



**Board of Directors Meeting Minutes  
November 15, 2018 @ 2PM @ Habitat for Humanity**

**Attendees:** Jennifer Lohse, Gina Hansen, Kathy Janssen, Jessica Dennes, Jill LaBrie

**Absentees:** Carlos Chavez, Theresa Ulloa, Alexei Marquez,

1. The meeting was called ot order at 2:35PM, noting quorum was present.
2. **A motion was made, duly seconded and passed unanimously to approve the following motions in the consent agenda:**
  - a. **To approve the August 17, 2018 Board of Directors minutes as presented.**
  - b. **To accept the Program and Events Committee minutes from October 19, 2018.**
3. Financials were reviewed and accepted as presented.
4. The 2019 Officer and Leadership Slate was discussed.
  - a. **A motion was made, duly seconded and passed to refer to the annual membership meeting the following slate of individuals to hold office for the 2019 calendar year.**
    - i. **President: Jill LaBrie to replace Jennifer Lohse**
    - ii. **President Elect: Jessica Dennes to replace Jill La Brie**
    - iii. **Secretary: Jennifer Lohse, to replace Carlos Chavez**
    - iv. **Treasurer: Carlos Chavez, to replace Theresa Ulloa**
  - b. **A motion was made, duly seconded and passed to refer to the annual membership the following motion to nominate the following individuals to the 2019 Board of Directors as Members-at-Large for a one-year term:**
    - i. **Alexei Marquez**
    - ii. **Kathy Janssen**
    - iii. **Heidi Garrish**
    - iv. **Haley McCachern**
    - v. **Tori Carlson**
5. A discussion was held about the incredible work of the Program and Events Committee and it was noted General Liability insurance was purchased as approved by the board for \$771.00.
6. The meeting was adjourned.

A handwritten signature in cursive script that reads "Jennifer Lohse". The signature is written in black ink and is positioned above a horizontal line.

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Submitted by Jennifer Lohse, President

**Attendance:** Diane, Sharon, Gina, Jessica and Jennifer

### **Southern Arizona Volunteer Recognition Event**

#### Award Nominations

- Only 8 nominations so far
- Found that the nomination link was buried under a lot of text and that it took 5 clicks from the website (and the email) just to get to the nomination form.
- Group drafted a short, simplified email sent to SAVMA members encouraging them to nominate people today
- From now on, every email sent out MUST include sponsor logos – there is a template on Mail Chimp that Jennifer made that must be used

#### **Schedule for future emails regarding the event**

Week of:

10/22: Nominate Today – DONE

11/14: Nomination DUE

12/17: Winners and Registration Reminder

1/7: Keynote Speaker and Winners

1/14 – Email to SAVRE Attendees

1/18: Event Recap Email (TY to sponsors and participants)

10/29: Separate Email to EDs encouraging them to nominate the Volunteer Administrator, Corporate Organization, Nonprofit Org. – Send to Program and Events Committee Members

#### **Photography and Videography**

- Gina found a photographer – Michael Kloth
- **Need to order a step and repeat backdrop of SAVMA logo – need to ask him what we need – Sharon knows Ken Gouda who can possibly get the logo redone, Tori will also look into it**
- Award winners will get two photos, 1 on stage receiving the award and another photo with family/friends/colleagues AFTER the event
- High definition videos will be 1.5 minutes long – will feature winner being interviewed, shown doing volunteer work with b-roll and photos,
- Photographer will have to travel to 5 spaces to capture video of all 5 winners
- Gina will negotiate up to \$3,000 to get him to go to the places
- Separate files NEEDED for EACH winner so that we can play them at the event more easily

#### **Name Tags for Registration:**

- Name tags will be printed day before
- Table Captains will be emailed individually to get names of attendees

#### **Awards Committee:** 4 people; committee search is closed

- Tori is communicating with committee members
- Tori will create a rubric
- Committee will meet after 11/15 at a specified location; lunch will be paid for by Tucson Foundations
- Judges need to be acknowledged in the Event Program!

