

**The Monday Club**  
**Board of Directors In-and-Out Meeting Agenda**  
**The Monday Clubhouse**  
**June 12, 2023**  
**10 a.m.**

**Our Mission:** To preserve and restore the historic landmark known as The Monday Club of San Luis Obispo, and to provide public access to the landmark for educational purposes, and to carry on other charitable and educational activities associated with this goal as allowed by law.

**Call to Order**

**Board Consent for Agenda**

**Recording Secretary**

**Christy Palmer** – (outgoing)

**Colleen Arnold** – Incoming Recording Secretary

- Roll call
- Approval of April 24 Board Meeting Minutes

**President/CEO**

**Vicki Carroll** –(outgoing)

- Transfer of TMCC Job Description
- Submission of TMCC Annual Report

**Dawn Turner** – Incoming President

- Ratify 2023/2024 Board of Directors and Committee Chair Positions  
**Board of Directors:** President/CEO- Dawn Turner, 1<sup>st</sup> VP - Catherine Nelson, 2<sup>nd</sup> VP - Vicki Carroll, Recording Secretary - Colleen Arnold, Corporate Secretary/COO - Michelle McCovey-Good, Treasurer/CFO - Jennifer Alderman, Ways and Means- Darla Tapp, Membership - Julie Martin, Dean of Chairs – Janice Crooks, Publicity - Kristin Inman, Parliamentarian - Christy Palmer  
**Committee Chairs:** Website Committee - Angellia Moore; Raising a Reader Co-Chairs - Pamela Croft, Pamella Wood, and Kay Miller; Fine Arts Committee - Roberta Jorgensen; Centennial Committee- Dawn Turner, Roberta Jorgensen and Vicki Carroll; Lumina Alliance - Kay Miller; Lunch Check-In – Mary Qualls
- Date of Board Retreat - July 17, 10am-3pm
- Club Calendar 2023-2024-Discussion and Board Approval

**1st VP - Programs – Robbie Jorgensen (outgoing)**

**Catherine Nelson-** Incoming 1<sup>st</sup> VP

- Report Submitted
- Transfer job description

**2nd Vice President, Building and Grounds - Jennifer Wand (outgoing)**

**Vicki Carroll –** Incoming 2<sup>nd</sup> Vice President

- Report Submitted
- Transfer of Job Description

**Corporate Secretary/COO**

**Michelle McCovey-Good**

- Deposit Report

**Treasurer/CFO**

**Jennifer Alderman**

- Financial Report
- 2023-204 Budget

**Membership- Nara Clark (outgoing)**

**Julie Martin-** Incoming Membership

- Report Submitted
- Transfer of Job Description

**Dean of Chairs - Gabriella Schrader (outgoing)**

**Janice Crooks-** Incoming Dean of Chairs

- Report Submitted
- Transfer of Job Description

**Ways & Means**

**Darla Tapp**

- Report Submitted

**Publicity Chair - Dawn Turner (outgoing)**

**Kristen Inman -** Incoming Publicity Chair

- Report Submitted
- Transfer Job Description

**Property Manager - Teresa Dellaganna**

- Building Updates/Protocol

**Unfinished Business**

- Merger-Board Implications, Discussion - Jennifer Alderman
- Bylaw Review Committee-Dawn Turner, Vicki Carroll, Jennifer Alderman, Mary Qualls, Pamella Wood, Christy Palmer
- Centennial Update/Preservation Fund-Dawn and Robbie
- Landscaping Renovation Update- Vicki

**New Business**

- June 19, 5pm- TMC RAR \$10,000 donation to Community Fund of SLO County RAR Fund
- September 9 and 10, Doors Open California – Planning Committee Needed

**Adjourn Meeting and Lunch**

**The Monday Club & The Monday Clubhouse Conservancy**  
**Minutes of the Board of Directors In-and-Out Meeting**  
**The Monday Clubhouse**  
**June 12, 2023**  
**10 a.m.**

President Vicki Carroll called the meeting to order at 10:06 a.m. The BOD gave consent to the agenda by consensus with no changes or additions.

