Soroptimist International of Chico, Inc.

Business Meeting Agenda

Wednesday, June 17, 2020

Zoom Meeting https://zoom.us/j/6703226116

Approved xxxxx

CALL TO ORDER:

- Meeting called to order at xxxx p.m.
- Pledge of Allegiance
- June Birthdays
- Parliamentarian: Quorum met/not met

RECORDING SECRETARY – MINUTES – Nancy Hanson

- The Minutes of the Business meeting, held Wednesday, June 3, 2020, were distributed for membership review in the eBlast of Tuesday, June 16, 2020. Hearing no corrections or additions, the Minutes were approved as distributed.

PRESIDENT – Carrie Pavis

- End-of-Year Comments

PRESIDENT–ELECT – Billie Araiza

- Committees
- Contract with Elks
- **Motion 49:**

  Move that SI Chico approve the following slate for the 2020/2021 Board:

  Shawn Murphy: Treasurer-Elect

  Maureen Duquette: Corresponding Secretary

- Parlimentarian
- End-of-the-Year Comments

VICE PRESIDENT – Sara Beacham

- No agenda items submitted

TREASURER – Joan Stoner, Gayle Aylward

- Treasurer's Report presented at the June 15, 2020 Board Meeting was reviewed. The report and financial statements for the period ending June5, 2020 reflect a balance of $254,734.80; financial reports are attached to the agenda. No corrections or additions were heard. Treasurer's Report stands as filed.

CORRESPONDING SECRETARY –

DIRECTOR DELEGATES – Jeanne Smith, Kimm Randle, Vanessa Haro,Bev Rozendaal

- End-of-Year Comments

COMMITTEE ANNOUNCEMENTS / MOTIONS

- **Admin. – Joan Stoner Gayle Aylward**
    - **Motion 44**

      Move that SI Chico accept the contract proposal from Joyce Brown for professional maintenance of the SI Chico website beginning July 1, 2020 for the annual fee of $1000, paid quarterly in arrears.

      (Proposal attached to this motion)

    - **Motion 48:**

      Move that SI Chico honor in 2020/2021, the remaining prepaid lunch tickets from 2019/2020. This is an exception for 2020/2021 because of the cancelled meetings.

Motions passed at the Board Meeting. For membership information only:

Policies/procedures for management of post office box keys/access

Motion 45

Move that: SI Chico approve the following policies/procedures for the SI Chico mailbox keys and add the polices/procedures to the SI Chico Handbook. Location in Handbook to be determined.

Mailbox Keys Policies and Procedures

1. Two mailbox keys are issued to SI Chico.
2. Mailbox Keys are assigned at the beginning of each club year to the following:
    a. Corresponding Secretary
    b. President-Elect
3. When mailbox keys are issued:
    a. Each Key is signed for when it is issued
    b. Signer agrees to return the key at the end of the Club year (June 30th)
    c. Signer agrees that if they lose the key or don't return it prior to June 30th they will be financially responsible for paying to have the mailbox lock replaced.
4. Treasurer-Elect will be responsible for the following:
    a. Issuing and collecting the mailbox keys and related forms from the Corresponding Secretary and President-Elect each Club year.

b. Providing a copy of the signed and dated form to the signer when:
   I. Issuing the key (Beginning of Club Year)

   II. Collecting the key (End of Club Year)

c. Keeping a hardcopy of the signed release forms and uploading a copy of the signed forms into Dropbox.

Amend SI Chico Handbook, Board member job descriptions.

Motion 46

Move that: SI Chico approve the following amendments to the SI Chico Handbook.

Under Section 2: Board of Directors Job Descriptions, II. President-Elect, **ADD:**

G. be assigned a post office mailbox key and follow the policies and procedures outlined in Section (TBD) of the SI Chico Handbook.

Under Section 2: Board of Directors Job Descriptions, V. Treasurer-Elect, **ADD:**

J. issue and collect the two(2) post office mailbox keys and follow the policies and procedures outlined in Section (TBD) of the SI Chico Handbook.

Under Section 2: Board of Directors Job Descriptions, VIII. Corresponding Secretary, **ADD:**

E. *be assigned a post office mailbox key and follow the policies and procedures outlined in Section (TBD)of the SI Chico Handbook.*

Amend SI Chico Handbook, SI Objectives Committee job description.

Motion 47

Move that: SI Chico approve the following amendment to the SI Chico Handbook, Committee job Descriptions as follows:

Under Section 3: Committee Job Descriptions, K. SI Objectives, 12. Membership, c. Retention, **add :**

8. Develop dates and locations for the weekly Drop in Summertime Lunch schedule to be publicized to the membership by June 1st of each year. Consider member owned restaurant locations if possible. Use E-Blast, member only Facebook page or other methods to publicize.

- **Events- Sue Ligon, Cyndi Murdoch, Mickie Rowland**
  - Installation/Picnic August 23rd at Merlo Park @ 11:00
  - Attendees will provide their own picnic lunch, drinks, tablecloths & utensils.
  - Retreat: One day event at Canyon Oaks

- End-of-Year Comments

- **Communications-Joyce Brown**
  - Google - My Business
  - End-of-Year Comments
- **Giving – Kim Huber, Carol Burr**
  - End-of-Year Comments
- **Fundraising – Bonnie Chapman, Lupe Medrano**
  - End-of-Year Comments
- **SI Objectives – Sandi Decker, Linda Kerch**
  - End-of-Year Comments

UNFINISHED BUSINESS

Motion 26: Move that SI Chico Approve the following amendment to the Bylaws Article VI Meetings: add section 5

Article VI: Meetings

Add Section 5. Virtual Business Meetings. When it is not possible to hold a face-to-face Business Meeting, the President may convene a virtual meeting to vote on motions approved by the Board and/or present New Business. The agenda distributed on the e-blast will include information about why the Board approved the motion. Members may direct questions to the Committee Chairs that forwarded the motion to the Board by 5 p.m. the day before the meeting. The agenda will include a link to the application being used to tally the vote. Members will have 24 hours to vote yes or no. One half plus 1 of a Business Meeting Quorum must vote to approve or decline motion. The vote will be reported to the membership in the next e-blast.

NEW BUSINESS

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ADDITIONAL BUSINESS

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There being no further business, President Carrie adjourned the meeting at xxxx p.m.

(signed) Nancy Hanson
Recording Secretary

Attachments: Motions xxxx
Treasurer's Reports – Dates