

# Solar Outdoors Steering Committee Meeting Minutes

## November 17, 2020

Meeting called to order at: 7:08 PM

**Quorum members present:** Debbie Hendrickson, Bill Morse, Carol McCririe, Debbie Zuchlewski, Mike Hobig, Laura Miller, Elaine Granch, George Nehasil, Dave Warnecke, Deb Ritter, Stacie Kitchen

**Quorum members absent:** Doreen Byrne

**Other attendees:** Jennifer Tislerics, Ann Riley-Gawura, Carol Rogers, Jeff McWilliams, Alan Heavner

Previous month's meeting minutes reviewed: Laura motioned and Elaine seconded to approve October minutes. Motion carried.

### President Debbie Hendrickson

I believe our high priority topic this month is discussing a replacement for Yahoo Groups.

Question was asked if we should consider options other than Google, to replace Yahoo Groups. Decision is to proceed with Google Groups. Elaine's membership list can be used as a source for members' email addresses. Debbie H will work on a document explaining the change, that Elaine will send to members. We need to do more than post a message on Yahoo, to assure that all members are aware of the change. During the meeting, Jennifer created the Google group that will be used.

Other items to discuss:

- Neck gaiters (current inventory of bandanas: 18 red, 15 blue, 4 yellow, 9 green = 46 total)

Ann will work with Laura to sell items. Ann needs to get bandanas from Debbie H. A platform such as PayPal or Venmo can be used. Sales tax is not required for non-profits whose annual sales are less than \$2500, so we won't include sales tax in the price.

- Online sharing programs Education chair covered this topic.

### Vice president Doreen Byrne

No report

### Secretary Bill Morse

I think we should create a document showing who does what in terms of posting on Facebook, Meetup, and so forth. We've talked before about who does what (see Sep 2020 minutes), but I suspect we're still learning. I can assist with creating a document, but it will be after we figure out how we're replacing Yahoo Groups.

Debbie H will start a document, and others may contribute.

### Treasurer Carol McCririe

Financial information -

Cash in the bank as of today (Nov 13) is \$13,897.65

Statement of Activity thru today is attached. The only new activity since last month is a dues payment of \$40 and our monthly \$25 fee for QB online.

Banking Issues -

I met with TCF bank last week and have temporarily updated our legal address to my home. The address of record was 33228 W. 12 Mile and it is my understanding that we haven't used this in years. I did get permission to use the church as our legal address; however, in light of the pandemic we decided it best not to use that yet.

Because of the incorrect address, we never received updated debit cards for the TCF merger with Chemical Bank (they went to the 12 Mile address.) I was able to get an updated card and have updated our payment information for the monthly QB fee, as well as Meetup. Up until that time, I had used my personal debit card to cover these expenses. I am not sure if there is anything else that needs to be updated for the new debit card. Debbie, the Chemical Bank debit card you have is no longer valid but they wouldn't let me take care of this. You will have to go to a local branch and handle this. Please note that most TCF lobbies are not open without an appointment. Since we have almost no activity, I'm sure that another card is not necessary right now.

### **Accounting -**

The SC had approved the \$25 per month fee for QuickBooks online through the end of the year. I am looking at another option for keeping our books - it's a cloud based program called Autobooks. It will import our data from QB into their program at no cost. The thing that piqued my interest was that I kept getting TCF emails about faster customer payments. Because of the WePay going away, I wanted to see how this would work. I have yet to do the online tutorial but will get the SC updated information as soon as I have it. I am not sure about the fees yet but we can add a link to our website, or email it and the individual can make a payment that will be directly deposited to our bank account - see the attached document. I don't truly understand how the meetup/wepay stuff interfaces and works so if one of you doesn't think this will work for us, please advise. Otherwise, I will continue to research this as an option for the new year. Since the activity is minimal, now would be the time to consider making changes.

### **Record retention –**

When I took over as treasurer, I got boxes of data for several years. I am working to scan and shred these documents. I am hoping that a local organization will do a free shredding event; if not, I will use some of my approved budget to get the old documents shredded. I researched recommendations for non-profits (see the attached) and created a record retention policy for SOLAR. I've attached this proposed policy along with notes for the webmaster about alternative backup options.

