

Minutes for the April 17, 2007 Board Meeting

Members in attendance: Jean Slagel, Carolyn Sanger, Rosa Moreno, Sharon Harn, Wanda Baader, Bea Rector

Last month's minutes were approved

Officer's Report -

Vice President – Wanda has May speaker lined up: Jody Owens, NAPO AZ president. In June we'll have "The Sue & Wanda Show"

Treasurer – Rosa indicated the balance in the bank is \$1,260.73

- Rosa will scan and email President Sharon the bank statements. Sharon will sign off on them and reimbursements
- Membership dues from Ori Parnaby and Kate Armstrong have yet to be deposited.
- Sharon and Rosa will review all treasury records in May.
- Sharon wants to re-do the reimbursement form then too.
- Rosa has prepared invoices for regular membership and website bio fee (which will be due April 30th!)

Membership - Currently 19 members – we lost two and gained four.

- Board gives permission for Carolyn to shred sign-in sheets from past meetings.
- Stationery to be looked into. (eg membership cards)
- Carolyn has prepared new packets containing: a form that says I've read and accept the Bylaws and Code of Ethics, a welcome letter from Sharon, the Code of Ethics, directory of members, our Mission Statement, the Bylaws themselves (revised last year).
- The Bay Area Chapter of NAPO provides a To Do list for new organizers. Carolyn will add that to our new member packet as well.
- She wants to make up a letter for prospective members (guests) that will include: list of officers, mission statement, reminder of professional ethics, info about dues and website.
- Carolyn asks, "What should I do with prospective members?" Carolyn has a stack of papers listing ALL the people who have ever shown interest in T-PrO since 2004.
- Sharon offers to make new T-PrO labels (using Times New Roman font) to stick on the cover of folders for new members. Carolyn will mail these folders in the next week.
- Mentor brainstorming idea = when we get new member, one of us will sit with them and answer their questions, make them feel welcome, talk with them on the phone. Carolyn says that in the future she'll go down the membership list alphabetically and look for members in the same side of town.
- Sharon volunteers to make up a "What does a mentor do?" sheet.

Publicity - Jean says we're ready to budget our money – have a plan for generating funds and spending them = "be fiscally responsible"

- The Publicity Team report includes a proposal for sponsoring Pam Laubscher's radio show from our treasury. But that's only one of more than a dozen ideas Jean is excited about – for activities ALL of T-PrO *could* do (not just the publicity team) For example, a "Shred-a-thon", which Jean says she'll research. (e.g. costs) She'll also get more info from Pam, such as how many listeners there are and how urgently our decision is needed. (we're not deciding now to spend the \$720)

Business:

The Website

- Pres. Sharon suggests we combine our dues and bio posting fee due date to January. Will change in Bylaws this summer.

- It was discussed and voted to charge members for link to their individual website on T-PrO's website. The new rate would be \$25 if a member does not have a bio. If the member has a bio, there is no additional fee, so their total cost would be \$50 for bio and having a link.

- All payments are complete for the website. Hosting comes up for renewal in July.

T-PrO Officers Guidelines are something we WILL do, and will have rough drafts in May. This will make it easier for future officers.

Go-Month

- Sharon wants an application form created for the website. Jean volunteered to do it.
- Chair or Co-Chairs of the project require at least 40-60 hours. Sharon wants this understood by all and would like to have guidelines to help the chair(s) complete their job a little easier.
- Jean will discuss with Publicity the idea of using Shredathon for Go Month project.
- Carolyn reports a 1-800-GOTJUNK idea for Go-Month (from the franchise on west side). She's been talking to Peggy & John Mall = forget non-profits, consider doing a "Messy Desk Contest" with them.
- Go-Month will continue next month.

May meeting will be Tuesday May 15th 2:30-4:15 at Rosa Morena's home.

May topics at this time

- Officer's Reports
- Speakers for Aug-Nov
- Table Topics for Aug – Nov
- Bylaw review for changes
- T-PrO guidelines – need first draft from each officer
- Go-Month
- Website if necessary