

**Lambda Phoenix Center
Board Meeting Minutes
Date: December 7, 2008
5:00 p.m. at LPC**

**Board Members:
Present/Absent**

President/Development	Anjanette F.	X
Vice-President/Fundraising	Gail S.	X
Treasurer	Heather O. Patrick O.	X X
Secretary/Development	Chris S.	X
Membership	Gerry C.	X
Building	Andy	
Keys	Jeannie M.	X
Webmaster	Scott H.	X
Recovery Dinner/Supplies	Barb B.	
Newsletter/Communications	Chad G.	X
Activities Director	Stevie B.	X
Outreach	Michael S.	X
Photographer	Tina C.	

**Sub-committee Members:
Present/Absent**

Open		
Open		

Others present: Susan, Joe D

Quorum present? **Yes**

Proceedings:

- Meeting called to order at 5:05 p.m. by President.
- November board meeting minutes were amended and approved.

· President's Report by Anjanette F.:

1. Cabinets should be installed within two weeks.
2. Long grant is pending
3. Discussion on insurance quotes, need for more than one, coverage for off-site events.

Motion by Chris S. to approve report, seconded by Gail S., motion passed.

· Vice President Report provided by, Gail S.:

1. Faxed insurance information to aunt for quote, which should arrive soon.
2. Discussion on P1 status of parking lot, next steps.

Motion was made by Stevie, seconded by Jeannie to approve Vice-President's report. Motion passed.

· Treasurer's Report provided by Treasurers, Heather & Patrick O.:

1. Patrick reported increased revenue this month in 7th tradition including a \$200 back rent payment.
2. Patrick will provide brick list to Stevie to see if any are missing.
3. Heather reported checking balance of \$4,319.31 with some outstanding items, will distribute reports via e-mail.
4. Heather will research differences in insurance payments posted to the general ledger to compare to incoming quotes.
5. Patrick reported that the food for the Recovery Birthday dinner was stolen, which had been donated by Patrick and Chris. Anjanette

motioned and Stevie seconded for Lambda to reimburse for stolen supplies, motion passed.

Motion was made by Stevie, seconded by Scott to approve report. Motion passed.

· Secretary's Report provided by Chris S.:

1. Chris reported on newsletter for this month and transition to Chad. Joe reported that Dina was a good printing source and would e-mail the contact information.

Motion was made by Gail, seconded by Scott to approve report. Motion passed.

· Newsletter Report provided by Chad G.:

1. Chad discussed newsletter ideas.

2. Deadline of the 7th of the month for submission of newsletter items, inclusion of birthdays, etc. Issue will go out 15th of month.

Motion was made by Gail, seconded by Chris to approve report. Motion passed.

· Building Report provided by Andy:

1. Discussion on locks and security of double-door closet, refrigerator and other closets; need to make all more secure.
2. Discussed clogged men's bathroom toilet

Motion was made by Stevie, seconded by Chris to approve report. Motion passed.

· Keys Report provided by Jeannie M.:

1. Will get Chad keys

Motion was made by Gail, seconded by Chris to approve report. Motion passed.

· Webmaster/Communication's Report provided by Scott H.:

1. Scott formally submitted logo, motion to accept logo by Stevie, seconded by Gail, motion passed.

2. Discussion on web site ideas, news items from Chad to Scott and event reminders e-mailed to members.

Motion was made by Stevie, seconded by Gail to approve report.
Motion passed.

- Recovery Dinner/Supplies Report provided by Barb B.:

1.No report.

- Activities Director's Report provided by Stevie B.:

1. Discussed Times Square Rockin Eve.
2. Discussed budget for event(s)
3. Motion made by Gail, seconded by Heather to approve holding event at FCUCC, motion passed.
4. Stevie to follow-up on location and details of event via e-mail.

Motion was made by Gail, seconded by Chris to approve report.
Motion passed.

- Outreach Report provided by Michael S.:

1. There are 170 brochures in stock.
2. Still working on open house planning, contacting of local publications.

Motion was made by Gail, seconded by Chris to approve report.
Motion passed.

- Membership report provided by Gerry:

1. Additional cards sent
2. Will be doing large mailing for expired memberships
3. Laminator problem discussed, will try again

Motion was made by Gail, seconded by Stevie to approve report.
Motion passed.

- Photographer provided by Tina C.:

1. No report.

· **Other business:**

Parking lot sub-committee, Susan

1. Xeriscape and surface materials discussed. Will begin getting preliminary bids

Old-

1. No report.

New-

1. No report.

Motion made by Chris, seconded by Stevie to close the meeting.

- Meeting adjourned at 6:45 p.m.
- Minutes submitted by Secretary, Chris S.