

## January 27, 2019 STXSA board meeting minutes

In attendance: Meredith Harris, Elisabeth Hope, Rachel Carlton, Danette Schuh, Claire Eary, Diana Quam

### Welcome

1. Vote to waive reading minutes of last minute
2. Rachel: Treasury report.
  - Checking: \$21,648.75
  - CD \$4,331.88. Renews April 22.
  - Paypal [info@stxsa.org](mailto:info@stxsa.org) (NOT TO BE USED) \$104.68. Meredith will send it to Darbi and ask her to claim it, empty it and shut it down.
  - Paypal [treasurer@stxsa.org](mailto:treasurer@stxsa.org) (active account) \$343.08
  - Rachel submitted the 1099's (5 or 6 to be sent by mail)
  - Bank signers: Rachel, Meredith and Elisabeth will find a time to go to the bank and get onto the account. Danette will get off the account.
  - PayPal card readers: 2.75% fee per processing sale (put \$5 minimum on everything). Works on any phone that's logged into our Paypal through headphone jack.
  - Use at Spring workshop? Need a volunteer with headphone jack.
3. PO Box : our official address for taxes, etc.
4. Storage unit: Mary Bell is in charge of the key. Houses all of our stuff. Storage West on Highway 6 between Settler's Way and Dulles (Sugarland). Climate controlled. Can keep anything but food. 3<sup>rd</sup> floor, has carts/hand trucks, elevator. Call Mary, arrange a time to meet there, and get the stuff you need for events. **We need to get a filing cabinet and shelving.** The storage unit place has an extra key to our unit, so we could have the filing cabinet delivered into the unit.
  - Decoration supplies
  - Old t-shirts
  - Plastic silverware
  - Claire will send dimensions, picture of the cabinet that's in her garage
5. Website update: Danette. Setting up our WooCommerce. Allow membership renewal and payment online. Family memberships should always renew at the same time at the beginning of the year. Teacher memberships will renew at whatever time of the year we sign up.
6. Mailchimp newsletter: has links to each event back to the website. The email went out to all families and pictures. That list has over 240 people signed up. Direct connection with parents. Mail chimp will keep track of unsubscribes and invalid email addresses. People can unsubscribe themselves. We can tag subgroups.

7. **Need to check that all SAA members in our area are in the recruitment list on Google Drive.**
8. Secretary of state form: Elisabeth is registered agent to renew nonprofit status. Rachel is treasurer now, so we can send it to the secretary of state. Elisabeth will be listed as secretary and is not allowed to be listed as holding two offices.
9. Chapter affiliate report: Meredith submitted. Margaret sent back bullet points of things we didn't include, so Meredith added additional information.
10. Fundraising: on Giving Tuesday, Majka set up a Facebook matching fundraiser.
11. Amazon Smile: **ask Majka for update**
12. Scholarship chair: **Andrea?** Scholarship student application is due February 1.
13. Chairmen's fees: **move to agenda for June meeting.**
14. SAA Leadership retreat: coming up. Send Meredith to represent STXSA. Reimbursement amount: plane ticket, hotel, registration fee (when leadership retreat began). Changed to \$800 at one point. The idea is to send a representative to go to chapter affiliate sessions, business/running the organization/workshop director sessions. Danette voted that we cover airfare, hotel, registration expenses to be our chapter affiliate person and go to the chapter affiliate meetings. **Revisit actual amount when amounts are known. \$80 registration fee before February 28, \$618 or \$441 for 1-person or 2-person lodging.**