slung.
- Workout Attire is not permitted in event spaces.
- Shoes are required.
- Hats/Visors are to be worn with the bill forward.

Valet Service and Parking: Valet parking is contracted by the Club and is mandatory for functions with (50) or more guests. Valet attendant charges, plus tax and service charge, will be applied to the overall event total.

Carpooling or group transportation is mandatory for groups over (250) as the Club is limited to (200) parking spaces during the day.

The Club must be notified no later than **two weeks prior** if the Client intends to use busses or shuttles. If using large busses for guests' transportation, bus drivers must use every effort to be quiet and conscious of our neighbors when returning late at night.

Initial _____

No parking is permitted on Alexis Drive. Any vehicles left unattended on Alexis Drive are subject to tow.

Tips: Tips are not mandatory and at the discretion of the Client. If the Client feels the staff went above and beyond expectations and wishes to provide a tip then they may do so.

PAYMENT

Initial retainer due upon receipt of contract

75% payment of the estimated event charges due sixty days prior to event date

100% payment of estimated event charges due by seven days prior to event date

Final Payment of event charges (outstanding amounts and any additional charges incurred on the day) is due within seven days of receiving the final bill.

Any balance remaining twenty days after the event date, will be subject to a 10% finance charge compounded for each month that it remains outstanding.

Please make Cashier's Checks or Personal Checks payable to *Palo Alto Hills Golf and Country Club "Attention Catering" 3000 Alexis Drive, Palo Alto, CA 94304.*

*Please inquire for ACH Wire Transfer details and Credit Cards as alternative payment method. **All payments are non-refundable including the initial retainer.**

HOUSE CHARGE AND TAX

A mandatory house charge of 22% of food and beverage costs will be collected to pay for services rendered to the client. The house charge is taxable and will be applied to the final invoice.

(California State Board of Equalization Regulation #1603)

Applicable Sales Tax will be applied and reflected on the Banquet Event Order and Final Invoice.

CANCELLATION POLICY

In the event that the Client wishes to cancel this agreement and booking, a percentage of the total Food and Beverage amount will be owed to the Club, based upon the date of cancellation. A formal, written notice of cancellation is required by the Club and, once received, constitutes the date of cancellation.

Date of Cancellation

More than 3 months prior to event

2 - 3 months prior to event

1 - 2 months prior to event

Less than 1 month prior to event

Amount Owed

Initial Retainer

50% of total estimated food & beverage + room rental

75% of total estimated food & beverage + room rental

100% of total estimated food & beverage + room rental

PAHGCC reserves the right to cancel your event if the Client or related parties (included but not limited to: mother, father, planner, etc.) are no longer working towards the same goal and begin to interrupt the planning process. This includes, but is not limited to, threats and demeaning or aggressive behavior towards Club staff or any vendors contracted through PAHGCC.

Force Majeure: This agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party, including but not limited to, war, government regulations, natural disaster, civil disorder, or curtailment of transportation facilities to the extent that such circumstances make it illegal or impossible to provide or use venue's facilities. The ability to terminate this agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical, but in no event longer than ten days after learning of such basis.

Date Change: Event Date can be moved once within the calendar year in which the event is booked. The Client's request for a date change will not receive priority over a tentative hold. Written notice must be given (90) days prior to scheduled date or the Client is to incur cancellation penalties as stated in the Cancellation Policy.

Initial _____

HOLD HARMLESS

The Client agrees to indemnify and hold harmless PAHGCC from any and all claims of every kind. The Client and PAHGCC shall indemnify and hold the other harmless from and against any and all liability, loss, costs, expenses, including without limitation reasonable attorneys' fees and costs of suit, or damages however caused by reason of any injury (whether to body, property, or personal/business character or reputation) sustained by any person or to any person or to property by reason of any act, neglect, default, or omission of said party or any of its Consultants, agents or representatives. Nothing herein is intended to nor shall it relieve either party from liability for its own act(s), omission, or negligence.

The Client agrees to indemnify and hold harmless PAHGCC from any and all claims of every kind, which may be asserted against the venue arising from or incident to the patron's use of the premises, or arising during the use of the premises, except those caused by the acts of the venue or its representatives.

No Warranty: The Facility is provided "AS IS", "WHERE IS" and without warranty as to the suitability of the facilities for Client's intended use. The Client shall be responsible for the repair and/or replacement of the facilities to the extent of the repair or replacement resulting from the Client or its agents, contractors, employees, invitees, or subcontractors' negligence, misconduct, misuse, abuse, or breach of the terms and conditions of the agreement. The Client is responsible for the behavior and actions of their guests.

PAHGCC has the right to exclude or reject any and all objectionable persons from the premises without liability.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

PAHGCC agrees to use to its "good faith" efforts to ensure its compliance with the requirements of the Americans with Disabilities Act, its regulations and guidelines.

ACCEPTANCE

This Agreement will constitute a binding contract between both parties. All rooms and spaces referred to herein are not confirmed until the fully executed Agreement and retainer are received.

PAHGCC and ***the Client have*** agreed to and have executed this Agreement by their authorized representatives as of the date indicated below.

Printed Name: _____

Signature: _____

Date: _____

Initial _____



AUTHORIZATION AGREEMENT FOR CREDIT CARD PAYMENT

Event Date: _____ **Event Contact:** _____

if applicable:

Member Name: _____ **Member Number:** _____

I (we) hereby authorize Palo Alto Hills Golf & Country Club, herein called Club, to charge my **credit card** below and if necessary, credit entries for any errors to my (our) account indicated below. Payment via credit card is subject to a 3% convenience fee which will be charged in your account.

Card Holder Name: _____

Card Billing Address: _____

Credit Card Name (circle one) Visa / Mastercard / Amex / Discover / Other _____

Credit Card Number: _____

Expiration Date: ____/____/____ **CVC Number (3-digit code):** _____

This authority is to remain in full force and effect until the CLUB has received written notification from me (or either of us) of its termination or until the event has concluded and been paid in full.

Print

Signature

Date

Print

Signature

Date

Note: Preferred method of payment is via check or direct wire. Credit card payments are offered and will be assessed a 3% processing fee. A credit card authorization form will be collected for all events *not* billed through a member account and will be used for payment if a check or direct wire has not been received for deposits or final payment per the terms of the contract. If your preferred method of payment is credit card, please advise.