

ExComm Minutes for December 1, 2012

ExComm members present: Ronan Heffernan, Art Schwartz, Kathy Crum (hostess), Thomas Thomas, Dan Chesnut, Melissa Stephens, Barbara Loewe, Audrey Silver

Other: Sylvia Zadorozny (scribe), Eloise Hurst

Absent: Forrest Ford

Meeting called to order at 2:18 PM.
Minutes of previous meeting approved.

Reports (copies of reports that were emailed to me appear after the minutes taken at the meeting)

Scribe (Sylvia): I sent out the minutes from the last ExComm meeting within 2 weeks of the meeting and only got one correction back (Art's the number of adhesive tabs needed for TLC). I re-sent the minutes yesterday, this time with emailed reports attached. I was unable to attach the Treasurer's report because the computer format it was in could not be read by Word.

Treasurer (Kathy Crum, see email for complete report): 92% of the year has elapsed; the date is through 11/20/12. I closed the old bank account in order to get one with no fees on 11/10. I have not yet received new checks. Some expenses are not yet reimbursed because of no checks, e.g. *Sounding* printing and refreshment reimbursements, so some numbers are a little lower than they really are, but we are up \$3200 from last year. We are under budget for outflows and right on track for income, so it looks good.

Banking summary page: There are transfers. We closed the old Wells Fargo account on November 10; 5th/3rd went to that account. The new Wells Fargo account and savings account opened, and some went into the second class mail account (post office), \$79.45.

Audrey: To what do you attribute positive income? Thomas: The RG for one. Kathy: Also I haven't reimbursed everything yet.

Testing (Thomas): No tests in November (no shows at the scheduled test). Kay Shapiro still needs to give 2 tests to be certified; she observed 2 tests on Mensa Testing Day. For the test scheduled for 11/8, I sent out 50 invitations, some had shown interest dating back to June 12, some had renewed interest. There are 3 tests scheduled in December. Jay is willing to offer tests twice a month. I test

downtown if people contact me. Audrey had looked into testing in Westchase library, but it didn't work out.

Eloise: They are centralizing all applications to use libraries. I will let Barbara know when it goes through. Thomas: I continue to receive requests from parents for their children; Mensa doesn't test children. It costs \$200 with Kay's contact. Ronan: Maybe Bruce Whiting can test them.

Scholarship (Forrest is not here). Thomas: The National Scholarship is off and running. Group is based on address. We need to make sure people are contacted. Thomas is still getting emails from National.

Gifted Children (Melissa): Hopes to write article for Sounding, maybe for January?

Publicity (Audrey): Let me know when you have something to publicize. Thomas: We need to publicize more than once a year for testing. Melissa: Publicize the RG. Audrey: Places don't want things months ahead of time, maybe 2 weeks ahead of time. Thomas: Maybe Atta M's, or anything that might raise awareness. Barbara and Audrey: In "Who's Who", maybe list that in community newspaper? Ronan: What's the deadline for scholarships? Maybe publicize scholarship application in the media? Thomas: Application closes January 15 (he read off the schedule from the National Website). Will someone get info to Audrey? We announce the winner here in July. Melissa: Can we offer more, since we didn't pay out in the past couple of years? How many essays? This year submissions are online, and judging is online too. Audrey: Forrest should be spearheading it. Ronan will talk to Forrest about doing an ad in newspapers to get our brand out there.

Programs (Melissa): The biggest thing is Art's Winter Social next month. There's a chocolate festival at MOSI on January 19th. Dartmouth has a math video scholarship.

Calendar editor (Sylvia): Fourth Friday Dinner is back again, starting in January. The Metaphysical/Paranormal Discussion Group will be a regular monthly event, starting in December. We had a fun Thanksgiving Feast combined with the last TLC (formerly FSM). One of the Thanksgiving attendees, a newly rejoined Mensan, has expressed interest in possibly starting an event closer to where she lives in Riverview.