**Recording Secretary – Colleen Arnold**

- **Present:** Vicki Carroll, Christy Palmer, Jennifer Alderman, Gabriella Schrader, Darla Tapp, Michelle McCovey-Good, Angellia Moore, Dawn Turner, Roberta Jorgensen, Jennifer Wand, Nara Clark, Leigh Cronin, Teresa Dellaganna, Julie Martin, Catherine Nelson, Janice Crooks, Kristin Inman
- **Absent:** None
- **There was no board meeting for either board in May, 2023.**

**Christy Palmer – (outgoing)**

**Colleen Arnold – Incoming Recording Secretary**

- Approval of April 24 Board Meeting Minutes. Minutes approved.

**President/CEO Vicki Carroll –(outgoing)**

- Transfer of TMCC Job Description
- Submission of TMCC Annual Report

**Dawn Turner – Incoming President**

- Ratify 2023/2024 Board of Directors and Committee Chair Positions  
**Board of Directors: President/CEO-** Dawn Turner, **1<sup>st</sup> VP** - Catherine Nelson, **2<sup>nd</sup> VP** - Vicki Carroll, **Recording Secretary** - Colleen Arnold, **Corporate Secretary/COO** - Michelle McCovey-Good, **Treasurer/CFO** - Jennifer Alderman, **Membership** - Julie Martin, **Dean of Chairs** – Janice Crooks, **Publicity** - Kristin Inman, **Parliamentarian** - Christy Palmer - **Ways and Means**, Darla Tapp  
**Committee Chairs:** *Website Committee* - Angellia Moore, *Raising a Reader Co-Chairs* - Pamela Croft, Pamela Wood, and Kay Miller, *Fine Arts Committee* - Roberta Jorgensen, *Centennial Committee*- Dawn Turner, Roberta Jorgensen and Vicki Carroll, *Lumina Alliance* - Kay Miller, *Lunch Check-In* – Mary Qualls
- Date of Board Retreat - July 17, 10am-3pm
- Club Calendar Draft- 2023-2024

**1st VP - Programs – Robbie Jorgensen (outgoing)**

**Catherine Nelson- Incoming 1<sup>st</sup> VP**

- Report attached.
- Transfer of job description
  - Further discussion suggested for the addition of slide show presentations to archives.

**2nd Vice President, Building and Grounds - Jennifer Wand (outgoing)**

**Vicki Carroll** – Incoming 2<sup>nd</sup> Vice President

- Report attached.
- Transfer of job description
  - Grant to restore landscape has been received.

**Corporate Secretary/COO**

**Michelle McCovey-Good**

- Deposit Report attached.

**Treasurer/CFO**

**Jennifer Alderman**

- Financial Report attached.
- 2023-2024 Budget attached.
  - New Budget Committee: Jennifer Alderman, Dawn Turner, Vicki Carroll, Darla Tapp.

**Membership- Nara Clark (outgoing)**

**Julie Martin**- Incoming Membership

- Report attached.
- Transfer of job description

**Dean of Chairs - Gabriella Schrader (outgoing)**

**Janice Crooks**- Incoming Dean of Chairs

- Transfer of job description
  - Job description needed. Dawn Turner, Gabriella Schrader, Janice Crooks, Leigh Cronin to update.
  - Jennifer Wand to continue to provide tea at general meetings.

**Ways & Means**

**Darla Tapp**

- Report attached.

**Publicity Chair – Dawn Turner (outgoing)**

**Kristen Inman** – Incoming Publicity Chair

- Report attached.
- Transfer of job description
  - Gabriella Schrader acting as TMC Ambassador to the San Luis Obispo Chamber of Commerce. Kristin Inman to attend Chamber meeting.

**Property Manager – Teresa Dellaganna**

- Building Updates/Protocol
  - Email booking questions to Teresa (first) rather than text message.
  - Monterey door is armed.

- Reminder from Vicki Carroll: Calendar for club availability is online, check here first before contacting Teresa Dellaganna. Teresa hired to coordinate events as the rental manager.

### **Unfinished Business**

- Merger-Board Implications, Discussion - Jennifer Alderman
  - Waiting for dissolution paperwork from CA Attorney General (could take more than month).
- Bylaw Review Committee
  - Attorney for TMC stated on questionnaire. Bylaws Committee has been set: Dawn Turner, Vicki Carroll, Jennifer Alderman, Mary Qualls, Pamela Wood, Christy Palmer
- Centennial Update/Preservation Fund-Dawn Turner and Roberta Jorgensen
  - Initial meetings held in March, April and May. Goal for the committee is to plan for the entire year. Brooke Meek will be Docent Chair.
- Landscaping Renovation Update- Vicki Carroll
  - Further update at next board meeting.

