

**Sierra Madre Civic Club
General Meeting Minutes
January 10, 2019**

The meeting at the Hart Park House was called to order at 7:30 p.m. by President Marcia Bent who thanked Jane and Mary for arranging the All Member Social tonight.

Clipboards that were Circulated: Huck Finn, Wistaria Vine, Casino Night Shifts.

Inspiration and Flag Salute were led by Pat Krok.

Introduction of Hostesses: Prudence Levine introduced Lead Hostess Joan Crow, Irene Nakagawa, Judie Cimino, Jill Girod, Donna Mathisen, Linda Wochnik, Sharon Lefler and Shannon Vandavelde. Facilitator: Shannon Vandavelde.

Introduction of Guests: Jane Zamanzadeh introduced Heather Sheets and Donna Madsen; Nancy Beckham introduced Wendy Senour; Pat Alcorn introduced Jennifer Haag; and Susan Clifton introduced Diane Hatfield.

Minutes: Minutes of the December 13, 2018 General Meeting had one correction. Page 5 – Parliamentarian – a vote will be at the January (not February) General Meeting. Motion was made by Suzanne Decker to approve, seconded by Sue Quinn. No discussion. The Minutes were approved.

Treasurer's Report

Suzanne Decker

Beginning Balance (December 1, 2018) \$5,115.98

INCOME

50/50 December	\$ 16.00
Community Yard Sale (online sales)	\$ 50.00
Cookbook Sales	\$ 15.00
Holiday Party (return advance)	\$ 192.63
Holiday Party Reservations	\$ 750.00

TOTAL INCOME \$ 1,023.63

DISBURSEMENTS

Expenses/Disbursements:

e-payment: City of Sierra Madre – Casino Night	\$ 208.00
e-payment: McMac Publications – Website Admin (July, Aug, Sept.)	\$ 90.00
e-payment: Postmaster – PO Box Rental	\$ 82.00
e-payment: Suzanne Decker – Beautification Committee	\$ 17.48

e-payment: Alice Clark – Communications Sec’y (Dec. printing) \$ 11.24

TOTAL DISBURSEMENTS \$ 408.72

ENDING AVAILABLE BALANCE 12/31/18 \$ 5,730.89

Bank Balance: \$5,730.89

Outstanding Checks: None

Bills Presented for Approval:

Alice Clark: \$40.49 – Newsletter Printing, Postage and Envelopes

Sue Quinn: \$161.43 – Printing of Board Description Booklet

Suzanne Decker: \$500.00 – State Farm Insurance

Motion was made by Jane Zamanzadeh to pay our bills, seconded by Irene Nakagawa. No discussion. The Motion passed.

Deposits:

Jane Zamanzadeh: \$375.00 – Casino Night Tickets and Assessments

Chandy Shair: \$28.00 – Recycling Plastic and Cans

Colleen McKernan: \$675.00 – Casino Night Auction/Opportunity Donations

Suzanne Decker: \$19.00 – 50/50 Drawing

- Suzanne will accept deposits after the meeting throughout the month of January.
- Budget Review Report – Suzanne thanked Darlene Traxler, Susan Clifton and Marcia Bent. Everything is in order, no additions or subtractions to the budget are needed for the coming year.

First Vice President, Dean of Chairs

Jeanne Martin

Committees to report:

Amenities (Jeanne for Marlene Enmark): Marlene is in the hospital due to a kidney stone – operation is tonight.

Education Awards (Sharon Lefler): Thanked the many members for their cards and calls during her recent struggles with shingles. The committee is Marcia Bent, Judie Cimino, Mary Beth Finnerty, Jill Girod, Jeanne Martin, Virginia Mullaney and Elizabeth Shula and will be meeting next week. According to our bylaws, we will be giving no more than 5 graduating high school seniors an award of \$1,000 for a total of \$5,000. Applicants must live and/or work and/or attend school in town. Awards will be presented at the May General Meeting. Applications are at the Library and City Hall, on the Civic Club web site and included in the Newsletter. Will also be sent to college counselors at 17 local high schools. Posters will be displayed at various local businesses.

Huck Finn (Jan Greteman): Will be on March 29 and 30. Explained what Huck Finn is, the fishing derby on Saturday and camping on Friday. Ages are 3-15. Cost is \$16.00 for

children. Shifts are on Saturday from 7:00 a.m. to 12 Noon. Sign up March 4-16 at City Hall. Kiwanis will host the breakfast. Husbands can sign up to help teach kids how to fish. Membership Wear (Heidi Hartman): She has examples of items with either the Civic Club logo or Sierra Madre Civic Club for sale tonight.