Editor (Ronan): Volunteers, Bruce Mesnekoff and Ruby Agnir are willing to pick up *Soundings* from printer. Got one complaint about birthdays being cut off after Dec 25. One of our Young Mensans was unpleasantly surprised that their birthday was not listed. Can we include children? Do we get their birthdays?

Webmaster (Ronan): No activity. RG registration needs to be made active. Our calendar website won an award.

Membership (Thomas): We had a net gain of 9 members. Current membership is 707, down 18 from last year. Dues will be increasing from \$63 to \$70 starting January 1, so tell everyone to renew now. This was voted on in October. \$4 more goes to International Mensa, the other \$3 we don't know what it's for. Thomas will put this out on facebook.

Circulation (Art): We need more money in the post office account. Intelligent barcodes will be needed starting in January. Thomas: National announced today that they will create new barcodes starting with labels receive in January. Art: I've been documenting step-by-step what I do, so others will know, and will send it to this group. National will contact Circulation Officers in December. Ronan has been working with Howard Prince in National on how to do the new barcodes. Everyone must have unique barcodes every 45 days.

Deputy LocSec (Art): Nothing to report.

Ombudsman (Eloise): No one has contacted me.

Auditor (Dan): Jay Johnson and I audited last night. Kathy is very organized, knew everything right away. Upfront payments were a little tricky to verify. Everything checked out great.

(Back to dues increase) We can renew more than one 3 year membership (e.g. 6 years).

Other reports: None

Old Business

Winter Social (Art): The social will be on a boat on Martin Luther King weekend. Members pay half the cost, TBM pays half. There was concern that we may not get turnout because it requires payment by members. KC and Ann will be performing, can we pay for them? Dan (Melissa) move TBM pays for the tickets for KC and Ann for the Winter Social. Passed unanimously. There is an individual who volunteers at TLC, can we appoint him as assistant director and comp him? Barbara (Dan) moved Comp assistant director. Passed unanimously. Barbara: Guests, do they pay full, or get half paid? Spouses? Children? Discount code takes half off of anyone who uses it. If we sell all 50 seats, we get the whole first deck of boat. The cruise is on the Intracoastal Waterway, not on the gulf. What about other groups? Can we send notice electronically to their facebook? Art: I will post an early time so people get there on time to board. Barbara: Nametags with Mensa logo? There's a \$2 parking fee. Carpooling is encouraged.

Spring Picnic (Sylvia): I have a bunch of supplies from the Fall Picnic stored in my garage (sigh). I've been checking out sites for the Spring Picnic, and have

discovered that not all of Oldsmar's parks charge outrageous fees for parking; some even have FREE parking! I picked up a booklet at City Hall with all the parks and their amenities listed, so I've been checking out various shelters to see which would best meet our needs and also have the prettiest surroundings. I have a question for you here today: How important is allowing pets near the shelter? There is one shelter by the doggie park in RE Olds park. Would that be good or bad (Good: it allows members to bring their pets. Bad: non-members will come to the area, and more importantly, watch where you walk!). There are other shelters in that park too, not adjacent to the doggie park.

The group requested the shelter be near human bathrooms.

Solar NRG (Thomas): Rates: \$75 until Jan 28; \$85 until 4/26; \$95 until May 20; \$105 at door. Need to do planning for the brunch. I'm shooting for 100 reservations, budget at \$8000.

Time to start looking for a Honcho for 2014. Walk-in day rates are needed for the website. New member free admission on Saturday. Last year had one take advantage of free admission. We need committee meetings. We have 3-4 people willing to give presentations: Kay and Steve, and maybe Cindy, and Dave. Jack didn't know yet if he could make it that weekend for Armchair Treasure Hunt. Do we have anything related to the theme? Ikea, solar energy. Sylvia and Art are doing Games and Tournaments. We need people for Hospitality. Barbara asked about meals. We can't talk to the hotel about meals. The only meal we have to buy is Monday brunch. \$1500 catering through hotel gets us the room for the whole weekend.

