

Rancho Santa Fe Women's Fund Board Meeting

August 25, 2022

Board Members attending: Kathy Sage, Beth Terrana, Susan Hoehn, Diane Solomon, Mara Buchholz, Cynthia Hudson, Mary Consalvi, Marian Benassi, Nikki Ream, Donna Vance, Cheryl Salmen, Sara Bennett, Ellie Cunningham, Sandra Coufal, Diane Solomon, Candise Holmlund, Vivian Hardage and Korri Ball

The meeting was called to order at 1:05pm by **Susan Hoehn**, Board chair. After welcoming board members Susan requested that the group approve the notes from the July 25, 2022, meeting.

Approval of prior Meeting Minutes – **VOTE REQUIRED**

Motion: Cynthia Hudson Second: Beth Terrana Approved: All

Following the approval on minutes, Susan invited the **Membership Chairs, Sara Bennett, and Donna Vance**, to give an update.

- Sara Bennett started by announcing that we have had four new members join this year already. There is a large group of Rowe mom's looking to join and get involved.
- We will be having a Meet & Mingle 3-4 weeks after the Kick-off to capitalize on the enthusiasm and interest. We usually have 30-40 people attend the Meet & Mingles, so we need to make sure that the home is large enough.
- Sara went on to say that she, Korri, and Donna are working on the letter for the mentor program, and we will be getting that out soon. Donna will handle matching new members with a mentor.
- Cynthia Hudson asked if she could get the list of newest members, so she can email them to attend the Country Friends Fashion Show. Last year it was fun to sit altogether and became almost another WF social event.

Following the membership update, **Susan Hoehn began her chairperson** update.

- The newsletter was chock full of updates and announcements, so please take a moment if you haven't already to read the email.
- The biggest kudos go to Mara Buchholz for spearheading the website, update. It is going to be an amazing new website.

- A big welcome the newest Board member – Cheryl Salmen! Cheryl will be the social media chair. She is an amazing addition to the WF Board.
- Susan went on to reiterate the new timeline for making our yearly contributions. Contributions are due by Sept 15th; the contribution request announcement has gone out. Let's have the Board be the first to pay and set the example for the rest of the organization.
- We will be continuing the successful, Above and Beyond Campaign. Hopefully, everyone will round up their membership dues to \$5000 or \$10,000.
- The Kickoff event is on Sept 21st - 5pm. After the last-minute change and scramble to find a new location Anne Brizolis offered a home that she is currently listing in The Bridges. Korri and Muffy will be visiting the home soon to determine any need for seating, valets, and food. We will need some help from Board members bringing a bottle of wine. Many of the board members said they would be willing to bring a bottle or two.
- Meet & Mingle, as Sara mentioned we are looking for a host for October.
- Susan confirmed that board members received the Calendar. There may be some changes as we move through the year.
- The 2021 Grant Impact Report, which gives a brief update on the organizations that we supported last year will be going out soon.
- I have decided to try something different to note membership year milestones. Korri will be adding a colored gem to the name badges: purple-founder; 10 year- rose; 5 year-blue; new-green. This new system will be in place of the hummingbird pins. Mara asked, as we do this that we figure out if the information on the website is correct. Sandra noted that we have been grappling with this and we found the most accurate information came from the Foundation database of payments.

Following her report, Susan turned the time over to the **Grants Chairs –Cathy Burch & Kathy Sage.**

- Kathy Sage has a conflict with the April 18, 2023, Grant Presentation Meeting. The group was asked if they could foresee a problem if it was moved to Monday, April 17, or Tuesday April 25, 2023.
 - What is the groups opinion on pushing the everything back one week? No one saw a problem with this if the awards meeting is also pushed back 1 week.
 - Mondays are not the most popular due to scheduling conflicts.
 - The board agreed that the following **dates should be changed on the schedule:**

- **April 25, 2023, at 9:30am – Grantee Presentation**
- **May 2 or 3, 2023 – WF Board meeting**
- **May 17, 2023 – Grant Awards Meeting**
- Kathy Sage reported that the invitation letters to apply for grants went out to the WF database, as well as the RSF Foundations' Patriot Connection database in July. We don't have many LOI's yet but, we expect an avalanche on Sept. 1.
- We have a talented group of members returning to the work groups and we would love to include some of the new members.
- Kathy Sage is also updating the grant notebook and making it more user friendly on our digital devices. I would like to ask a question about the sentence that says an organization can not apply for 3 years. Kathy Sage said that she remembers a policy that an organization can apply sooner if it is for a different program. Past grant chairs, Candise Holmlund and Vivian Vance confirmed that the restriction on three-year eligibility is by organization, not program.
- Mara Buchholz gave a brief explanation of the JotForm procedures and modifications that will help the work groups review, assign, and approve LOI's and then RFPs at a later date. This will really streamline the process and help make it easier for everyone. Susan said grant work groups is a great stream of leadership in our organization.