#### **VENUE:**

Gina will follow up with Mary – will ensure that the TCC has the flags posted, that we have paid the deposit and will look for the contract

#### **Agenda:**

Committee looked through the agenda and continued to make changes to ensure that our program will fit into an hour and a half timeframe

**Next Meeting: November 2nd, 2:00 p.m. Tucson Foundations Meeting will end at 4:00**

Committee Roster:

Name	Email
Jessica Dennes	<a href="mailto:jdennes86@gmail.com">jdennes86@gmail.com</a>
Theresa Ulloa, Treasurer	<a href="mailto:theresau@emergecenter.org">theresau@emergecenter.org</a>
Gina Hansen	<a href="mailto:Gina.Hansen@pima.gov">Gina.Hansen@pima.gov</a>
Haley McCachern	<a href="mailto:Haley.McCachern@childrensclinics.org">Haley.McCachern@childrensclinics.org</a>
Diane diamond	<a href="mailto:diamondsinaz@yahoo.com">diamondsinaz@yahoo.com</a>
Ina Patton	<a href="mailto:ipatton@grmtucson.com">ipatton@grmtucson.com</a>
Mary Rodenboh	<a href="mailto:mrodenboh@gmail.com">mrodenboh@gmail.com</a>
Kathy Janssen	<a href="mailto:kjanssen@hssaz.org">kjanssen@hssaz.org</a>
Heidi Gerrish	<a href="mailto:hgerrish@lss-sw.org">hgerrish@lss-sw.org</a>
Carlos Chavez	<a href="mailto:Carlos@tucsonbiggs.org">Carlos@tucsonbiggs.org</a>
Paul Miller	<a href="mailto:PMiller@arizonaschildren.org">PMiller@arizonaschildren.org</a>
Tori Carlson	<a href="mailto:Tcarlson@icstucson.org">Tcarlson@icstucson.org</a>
Sharon Foltz	<a href="mailto:wb50az@hotmail.com">wb50az@hotmail.com</a>
Jennifer Lohse	<a href="mailto:jennifer@tucsonfoundations.org">jennifer@tucsonfoundations.org</a>

## 2018-2019 Programs and Activities:

- 1/18/2018: Elaine Walsh: Tapping into the power of an effective volunteer communications plan
- 2/15/2018: Ken Briggs: The Power of the Service Enterprise Model
- 3/15/2018: Linda Llewellyn, Founder of Celebrate Volunteers: RECOGNIZE your volunteers
- April 15-21, 2018: Volunteer Appreciation Week
- 5/17/2018: Alexei Marquez: Working with Wildcats and What to Expect
- 6/21/2018: Sven Olson: Self Care for Mortals
- 7/19/2018: Happy Hour and socializing, Reforma Cocina y Cantina
- 8/16/2018: Rachel Cheeseman: Meet your local Volunteer Match!
- 9/20/2018: Tim Medcoff: #MeToo Movement and Lessons Learned
- 10/23/2018: ALIVE Hybrid Conference
- No October 18th meeting
- 10/19 and 20th: Days of Caring
- 11/5/2018: International Volunteer Managers Day
- 11/15/2018: AZ Summit on Volunteerism and Civic Engagement Recap
- 12/6-12/7, 2018: Governor's Office of Youth, Faith and Family: Arizona Summit on Civic Engagement and Volunteerism
- 12/6/2018: Annual Meeting and Holiday Party

## 2019 Programs and Activities:

- January 17, 2019: Southern Arizona Volunteer Recognition Event
- February 2019: Tori Carlson: What a CVA Can do for You
- March 2019:
- April 7-13, 2019: Volunteer Appreciation Week
- April 11, 2019: Volunteer Appreciation at the Zoo
- July 18, 2019- Summer Professional Development and Happy Hour Mixer, provides one on one coaching for résumé, networking, LinkedIn and more
- Fall 2019- Volunteer Recruitment Fair

SAVMA Income and Expenses

Income and Expenses Start Date: 1/1/2018

Income and Expenses End Date: 11/13/2018

Account	Title	Amount
4000	Direct Contributions	\$ -
4200	Revenue from non-gov't grants	\$ 1,000.00
4400	Revenue from indirect contributions	\$ -
4500	Government Grants	\$ -
5100	Program Service Fees	\$ 723.07
5200	Membership Dues	\$ -
5210	Individual	\$ 520.68
5220	Organizational	\$ 1,542.74
5230	Collegiate	\$ -
5240	Supporting	\$ -
5310	Interest Income	\$ -
5800	Special Events Income	\$ 13,859.30
TOTAL INCOME		\$ 17,645.79

Expenses		
7500	Fees for Service: (non-employees)	\$ -
8100	Office Expenses	\$ -
8120	Printing and Production	\$ -
8140	Postage and Shipping	\$ (82.00)
8300	Advertising & Promotion	\$ (20.00)
8310	Travel Expenses	\$ -
8400	Information Technology	\$ (190.00)
8600	Conferences & Meetings	\$ (1,190.28)
8670	Fees	\$ (10.00)
8700	Special Events	\$ (1,391.85)
8930	Insurance	\$ (770.00)
	Donor, Member and Volunteer	
8940	Recognition	\$ (108.00)
8950	Miscellaneous	\$ (100.00)
TOTAL EXPENSE		\$ (3,862.13)
TOTAL NET REVENUE		\$ 13,783.66