

## Minutes of the July 14, 2014 Staying Put Board Meeting

A meeting of the Board of Staying Put took place on Monday, July 14 at 4:30 PM in the Parlor at the Congregational Church of New Canaan.

The meeting opened with a welcome to Barb Achenbaum at her first official Board meeting as Executive Director. The Minutes of the June Board meeting were approved.

Barb presented the Operations Report and the Scorecard. STAYING PUT had 297 requests for services in June, of which 213 were for rides. STAYING PUT had 40 volunteers who gave rides to over 50 members. Requests for technical help were high and special thanks to Sue Scannell who answered a technical request, and then drove the member to Stamford to sign a document.

One new household joined in June. The nine events included a very popular Flower Arranging event at the Inn supervised (and encouraged) by Cathy Pike. The tour of NCVAC will be repeated (by popular demand), and the Coffee in the Kitchen is beginning to take hold. Attendees to the monthly dinner continue to number between 15 – 20.

The Annual Picnic and Fundraiser was attended by 158 paying guests and several more who came to honor Jane Nyce and have a chance to say fare-you-well to STAYING PUT's first ever Executive Director. Many thanks go to Judy Bentley, to Lila Colema, and to Tom Ferguson.

Sally Campbell's luncheon was lovely and was enjoyed by 21 members. Different members attend different events; the variety in events helps to bring out a good cross-section of the membership.

As of July 14, The Jane Fund has 73 donors

In other Fundraising news, The Jeniam Foundation has been very supportive of STAYING PUT during its earlier years. Tripp Killin, who is the ED for the Foundation, wants to know how the Foundation can have maximum impact. Barb, Judy and Tom will work on a two-page request for Tripp.

Next year STAYING PUT will also solicit local churches for support.

Publicity in June was outstanding with articles in local papers by Nancy on Jane Nyce and on Volunteers. Lois Sandberg produced not one but two newsletters in June. Patti Gianakos (with help from Pete Stair) has put new photos on the STAYING PUT Facebook and STAYING PUT website pages. Thanks to these

talented Board members, STAYING PUT is really getting the word out on all fronts!

The Weekend Phone Duty roster was part of Barb's handout. Board members each take a weekend to check messages that are left on the office phone line. The purpose is to give Barb and Donna Simone their weekends off whenever possible. If the message is non-emergency, just save it, and it will be dealt with on Monday. If the message requires immediate help, call one of STAYING PUT's directors to let them know what's going on. If a Board member needs to switch weekends with another person, please let the office know about the switch.

Cynn timer Yates has offered to take on the Office Volunteers set-up job. Mitzie Transue and Molly DePatie have been helping get Cynn timer acquainted with the Volunteers who love to give their time and help in the office. The goal is to have at least one Volunteer in the office during office hours to help field phone calls and take messages. Cynn timer has already got the office covered when Donna Simone is away for a couple of days in the beginning of August. Thanks to Lila Colema, Priscilla Tomas and Gloria Major-Brown who have stepped up their help in the office.

Gloria and Barb will hold a meeting Sept 10<sup>th</sup> at 11 AM at the office to go over procedures for Office Volunteers.

The Thank you coffee for Volunteer Drivers is still worthwhile even though it disrupts the office quite a bit. It is still a good way to thank drivers personally and also to get last minute requests filled. The volunteers who attend seem to like a chance to meet and greet each other.

Tom Turrentine, Treasurer, informed the Board that the fiscal year 2014 (fiscal = July 1, 2013 – June 30, 2014,) was good, even excluding The Concert in Sept; in fact, the Sept concert accrued STAYING PUT more donors (and therefore more funds). There were one-time expenses associated with The Concert. The budget for the next fiscal year will be based on recurring revenues. It will also include a breakdown for technology, including new equipment and new database programs. Patti will help with those numbers. NB: a new program for the STAYING PUT database will increase productivity and be a big help to Development.

The June 22 Picnic was successful. Lila Coleman is most appreciative of the many thank-you notes she has received, and deserves! The music was too far away to be heard. Since Nancy Helle's song was hard to hear, the words will be posted for anyone who missed them. Jody Davis (Music Director at the Congregational Church) has offered to play at next year's picnic for free. The

concept is to play as the guests arrive to set the party's tone. The June Picnic and Fundraiser has been held for 5 years in a row and has become a regular event for STAYING PUT.

The Annual Appeal is alive and demanding the attention of all Board members! The Board is asked to review the list of "solicitees" and to make any corrections and additions to the master list. (The list will be emailed to the Board.) STAYING PUT looks for new potential donors each year; so check address books and email lists for any potential contacts and give the information to Barb. Each Board member will write notes to friends and relations. If a Board member thinks another person can make a better personal touch then be sure to let the office know of the switch. Barb handed out the list of each Board member's solicitations from the last Annual Appeal. An "x" means that person donated; "SE" means he/she sponsored the Concert Event. Some Board members prefer to write the notes on separate notecards, while others prefer to write on the appeal letter itself. NB: the note writing is the "easy part;" the collating and stuffing and organizing is the Big Job.

Tom told the Board that after 6 years as President he will be stepping down at the end of this year, and that Judy Bentley has accepted the offer to become President. Although Tom Turrentine signed up to be Treasurer again, but offered that if someone else wanted to take the position he would resign. Lyn Chivvis will stay on as Secretary. So that leaves the VP position to be filled. Tom said the Board will have formal elections in the fall.

The Board had a retreat in 2010 and now that STAYING PUT has many new Board members, as well as Barb, it is time for another off site retreat - probably next winter.

Membership will have a tent at the Sidewalk Sale this coming Sat. The Board voted unanimously in favor of a presence at the Sidewalk Sale. The STAYING PUT stand will be next to Starbucks, which is a great location. Members of the Board will take shifts at the table. This will also be a great way to recruit Volunteers

June was a busy month for Publicity, with two newsletters and articles in the local papers. With the photos of Jane Nyce from six to seven years ago, it became apparent that STAYING PUT must start an archive collection of photos, which Patti will set up on Dropbox. STAYING PUT will try to have a photo of the Board taken each year, and George will follow up on Ellie O'Neil's account of STAYING PUT's history.

After a discussion about the Kitchen Bridge it was decided to suspend this event until the fall. Two issues were discussed: members who don't rsvp, but come to play, and the possibility of playing some other game since many bridge players already have their bridge games set up.

The meeting closed at 5:32 PM.

Respectfully submitted,

Lyn Chivvis, Secretary to the Board

7/17/14