### **New Business**

- June 19, 5pm- TMC RAR \$10,000 donation to Community Fund of SLO County RAR Fund
  - Reminder that RAR event is open to all members.
- September 9 and 10, Doors Open California
  - Planning Committee: Vicki Carroll, Roberta Jorgensen, Dawn Turner (overall chair)

**Adjourned at 11:15**

**Respectfully submitted.**



**Colleen Arnold, Recording Secretary**

# The Monday Club

## 1<sup>st</sup> VP - Programs Annual 2022-2023 Board Report

### **TMC General Meeting Programs:**

The Programs Committee was comprised of:

Vicki Carroll  
Michele Hall  
Judi Litell  
Diane McKeague  
Mary Qualls  
Roberta Jorgensen – Chair

Programs for the Club Year:

2022

September - *Ikebana-from Culture to Art, From Nature to Abstract* – Thanh Nguyen  
October - *It's Magic: More Housing with No New Construction!* - SmartShare Housing Solutions boardmember Marcia Alter.  
November – *Pacific Wildlife Care - A Community Resource for Wildlife* – Jeri Roberts and Claudia Duckworth  
December – *Jingle Belles* - Holiday Concert

2023

January- *Diablo Canyon – What is Its Future?* Scott Lathrop, ExOfficio member Diablo Canyon Decommissioning Engagement Panel  
February – *Festival Mozaic* – Lloyd Tanner, Executive Director  
March – *Fine Arts Awards Winners*  
April - *Mathematics, Diversity and Inclusion: Sophia Germain* - Pat McKeague  
May - *Spring Tea* - no speaker this month, recognition of members

Most speakers donated their time, the fees for the others were donated by committee members. The Monday Club paid for lunches for the speakers.

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### **Docents:**

Brooke Meek accepted the position of Docent Chair and is doing research on the Club history to better inform docents and tours. Her collection of 1930's wardrobe will be utilized by docents on special occasions. The clubhouse Docent Program will be reenergized for the 2023-2024 Club Year under Brooke's leadership.

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Roberta Jorgensen  
June 10, 2023

THE  
**MONDAY**  
CLUBHOUSE CONSERVANCY

## Building & Grounds Work Performed or Needs to be Performed

Date	Problem/Task	Remedy/Work Performed/Who	Time
5/1/2023	Range Guard Repairs	Called Mid-Coast again to get an explanation about the work order.	
5/1/2023	Door Alarm	Monterey Street Door is not alarmed. Called Alpha Fire to have one installed. Nancy is checking with Aaron about availability and time.	
5/3/2023	Grease Trap Cleaning	Clays Septic came out and performed their semi-annual cleaning	
5/18/2023	Monterey Door Alarm	Alpha Fire installed an alarm on the Monterey Street door. Both Andrews and Monterey doors considered entry doors and will wait for the alarm to be turned off before activating the alarm.	1
5/19/2023	Range Guard Fire Suppression System tank pressure and stove nozzle realigned	Mid-Coast Fire came out to recharge the Fire Suppression System tank. It had lost pressure and needed to be recharged. This is supposed to last 12 years. The stove nozzles were realigned per regulation standards.	5
5/26/2023	Building & Grounds Transition	Met with Vicki Carroll to discuss 2nd VP transition	1
5/30/2023	Fire Inspection	Called City Fire to schedule the annual inspection. Left a message.	
6/9/2023	Fire Inspection	Met with Jason Beres, SLO City Fire Inspector. We "failed" again. The fail tag for Range Guard Fire Suppression system was not removed and I have not seen any inspection passed paperwork. I've put out a phone call to Mid-Coast Fire to find out why. Jason is asking us to do three things. 1. Get the Range Guard Fire Suppression inspection tag stating work was performed and we pass inspection. 2. Replace the Fire Dept. Key Box on the Andrews St. wall by the door. He's sending over who to contact to purchase a new box. The installation of this box will require the presence of the Fire Inspector. They/He will need to unlock the box to allow the replacement. 3. Put the paint cans in a metal cabinet, preferable outside the building. Or remove the paint altogether.	
6/9/2023	Range Guard Fire Suppression System Inspection Report	I spoke with Stephanie at Mid-Coast Fire. They acknowledge the fail tag should have been replaced and will do it Monday if time allows. Also they did send the Inspection Report to the "Compliance Engine" but it looks like Jason Beres did not access it. I've let him know it is there. Hopefully we can get our annual fire inspection to pass.	



