

**The Monday Club**  
**Board of Directors Meeting Agenda**  
**July 17, 2023 - 10:00 a.m.**

***Our Mission:*** *To enhance the educational, civic, social and cultural quality of the San Luis Obispo Community.*

**Call to Order**

Board Consent for Agenda

**Recording Secretary- Colleen Arnold**

- Roll Call
- Approval of June 26 Board Meeting Minutes

**President/CEO – Dawn Turner**

- To Do List Updates

**Committee Reports**

Fine Arts Committee - Roberta Jorgensen

Raising a Reader – Pamela Croft and Kay Miller

Lumina – Kay Miller

Website Committee – Angellia Moore

**1<sup>st</sup> VP Programs – Catherine Nelson**

Report Submitted

**Corporate Secretary/CPP – Michelle McCovey Good**

Report Submitted

**Treasurer/CFO - Jennifer Alderman**

Report Submitted

**Membership – Julie Martin**

Report Submitted

**Dean of Chairs – Janice Crooks**

Catering Research Update

**Unfinished Business**

- August 21 Member/Guest Get Together -Vicki and Jennifer

**New Business**

**To Do List**

***Adjourn to August 28, 10 a.m.***

**The Monday Club  
MINUTES of the Board of Directors Meeting  
July 17, 2023**

**President Dawn Turner called the meeting to order at 10:01 a.m.**

**The Board of Directors gave consent to the agenda with no changes or additions.**

**Recording Secretary – Colleen Arnold**

*Present:* Dawn Turner, Vicki Carroll, Michelle McCovey-Good, Jennifer Alderman, Christy Palmer, Janice Crooks, Angellia Moore, Colleen Arnold.

*Absent:* Kristin Inman, Darla Tapp, Teresa Dellaganna.

June 26, 2023 Board of Directors Meeting Minutes approved as corrected.

**President/CEO – Dawn Turner**

- To Do List Update: Most of the list from the last Board of Directors meeting has been completed.

**Committee Reports**

- Website Committee (Angellia Moore) The website will be updated (a new folder added for the new board term) for the posting of the approved Board of Directors Meeting minutes.

**1<sup>st</sup> VP – Programs – Catherine Nelson**

- Program committee will meet next Wednesday (July 19, 2023). The committee is looking for guidance for the holiday meeting in December.

**Corporate Secretary/COO – Michelle McCovey-Good**

Report attached.

- The details of this report were deferred to the Board of Directors meeting for The Monday Club Conservancy.

**Treasurer/CFO – Jennifer Alderman**

Report attached.

**Membership – Julie Martin**

Report attached.

- Four (4) new members are scheduled to be interviewed. There are interested parties in the process of application.

**Dean of Chairs – Janice Crooks**

Report attached.

- Catering research update: Four (4) new catering services have been contacted. Two caterers declined. Healing Harvest is the current frontrunner, being able to meet the criteria of the club, including the availability of the club kitchen the morning of the general meeting. To further curtail costs, the decorating committee will be asked to supply buffet servers. The Healing Harvest will be asked to provide lunch for one month (as a trial) before a final commitment is made for a longer term.
- SLO Finest currently is the second choice.
- Janice Crooks will reach out to Debbie Collins-Johnson to make tea sandwiches for the May Tea Party. The tea party will not be a catered event.
- Debbie Collins-Johnson should be approached about catering services for the club.

**Unfinished Business**

- Date for the Member/Guest Get Together is August 21, 2023. Planning is underway. Vicki Carroll and Jennifer Alderman are co-chair. Suggested theme for the day is “game day”. Some of the gaming suggestions were a cake (or possibly a wine) walk. Time for the event will be 5:00-7:00. To keep it simple, there will be no charge for members. This will not be a fundraiser.

