

T-PrO Board Meeting Minutes for June 19, 2007 [2:30 pm at Rosa's]

**Members in Attendance:** President Sharon Harn, Treasurer Rosa Moreno, Membership Chair Carolyn Sanger, and Secretary Bea Rector. Jean Slagel and Wanda Baader were absent.

The minutes from May's meeting were approved. Sharon requested that from now on minutes for both meetings include a brief tentative agenda for the next meeting.

**Officer's Reports**

**Treasurer** - Treasurer Rosa reported that our current bank balance is \$1,911.73. Everybody with a bio page on the website has paid for it. We're all up to date.

**Membership** - Membership Chair, Carolyn reports that we currently have 18 members. (no new ones since last month, and the tally is one less because we'd mistakenly counted Michael and Eric twice) There are three prospective new members probably joining in July, and at least seven more people she's been in touch with lately. All ten have received the *potential member packet* of three papers: "Why we want you", Etiquette Reminders, and an Application for Membership. By the August meeting, Carolyn will start reaching out to about three dozen other people she's listed because they already organize or work in a similar field. She'll get Sharon's approval before sending them a letter she's writing about why they should consider joining T-PrO.

New Members will receive the newly updated packet of papers which include:

- Welcome Letter from the President (now Sharon Harn)
- Member Directory
- Code of Ethics
- By-Laws
- Acknowledgement of receiving the by-laws (form)
- Top 10 Considerations in Becoming a Professional Organizer  
Especially for New Organizers (by members of SF Chapter of NAPO)
- Business Resource List
- Helpful Info for Within T-PrO (e.g. password to Members Only part of website)

**Publicity** - Secretary Bea started keeping a history of T-PrO events. So far, the list has 16 events from October 3, 2003 to March 3, 2007, including Go Month projects, holiday parties, workshops and presentations, etc. Contact Sharon or Bea for a copy. Photos of some of those events will be kept by Publicity Chair Jean, who is absent (but has nothing new to report anyway.) If anyone has any pictures to add to the collection, please bring them to the next meeting.

**Business**

**Bylaws** - A copy of the newly revised By-Laws will be kept in the General Meeting Minutes notebook.

**Location** - *The location and speaker for our August 21 meeting are still undecided.* Carolyn will check with the Metro Grill at Oracle and Magee, but other sites are possible, such as Zona 78 at Stone and River. Members will be emailed the meeting info as soon as it's available.

**Change Meeting Time** - In order to accommodate Sarah Lee-Allen (who can never come Tuesday afternoons) our September regular meeting will be held from noon to 2 pm on Thursday the 20<sup>th</sup> at her Omega Wall Beds store at 4601 S. 7<sup>th</sup> Ave. (near the rodeo grounds, 85714 zip) The phone there is 746-1366. T-PrO will provide lunch, and V.P. Wanda will ask member Eric Cuestas-Thompson if he will be our in-house speaker for that meeting. He could advise us about psychologically unstable/ potentially dangerous clients. Speakers are needed for the October 16 and November 13 meetings as well. (11/13 is the *second* Tuesday of the month)

**Website – Diana Makes** As a token of our appreciation for Diana Brock-Makes' great contribution to T-PrO (she designed and maintained the old website) Carolyn is sending her two nice *Macy's* beach towels (paid from the treasury) and an *Organized Greetings* thank you card signed by T-PrO members.

**Hosting** - Diana's web hosting fee of \$41.00 is due in July, so Sharon will switch our account to the provider Michelle Diaz uses which only charges \$3.00 per month.

**Next Meeting** - Tentative Agenda for the next meeting (August 21, 90 minutes) includes:  
Officers' Reports  
GO MONTH  
Location for future meetings (libraries won't allow non-profits to use rooms anymore)  
Speakers and table topics for the October and November meetings  
Officer Guidelines