Philanthropy (Darlene Traxler): Application will be in the January and February Newsletters. Has 4 already. They are in 2 formats – Word, which can be filled out and sent to Darlene and PDF. Deadline is Friday, March 1. Only Civic Club members can submit to any non-profit organization. March newsletter will have the Yes/No ballot and if needed it will be e-blasted.

Wistaria Vine (Mary Lou Caldwell): Explained the viewing of the vine for many, many years and Civic Club involvement as docents. There are 4 time slots available: 9:00 a.m.- 3:00 p.m. for 2-hour shifts. Name badge is your ticket and shuttle bus is available to and from but not at 9:00 a.m. shift. Can park at Marlene's or carpool. Date: Sunday, March 17.

Second Vice President, Ways and Means Susan Clifton

- Recycling: Janet needs cartridges and Chandy needs plastic and cans. Drop off cartridges at Janet's home or Marlene's.
- Ralphs Rewards: Please register, this is great easy money for Club, Susan will help those who need it. 11 are now registered.
- Eat-Out: Will be at Paco's and will contact them this week for a date. Also asking Corfu Restaurant and others.
- Community Yard Sale: Will be the 1st Saturday in June.
- Casino Night: Date is Saturday, March 23 at the Rec Center. Committee met to continue planning the 'Queen of Diamonds Casino Night.' Time is 7:00 to 11:00 p.m. All members have to: buy at least one ticket; pay the assessment fee (\$20.00); contribute an auction item which is now for the opportunity drawing; and sign up for a shift at the event. No winning money you win tickets for item(s) you want.

Food: Janet Gillespie is Chairing. It will be different this year -- \$20.00 from members will be toward purchase of food, non-alcoholic drinks and paper goods. The ticket form will have this on it. If you have a favorite dessert or appetizer that you feel would be good for the event, you can either share the recipe or make it and be reimbursed for the cost, let the committee know what you are bringing – Janet, Mary Bowser, Carol Cerrina or Jeanne Martin.

Tickets: Jane Zamanzadeh is chairing, please check the Newsletter for the form.

Auction Item/Opportunity Drawing: Colleen McKernan and Marcia Bent will be co-chairing. A donation form is on the tables. There will be about 20 big ticket items. You can go in with a group of people or donate money and Colleen/Marcia will buy. Make check out to Sierra Madre Civic Club, memo line Casino Night Auction. Colleen will be talking to members soon to see the best way you can contribute. Money Hat will be offered too. Must be at the event to claim the prize.

- Call or email Susan with any questions or concerns. Very excited to be planning this event. Please bring guests – family, friends, husbands, partners.

- Nancy Beckham suggested having card parties before Casino Night to learn various card/gambling games. Starting next Friday, January 18, at 7:00 p.m. she will host a poker party. Please RSVP. More parties to follow. An e-blast will be sent out. Sue Quinn will also post links to online You Tube instructional videos.

Third Vice Presidents, Membership Mary Higgins and Jane Zamanzadeh

- Mary installed new member Donna Madsen. Welcome!

Communications Secretaries Sue Quinn, Alice Clark, Judie Cimino

- **Sue:** The newsletter deadline is Wednesday, January 16.

- **Alice:** Correspondence

Incoming

Distribution

Plea for money from the S.M. Volunteer Firefighters' Assoc. (would any of you like to carry an application for our Philanthropy money to the firemen?)	Any Member
From State Farm the annual bill for business insurance -- \$500	Treasurer
Picture postcard and plea for money from Foothill Unity	Outreach
4 th quarter newsletter from S.M.E.A.C.	Circulate at Meeting
TY from Friends in Deed for our donation to their food pantry (read to Club)	Pres Book
Christmas & New Year picture postcard from Door of Hope	Outreach
Advertising card from local realty company, two of whose brokers are CC members: Judy Webb-Martin and Jan Greteman	Circulate at Meeting
Staples coupon	

- Pat Alcorn will take a Philanthropy application to the S.M.V.F.D.
- **Judie:** Please look at the web site. Will put on Casino Night and Education forms.

Parliamentarian Bonnie Diener

- Thanks to Anita Thompson and Karma Bell for help on the revisions to the bylaws.

