



Board Meeting Via Zoom

Friday, February 17th @ 12pm

## MINUTES

**In attendance:** Karen Freedman, Bobbie Boatwright Harris, Charlene Bennette, Linda Donaldson, Terry Laretta, Eileen Swiler, Katy Byrd, Vicki Lowe, Sandy Sheets, Ashley Laretta, Jessie Gomez

**TREASURER REPORT:** Main checking has **\$18,448.64** / Savings **\$250.71**, still updating QuickBooks

**President Report:** NA – Emily Crain is on maternity leave for a little bit.

### **Old Business:**

- A.) Nominating Committee gave us an update on search for new board members and the search continues to fill all positions.
- B.) Membership: Linda Donaldson gave an update on upcoming events both Feb.'s DEI event on Tuesday, 21<sup>st</sup> at Beacon Hill and March's event on Sunday 26<sup>th</sup> from 2-4 in Mulberry, RCMA Community Center with Dani Higgins as speaker.

### **New Business:**

- A.) Approved location for the annual meeting to be at **Grassland Country Club on Wednesday, April 26<sup>th</sup>** from 10:30 to 2:00p.m. Vicki Lowe volunteered to make contact with Grasslands to reserve date, menu, and layout for event.
- B.) Approved of theme and speaker for the annual meeting to be women's health and it was agreed that Amy Winetroph with Progress Florida should be asked to be speaker. Eileen Swiler will reach out to see if she is available to speak.
- C.) The budget committee was formed. Terry Laretta, Jessie Gomez, and Sandy Sheets will meet separately to create a proposed budget that will be approved of at the annual meeting.
- D.) A discussion was had on who should be trained to use QGiv and it was decided that it should be made policy that the President, Vice President, and Treasurer be the three people who are trained. The QGiv app has customer service and tutorials that can assist in the training. Terry Laretta will change the QGiv template in preparation for the annual meeting.
- E.) Ashley Laretta presented to us and discussed the usefulness of having a more user-friendly webpage platform. At present we are using Weebly which is geared more to companies that sell things and is difficult to edit. We have paid for the use of the Weebly platform good thru June 2024. During the next year Ashely will get quotes and present to the new board options for webpage change. In the mean time she will make modifications where she can on our present webpage using coloring, fonts and other LWV standardized options that can be found on the LWV FL webpage. If we do keep Weebly as our platform it was suggested that we take screenshots and use word docs to explain a step by step on how to make modifications so that it is available for any future webmasters use. A motion was made to create a Communications Committee with Ashley Laretta and Jim Byrd being in charge of all social media platforms, Mailchimp, and the Newsletter. The motion was seconded by Sandy Sheets and approved by the board. A motion was also made to approve the purchase of a Mailchimp upgrade (\$26 plus tax for two months) so that we may add an additional admin email so that we may properly utilize Mailchimp. The motion passed. This upgrade will be added to next year's budget so that it can continue into the next year.
- F.) Bobbie Boatwright Harris will review last year's minutes and read minutes at annual meeting.

- G.) Pamphlet for annual meeting: Andy Crossfield use to be the person in charge of the editing and printing of the annual meeting pamphlets, however, he is no longer with the League. He did forward to Jessie Gomez the documents both through pdf format and Google docs. Sandy Sheets volunteered to review what Andy sent and see if the documents can be integrated into her editing program in her office. Jessie Gomez is to forward docs to her.
- H.) Jessie Gomez was asked to be lead on assuring that deadlines are met. All preparatory documents for the annual meeting have to be ready by our next board meeting and distributed to LWV Polk members no later than **MARCH 27<sup>th</sup>** (that is 30 days prior to the annual meeting).

**NEXT BOARD MEETING: FRIDAY, MARCH 17<sup>th</sup> @ 12:00pm via Zoom**

Meeting adjourned