Jennifer moved, and Laura seconded, that up to \$50 be spent for one month use of QuickBooks. Motion carried.

Bill moved, and Elaine seconded, that Carol's proposed retention policy be adopted. A question was raised if formal agreement is needed. Tabled for now, and can be discussed later.

### **Activities Debbie Zuchlewski**

Past Activities:

Wednesday, November 4 - 1:00 p.m.

Hike at Highland Rec Area

Saturday, November 7 - 9:00 a.m.

Hike Waterloo Pinckney Recreation Area

Upcoming Activities:

Friday, November 20 - 11:00 a.m.

Hike Bald Mountain North

### **Bylaws (vacant)**

No report

## **Education Chair Mike Hobig**

Jeff McWilliams expressed interest in running a Caltopo learning event. He questioned if we should combine it with a meeting or have a stand-alone session. He said this subject is particularly well suited to on line presentation. I thought it would be better served as a stand-alone session with all the advertising that we might be able to throw at it. I bring it to SC for comment and ask Jeff if he has come up with a consensus on how he would like to run it and what support we can provide such as announcing it, text blast, web site, meet up etc.....

Jeff agreed to do a presentation at the Feb 2021 membership meeting, with a class later depending on interest.

## **Equipment Chair Laura Miller**

Jeff McWilliams donated two items to Solar Outdoors Equipment:

1. Hammock Gear Burrow Econ. quilt, 10 degree standard length, wide purchased Feb. 2019. The original pad attachment system is included as well as the modified pad attachment system with quick release clips.
2. Sierra Designs Nito 800 quilt, 20 degree purchased in March 2019. Modification of pad attachment system added.

Laura will update the equipment list over the holidays.

## **Historian (vacant)**

No report

## **Membership Elaine Granch**

No new members this month. I will try to get to the PO box this week-end. If not, I can get there next week.

I'm waiting on the final revisions of the membership form/waiver until I know what (if anything) will replace Yahoo.

## **Programs George Nehasil**

No one is committed at this time to present at the Nov membership meeting. Chris Hillier is a possibility.

Winter Party: George will post on Meetup, and will mention that attendees need to abide by current mandate regarding Covid-19. Deb R has posted it on Facebook. All of us need to watch to see if crowd size gets too big (25 or more): Move people away, go for a hike. Alcohol, bikes and pets are not allowed at Heritage Park.

Photo Contest: Mike will put this together. He will give members till the end of the year to submit photos. Dave will figure out how voting will work. Mike can talk about the photos during the Jan 2021 membership meeting. There will be four categories, with one winner in each category. Laura moved, and Bill seconded, to spend up to \$100 for gift cards for the photo contest. Motion carried. It was suggested that there be a blog article, showing the photos in each category. Deb R is willing to post photos on Facebook.

## **Public Relations Dave Warnecke**

No report.

## **Communications Chair Deb Ritter**

Published blog article on October Solar Outdoors trip

Published Winter Party event on Facebook -

Do I need to add details around games, hikes or food? **Details were discussed.**

Participated in Solar Outdoors postcard content meeting

### **Webmaster Stacie Kitchen**

Will be getting post cards and putting them in the mail.

**Stacie sent 320 cards, and mentioned that at least 50 names didn't have addresses. She can send the JPEG she used to whoever needs it.**

### **Unfinished Business**

Winter Party **Discussed under Programs.**

Discuss logo for Solar Outdoors **Will discuss another time**

### **New Business**

Start a newsletter

**Discussion points: Constant Contact can be used for a monthly newsletter...Members are getting too many emails. Decision is to table a newsletter for now. Deb R will continue to do the blog, and will use Google Groups as new distribution, along with Facebook.**

**Next meeting Jan 19, 2021 7 PM, on Zoom**

Meeting Adjourned at: 8:48 PM

Meeting minutes notes taken by Bill Morse