Bylaws committee (Thomas & Ronan): National doesn't like the word "policy"; make it "durable policy". We don't have to vote to send it to National again.

New Business

Budget for 2013: Unlike previous years, 2012 is year-to-date not final, so it will change a little. Kathy went through expenses. She expects our Culture Quest team to win. Will we need more membership handbooks? Office supplies are up because of the need for wafer seals. Refreshments are down from last year. ExComm Retreat next year? Will we have a Leadership Development Workshop--3rd quarter 2013, maybe August, October? Contact Mel--are any other groups thinking about it? Are there funds from National? Winter Social, is that this year's budget or 2013? Date check 12/31/12. Scholarship \$500, hopefully we'll give one out this year. Sounding postage may be going up a little. Sounding printing kept at \$200. Any changes on proposed budget?

Barbara (Thomas seconded) moved we accept the proposed 2013 budget. Unanimous.

Annual Meeting: Barbara (Melissa) moved TBM has its annual meeting at the Summer Social as a durable policy. Passed unanimously.

Summer Social Director: Thomas nominated Melissa. She accepted. Passed.

Any other new business? Signature cards and contract? Will be done after meeting.

Games Weekend: Thomas: Art, are you considering Games Weekend for spring? Looking at locations. Asked for feedback. Space Coast wrote that it was a regional games gathering, in Lake Louisa. Well received in past. RV facilities. Reserve in advance. Will look in February and March.

Next meeting: Barbara's place, February 16, Saturday, 1 PM.

Meeting adjourned at 4:23 PM.

Post meeting discussion (not part of the official minutes, but worth remembering):
Art: December TLC could use more people. Sapir and I will get married again. Maybe on the boat? Barbara can officiate.

Appendix of E-mailed Reports

Thomas sent several reports:

Testing

8 prospects tested at the Mensa Testing Day event at Holiday Inn St.

Pete/Clearwater

1 testing session in November, no tests given.

Three tests are scheduled for December: 12/5, 12/8 and 12/19.

There are currently 655 prospects on the list for our chapter maintained by the national office.

50 invitations for the December tests have been sent to the most recent of those prospects, using the "Requested" date, going back to 6/12/2012.

I continue to receive requests from parents to test young children.

Membership

Net gain of 9 members since last ExComm meeting. Current membership is 707 members, down 18 from last November 30.

7 move-out

5 move-in

1 renewal

4 reinstatements

6 new

Dues will increase from \$53/year to \$70/year effective January 1, 2013. Renew NOW.

RG: Solar NRG rates have been set at

\$75 until 1/28/2012

\$85 until 4/26/2012

\$95 until 5/20/2012

I would like final \$105 at the door for planning purposes

Budget based on WAG for registrations:

100 registrations

20% by 1/28 = \$1,500

40% by 4/26 = \$3,400

30% by 5/20 = \$2,850

10% at the door = \$1,050

Total projection = \$8,800

Conservatively, budget at \$8,000

Dan sent this **Auditor's Report:**

Internal Audit Report for Tampa Bay Mensa

Date of audit: November 30, 2012

Date reported: December 1, 2012, ExComm meeting

Auditors: Dan Chesnut, Jay Johnson

Treasurer: Kathy Crum

Months audited: January, 2011 through October, 2012.

Dan, Jay, and Kathy met at Kathy's office in west Tampa from 6:00 p.m. until 8:00 p.m. Dan and Jay compared Wells Fargo bank statements with Treasurer's reports for each of the months indicated above. All checks shown on the bank statements were verified. A spot check of receipts for checks written to members of Tampa Bay Mensa was conducted to verify that amounts requested were valid and matched the amounts shown on the checks. Kathy used Quicken software to assist us in identifying entries.

