

WVSABC

General Membership Meeting Minutes

Date: January 11, 2017

Location: 8463 W Monroe St, Peoria, AZ 85345

Time: 6:00 PM

Call to order at 6:25 PM by President Misty Toomey.

December 7, 2016 General Meetings Minutes were reviewed and approved.

Approved by member Penny Reese.

Seconded by member Jenna Dawson.

Roll Call:

Misty Toomey

Tami Wright-Dabo

Michelle Buttrum

Kristen Hanni

Nicole McCormick

Cyndi Galvan

Troy Galvan

Jenna Dawson

Sam Blanco

Dawn Sampson

Penny Reese

Old Business:

Recruiting new members – The Board is focusing on recruiting more new members. Please invite your family, friends, neighbors, coworkers, etc. to join.

No additional Old Business.

Treasurer Report:

Reimbursement Policy & Procedures review. – We have been very accommodating and rather lax with reimbursements lately and this has created more work for and demand of our Treasurer, Michelle. Therefore, we will be strictly enforcing our reimbursements policies and procedures going forward. All reimbursements must be submitted in full; meaning a Request for Funds/Reimbursement Form and ALL corresponding receipts. We will no longer accept just a form or just a receipt/invoice, with a promise that you will get the rest to us soon. The problem with this is that frequently members do not follow through and Michelle is left having to hunt these items down. This can quickly become overwhelming with a group of our size. If you are having funds sent/payed directly to a place of business. Please review the procedures below...

If you are requesting a reimbursement, please submit a Request for Funds/Reimbursement Form and ALL corresponding receipts. Checks will not be issued until both the form and receipts are received. Receipts must show what item(s) were purchased and the amount

paid. Please be sure all forms are legible. If they are not, we will ask that you re-submit a new form, which will cause a delay in you receiving your funds.

If you are requesting payment be mailed directly to a place of business, please submit a Request for Funds/Reimbursement Form and a detailed invoice. Payment will not be issued until both the form and an invoice are received.

Reimbursement requests will no longer be taken by phone or text. All requests must be submitted by email to wvsabc@yahoo.com or mailed to WVSABC, PO Box 7783, Surprise, AZ 85374.

You may request reimbursements at any time but please allow for a 2-week turnaround. Reimbursements and payments will be issued within 2 weeks of the date they are received. Please do not request or expect to have them quicker except in the case of an emergency. If there is a true, last minute, bill that was unexpected, with an absolute deadline that must be met, then you may email explaining the situation and we can try to issue the payment as quickly as possible.

New Business:

Secretary Report:

Gila River Arena Lead/Assistant Lead Training Meeting...Thursday, January 19th @ 5:30PM.
World Venture Conference @ Gila River – January 28, 29, 30

VP Marketing Report:

Spring Training – Who is interested? Do we have multiple members who are available to work weekday day shifts, Monday thru Friday? Do we have a member or members who can work consistently and are interested in being in a Lead position?

If members want to work Spring Training, and able to make the commitment, then the board needs to know ASAP. If the members want to work Spring Training, we will move forward but only if we know we can meet all the requirements. Otherwise, we cannot responsibly take it on.

Pro Em - We will be fundraising at the Phoenix Open again this year. There are an unlimited number of spots available for volunteers. We will be working with Pro Em as wrist banders, greeters, or parking attendants. Pro Em's uniform is khaki tan pants or shorts (at least finger length please), black shoes, and a shirt will be provided to you when you arrive. You may also wear your own hat (optional). The pay, after the 10% is taken out, will be \$11 per person.

For future events, we have been offered to participate in DPS training to become certified to work the ID scanners. More information will come. This will be slowly offered on a few by few basis to volunteers. There will be a cost for the training and we need to allow for the use of funds.

VP of Operations Report:

We would like to spend 15 minutes at each monthly meeting on one topic of training. At this month's meeting, we brainstormed on some future training topics. Members present at the meeting shared with us the topics below...

- Sign-Up Genius
- Reimbursements
- Inventory at Gila
- Friendly Face for a New Member
- Register/Cashier Training

President Report:

Punctuality, Communication, and Being Accountable. - The effects of last minute call-outs, no-shows, and late check-ins.

Over the last year this has become an issue among some of our members. We need our members to understand the effects this has on our profit. When we are short volunteers we get penalized and fined. For example, at Fiesta Bowl we were fined \$200 in 1 booth alone because of no-shows and last minute callouts. We also lost our incentives. We receive incentives for being fully staffed, in proper uniform, follow all health codes and alcohol laws, etc.

Each of our vendors (Rojo, Levy, etc.) have a gate list deadline that we must meet. As a member, you will use Sign-Up Genius to sign up to work events. As the event dates get close, the board will send out a Pre-Gate List to verify who has signed up to work, if those signed up are still available, and if there are any additional volunteers who would like to work. Please read the Pre-Gate List when it is emailed! If you have any doubt that you will be available, please remove your name then. THIS is the time to let us know if you can no longer commit to working the event. If we do not hear from you, we assume you are still available and we make our final gate list to submit to the vendor. When the final gate list is sent out to our members, with your name on it, you are committed to working. We fully understand that emergencies can arise. In these cases, please let a board member know ASAP so we can replace you and not risk being penalized or fined.

Calendar:

- Coyotes (Levy) – Multiple games a week through April
- Barret Jackson (Rojo) – Sat. Jan. 14 – Sun. Jan. 22
- Supercross (Rojo) – Sat. Jan. 28
- Phoenix Open (Pro Em) – Wed. Feb. 1 – Sun. Feb. 5
- Monster Jam (Rojo) – Sat. Feb. 4
- RV Show (PIR/Americrown) – Thurs. Feb. 23 – Sun. Feb. 26...CANCELLED
- NASCAR (PIR/Americrown) – Fri. March 17 – Sun. March 19

Meeting adjourned at 7:39 PM
Seconded by Tami Wright-Dabo

Next Meeting:

Thursday, February 16, 2017 at 6 PM

Peoria Public Library
8463 W Monroe St, Peoria, AZ 85345