**To Do List**

- Finish the planning of the Member/Guest Get Together
- Contact Debbie Collins-Johnson

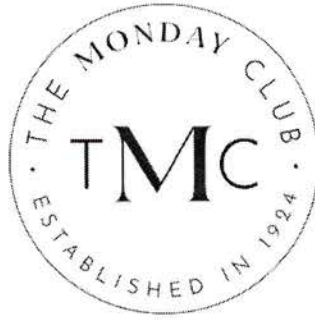
Adjourned at 10:23

Next meeting August 28, 2023

Respectfully submitted,



Colleen Arnold  
Recording Secretary



**Board Report, 1<sup>st</sup> VP- Programs  
Catherine Nelson  
July 2023**

**I. Programs**

The Program Committee for the 2023-24 club year consists of

- ❖ Catherine Nelson, First VP- Programs
- ❖ Roberta Jorgensen, past VP for Programs
- ❖ Dawn Turner, TMC President
- ❖ Kay Miller
- ❖ Cammy Shields
- ❖ Kathryn Specchierla

The committee is scheduled to meet on July 19 at 10am. I have created a collaborative Google Sheet to track proposed speakers and their contact details. Any input and suggestions from the Board at our 7/17 retreat will be incorporated into our committee discussion.

While building out the full schedule for the year, we will prioritize confirming a program for the September General Meeting as soon as possible.

**II. Docents**

Brooke Meek, chair of docents, has provided me with the outline docent script she is working on building out, as well as various historical documents she has collected as part of her research.

Interested docents met on 6/29 to walk the clubhouse, discuss changes to the docent script, and plan for the upcoming Doors Open California. Dates for Open House docent tours are already on the calendar.

Brooke is currently working on having professional exhibit boards prepared to display the pictures and artifacts she has collected, to complement the tours.

Respectfully submitted,

*Catherine A. Nelson*



<b>OPERATING ACCOUNT</b>	
Lunches - Cash and Check	\$0.00
Lunches - Wild Apricot	\$0.00
<b>TOTAL LUNCHES</b>	<b>\$0.00</b>
Dues and Initiation -Cash/Check	\$700.00
Dues and Initiation -Wild Apricot	\$300.00
<b>TOTAL DUES/INITIATION</b>	<b>\$1,000.00</b>
<b>MISC</b>	<b>\$0.00</b>
<b>TOTAL DEPOSIT</b>	<b>\$1,000.00</b>

MONDAY CLUB 501 C4  
**Balance Sheet**  
As of June 30, 2023

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	
Pacific Western Bank	1,288.80
Total Checking Account	<u>1,288.80</u>
Total Checking/Savings	<u>1,288.80</u>
Total Current Assets	<u>1,288.80</u>
<b>TOTAL ASSETS</b>	<b><u><u>1,288.80</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Credit Card Receipts from WA	-42,680.00
Total Other Current Liabilities	<u>-42,680.00</u>
Total Current Liabilities	<u>-42,680.00</u>
Total Liabilities	-42,680.00
Equity	
Retained Earnings	11,799.88
Net Income	<u>32,168.92</u>
Total Equity	<u>43,968.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,288.80</u></u></b>

MONDAY CLUB 501 C4  
Profit & Loss  
June 2023

	<u>Jun 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Dues & Entrance Fees	1,200.00
Fundraiser -- Income	
Summer Sippin'	8,755.00
Fine Arts Awards	100.00
<b>Total Fundraiser -- Income</b>	<u>8,855.00</u>
Rent Income	
Building Rental	25,325.00
<b>Total Rent Income</b>	<u>25,325.00</u>
<b>Total Income</b>	<u>35,380.00</u>
<b>Gross Profit</b>	35,380.00
<b>Expense</b>	
Building Rental Expense	
Rental Refund	2,250.00
<b>Total Building Rental Expense</b>	2,250.00
Bank Service Charges	
Affinipay.com	520.27
<b>Total Bank Service Charges</b>	520.27
Membership General Meetings	
Lunch Facility Costs	200.00
<b>Total Membership General Meetings</b>	200.00
Miscellaneous	
Induction Expenses	240.81
<b>Total Miscellaneous</b>	<u>240.81</u>
<b>Total Expense</b>	<u>3,211.08</u>
<b>Net Ordinary Income</b>	<u>32,168.92</u>
<b>Net Income</b>	<u><u>32,168.92</u></u>