Following the grant report the Program Chairs- Marian Benassi & Sue Major, began their update.

- Sue reported that we have a great speaker for the meeting. We are working on the invitation, which will be sent out soon.
 - The agenda will go as follows:
 - 5-5:30pm - Social
 - 5:30-6pm - General meeting will begin –
 - Susan Hoehn - Welcome
 - Grant recap of past grantee- Susan asked Nikki and Mara to identify a speaker from an organization. John van Cleef, CEO of Encinitas Community Resource Center, has agreed to be our speaker for the Kick-off meeting.
 - Grant information and update
 - Membership encourages members to bring friends and join.
 - Speaker 6:05pm-6:35 --20 minutes for speaker, 10 for Q & A

- Sue will introduce the speaker.
- Speaker has been confirmed. Erica Ollmann Saphire, Ph.D., Professor, President and CEO, La Jolla Institute for Immunology

Title: *The X and Y of Disease: How understanding sex-based differences in the immune system can lead to better treatments, diagnostics, and preventions.*

- Does speaker need projector or screen? Sue will ask the speaker. Korri needs to check the home and see if there is a TV in the room, we will be gathering in.
- Food – who will be handling the wine and the food?
- **November meeting**
 - Fairbanks Ranch Country Club - November 8, 2022, at 11:30am
 - Marian asked if the group would like to have a hands-on project again. Vivian said she thinks alternating between hands-on and speaker is a nice change. Susan said she thinks the perfume meeting would be a good Meet & Mingle.
- “*A Year to Clear*,” is a book that Marian is reading, and she thinks that the author might be a wonderful speaker in the February.
 - Marian will give more updates on this at the next meeting.

The current **Finance Chairs, Diane Solomon & Beth Terrana**, reported that we are in good shape financially. We have about \$11,000 excess due to increased membership. Susan shared that we (RSFWF) are a Donor Advised Fund of the RSF Foundation, and they handle the back of house for us. The Foundation is growing and there have been many health issues among the staff members. Our needs to the foundation have not changed. But as the Foundation has grown, they do not have as much time. In order to be respectful of the Foundation staff, please address all questions you may have to Korri. If she doesn't know the answer, she will ask the Foundation staff person for help and information.

Following the finance team, the new **Technology Chair – Mara Buchholz** shared her update.

- Mara reported that Sara Shephard is doing an excellent job updating the website. She is a pleasure to work with. Sara sent a peak at the home page which was shared with Susan Hoehn, Nikki Ream, Mary Consalvi and Mary Ann Gillespie. Mara took their feedback and shared it with Sara. Sara has created a fresh, dynamic website that will be easy to update. She is adding press articles to the home page. She is adding features that will

put us in a more searchable organization. Sara will be accessing the Shutterfly account to use updated photos.

- Sara thought the home page could be ready in early to mid-September. Some of the reports and analysis pages may be ready a couple of week later.
- On the invoice and renewal email we requested that members update their own information. We are trying to ask all members to give their photo release permission.

Ellie Cunningham, the volunteer chair, reported next on the plans for volunteer activities this coming year.

- Ellie reported on the shelter dinner that she organized last June. About 8-10 women joined in feeding a dinner at the shelter in Vista. We had enough food left over to prepare lunches that were handed out.
- Ellie reached out to tons of organizations and has focused on a volunteer activity that will take place on Oct.1, 2022. Every year the ASYMCA has a ballgown shopping extravaganza to help military members and spouses get ready for their yearly balls.
 - We will go as a group and help on a “shopping” day.
 - Additionally, Ellie asked if members could bring gently used formal and semi-formal clothing for people at the September meeting.
 - Ellie would like Korri to add the Just Serve link to the website and she is happy to find other volunteer opportunities to post.
 - Do we want to do the Easter Basket luncheon this year? The board agreed that event again.
 - It would be sometime *before April 9, 2023*.
 - Susan said that the luncheon can be at her home.
 - We just need to determine those to whom we will give the baskets.
 - Susan said there may be extra funds to support an activity, due to the substantial number of new members.

Prior to the conclusion of the meeting Mara asked how Susan and the board want to “introduce the website” to members. Do you want to do a reveal?

- Susan said she would like Mara to make a pitch to the members at the September meeting and encourage them to update their profile and encourage them to look at the new website.
- At the November meeting, Susan would like Mara to show a walk through for the members attending.

Susan Hoehn adjourned the meeting at 2:25pm