**BUILDING AND GROUNDS**

Rental Receipts	\$8,650.00	
Capital Campaign		
Docent Tours	\$165.00	
Lunch Donation	\$0.00	
Wild Apricot CC donations	\$0.00	
Cash and Check CC donations	\$12.50	Misc Donation
Yoga	\$0.00	
100 Women for 100 Years	\$0.00	
Summer Sippin'	\$4,625.00	
Kiss	\$400.00	Auction Event Proceeds
Misc	\$0.00	

**TOTAL BUILDING AND GROUNDS \$13,852.50**

**PHILANTHROPY**

Raising a Reader		
See's Candy Sales	\$451.50	
Donations	\$0.00	
Wreaths	\$0.00	

**TOTAL RAISING A READER \$451.50**

Fine Arts Awards		
Sponsorships	\$0.00	
Art Auction	\$0.00	
Donations	\$0.00	

**TOTAL FINE ARTS AWARDS \$0.00**

**TOTAL PHILANTHROPY \$451.50**

**TOTAL DEPOSITS \$14,304.00**

<b>OPERATING ACCOUNT</b>	
Lunches - Cash and Check	\$64.00
Lunches - Wild Apricot	\$0.00
<b>TOTAL LUNCHES</b>	<b>\$64.00</b>
Dues and Initiation -Cash/Check	\$1,150.00
Dues and Initiation -Wild Apricot	\$2,437.50
<b>TOTAL DUES/INITIATION</b>	<b>\$3,587.50</b>
MISC	\$0.00
<b>TOTAL DEPOSIT</b>	<b>\$3,651.50</b>

**BUILDING AND GROUNDS**

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Donations	\$0.00	
<b>TOTAL FINE ARTS AWARDS</b>	<b>\$0.00</b>	

**TOTAL PHILANTHROPY \$451.50**

**TOTAL DEPOSITS \$14,304.00**

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

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking Account	
Pacific Western Bank	3,555.61
Total Checking Account	3,555.61
Total Checking/Savings	3,555.61
Total Current Assets	3,555.61
<b>TOTAL ASSETS</b>	<b>3,555.61</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Credit Card Receipts from WA	-271,790.50
Total Other Current Liabilities	-271,790.50
Total Current Liabilities	-271,790.50
Total Liabilities	-271,790.50
Equity	
Corpus	29,589.00
Opening Bal Equity	-5,256.10
Retained Earnings	134,055.67
Net Income	116,957.54
Total Equity	275,346.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,555.61</b>