Conclusions:

Dan and Jay are satisfied that the financial records of Tampa Bay Mensa are in good order. If anything, Kathy was even better prepared for this audit than the previous one, providing explanations and tangible evidence within seconds for any question we asked her. Her hard work and dedication were evident in abundance and we are very appreciative of her as Treasurer and all around good person.

Comments:

We focused more this year in examining requests for reimbursement to members and the receipts submitted. It was a pleasure to note that our members are quite reasonable with their requests, with some even asking for less than they could have.

At times, the Treasurer's job is part "art" as well as technical, as when writing a lump sum advance check for the RG Honcho to use for purchases, which then do not add up to exactly the amount of the check. The difference was accounted for in subsequent RG purchases by the Honcho, and some cross checking of the totals from more than one source verified this.

This audit occurred while our account was in transition from one the chapter has carried for many years to a new one having fewer fees.

A recommendation for future audits: Review the previous internal audit report to see which months were audited in order to determine which months to include in that year's audit.

Submitted for consideration,
Dan Chesnut

Kathy sent a **Treasurer's Report** in a format that I cannot easily incorporate into this Word document, but you all got a copy via email and/or got a copy at the ExComm meeting. My attempt to copy her report into this document worked for the first page, which appears below, but the rest of the pages showed only peculiar symbols and took up almost 900 pages! After deleting that many pages of nonsense, I do not expect that I will attempt to add emailed Treasurer's Reports to future ExComm minutes.

TAMPA BAY MENSA 2012 BUDGET REPORT PRINTED 12/01/12

Submitted by Kathy Crum, Treasurer

Note: 92% of the year has elapsed.

2012 ACTUAL

DESCRIPTION 2012 ACTUAL VERSUS

BUDGET TOTAL BUDGET NOTES

INFLOWS

Advertising Income 90.00 135.00 150%

RG'11 Net Profit 0.00 82.23

RG'12 Net Profit 1,100.00 895.84 81%

Contributions to the Sounding 0.00 0.00

Interest Income 10.00 1.43 14% 10 months

National Support 7,000.00 6,439.32 92% 11 months

Proctor Revenue 450.00 475.00 106%

Contributions-Scholarship 50.00 55.00 110%

Contributions-Teen SIG 0.00 0.00

Misc. Income 0.00 0.06

Sounding Subscriptions 12.00 12.00 100%

TOTAL INFLOWS \$8,712.00 \$8,095.88 93%

OUTFLOWS

Cost Of Proctoring 50.00 0.00 0%

Fees 60.00 22.00 37% 10 months

Miscellaneous Expenses 100.00 108.14 108%

Printing - Handbooks 500.00 283.39 57%

Postage - Membership/Proctor 152.00 84.35 55%

Postage - Misc. 0.00 9.91

Crewe List Printing 100.00 37.45 37%

Office Supplies 100.00 112.31 112%

Publicity 50.00 363.94 728%

Refreshments 850.00 446.00 52%

ExComm Retreat 500.00 62.34 12%

Socials (4/year @ \$650) 2,600.00 1,042.49 40%

Scholarships 500.00 0.00 0%

Sounding Postage 750.00 528.69 70% 11 months

Sounding Printing (\$200/Mo) 2,400.00 1,807.45 75% 10 months

TOTAL OUTFLOWS \$8,712.00 \$4,908.46 56%

INFLOWS - OUTFLOWS \$0 \$3,187.42
IF RG '12 IS NOT INCLUDED IN BUDGET:
TOTAL INFLOWS \$7,612.00 \$7,200.04 95%
TOTAL OUTFLOWS \$8,712.00 \$4,908.46 56%
INFLOWS - OUTFLOWS (\$1,100.00) \$2,291.58 -208

Art sent two **Circulation Reports**, one for November and one for December:

November Circulation Report:

We had the TLC Saturday. Thank you Sylvia for hosting.
We used the round tabs in place of tape for the first time. It will be more time consuming and it's a little bit frustrating to work with but definitely doable
Very low turnout at TLC only 3 members and one very significant other.
We need to raffle off a (Mensa related) prize at events to encourage participation.
November soundings delivered to the post office today. I was told we have about \$120 left in account after this mailing.

