Meeting date/ time: February 7, 2018; 10:00-11:45

Attendees: Mary Alice Moore, Chairperson; Lynda Watson; Renae Russell, Carole Chalupnik, Sandy Hendrickson, Michelle Hooper

| **AGENDA ITEM** | **DISCUSSION** | **ACTION** | **RESPONSIBILITY** |
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| 1. New Members
	1. Status of new applicants
	2. Guest and New Member ribbons
	3. New Member folders
	4. Name tags
 | * 1. No new applicants at this time
	2. Current supply is adequate. Get more letters and ribbon fabric as needed.
	3. Pocket folders were purchased from Walmart for $.37. Members stuffed 20 folders with the following information: New Member Handbook, USPS Application, Interests Survey, “How to…”, Acronyms & Terminology, Elective Courses, Advanced Grade Courses, USPS Squadron Organization Chart, and 2 business cards. Mary Alice is storing the supply at her house.
	4. Following discussion on how to streamline paying for nametags it was decided to ask Sandra Lee’s if they would email an invoice directly to the Squadron Treasurer for payment. No reimbursement form with an officer signature is needed since the cost of name tags is included in the Membership budget. Will see how it works next time name tags are needed.
 | * 1. None needed
	2. Keep up with supply
	3. None needed
	4. None needed
 | b) B. Stewart and R. Russell  |
| 1. Potential members
 | * 1. There was discussion about how & how often to follow up with previous month’s guests. It was suggested that guest follow-up could include information on upcoming Squadron activities, e.g. the March Grove Boat Show to showcase what we do.
	2. Follow up from a previous sign-up sheet is still pending. MA left a voice mail for the John Taylors but has an invalid email address for them.
 | 1. Follow up with email to Jan. guests Blattners
2. Get email address for John and Diana Taylor from R. Zinn

  | 1. MA Moore
2. MA Moore

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| 1. Budget Report
 | * 1. 2016 and 2017 Revenue & Expense sheets were presented. 2018’s was deferred until the amount of raffle money collected last October is known. Balance is approx. $500. Discussion about should we lower the 2018 budgeted amount of $200 to $100. Consensus was to keep it $200.
	2. Raffle ticket money: discussion about how to spend excess revenue. Decided to wait until there was something we needed & then present to E-Board. Do we need a raffle every dinner meeting? Is it a burden on members? Carole reported that Don doesn’t mind selling tickets, others commented that people like to win money, and it appears that the amount we collect keeps growing.
 | 1. Treasurer’s Report next meeting
2. None needed
 | 1. Brenda Stewart, L. Watson
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| 1. Member concerns
 | Recent hospitalizations/illness/concerns: M. Hendrickson | Ensure cards are sent by Secretary & update Commander | MA Moore |
| 1. Schedule for providing snacks for classes
 | The ABC class will be offered Mar. 20-Apr.3. Snack schedule will be firmed up at March 7 Membership meeting. | Find out from SEO firm dates of classes. | MA Moore |
| 1. Membership involvement
 | 1. The new trifold and business cards were presented & members encouraged to place cards at businesses.
2. The Jan. dinner meeting “Interest Survey” results were presented & discussed:
* 38/49 members returned the survey.
* The majority are interested in attending dock parties and breakfasts. It was suggested that names of individuals wanting to participate in or provide an activity be forwarded to appropriate Officers or Activity Coordinators.
1. A possible way to organize the geodetic marker hunt is to have multiple sites information ready. Then put out a general email about where to meet, possibly at a restaurant, & disperse from there. The activity might have to be spontaneous since it is weather dependent.
2. E-board suggested collecting for the local Food Bank once in spring, i.e. March and again in the fall. The food bank’s needs are specific.
3. A preliminary attempt was made at placing pins of members’ locations on a map of Grand Lake. This info would be used to put members in contact with each other and could aid in shoreline cleanup efforts.
 | 1. None needed
2. Get info to Officers and Coordinators. Bring blank surveys to next dinner meeting for those who didn’t get one.
3. Continue to organize site info.
4. Find out Food Bank’s needs and collect at March Dinner Meeting. Arrange for delivery.
5. Continue to refine map.
 | 1. MA Moore
2. MA Moore
3. R. Russell, M. Hooper
4. MA Moore, Group
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| 1. Dinner & E-board minutes overview
 | The Jan. minutes from both meetings were verbally presented.  | None needed. |  |