Each bylaw was read, then the proposed change and then a Motion was made. They are:

ARTICLE III. MEMBERSHIP

Section 2. To be accepted for membership, a candidate shall do all of the following: a. attend three (3) regularly scheduled general meetings within a six-month period, and b. volunteer at one (1) Club activity (e.g. Huck Finn Day, crafts or window painting) other than a general meeting. When these requirements have been met, the candidate shall submit an application to the Third Vice President.

Proposed Change: “crafts” to “Mt. Wilson Trail Race”

A Motion was made by Bonnie and seconded by Jane Zamanzadeh. No discussion. The Motion passed.

ARTICLE V. OFFICERS AND THEIR DUTIES

Section 4. **The SECOND VICE PRESIDENT** shall:

b. Be the Ways and Means Chairman

Proposed Change: “Be the Dean of Ways and Means Chairs”

Add: d. Appoint, with the approval of the President and the Board of Directors, Chairmen of Ways and Means committees except as specified in these bylaws.

A Motion was made by Bonnie and seconded by Pat Alcorn. No discussion. The Motion passed.

ARTICLE VII. MEETINGS

Section 1. Regular meetings shall be held on the second Thursday evening of each month. If these regular meetings should fall on a day of conflicting interest, the meeting day may be changed by a majority vote at any regular meeting.

Proposed Change: Regular meetings to be held on the second Thursday evening of each month. If these regular meetings should fall on a day of conflicting interest, the meeting day may be changed by a majority vote at any regular meeting. With the approval of the general membership by a majority vote, club could suspend one general meeting per year.

A Motion was made by Sue Quinn and seconded by Judy Webb-Martin. No discussion. The Motion passed.

ARTICLE IX. MEMBERSHIP ON STANDING COMMITTEES

Change title to read: **MEMBERSHIP ON COMMITTEES**

Section 5. All standing and special committee chairmen shall submit a summary report both to the Report Writing Chairman and the First Vice President, Dean of Chairmen, when the activity is completed.

Proposed Change: All committee chairmen shall submit a summary report both to the Report Writing Chairman and officer under whose responsibility the committee falls when the activity is completed.

Section 6. All committee chairmen's procedures books shall be returned to the Dean of Chairmen when the activity is completed.

Proposed Change: All committee chairmen's procedure books shall be returned to the officer under whose responsibility the committee falls when the activity is completed.

A Motion was made by Bonnie and seconded by Jean Coleman. No discussion. The Motion passed.

- Mary Higgins asked if we can change or reconsider: **ARTICLE V. OFFICERS AND THEIR DUTIES** Section 4 b. "Be the Dean of Ways and Means Chairs"

Changed to: "Be the Dean of Ways and Means Chairmen."

A Motion was made by Mary Higgins and seconded by Pat Alcorn. No more discussion. The Motion passed.

Old Business:

- Sue Quinn has finished the Board description booklet. She informed Club about the Board's decision to have a booklet about Board positions. It includes a general description then specific information about each position for all members to look at. Bonnie will have at the February General Meeting.

New Business:

- The Audit Committee – Margaret Switzer, Debbie Sheridan and Janet Gillespie – will meet with Suzanne on Wednesday, January 23.

Announcements:

- Judy Webb-Martin: Kiwanis Club will host a lunch and discussion at the Masonic Lodge with City Manager Gabe Engeland on Tuesday, January 15 about a possible reorganization of the Fire Department. Lunch is at 12 Noon and discussion is at 12:30 p.m. Please RSVP for the lunch.
- Nancy Beckham: The 3rd Annual ARTboretum! Botanical Art Show and Sale will be held from Saturday, January 5 thru Thursday, February 14 at The Arboretum. An Open House and Reception is on Saturday, January 12, from 2:00 to 4:00 p.m. Nancy Beckham will be one of the 12 featured artists.
- Joan Crow: Put a flyer on the tables detailing the One Book One City events at the Library for the month of February.
- Diane Hatfield: Pasadena Showcase House will be from Sunday, April 21 to May 19. This year it will be at Descanso Gardens – the Boddy House.
- Jane Zamanzadeh: At the Archives meeting today she took her President's Book for members to look at tonight. This was put together by Suzanne Decker and Jean Coleman last year.

50/50 Drawing: \$19.00 won by Mary Bowser.

The meeting was adjourned at 8:40 p.m.

Next General Meeting: Thursday, February 14, at 7:30 p.m. at the Hart Park House – Club's Diamond Anniversary Birthday Celebration!

Respectfully submitted, **Sharon Murphy**, Recording Secretary.