4:01 PM  
05/12/23  
Accrual Basis

**MONDAY CLUB 501 C4**  
**Profit & Loss Prev Year Comparison**  
June 2022 through April 2023

	<u>Jun '22 - Apr 23</u>	<u>Jun '21 - Apr 22</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Transfer from TMCC	0.00	2,332.00	-100.0%
<b>Donations - Income</b>			
Operating Account Donation	0.00	119.00	-100.0%
CC donations made thru WA	2,422.00	4,286.00	-43.5%
<b>Total Donations - Income</b>	2,422.00	4,405.00	-45.0%
<b>Dues &amp; Entrance Fees</b>			
Membership Badges	0.00	175.00	-100.0%
Dues & Entrance Fees - Other	19,403.00	7,850.00	147.2%
<b>Total Dues &amp; Entrance Fees</b>	19,403.00	8,025.00	141.8%
<b>Fundraiser -- Income</b>			
Summer Sippin'	3,950.00	0.00	100.0%
KISS Valentine's Day Fundraiser	13,980.00	0.00	100.0%
Cocktails & Charcuterie	725.00	0.00	100.0%
Denim Diamonds & Damon	15,760.00	0.00	100.0%
That's Amore	0.00	18,062.00	-100.0%
Zest for Life Picnic	0.00	11,510.00	-100.0%
Charcuterie & Cheer	0.00	2,400.00	-100.0%
Fine Arts Awards	2,425.00	2,725.00	-11.0%
High Tea	0.00	1,350.00	-100.0%
Raising A Reader	225.00	1,441.50	-84.4%
<b>Total Fundraiser -- Income</b>	37,065.00	37,488.50	-1.1%
<b>Membership Meeting Income</b>			
Luncheons	16,814.00	8,688.00	93.5%
<b>Total Membership Meeting Income</b>	16,814.00	8,688.00	93.5%
<b>Rent Income</b>			
Building Rental	96,770.00	100,270.00	-3.5%
Rent Income - Other	13,150.00	13,020.00	1.0%
<b>Total Rent Income</b>	109,920.00	113,290.00	-3.0%
<b>Total Income</b>	185,624.00	174,228.50	6.5%
<b>Gross Profit</b>	185,624.00	174,228.50	6.5%
<b>Expense</b>			
<b>Building Rental Expense</b>			
Rental Refund	26,550.00	18,523.00	43.3%
Building Rental Expense - Other	0.00	2,332.00	-100.0%
<b>Total Building Rental Expense</b>	26,550.00	20,855.00	27.3%
Accountant/CPA	7,000.00	0.00	100.0%
<b>Bank Service Charges</b>			
Affinipay.com	5,730.01	4,778.97	19.9%
<b>Total Bank Service Charges</b>	5,730.01	4,778.97	19.9%
<b>Insurance</b>			
Directors Liability	664.00	722.00	-8.0%
Property/General Liability	10,026.45	4,112.44	143.8%
<b>Total Insurance</b>	10,690.45	4,834.44	121.1%
Lunch Outside Contract	5,944.00	31.80	18,591.8%

4:01 PM  
 05/12/23  
 Accrual Basis

**MONDAY CLUB 501 C4**  
**Profit & Loss Prev Year Comparison**  
 June 2022 through April 2023

	Jun '22 - Apr 23	Jun '21 - Apr 22	% Change
<b>Membership General Meetings</b>			
Name Badges	0.00	90.42	-100.0%
Lunch Facility Costs	1,180.00	150.00	686.7%
Linen Rental Expense	1,678.85	396.00	324.0%
Lunch Programs	300.00	663.14	-54.8%
<b>Total Membership General Meetings</b>	3,158.85	1,299.56	143.1%
<b>Miscellaneous</b>			
Member Soiree	325.00	0.00	100.0%
Misc	200.00	0.00	100.0%
Website/Domain/Software	1,026.00	1,478.40	-30.6%
<b>Total Miscellaneous</b>	1,551.00	1,478.40	4.9%
<b>Outside Contracting</b>	8,017.15	5,439.00	47.4%
<b>Taxes/Permits/Fees</b>			
Registry of Charitable Trusts	25.00	25.00	0.0%
Secretary of State	0.00	74.00	-100.0%
<b>Total Taxes/Permits/Fees</b>	25.00	99.00	-74.8%
<b>Total Expense</b>	68,666.46	38,816.17	76.9%
<b>Net Ordinary Income</b>	116,957.54	135,412.33	-13.6%
<b>Other Income/Expense</b>			
Other Expense			
Other Misc Items	0.00	375.00	-100.0%
<b>Total Other Expense</b>	0.00	375.00	-100.0%
<b>Net Other Income</b>	0.00	-375.00	100.0%
<b>Net Income</b>	<b>116,957.54</b>	<b>135,037.33</b>	<b>-13.4%</b>

12:01 PM

## The Monday Clubhouse Conservancy

05/17/23

## Balance Sheet

Accrual Basis

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fidelity Gov't Money Market	15.96
Community Foundation	9,700.00
<b>Pacific Western Bank</b>	
Operating Account	45,830.90
B & G Capital Fund	105,857.94
B & G New Door Fund	1,740.87
Philanthropy	13,872.71
Philanthropy Fine Arts	4,099.13
Pacific Western Bank - Other	-5.00
<b>Total Pacific Western Bank</b>	171,396.55
<b>Total Checking/Savings</b>	181,112.51
<b>Other Current Assets</b>	
Due from related party account	19,434.00
<b>Total Other Current Assets</b>	19,434.00
<b>Total Current Assets</b>	200,546.51
<b>Fixed Assets</b>	
Land	29,589.00
Improvements	1,221,679.20
Security System	1,475.00
Tables	2,056.13
AV Equipment	2,604.31
Drapery	8,393.00
Furniture	7,553.00
Chinaware	2,068.74
Accumulated Depreciation	-89,913.00
<b>Total Fixed Assets</b>	1,185,505.38
<b>TOTAL ASSETS</b>	<b>1,386,051.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
EIDL Loan	59,384.00
<b>Total Other Current Liabilities</b>	59,384.00
<b>Total Current Liabilities</b>	59,384.00
<b>Long Term Liabilities</b>	
PWB Construction Loan	539,593.15
<b>Total Long Term Liabilities</b>	539,593.15
<b>Total Liabilities</b>	598,977.15

