

Cascadia RVW Board Meeting



February 1, 2014

Board Members Present: President: Suzanne Larson, President-Elect: Lynda Byrd, Adviser to the Board: Jill Pace, Registrar: Sage MacLeod, Treasurer: Penny Haase, Event Activities Coordinator: Linda Clark, Secretary: Guyla Vann,

Board Member Absent: N/A

Adjunct Board Member absent: Membership Chair: Sharon Fowler

Guests: Web Editor: Christine Taylor, members: Fran Rehrmann, and Michele Edwards

Call to Order: The meeting was called to order by President Suzanne Larson at 10:40 a.m. at her home in Des Moines, WA.

Agenda: Suzanne passed out the updated agenda. There were no items added by the Board.

President's Welcome: Suzanne thanked everyone for their attendance and had some fun with the Board members in regard to the Seattle Seahawk personality quiz that each of us took prior to the meeting. The Seahawk hype was relevant since this meeting took place on the eve of Super Bowl 48.

Minutes: Reading of the July 22, 2013 Board Meeting minutes was set aside since each Board member had read the minutes in preparation for the meeting. There was a motion by Jill Pace to approve the minutes as submitted. The motion was seconded by Lynda Byrd and the minutes were APPROVED.

Board Updates:

- Advisor to the Board: Jill Pace
Jill had no comments at this time.
- President: Suzanne Larson
Suzanne distributed Board member job descriptions including that of Membership Chair. She urged members to read their job descriptions carefully and add duties and responsibilities not already listed. She pointed out several items that have filing dates with RVW National office that are time sensitive.

Suzanne explained that she will be the one to send out reminders for event deposits.

○ President Elect: Lynda Byrd

Lynda started by explaining that her job is to find event sites for the 2015 camping season. She has secured reservations in three locations already. Many events will be held at sites previously used because the size of our club requires a large clubhouse and at least forty sites to accommodate attendees.

Lynda feels that it is important to push Come-Alongs, in smaller facilities, as a way to allow attendance of even more members.

○ Treasurer: Penny Haase reports that Cascadia has, as of Dec. 31, 2013, combined checking and savings assets of \$7622.81. Savings total \$4453.44 and checking balance was \$3169.37.

Penny affirmed that she will have the Cascadia financial report ready to send to RVW by Feb. 15. She has already started receiving Cascadia membership dues for this year.

Penny suggested that it is time to raise the event allowance to \$250.00.

Penny had questions about Cascadia dues due dates and the mechanisms that will be used to track and monitor dues collection. Suzanne told the Board that the subject of dues will be addressed later in the meeting.

○ Secretary: Guyla Vann

Guyla read a Thank you note from Adopt-A-Pet of Mason County for the collection and donation of dog food after our July event in Hoodspert. The note was not received until Nov. 3, 2013.

She also read a note from a new member, Jen Sayre, who visited with us at several events last year and has claimed Cascadia as her home chapter even though she lives in Georgia.

Sunshine: Guyla

Since the new Board has been seated we have sent 6 welcome notes, 2 condolences, 2 Get well cards and 1 congratulatory note (Mary Schoenfeldt)

○ Registrar: Sage MacLeod

Sage commented that she had a very clear and complete turnover from Jo Schilling to prepare her for the registrar position.

She distributed current registration information that has been accumulated since event registration opened at the beginning of January. It was suggested that registration information show guest's names as well as that of the person registering so that an accurate head count can be obtained. All information that would be required by the RV parks should be on the registration sheet.

Sage reports that there are many openings for each event still remaining.

The question arose about creating a waiting list when any event has been filled. Christine explained that when the number of available registrations is reached Sage should contact her to close the registration access button. If registrations came in that are in excess of available sites then a waiting list would be established.

Members may want to register after registration is closed. They can call the park directly to find out if there is a site available for them. They are required to inform the Cascadia Registrar if they make a reservation with a park so we will have an accurate count of attendees.

Penny asked if she will receive notification of when registration deposit is required for each park for each event. Suzanne told Penny that she would always let her know when deposits are due.

○ Activities chair: Linda Clark

Linda is very excited about the amount of event participation in 2013. Members have stepped up to take on the responsibilities of Event Captains, Divas and Hi There girls. All events except for two are planned.

- March@ Ferndale: Reunion weekend. Send high school photos to Christine.
- April@ Port Townsend: Broadway musicals/Board meeting
- May@ Mossyrock: Seminars and fun plus Veteran appreciation
- June@ Toppenish: No theme (Diane Milner's retirement and last event with us)
- July@ Westport: Event captains are Diane and Shawna but theme is not yet announced
- August@ Cle Elum: No theme or event captain
- September@ Long Beach: Volunteer and member appreciation (Board members in charge)
- October@ Fidalgo Bay: Weekend in Kyoto/Board meeting
Fran asked for guidance in funding for the event. She asked if donations by merchants were tax deductible. They are not because we are a 501 (c) 7 (educational non-profit)

In summary, Linda hopes to encourage involvement by people who have not volunteered to help at events before. The hope is to always include fun, entertainment and education. Members have requested more craft events and Bunco tournaments.