**MONDAY CLUB 501 C4**  
**Profit & Loss Prev Year Comparison**  
June 2023

	Jun 23	Jun 22	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Donations - Income</b>			
CC donations made thru WA	0.00	22.00	-100.0%
<b>Total Donations - Income</b>	0.00	22.00	-100.0%
<b>Dues &amp; Entrance Fees</b>	1,200.00	550.00	118.2%
<b>Fundraiser -- Income</b>			
Summer Sippin'	8,755.00	0.00	100.0%
Fine Arts Awards	100.00	0.00	100.0%
<b>Total Fundraiser -- Income</b>	8,855.00	0.00	100.0%
<b>Membership Meeting Income</b>			
Luncheons	0.00	22.00	-100.0%
<b>Total Membership Meeting Income</b>	0.00	22.00	-100.0%
<b>Rent Income</b>			
Building Rental	25,325.00	14,350.00	76.5%
<b>Total Rent Income</b>	25,325.00	14,350.00	76.5%
<b>Total Income</b>	35,380.00	14,944.00	136.8%
<b>Gross Profit</b>	35,380.00	14,944.00	136.8%
<b>Expense</b>			
<b>Building Rental Expense</b>			
Rental Refund	2,250.00	0.00	100.0%
<b>Total Building Rental Expense</b>	2,250.00	0.00	100.0%
<b>Bank Service Charges</b>			
Affinipay.com	520.27	371.18	40.2%
<b>Total Bank Service Charges</b>	520.27	371.18	40.2%
<b>Membership General Meetings</b>			
Lunch Facility Costs	200.00	140.00	42.9%
<b>Total Membership General Meetings</b>	200.00	140.00	42.9%
<b>Miscellaneous</b>			
Induction Expenses	240.81	0.00	100.0%
Misc	0.00	200.00	-100.0%
<b>Total Miscellaneous</b>	240.81	200.00	20.4%
<b>Total Expense</b>	3,211.08	711.18	351.5%
<b>Net Ordinary Income</b>	32,168.92	14,232.82	126.0%
<b>Net Income</b>	<u>32,168.92</u>	<u>14,232.82</u>	<u>126.0%</u>



The Monday Club  
Board Report Membership  
July 12, 2023

July 7: Met with Virginia Findley and Harriet Ross for their interview to join TMC. Followed up with an email to both. 1.25 hours

July 9: Met with Nara by Facetime about new member applications .75 hours

July 11: Emailed Board lunch menus

Healing Harvest  
By Karen Hutchison

# Catering Proposal

*Prepared for:*

The Monday Club

July 12<sup>th</sup>, 2023

To whom it may concern,

Healing Harvest Catering is pleased to provide you with the attached catering proposal for The Monday Club General Membership meetings at The Monday Club. Membership meetings are scheduled to be held the first Monday of each month, beginning in September, 2023 and culminating in May, 2024.

The attached proposal represents Healing Harvest Catering's formal offer to provide catering services for the event described therein, upon the terms and conditions and pricing provided.

Consider this proposal an initial overview of our offerings in conjunction with your needs, and should you have any questions, please do not hesitate to contact me directly at [khutch.event@gmail.com](mailto:khutch.event@gmail.com) or (805)458-8469.

Thank you again for reaching out and the opportunity to provide you with this catering proposal. I very much look forward to the opportunity to work together.

Warmly,

Karen Hutchison  
Healing Harvest Catering

## About Healing Harvest

Local Chef Karen Hutchison has been cooking professionally for 11 years. Reared on the Central Coast, she headed East in 2012 to attend the Culinary Institute of New York. From there, she dabbled in fine dining restaurants in New Orleans, decided it wasn't for her, and returned to the West Coast in 2014.

