

MINUTES

March 13, 2016

Lambda Center

Board of Directors

Board Members present: Tom A. (Chair), John F. (Secretary), Dave U. (Secretary-Elect), Kathi S. (Treasurer), Laurel K. (Secretary-Elect), Mat W.(Membership), Mikey W. (Fundraising).

Board Members not present: Paul T. (Chair-Elect)

Corporate Officers present: Lynette Ross (Corporate President), Lisa McDugald (Chief Technology Officer)

Members and visitors present: Lloyd G., Melinda, Grainne M., Negar S, Sam B, Ron B

Call to Order: Tom A opened the meeting at 5:02 pm.

Confirmation of a Quorum of the Board: John F. confirmed that a quorum of the Board was present.

SECRETARY'S REPORT:

Presented by John F. (Secretary)

- The Minutes of the Board of Directors Meeting for February 14 were submitted for approval.
- Some minor corrections were brought up and will be made before posting them. Motion was made to accept the corrected Minutes by Mat W and seconded by Kathi S. Motion was passed unopposed.

OPERATIONS COMMITTEE REPORT:

Presented by: Tom A. (Chair)

- Tom informed Grainne of the Boards decision to not move forward with having GreySheeters Anonymous meetings held at Lambda Center.
- Some of the reasons for the decision were based on Lambda Center's Statement of Purpose and the possibility of creating a possible problem with parking for the existing meetings which take place at the Center.
- Discussions began in regard to a variety of topics
 - It was discussed that on the Statement of Financial Position report that the line listed as Member Pledges will be changed to Membership Payments.
 - Kathi S will be e-mailing Charlie Cole, so the Master Administrator for QuickBooks can be changed from Charlie C to Lisa Mc (CTO).
 - The handling of mail was discussed, when it was determined that the Release of Lien for the payoff of the building was sitting on the ledge of the coffee shop.

- Lynette R indicated it would be a good idea to have a holder of sorts for incoming mail, so the incoming mail is not placed ‘somewhere’ on the top of the desk and is put in a specific bin or holder.
 - A recommendation was made that all of the important documents (such as insurance policies, safety documents and the like) are all scanned and saved as files in the cloud storage.
 - Mat W. recommended the need for Lambda Center to have an Operation Manual for Procedures for each of the positions of Board Members. This document may be saved in the cloud so when the annual changes in the Board Members takes place, there is a standard of what is the responsibility of the position and how the duties are executed.
 - Cash handling procedures (including deposits) are being reviewed by Laurel and Lynette R.
- Bids will actively be sought to get the replacement costs for the units. Tom will actively seek bids to see what the associated costs are if one of the units fails.
- The ‘Event Insurance’ for Houston Roundup was discussed whether the 1,300.00 per year that the Houston Roundup was a necessary payment, because the liability insurance in place at Lambda Center. There is a possibility that ‘off premises’ and hotel coverage may be added as an addendum at no additional cost. Tom will check the limits of the newly written, existing policy to see if the purchase of a separate policy is warranted by Houston Roundup.
- To free up room availability, the possibility was discussed of having cubicles where sponsor and sponsee meetings can take place.
- The remaining donated trees which have not been planted may be placed in planters flanking the front door. Mikey W will look into a container which may be used to hold the trees and have a covering over the surface to prevent cigarettes and trash from being dropped onto the surface of the soil.

MEMBERSHIP REPORT:

- Mat W is working on updating the Lambda Center Website including updating the Meeting Schedule.
- Mat proposed the development of a monthly newsletter/ e-mail to connect to the membership. The newsletter will include topics such as:
 - Upcoming events
 - Career and Volunteer information
 - Maintenance reports and updates along with requests for upcoming expenses
 - Feature one or more of the upcoming birthday celebrants and have them discuss the number of years of sobriety they have and what their sobriety means to them.
- The newsletter concept was unanimously approved.
- The option of having a closed group Facebook page for Lambda Center was discussed with the understanding that all posts will be reviewed and approved before actually being posted. It was agreed that this is a good idea. Dave U and Mikey W both volunteered to review and approve the posts.
- Membership numbers:
 - 412 total members
 - 201 active members
 - 18 pending memberships
 - 219 total active members

- It was discussed, that when a person logs on to the WiFi at Lambda Center, that a pop up may prompt the user to become a dues paying member of Lambda Center prior to their use of the WiFi.

CHIEF OF TECHNOLOGY'S REPORT:

Presented by Lisa Mc. (CTO)

- The new computer was purchased and will be installed soon.
- Lisa asked Mikey for help with something to lock the new computer in place at the desk to help prevent it from being removed.
- It was agreed that a new scanner with a document feeder will be purchased to aid in the uploading of important documents to the Cloud.
 - Mikey W made a motion to set aside 400.00 for the purchase of the scanner and this was seconded by Kathi S. The motion carried and was unopposed.

FUNDRAISING REPORT:

Presented by: Mikey W. (Fundraising)

- Easter Brunch and Bonnet Contest will be held on Sunday, March 27, 2016 starting at 12:15. The event will be judged by three (3) individuals.
- There was a contribution of 350.00 earmarked for the Easter Brunch and Bonnet Contest and Mikey will purchase gift cards for the winners of the contest.
- Kathi S. made a motion to approve spending 300.00 on purchased necessary for the brunch and that was seconded by Dave U. The motion carried unopposed.
- A Talent Show will be upcoming in the month of April.
- It was announced that Marc S. is interested and is qualified to fill the position of Fundraising-Elect. We will have a special Membership Meeting on Birthday Night at 6:45 p.m. to try and fill both open positons of the Board.
- John F. will print the announcement, send a copy to Mat W to post on the website and a copy to Lisa Mc to be sent as an e-mail blast.

TREASURER'S REPORT:

Presented by: Kathi S. (Treasurer)

- The financial statements were reviewed in detail.
- It was brought up that to avoid possible confusion, the heading of Member Pledges on the Statement of Activity will be changed to read Member Dues.

NEW BUSINESS:

- Lisa Mc will have a form available from the State of Texas, which can be presented when purchases are made so sales tax does not need to be paid on a purchase.
- Lloyd G. will donate the funds necessary to purchase two (2) wireless microphones for events. The microphones were estimated to be \$147.00 a piece.

MEETING ADJOURNED:

- A motion to adjourn the meeting was made by Mikey W. and was seconded by Kathi S. The motion passed.
- Meeting adjourned at 6:30pm.