Suzanne asked Board members to keep her posted on significant events that happen in members' lives so that she may mention them at events.

Club Leadership Reports

○ Webmaster: Christine Taylor

Christine reported that the "malware" announcements that appear when people access the website are warnings only and do not mean that the Cascadia website contains malware. The alert is related to and generated by the security level you have selected for the browser you have chosen to use. Christine is adamant that our website is free of virus or malware. She uses sophisticated web security frequently to insure her computer safety from which the website is generated.

The website is current at the present time, events are posted and two Come-Alongs are posted. Notify Christine if you become aware of any broken link on Cascadia's website.

The suggestion was made to add Book Club winter events to the Come-Along heading.

Another suggestion was made to add "Don't register for this event if you have not paid your Cascadia dues".

○ Membership Chair: Sharon Fowler

Sharon submitted a written report to Suzanne. The main points are listed below.

- Sharon suggests that, because membership information is so difficult to obtain and correlate and because renewal periods are so diverse, we return dues collection to a specified date early in the calendar year. She also suggests that dues be effective for one calendar year.
- It is imperative that the treasurer forward periodic reports of renewals to the membership chair as dues are collected. Reporting periods to be agreed upon, but should be no greater than one month.
- A form letter could go out to each member in January to remind them of dues obligation.
- Membership Chair will monitor reports from national to spot non-renewals. You must maintain RVW membership to be a Cascadia member. She will send reminders to Cascadia members who have lapsed RVW memberships
- Members who have not signed waivers will be noted on a separate report.
- Sharon suggests that RVW members who live in our geographic area and have not designated a local chapter be contacted by Cascadia and invited to join our chapter.

Old Business:

- Membership waiver requirements

Suzanne explained that new RVW members now check a waiver box when they join RVW so waiver pushback is no longer an issue for new members.

When members register for events through the chapter website they must check the waiver box to continue with registration. Therefore, waiver problems are no longer an issue for those folks. The only people that will be required to sign waiver are visitors or members who registered with the park. Hard copies will still be available for these participants to sign.

Throughout the RVW chapters there has been some arduous challenges to the waiver, but as time goes on this issue seems to be diminishing.

The waiver meets the requirements of the liability insurance provider and is a requirement. The waiver no longer deals with photography issues.

New Business

- Bylaws update and amendment to current Template (January 2013)

During our general meeting in Oct. the membership chose to change our Bylaws to bring Cascadia dues payment into line with RVW National renewal date. The main change affected Article VII (DUES).

The change in the Bylaws required a chapter rule change to Rule 4 dealing with DUES. Rule 4 was changed by a vote of the membership to read as follows; Rule: 4

Change second line to conform to Article VII Dues:

Annual dues will be payable on the National membership anniversary date of each member. Members not paying within four months of the anniversary date or by the first attended event (whichever is sooner) will be dropped from the Chapter roster and have inactive status. (Deleting last two lines)

This change, however well intended, has caused a bookkeeping nightmare for the Membership Chair. Suzanne asked the Board to discuss the ramifications that this Bylaw change has caused with respect to Sharon Fowler's dilemma in tracking payments and/or delinquencies.

Jill, who help craft the change, feels as though the new system will work once the kinks are worked out and familiarity is accomplished, The majority of members felt strongly that if Sharon is keeping the books and doing the work then we should make changes that will best facilitate her success.

While consulting with RVW National Board member Dorene Thomas about bringing our Bylaws changes into compliance, Suzanne was told that chapter Bylaws should not contain specifics regarding dates, dues, or fees.

The Bylaws may be brought into compliance by changing verbiage without a vote of the membership. Changes to Rule # 4 will require a vote of the membership.

A break for lunch was taken at 12:30 p.m. allowing time to consider the matter of a rule change. The Cascadia Board meeting reconvened at 1:15 p.m.

After further discussion regarding the changes to Cascadia Rule 4, Lynda Byrd made a motion to rescind the change to chapter Rule 4 that was approved during the Oct, 2013 general meeting. The motion was seconded by Sage MacLeod. Vote was 4 in favor, 1 opposed and 1 abstention. The motion passed by majority. The matter will be brought to a vote at the general meeting in April.

- Yearly Budget Review

Penny reviewed Cascadia income for the year 2013. They are as follows

- Cascadia club dues totaled \$1,291.00
- The 50/50 drawings yielded \$583.00,
- The Flea market at Mossyrock yielded \$495.00
- The auction at Westport yielded \$3800.00
- Activity fees \$120.00
- Sale of Cascadia patches has brought in \$165.00
- Book Club sales for used books was \$72.90
- Fines collected by the sheriff totaled \$6.93

Expenses for events totaled \$2736.74. Those expenses were offset by exceptional fundraisers.

Suzanne announced that averages attendance at events was 62.75 people per event.

Once again the subject of raising the event budget from \$200.00 to \$250.00 arose. Penny reviewed event expenditures for 2013. The average event cost was \$300.00 (skewed a bit by Apr. and Oct.)

Jill Pace made a motion to raise event budget to \$250.00 per regular event with additional funding available for the two months with General Membership meetings and the month selected for volunteer appreciation functions. The motion was seconded by Sage MacLeod and APPROVED.