Circulation report for December 2012:

Sounding delivered to post office 11/26.
The post office clerk reminded me about the zip code change next month.
Also we need to put some money into account we will have less \$100 after this mailing

Here is the output from the mail form generator

```
skipping undeliverable: ['100304371', 'Gerald R Banfield', '', 'Gerald', 'R', 'Banfield',  
'', '', '4309 Avalon Suites Ter Apt 501C', '', 'Tampa', 'FL', '33613', '', '', '10', '335', '00',  
'M', '(803) 413-6724', 'geraldrbanfield@yahoo.com', '06/15', '1984', '04/2012',  
'2013', 'Y', '', '', '', '', '', '', '', '', '', '', '', '', '', '', '', '', '', 'U', '28', '',  
'1', '1', '1', '1', '1', '1', '1', '1', '1', '', '', '', '', '', '', '', '', '', '4', '\r\n']  
skipping undeliverable: ['1115737', 'Andrew Charles Dassing', '', 'Andrew', 'Charles',  
'Dassing', '', '', '2114 Belmar Dr', '', 'Belleair Bluffs', 'FL', '33770', '2034', '', '10',  
'335', '00', 'M', '', '', '05/21', '1958', '12/2011', '2015', 'Y', '', '', '', '', '', '', '', '',  
'', '', '', '', '', '', '', '', '', '', 'U', '54', '', '1', '1', '1', '1', '1', '1', '1', '1', '1', '',  
'', '', '', '', '', '', '5', '\r\n']  
skipping undeliverable: ['100060932', 'Veronica Drew', '', 'Veronica', '', 'Drew', '', '',  
'9747 Tranquility Lake Cir Apt 306', 'Bldg 5', 'Riverview', 'FL', '33578', '', '', '10',  
'335', '00', 'F', 'withheld', 'withheld', '07/08', '1956', '02/2012', '2013', 'Y', '', '', '', '',  
'', '', '', '', '', '', '', '', '', '', 'U', '56', '', '2', '2', '1', '2', '2', '1',  
'2', '1', '1', '', '', '', '', '', '', '', '2', '\r\n']  
skipping 'A' (does not want newsletter?): ['1000763', 'Col Paul S Frappollo', 'Col',  
'Paul', 'S', 'Frappollo', '', '', '15912 Muirfield Dr', '', 'Odessa', 'FL', '33556', '2858', '',  
'10', '335', '00', 'M', '(813) 926-1319', 'paulin6@tampabay.rr.com', '10/11', '1930',  
'10/1964', '2016', 'Y', '', '', '', '', '', '', '', '', '', '', '', '', '', '', '', '',  
'A', '82', '', '1', '1', '1', '1', '1', '1', '1', '1', '1', '', '', '', '', '', '2', '\r\n']  
skipping undeliverable: ['100029315', 'Chris Hachey', '', 'Chris', '', 'Hachey', '', '',  
'3806 Carrollwood Place Cir Apt 202', '', 'Tampa', 'FL', '33624', '3057', '', '10', '335',  
'00', 'M', 'withheld', 'chachey1@gmail.com', '06/26', '1970', '05/1998', '2013', 'Y', '',  
'', '', '', '', '', '', '', '', '', '', 'U', '42', '', '2', '1', '1', '1',  
'2', '1', '2', '1', '1', '', '', '', '', '', '1', '\r\n']
```


count for zone 10 = 0
zones (no bar code):

