

**HOWARD SUAMICO BUSINESS & PROFESSIONAL ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes**

DATE: Thursday, March 20, 2008

TIME: 7:30 AM

LOCATION: Rock Garden / Comfort Suites

I. Call to Order – Jim Lewis called the meeting to order.

Roll Call – Bob Strazishar, Jim Lewis, Brad Thalmann, Shamra VanArk, Patricia Jelen, Kim Bouschart, Damian LaCroix, Jim Van Den Elzen, Ron Jaro, Jeff Gaecke, Sue Van Den Elzen and Paul Collison. Dawn Esterling and Mike Anderson were excused from this meeting.

II. Secretary Report - The minutes from the March 20, 2008 meeting were reviewed. A motion to approve the minutes was made by Pat Jelen; seconded by Kim Bouschart.

III. Treasurer's Report – Mike Ruby presented the Balance Sheet and Income Statement. There was further clarification around our new reporting methods. A motion to approve was made by Shamra VanArk; seconded by Jim Van Den Elzen.

IV. Membership Applications -

Pilgrim Lutheran Church, Pastor Scott Malcore
Renewco Decks and Remodels, LLC, David Stephens
Anytime Fitness, Nick Villers
Junction Grocery & Deli, Bob Pratsch

All applications arrived with full payment. A motion to approve was made Sue Van Den Elzen; seconded by Ron Jaro.

V. Correspondence –

- Several newsletters were returned. The Member Resource Committee will review and make any necessary changes, or contact the applicable member.
- We received an application for The Boys and Girls Club Golf Outing, which was passed around the room in case any board members were interested in participating.
- The National Day Of Prayer sent us a solicitation.
- The Green Bay Blizzard's sent us an inquiry regarding sponsorship opportunities.
- Caroline Dolen sent a letter, thanking HSBPA for her scholarship funds.
- Carl Gieshirt and his daughter Molly, sent a letter (each), thanking HSBPA for her scholarship funds.

- Katlin Fitzgerald sent a letter, thanking HSBPA for her scholarship funds.
- Danielle Papineau sent her transcripts and Kate Mroczynski sent her grades.
- A web inquiry from the father of a Notre Dame student, asking us to review our scholarship policy. This family lives within the Howard Suamico boundaries and would like H/S students to be eligible for HSBPA scholarship opportunities. Our Fundraising Committee looked at our current policy, which states Bayport High School students specifically. The committee, as well as the board decided to continue with our current policy, as Bayport High School is a member of our organization.
- The Giving Tree Food Pantry opened and ran out of food the first day. They would like us to help promote their organization.
- Jim Lewis had requested, through our newsletter, that our membership contact him, regarding ways we can help. He has not received any replies, however Sue Van Den Elzen indicated that she has had some feedback and will be ready with a report at next month's board meeting.

VI. **School Report** – Damian LaCroix:

- Thank you to the association for our help with The Giving Tree Food Pantry.
- Damian also thanked Pat Jelen, and The Green Bay Community Church, for their “Feet To Your Faith” initiative, which is helping several area schools and organizations with various projects.
- We were also thanked for our donation to DECA, our support is much appreciated.
- The Green Bay Area Chamber Of Commerce, Partners In Education's “Golden Apple Awards” were Wednesday evening. Damian passed around the events program and indicated for a \$25 investment, HSBPA could be included. Based on the number of people that attend the event, this could be a good fit for our branding initiative.
- Howard Suamico Schools recently surveyed its district in regards to knowledge skills and technology, and received 960 replies indicating 90% “very satisfied” or “satisfied”.
- Damian asked about Josh Smith, Jim Lewis replied that we tabled him for next month's meeting.
- Sue Van Den Elzen asked about our sponsorship for the upcoming music event. The posters are out, however our organization was not mentioned. We are investigating where our funds were sent, meanwhile The Community Bulletin plans to do a spread on the event and will mention HSBPA accordingly.

VII. **Committee Reports & Assignments**

- **Education** –
Upcoming events:
 - 4/21/08 – Annual wine tasting @ 1951, Dr. Tim presenting, as well as the new Marketing Committee.
 - Our annual Scavenger Hunt is slotted for May, at Townline Pub and Grill

- A Bull Frogs outing for June is in the works, more to come as this is secured.
- Our 2nd luncheon is scheduled for June, more to come as the details unfold.
- Another Foxy Lady Cruise is up for July.
- **Community Service** – Jeff Gaecke, we plan to work with Howard’s “Movie” this year, as they have committed to securing the necessary licenses. Suamico is celebrating 150 years and are planning a 3 day event for June, the coordinator for this event is overwhelmed and looking forward to our support.

The scholarship application is under review and updates now and will soon be available on the website. The deadline is May 1st, 2008.

- **Fundraising** – Jim Van Den Elzen, no report yet, however plan to meet before the next board meeting. Our annual golf outing is scheduled for August 11, 2008.
- **Nominations** – No report.
- **Newspaper** – No report.
- **Member Resources** –
 - A laptop has been ordered and will be set-up with the tools needed to process our financials. Jim Lewis has drafted a standard policy for the use of this equipment, basically stating that it will not be used for anything illegal, etc....
 - A Marketing Committee has been formed and the board agreed this new committee will help streamline many of our efforts. I will include Brad’s overview for this committee at the end of the minutes. Bob suggested we brand ourselves with product offerings, for example pens, shirts, etc....
 - The CW presented to our board, a marketing plan that allows the organization to partner with participating members for a low cost marketing campaign. The board will take some time to digest the information and revisit at our next meeting.

VIII. **Community Bulletin** – Bob Strazishar has received some outstanding balances from previous advertisers, and quite pleased. There also seems to be some confusion with the Shopko Express advertising and payments, we owe them money.

- Our last issue of The Community Bulletin had a color shift, which we received a \$300 credit. This credit was passed onto the advertisers affected by the shift.
- Bob Pratsch, Junction Grocery and Deli (new member as of today), had submitted an advertising request for our April issue, however missed the deadline with his ad. He asked that we hold the paper until his ad was complete, however this is not possible with our timeline and commitment to our printer.

- Our deadlines and timelines are listed in The Community Bulletin, our HSBPA Newsletter and our HSBPA Website.
- The Community Bulletin continues to publish news releases and other articles for our membership and readership. The number of articles has greatly increased and will be placed according to space availability each month. Pat asked if we could add a page to the newspaper, which sounds simple enough. Bob explained to all of us that we must add 4 pages at a time, which we are not prepared to do financially, or with content at this time.

IX. **Community Reports**

- Howard Board Representative – No report.
- Suamico Board Representative – Jim Lewis mentioned the upcoming “Women In The Outdoors” upcoming event, more details on Suamico’s website.

X. **Other Business** – Jim Lewis requested that agenda items for each meeting be discussed with him, or Ron Jaro. This includes guest speakers as well.

XI. **Next Meeting**

- May 15, 2008 @ Rock Garden/Comfort Suites.

XII. **Adjournment** – A Motion to adjourn was made by Shamra VanArk; seconded by Kim Bouschart. Approved.