The Monday Clubhouse Conservancy  
**Balance Sheet**  
As of April 30, 2023

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	<u>Apr 30, 23</u>
<b>Equity</b>	
Opening Balance Equity	88,820.80
Unrestricted Net Assets	677,289.84
Net Income	20,964.10
	<hr/>
<b>Total Equity</b>	<b>787,074.74</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,386,051.89</b>
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**End of Year Report for Membership for 2022-23 Club Year**  
**Membership Chair-Nara Clark**

- Current Active Membership-
  - Lifetime Members-2
  - Members 70, (1 pending)
  - New Members for 2022/23 club year -25
  - Sustaining Members-16
    - Total Active Members 113
  
- New nametags ordered after their initiation ceremony for new members with a total cost of \$240.81. I donated the \$20 cost of the yearly subscription to the nametag online store in order for free shipping on Zazzle.
- I donated the cost of the 25+ nasturtium seed packets for the traditional new member present that is given at the initiation ceremony.
- New Member Social/Celebration was in April and was on a Member Monday evening time at the club. 25+ members attended. It was an organized potluck with wine provided. "Icebreaker" type of games were played and enjoyed. I donated the little chocolate prizes and flower centerpieces.
- Member Survey was sent out. It was updated by a few of the board members and webmaster.

The Monday Club  
Ways and Means Board Report  
Meeting date: 6-12-2023

- Summer Sippin, Sunday – review of this fun event! As of today (6-7-23) we are still crunching numbers but guessing we will be netting right around 19K.
- Sign-ups for the 3 main fundraisers for the upcoming year went well. Looking to have one in August or into the fall, our Valentines drive through picnic and our Tea in May. Of course this depends on what we want to do for the 100 years celebration(s).  
We will have a legacy chair on each fundraising event committee to help guide new chairs through an event.
- I have no change to the Ways and Means Job description on file. I have been working on a “How To” guide for putting on a fundraiser, which can be stored for access by committee chairs.
- For the annual report – Our fundraisers for the year included Denim, Diamonds and Damon, Cocktails and Charcuterie, Valentine Drive-Thru Dinner and Summer Sippin. All events were sold out and well received by the community and our members.

Submitted by:  
Darla Tapp - Ways and Means Chair

*The Monday Club  
Membership  
Board of Directors Report  
May/June 12, 2023*

Lifetime Members: 2  
Members: 70 + 1?  
Active New 2022/2023 Members: 25  
Sustaining Members: 16

Total: 113 active members + 1?

Membership Applicants: 2

Emailed interested: 1

**Announcements:**

- Thank you to Gabriella and Jennifer A. and Angellia for helping to contact some of the later payers on their membership dues. 25 people needed to be contacted before June 1. Only 1 person did not get back to me regarding their membership as of June 7.
- Jacki Williams and Vanessa Rizzo are changing their membership from Sustaining to Regular membership.

**Membership Activities:**

- Ordered nametags for Patty, Gini, and Jayne. Need to get reimbursed for \$240.81. I am donating the cost of the subscription service to Zazzle for cheaper shipping. I am suggesting that the new chair look for a cheaper place to buy nametags.
- Suspended old applicants- Cellini, Melody O'Shea, Mary Hickey, Jody Moses, Amy Maier. They have all been contacted several times during the club year. Some busy and some say not yet.
- Angeline Vollmer is resigning. Talked to Angeline. She has health issues and needs to resign. She texted her resignation.
- Contacted applicant Janine. I told her the next meeting is in Sept. Julie Martin will contact her.
- Responded back to email from interested member Linda Pax. I will tell Julie to follow up with her.