Ronan sent this **Fall Picnic Report:**

After-Action Report: Fall Picnic 2012

Event Date: 10/21/2012

Director: Ronan Heffernan

Location: Boca Ciega Millennium Park, Seminole

Cost: \$280.33

Went well

Enjoyable, no problems

Cons

Somewhat low turnout, too much food

Report by Ronan Heffernan

Report Date: 10/26/2012

Description

The Fall Picnic held on 21 October, 2012, was pretty successful. The location was suitable with parking, a large grill, tables (a bit smaller than some, but more than large enough for our turnout), restrooms, paths, etc., that were more than acceptable. There was no problem dealing with the Pinellas County Parks Department; I paid the \$25 reservation fee (twice, because I mistakenly booked on Mensa Testing Day, and had to make a second reservation for the following day) on their website and our shelter had a "Reserved" sign padlocked in-place. There were no unpleasant surprises. The shelter only had 1 physical grill, but it was a double-sided grill, and it was large enough.

The turn-out, which I counted at 36, was one higher than last year, but not in the 40-50 range that we have achieved in the past. The day was beautiful; there were no conflicting events on our calendar (and no large events in the area that I know of), so 40-50 would have seemed more reasonable. We did not send out postcards, which might have increased turnout. I did get 22 RSVPs through emails and phone calls. The event was announced in the September and October issues of the newsletter (on the cover in October), on Facebook, via tbn-gm and via tbn-discussion.

I tried making phone calls to all of the members in Zone3, but failed to reach most of our members. For the members I was able to reach by phone, I had to prove that I was not a political pollster or robocaller (Turing test!); this is a uniquely bad time to be making cold-calls to swing-state residents! The phone calls definitely helped with turnout, including KC and Ann (who were not otherwise aware of the picnic), and long-time, long-inactive member Tom Richards.

The food was fine, though there was a bit too much of it. I cut down on the estimated food-per-person from last year (so our total cost dropped from \$337 to \$280), I figured on 40 attendees (which we didn't quite hit).

What went well:

Phone calls and Facebook helped with turnout. Buying a few plastic tubs made transportation, setup, and maintenance easy. A long, shallow, under-the-bed tub was good for transporting the breads, without them getting crushed.

As with last year, I separated the food-prep and non-active food storage across the shelter from the serving line. When a certain item on the serving line ran-out (e.g. hot dog buns), it was replenished from the prep/storage area. This allowed for better access to the serving line (both sides of the table, for its entire length, instead of one side being taken-up by frozen burgers, coolers, extra buns, etc.) and kept ready-to-eat food away from raw meat. Having learned from last year, I did not open and deploy duplicate bottles of condiments, so those can be used at the Spring Picnic (though we have fewer duplicate bottles, due to scaled-back estimates).

We put a liner in one of the park trashcans, and also stretched a liner over one of our large Rubbermaid tubs, by the grill. This worked well for trash, and cleanup was easy.

What went badly:

Turnout could have been better.

There was a bit too much food.

At least two members had trouble finding this park. The park was missing (under every name that I tried, "Boca Ciega Millennium Park", "Boca Ciega Park", "Millennium Park", etc.) from several GPS systems!!! To make matters worse, Seminole apparently has about 800 parks, and one member went to two other parks in Seminole and called me, saying, "I am at shelter #1 and no one is here."

Ideas for future improvement:

We should probably go back to sending postcards, to improve turnout.

We should also try getting a few volunteers to do phone calls (if we have the volunteers).

Maybe scale-back the food estimate (per-person) even further? On the other hand, trying to hit "perfect" runs the risk of running out.

Financials:

Food and supplies: \$226.83

durable items (plastic bins): \$18.09

Park fee: \$53.50 (would have been half that, except for my mistake in first booking on Mensa Testing Day).

Advertising: no cost (Sounding, Facebook, email, and phone calls only).

Final note from Sylvia: I believe those are all the emailed reports I received. If anyone else emailed me a report and it does not appear above (with the exception of the other pages of the Treasurer's Report), please let me know and I'll see if I can locate it to add here.