

## **PMC Board Meeting September 6, 2006**

Present: Trinity Pokusa (President), Rachel Back (Vice President), Amy Kemmerer (New Member Coordinator), Lori Wagner (Community Liaison), Tanya Orsini (Webmaster), Sarah Facio-Davis (Publicity, Business Ads), Janis Walters (Playgroup Coordinator), Rowena Klar (Fundraising Coordinator)

Absent: Jodi Frost (Secretary), Claire Gago (Treasurer), Vanessa Dodge (Co-Newsletter Editor), Jenny Belforte (Co-Newsletter Editor), Patricia Babishkin (Co-Program Coordinator), Adee Swanson (Co-Program Coordinator), Chrissy Minick (Co-Event Coordinator), Allison Cremona (Co-Event Coordinator)

Meeting was called to order at 7:10 p.m.

### **Old Business**

#### **The August Board Meeting minutes were unanimously approved.**

- It was discussed that in the past, an e-mail was sent to the Yahoo Group to announce when minutes have been posted on web site. E-mail included a link so all members could easily review minutes. Trinity will look into having the Webmaster, Secretary or President send out such an e-mail each month.

#### **Treasurer's Report (Trinity)**

- \$250 income from new members.
- \$4,080 from renewals. Renewals still coming in.

#### **PMC Family BBQ recap**

- Event and Program coordinators were not present to discuss.

### **New Business**

#### **PMC By-Laws (Trinity)**

- By-Laws need to be revised as many job descriptions are inaccurate.
- A few job descriptions will be discussed at each meeting, and then Trinity will compile all the updates. Board members will then need to review all proposed changes and approve the revised By-Laws.
- Three board members presented proposed changes to the following job descriptions: Vice President (Rachel), New Member Coordinator (Amy), Database Guru (Amy), Playgroup Coordinator (Janis)
- All other Board Members need to review their job descriptions as posted in the by-laws on the website and bring suggested changes to the Oct. Board Meeting. Trinity and Rachel will review non- Board position job descriptions.
- All notes on revisions were given to Trinity so she can compile all revisions for review and approval by all Board Members.

### **Website (Tanya)**

- Webmaster is overwhelmed by the number of photographs being submitted for posting to the website. Photos are also filling up a lot of space. It was suggested that Club Photographer review photos and select a small number from each event, rather than submitting all photos taken. All photos submitted should also be in the same format. Trinity will discuss this with Sheri.
- Discussed the possibility of offering newsletter business advertisers the chance to place a link or logo on our website for an additional fee. Another idea was to offer an exchange (place PMC link on their website and we'll do the same).
- Tanya will look into placing a counter or other feature so we can learn more about the sources of our web site traffic.
- Rowena offered to research registering keywords with search engines to lead people to our site.

### **Playgroups (Janis)**

- Janis is coordinating winter indoor play space with REG again this year. Rate will remain the same as last year (\$1,500).
- It was suggested that typical pre-school schedules (MWF or TTH) be taken into consideration when scheduling REG days so all have the opportunity to use the space.
- Janis will determine location of PMC toys purchased last year for REG space.

### **Fundraising (Rowena)**

- PMC will have a booth at Hollywood and Vine event on Oct. 7 from 9am-3pm. Large event that attracts over 500 artisans. Researching options to sell breakfast/ bake sale items and possibly lunch items. Starbuck's has donated coffee and an employee to help staff the booth. Albertson's donated \$25. Noah's will also donate.
- Rowena will set up booth at 8am, but needs volunteers to help staff booth. Unfortunately event conflicts with PMC Fall Carnival so recruiting volunteers to staff booth will be a challenge. It was suggested that Rowena try to recruit members who might not be interested in the Fall Carnival (expecting mothers or mothers with newborns).

### **Open Board Positions (Trinity)**

- One of the two event coordinators will be moving out of the area, so we need to recruit Event Coordinator volunteers to help Chrissy. Trinity has posted a few messages on Yahoo Group. Trinity will attend the New Member Social and try to recruit some new members to volunteer.
- It was suggested that we consider recruiting members to join committees to plan upcoming events (Halloween Carnival, Egg Hunt, Spring Tea) if we are unable to fill the Event Coordinator positions soon. Another idea was to seek assistance from prior Event Coordinators until we fill the positions.

Meeting was adjourned at 8:25 p.m.