- Holly Markoff is resigning. She emailed she is going back to school. I suspend her account. She was a new member so she is not eligible for sustaining membership.
- Contacted the 25 late payers. All but 3 members got back to me regarding their membership status. Gabriella and Jennifer Alderman helped by calling/texting/emailing/talking to them.
- Thanh Nguyen is resigning. She sent email to resign due to caregiving duties.
- Tamara Snow is resigning. She texted me back.
- Julie Feurstein is resigning. She emailed to resign. She is busy. She is not eligible for sustaining.
- Gigi is resigning.
- Received checks from Becky Price, Helen Sispas, and Vanessa Rizzo. I Need to give them to Michelle.
- Arlene Blake is dropping off check to Jennifer A.'s shop.
- Cricket Handler is resigning but will still contribute to Fine Arts.
- Cathy Sherman is resigning. She said she gave a letter to Vicki.
- Vanessa Rizzo changed her membership from sustaining to regular membership. I counseled her about the expectations of being a member.
- Linda Miller is resigning. She texted me her resignation.
- Nancy Lea Hite is resigning. She texted me. Hopes to come back some day.
- Anika Clements is resigning. She emailed me her resignation. She is going back to school.
- Called/texted/emailed/automated emailed Katherine Speccheria. I heard it is a tough time right now for her. I suspended her account. Heard nothing.
- Mary Jo Devitt resigned. Called/texted/emailed/automated emailed Mary Jo Devitt. I suspended her account. She emailed me back 6/6 and said she resigned earlier in the year. She is living in retirement community, Wyndham in Arroyo Grande.
- Called/texted/emailed/automated emailed Jacki Williams. She wants to be regular member. Working on getting her an invoice with Angellia's help. Sent updated invoice.
- Worked with Julie Martin on training her for membership position for next club year.
- Prepared End of the Year Report for Membership.
- Updated Board of Directors Position description.

## **The Monday Club**

Annual Publicity Board Report- 2022-2023

Submitted by Dawn Turner

June 12, 2023

From June 2022-May 2023 responsible for the Publicity for The Monday Club and Monday Clubhouse Conservancy.

### **Promoted Events**

Doors Open California

Fine Arts Awards

On-Line Quilt Auction

Denim, Diamonds and Damon Fundraiser

KISS Valentine Fundraiser

Summer Sippin' Fundraiser

Raising a Reader Book Drives and Fundraising Events

Lumina Donation Drives

Book Club

Member Monday Events including Wreath and Bow Making, Valentine workshop, Trivia Night, Charcuterie making workshop, New Member social, Trivia night.

Monthly meetings

### **Promotional Activities**

Facebook and NextDoor posts

Local calendars

Press releases to media outlets

Eblasts to members and TMC mailing list

Radio appearances

### **Edited and Prepared monthly Newsletter**

### **Other duties as needed**

**Trained new Publicity Board Member, Kristin Inman**

**MAY 2023 TMC Venue Management  
Board Meeting Report  
June 11, 2023**

**May - 6 Events Executed:**

- 5/1 TMC Monthly Meeting
- 5/6 Baltimore-Dutra Wedding
- 5/12 Festival Mozaic
- 5/13 Purcelle-Herrera Wedding
- 5/21 Lowy Wedding
- 5/23 Friday Night Live Awards
- 5/28 Sigma Pi Fraternity Awards

**May- 3 New Bookings - \$2,500 in Rental Fees:**

- 5/23 Friday Night Live Awards
- 6/14 Cal Poly Counseling Services Meeting
- 7/16 Nick Jones Wedding

**May - 5 Site Visits/Tours & Rehearsals:**

- 5/5 Baltimore Dutra Rehearsal
- 5/11 Receive Festival Mozaic Rentals
- 5/13 Piano Move out for Festival Mozaic
- 5/19 Site Tour – Leon – likely booking
- 5/19 Site Tour – Lopez – likely booking

