

August 16, 2024
BMJCA Board Meeting
Agenda

Agenda items from Nancy & Jenny:

#1. Annual meeting. (date of the meeting needs to go out to members)

Note from Jim: Highest order of business at this time is to plan/organize the details for the upcoming Annual BMJCA organization meeting & sending notification to all members regarding date/time/place of the meeting.

Best practice for sending event invitation = minimum 2 – 3 weeks in advance???? That means that a written notification to members should be in the mail by the end of this week! How is that going to happen? Send a simple “Word” document with the meeting/event announcement information + the updated BMJCA Membership Form. Who will print this? Who will print mailing labels? Who will collate, stuff envelopes, attach mailing labels & stamps...and take to the post office? Volunteers????? (how many members on the list to receive these?) *See Annual Meeting/planning tasks at end of the agenda.

#2. News letter. (can we get the newsletter prepared, and ready to send via email?)

#3. Email blast (membership and newsletter-there are forms at the Mercantile)

#4. Website. (12 week timeline for it to be created and completed)

#5. Financials

#6. Logo and swag. Will we be using one of the logos that Paul designed or does Debbie have one ready to go?

#7. Financials

#8. Membership mailer

***Annual Meeting/Event Planning Tasks:**

- ✓ Make assignments for sending out communication
- ✓ Make assignments for organizing food and other supplies (check what supplies we have in storage & determine what we will need to purchase)
- ✓ Make assignment for organizing site cleanup & maintenance the day before the event. (bathroom, outdoor raking, clean tables, clean kiosk, etc.)
- ✓ Make assignments for set- up the day of the event.
- ✓ Make assignment for trash can duty during & clean-up after the event.
- ✓ Other:

BMJCA Meeting Minutes from Friday, August 16, 2024

Present: Jim Conery, Jon Wrynski, Melissa Gebicke, Jenny Keen and Robin Clayton

Absent: Nancy Mendonca, Kevin VanderVeldin, Mike Reynolds, Debbie Adams (resigned Paul Zigler, President)

The meeting started at 7:07pm

Discussed options for an Annual meeting.

Decided @ the Volunteer Fire Station, Sunday, Sept, 1 2024 to do a FREE to the Community Ice Cream Social from 1-3pm. Jon motioned – Jim 2nd, all in favor.

Jenny Keen to do a flyer for meeting to add to the Membership form that is ready for mailing. Jim Conrey to do labels for mailer.

Melissa suggested 1 Porta-potty. Jim stated he had checked on prices and it should be around \$99, Jim to take care of that.

Need to reach out to Debbie and ask if Shubert's can participate in our ice-cream social, cost or donate any items or supplies.

Discussed doing raffle prizes, since Debbie is in charge of raffles, need to discuss this with her so she if we/she can pull it off on short notice. Jenny suggested we do the each Board Member donate 1 prize like last year. And collect any others they think may be donated.

SWAG BOOTH – Again, since Debbie heads up SWAG discuss with her @ this Sundays meeting what we/she can do. Need volunteers. Jon W will as his wife Colleen as she helped with SWAG last year.

Nancy and Melissa will both be gone during the Annual Membership meeting.

Need a Membership booth set-up. Since Jenny is Treasurer, I will take care of a Membership table and also sell raffle tickets as well at same table. I will get a money box there and have 1 available for SWAG.

Discussed Annual Membership mailer: Jenny has printed 250 Membership forms for 2025, has envelopes and stamps ready to go, held off on mailing them our due to the Park Fire. Jim will print labels from the Membership list I have from Paul. ***UPDATE I received around (25) 2023 & 2024 Membership forms from Liz over the weekend and updated our list.** We will also need return address labels Jim. I will make up a ½ sheet Word doc to stuff into mailer for an Invite to our Annual Meeting. Jim to do group email and possible attach the flyer (if ready), newsletter (if ready) and the 2025 Membership form.

Jim Conrey paid for and donated 1 year of Unlimited Zoom meetings for BMJCA @ \$160.00. Next year BMJCA is to pay if needed.

Jim Conrey received a bill and notified this has been ACH'd from his account from GoDaddy for a 5 year contract for \$3299.40 that's \$659.88 per year, \$54.99 per mo. He will email a bill/supporting docs to Jenny Keen and advise what this covers.

Financials: Board went over the Ledger Jenny emailed out a few days before the meeting. Board seemed to like the format. Questions were:

- 1) Jim questioned why the Liability Ins was ACH'd. Jenny advised I have a email into Liz to get policy docs to see coverage and ask if there are anymore bills coming for Liability Insurance.

Newsletter: Jim suggested maybe we do another Newsletter in December. Debbie in charge of Newsletter, wasn't able to make this meeting, but sent what she had created so far and asking for feedback.

Jenny Keen to start a tracker with Paid memberships, and amounts donated to Green Waste, emergency preparedness etc...**UPDATE.....our current Membership list already has this Build In, I will just notate it on the Ledger provided to the Board each month.**

Next meeting: Sunday, August 18th @ 10am via Zoom, set-up by Jim for those who could not attend tonight.

Next meeting: Saturday, Oct 5th @ 10 set-up via Zoom.

Melissa asked about Bingo as there was another date set for Thursday, Sept 14th. Robin to ask Paul where BINGO items are and confirm they were donated. Per Robin, Paul donated the items and will have someone get them, he was texting Sam @ the Bambi and she had Bingo night the same night as the Annual Membership meeting. **NEED TO CIRCLE BACK TO THIS IF WE WANT TO MAKE THIS HAPPEN.** Board did agree weekdays including Fridays didn't make much sense for BINGO, would prefer Saturday.

Colby Mtn Look-Out Towers 90th Anniversary and Kenny Jordan 40th Anniversary event/cruise was scheduled for Saturday, August 17, 2024, but has been post-poned due to post-fire work being done in the area per Mike Maloney on Facebook. Board agreed to Honor Kenny with possibly a gift basket.

ITEMS TO DISCUSS SUNDAY:

Debbie – status of Logo for SWAG

Per Melissa people asking for zip-ups, kids sizes etc....

Debbie – Newsletter

***Majority of the Board agrees to try and limit emails. Unless something needs to be asked, advised or discussed before our next meeting, items should be saved and added to the next Agenda and discussed so replies and comments can be added to meeting minutes.**

Meeting ended @ 8:24pm

Minutes taken by Jenny Keen