In Los Angeles, Karen honed her craft at boutique catering companies and managing production kitchens for at music festivals throughout the state. These larger events required her to live on site for anywhere from 2-6 weeks. Because of her varied experiences, Karen is as comfortable cooking for two as she is a thousand. Eager to bring her knowledge and experience home, Karen returned to the Central Coast in 2019 and launched her own business, Healing Harvest Catering - specializing in intimate gatherings, parties, weddings, and private chef services.

Karen's knowledge of global cuisine, enriched by her South American and Canadian immigrant roots, is exquisite and expansive, celebrating fresh, vibrant flavors, and highlighting quality ingredients on the plate.

In addition to an experienced staff and exceptionally prepared foods and beverages, Healing Harvest Catering has strong relationships with the area's farmers and food growers. Healing Harvest is truly passionate about hospitality, and it shows, from collaborating with clients in menu planning to the care shown for ingredients, plating, and relationships with local producers.

## **Event Information**

Healing Harvest Catering to provide a monthly buffet style luncheon for The Monday Club General Membership Meetings at The Monday Club. The Monday Club is to pay \$25/per person, inclusive of service, tax and gratuity.

The Monday Club to provide use of the commercial kitchen space the morning of each luncheon meeting, as well as dishes and flatware. TMC Decorating Committee Members will clear tables after each meal and are responsible for washing and drying of all dishware and flatware.

Healing Harvest Catering will provide all items required for buffet meal service. Healing Harvest Catering is also responsible for leaving kitchen and prep areas clean and sanitary, as well as removing trash and placing it in outdoor receptacles.

**Event Type: General Membership Meetings**

**Event Date: September 2023 – May 2024, first Monday of each month**

**Event Venue: The Monday Club**

**Start Time: 12 noon**

**Guest List: 65-90 guests**

## **Menu**

Lunch buffet to commence at 12 noon, have designated servers, and include entree with vegetarian option, salad, dessert and coffee service. Menu to be determined with the input and assistance of a designated TMC representative.

## **Cancellation policy**

Healing Harvest Catering and The Monday Club mutually agree that no changes to menu or number of guests may be made within 5 business days of each event. The Monday Club agrees to pay 25% of invoice should cancellation occur within 5 business days of events. Any drops to guest list within 5 business days prior to events must be paid by The Monday Club.

## **Acceptable Payment Terms**

Payment to be made by check in full upon completion of each monthly event.

## **Add Payment Details**

We accept checks.



**Caterer**

Healing Harvest Catering  
By Karen Hutchison

Signature:

Date:

**Client**

The Monday Club

Signature:

Date:



THE  
**MONDAY**  
CLUB and CLUBHOUSE CONSERVANCY

*1815 Monterey Street - San Luis Obispo, Ca 93401*

PO BOX 167 SAN LUIS OBISPO, CA 93406 | THEMONDAYCLUBSLO.ORG | mondayclubevents@gmail.com

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June 26, 2023

Dear Potential Chef,

We are excited to have you create a meal proposal for **The Monday Club General Membership Meetings** taking place **monthly in 2023-24** at The Monday Club. Our address is 1815 Monterey Street, San Luis Obispo, CA 93401. Please submit your proposal to me by July 12, 2023.

**The Monday Club** is a nonprofit civic organization with a long history of community service. The Monday Club was founded in 1925 and has done many things since its inception for the San Luis Obispo community. We support local charitable causes for women and children.

We are currently accepting proposals for our **September – May General Membership Meetings:**

65-90 people each month

\$25/pp budget, buffet meal with a vegetarian option, all inclusive of service, tax and gratuity. Meal to include entre and/or salad, dessert and coffee. Our meeting dates are:

Monday, September 11, 2023 12pm

Monday, October 2, 2023 12pm

Monday, November 6, 2023 12pm

Monday, December 4, 2023 12 pm

Monday, January 8, 2024 12 pm

Monday, February 5, 2024 12 pm

Monday, March 4, 2024 12 pm

Monday, April 1, 2024 12 pm

Monday, May 6, 2024 12 pm

Should you need further information, please let us know.