The matter of making a donation to RVW National was addressed so that a line item amount could be established. In 2013 we donated \$500.00 earmarked to be used for the First-Timer event at the RVW convention.

Suzanne disclosed information learned in a recent CAC meeting about the challenges that are faced annually by the national organization. The challenges are outlined as follows:

Operating expenses: \$94,105.05, Support Services expenses: \$88,237.50, Total: \$182,342.55
Income: Investment: \$5922, Advertising: \$42,621, Membership: \$99,548 Total: \$148,091
The Shortfall is \$34,251.55 (approximately 20%) for this year. The shortfall is typically about 25% which is covered by the support and generosity of chapters and individual members through donations and participation in the annual convention.

The Board agrees to earmark a \$500.00 donation to National to be used for the First-Timer event at convention in York, PA. This recommendation will be presented at the Spring General Meeting for approval by the membership.

Guyla suggested that we increase our donation by also giving to the Open Roads program. Lynda suggested that if we meet a specified benchmark in our operating account by our October business meeting, we give an additional amount to the Open Roads program. Everyone on the Board thought that this is a great idea. There was not a formal motion or vote on this potential donation. Jill suggested that we come up with some sort of challenge to other clubs to enhance giving to RVW National, but the discussion was brief with no firm plan to follow up on the suggestion.

Penny reviewed expenditures for our durable goods (projector: \$414.99, Megaphone: \$14.87, and AED replacement paddles: \$58.50) and fundraising mechanize (Cascadia patches: \$515.1) and asked if we plan any purchases this year that she should project in the budget. The purchase of a projection screen was raised. Penny said that one of the members plans to donate one to the club. Michele Edwards inquired about the size of the screen that is being donated, suggesting that it may be too small for our needs. Penny will find out the size. Another suggestion was made that it is easy to rent a projection screen and the cost is minimal (approx. \$30 – \$35) and it would not have to be stored or transported to every event. The Board agrees that renting a projector, when required, and having that expense come out of the event budget is the best way to deal with this topic. Penny has no proposed purchase to include in the budget.

- Registration Review / Procedure (Christine Taylor)

Christine began by describing a scenario about a member who didn't register early for a mid-summer event because of other commitments. As the time of the event grew near her commitments had changed and now she wanted to attend the event. She found that now the event was closed to registration.

Christine suggests that event registration openings be staggered at two-month intervals with the hope of creating a level playing field for those that have summer commitments other than RVW events. Jill stated that this suggestion has come up before. Several people argued that it would make no difference when a particular event registration opened because organized people would still be the first to register and nothing would be gained. Lynda and Suzanne asked how often events were filled and waiting lists created last year. Only once or twice was the answer. The Board agreed that this is a non issue at this time. The issue is tabled. Christine will continue to add the names and locations of camping sites near each event to accommodate overflow crowds.

Suzanne announced that there is activity by members in eastern Washington, Idaho and Montana to start a chapter over there. That could possibly relieve some pressure on our events.

Good of the Order:

- National Chapter Financial Statement
Suzanne addressed this topic during the Yearly Budget Review.
- Cascadia chapter Scribe: Nola, our current scribe, has been unable to attend several of the events because of family circumstances. Therefore it is necessary to appoint a new scribe to supply write ups after each event. Suzanne asked for suggestions to fill the position. The name of Sally Stainaker was proposed. Everyone agreed that she was a good choice. Suzanne will contact Sally.
- Update to Newcomer packet (Board member pictures)
The newcomer packet information suggests that any newcomer seek out a Board member if she has questions about the event or the organization. Since the Newcomer packet does not contain pictures of Board members it is more of a challenge for the newcomer to find us. Should Board member pictures be added to the packet? All agree that they should. Jill offered to make the necessary changes to have Board members pictures added to the Newcomer packets.
- Archive policy
Penny had asked about the requirements for maintaining financial documents. Suzanne distributed RVW Archive Policy "Document Retention and Destruction Policy" handout to Penny and Guyla.
- Inventory of Cascadia Personal Policy (Activity items)
Suzanne received tubs with activity items from Jill when she assumed her position. Many of the items have been around too long and will be discarded. Other durable items are held by various members, but there is no inventory to account for what and where items are being held. Linda Clark will contact various members (Cheryl Edmond, Christine Taylor, Lori Youngs, Barb Spargo, Shawna Simpson and Suzanne) to create an inventory list. Penny has archived financial records that should be stored with other items.
- Suzanne asked for discussion on any other subject.

Linda Clark asked for a copy of previous year's activity reports including expenses. Suzanne will check and supply the information.

Penny asked if we have another Board meeting planned. Suzanne said that the next Board meeting will be the General meeting in April. If an urgent matter arises Suzanne will contact Board members by email and set a time and place for a meeting.

Jill displayed the new RVW jacket that was ordered to replace the jacket she received as a gift from the club at the end of her tenure as president. The smaller jacket with RVW logo will be included as an auction item at a future event.

- Super Bowl Sunday – GO SEAHAWKS
- With no further business the meeting was adjourned at 2:33 pm.

Respectfully submitted,

Guyla Vann

Secretary