**2023 - 40 events totaling \$114,200 in rental fees plus 13 TMC Events**

2024 - 1 event totaling \$3,600 in rental fees

2022 - 37 events totaling \$84,940 in rental fees

Date	Event Title	Total Base Rental
1/8/23	Kolb Memorial	2500
1/9/23	TMC GMM	x
2/6/23	TMC GMM	x
2/11/23	Smith Ashlock Wedding	3700
2/13-14/23	TMC Vday	x
2/18/23	Diaz Nguyen Wedding	3700
2/26/23	TMC Fine Arts Awards	x
3/3/23	Joan Sargen 80th Bday	2500
3/6/23	TMC GMM	x
3/10/23	KAT-ZT Dance	2500
3/20/23	Deitsch-Greenwald Wedding	1600
3/23/23	Magliari-Scipione Wedding	1600
3/25/23	Leong-Ramirez Wedding	3700
3/26/23	CC Bridal Fair	2500
4/1/23	Loomis Memorial	3800
4/3/23	TMC GMM	x
4/14/23	Wild+Free Presentation	2500
4/16/23	Delta Tau	2500

4/21/23	Brandt-Taylor Wedding Set Up	1500
4/22/23	Brandt-Taylor Wedding	3600
5/1/23	TMC GMM	x
5/6/23	Baltimore-Dutra Wedding	3700
5/12/23	Festival Mozaic	2750
5/13/23	Purcell-Herrera Wedding	3600
5/21/23	Lowy Wedding	2500
5/23/23	FNL Awards Night	1500
5/28/23	Sigma Pi Fraternity	3600
6/3/23	TMC Fundraiser Set Up	x
6/4/23	TMC Fundraiser	x
6/14/23	Cal Poly Counseling Services Meeting	1500
6/16/23	Cal Poly Orfalea Business	2500
6/18/23	Raising a Reader Set up	
6/19/23	Raising a Reader Event	
6/25/23	Sergio Wedding	2500
6/26/23	Fresno State Mixer	1500
7/8/23	Chavez-Mejia Wedding	3600
7/16/23	Jones Wedding	2500
8/6/23	De La Vega Wedding	2500
8/13/23	Veley Reception	2500
8/19/23	Packard Wedding	3600
8/26/23	Heintz-Morgan Wedding	3850
9/2/23	Peterson-Cummings Wedding	3600
9/4/12	TMC GMM	x
9/16/23	Real Wedding	3700
9/23/23	Hammond Bday	3600
9/24/23	Lujan-Michalak Wedding	2500
10/2/23	TMC GMM	x
10/6/23	Shah Welcome Party	2500
10/13/12	Graf-Hawley Wedding	2500
10/20/23	Nodhus-Castro Wedding	2500
10/21/23	McCoy Wedding	3600
11/4/23	Despain-Carnenvali Wedding	3700
11/6/23	TMC GMM	x
11/11/23	Elfant Bat Mitzvah	3600
12/4/23	TMC GMM	x

Date	Event Title	Total Base Rental
5/4/24	Erwin-DuBois Wedding	3600



## The Monday Club Venue Procedures

### To reserve the building for a meeting or event:

1. Check the online calendar to see if the building is available
2. Email Teresa [mondayclubevents@gmail.com](mailto:mondayclubevents@gmail.com) to reserve
  - a. For events:
    - i. Let Teresa know if it is a public event that will need security
    - ii. Let Teresa know if you would like to utilize her set-up/take-down services billed at \$140 per event
    - iii. Let Teresa know if you plan to clean or if you would like the building cleaned after your event approximately \$250/event
3. Be sure you are aware of building entry procedures prior to your event so there is not an “emergency” feeling on the day of your meeting or event
  - a. Keys
    - i. The building key will get you into the janitors closet and the back storage room
    - ii. Keys to AV cabinet, kitchen cabinets, dishes closet, office are in key box in the janitors closet
  - b. Alarm code
  - c. Gate code

Wi-Fi Network: Monday Club Guest PW: MondayClub2021

Wi-Fi Network: Monday Club Staff PW: MondayClubStaff2021 – not to be given out to guests

### Building Closing Procedures – a complete check list is in storage room for your reference

1. Check floors for spills
2. Close all curtains
3. Turn off all AC/Heat Units and Fans
4. Check bathroom windows and lights
5. Check kitchen: ovens off, stove top off (pilot lights stay lit), FAN OFF, back door locked, fridge/freezer empty
6. Take trash out – even if you are paying for cleaning services
7. Check all doors from the inside before you set the alarm and from the outside before your leave to property. This is very important, please check all doors even if you did not use them.
  - a. Front Door facing Monterey Street
  - b. Sunroom Door – check top two latches, bottom two latches and deadbolt
  - c. Kitchen Door
  - d. Rear Glass Doors near ADA bathrooms
  - e. Andrews Street Door