Sincerely,

Janice Crooks

Dean of Chairs, The Monday Club Conservancy

805.704.8089

janicecrooks@gmail.com



THE  
**MONDAY**  
CLUB and CLUBHOUSE CONSERVANCY

*1815 Monterey Street - San Luis Obispo, Ca 93401*

PO BOX 167 SAN LUIS OBISPO, CA 93406 | THEMONDAYCLUBSLO.ORG | mondayclubevents@gmail.com

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### **Event Guidelines**

#### **Meal**

- Lunch meals to be served buffet style with designated servers, with a vegetarian option.
- Chefs are responsible for all items required for buffet meal service (chaffing dishes, service ware etc.).

#### **Cleaning**

- Chefs are responsible for leaving all kitchen and prep areas clean and sanitary. Trash must be removed and placed in outside trash receptacles.
- TMC provides dishes and flatware.
- TMC Decorating Committee Members will clear the tables after the meal. TMC is responsible for washing/drying plates, flatware, silverware etc. and returning them to the cabinets.

#### **TMC Commercial Kitchen is available the morning of the luncheon meeting:**

- Two (2) Six Burner Gas Stove includes Oven below with two (2) oven racks in each oven
- One (1) Dual Door Commercial Refrigerator
- One (1) Single Door Commercial Freezer
- One (1) Commercial Dishwasher with multiple wash racks
- Three (1) Stainless Steel Prep Counters
- Two (2) Stainless Steel Sinks with Drain Board
- One (1) Hand Washing Sink
- 8' tables available upon request
- It is required that you make an appointment to visit the event site.

#### **Additional Items**

- Catering company will be required to provide **Certificate of Additional Insurance**

# Healing Harvest

By Karen Hutchison

## The Monday Club Membership Meeting Luncheon

baked salmon

dill yogurt

or

roasted root vegetable planks

quinoa walnut salad

celery root purée

herb oil

arugula salad

beet & goat cheese

shaved red onion

candied almonds

beet vinaigrette

fresh focaccia

orange & walnut olive oil cake

date orange sauce

whipped mascarpone



## Healing Harvest

By Karen Hutchison

### The Monday Club Membership Meeting Luncheon

**Thai green curry**  
fresh vegetables & basil

chicken & prawns  
or  
tofu

**jasmine rice**

**fried vegetable spring rolls**  
sweet chili dipping sauce

**shaved cucumber & thai herb salad**

**mango swirled vanilla mousse**  
ginger snickerdoodle

# Healing Harvest

By Karen Hutchison

## The Monday Club Membership Meeting Luncheon

### Salade Niçoise

butter lettuce  
heirloom tomato  
haricot vert  
baby red potatoes  
kalamata olive  
dijon vinaigrette

olive oil poached wild caught tuna

or

marinated grilled tempeh

### carrot bisque

herbed creme fraiche

fresh baked focaccia

### lemon bars

blueberry vanilla whipped cream

# Healing Harvest

By Karen Hutchison

## The Monday Club Membership Meeting Luncheon

**saffron braised chicken thighs**

or

**roasted eggplant & squash**

saffron butter sauce

**chopped caesar**

romaine

parmesan

house caesar dressing

**rice pilaf**

roasted fennel

charred cherry tomato

**fresh focaccia**

**carrot cake**

cream cheese frosting

# Healing Harvest

By Karen Hutchison

## The Monday Club Membership Meeting Luncheon

**tikka masala**

chicken

or

tofu & vegetables

**palak aloo**

spinach purée & potato

**jeera rice**

basmati rice & cumin seed

**fresh buttered naan**

**to garnish**

mint chutney

yogurt raita

marinated shaved onions

**mixed green salad**

cucumber & tomato

lemon vinaigrette

**kheer**

Indian rice pudding

pistachio, cardamom & rose