**Attendance:** Gina Haussmann, Shawn Felts, Crystal Martinez, Cristina Chang,

 Priscilla Gray, Lisa Molaro

 **Meeting called to order:** Gina called the meeting to order at 7:09 pm

**Approve minutes:** Cristinamoved to approve the minutes as amended, Crystal

 Seconded, approved

**Master Calendar**

 - BOD, January 12, 2021 7:00 pm via Zoom

 - BOD, February 2, 2021 7:00 pm via Zoom

**Committee Updates**

 **Chairperson** (Shawn Felts)

 -Welcome to Shawn

 -**Action Item -** Crystal to set up Shawn on Instagram, Facebook and

 emails

 **Vice Chair** (Crystal Martinez)

 - Cristina and Crystal compared various rates of website levels to be most

 efficient and cost effective

 - keeping Wild Apricot at $60 per month level until we need to expand

 - keeping Hostway as Domain host and editing our email address

 requirements to keep costs down (getting it down to $5/month)

 **-Action Item-** Cristina to compile a current list to parse down

 -annual renewal of Hostway is $12

 **-Action Item**- Cristina to do a cost analysis between Constant Contact

 and Wild Apricot for mass email costs and capabilities

 **Secretary Report** (Lisa Molaro)

 -**Action Item** - produce regular Muddy Hands reports, meet with Crystal regularly

 **Financial Report** (Cristina Chang)

 -Paid Adobe $19.99 ($29.99 after contacting Susanne we have temporarily

 suspended this account and are only using their free service

 -Paid Wild Apricot $60.00 - Now $50 as we are using their payment processing

 instead of PayPal

 -Paid Hostway $21.95 - amended our use, now $19.95

 -Account balances:

 Checking: $13,128

 - **Action Item** - investigating Hostway v.s. Other hosting/email services.

 Hostway -> mailman, not user friendly

 The Newletter Broadcast -> 100 contact $10 unlimited emails/ month

 - resolving 2106 tax dispute

 **Membership** (Crystal Martinez)

 - total membership is 71 active members and 50 up for pending

 - 2 corporate members

 **Workshops** (open)

 **Clay Dates** (Lisa Molaro)

 - **Action** **Item** - revive monthly “General Meeting” with Theme, Purpose

 and Demo

 - try a prerecorded demo with a Q and A afterwards in a Zoom format

**Sales** (Gina Hausmann, Lisa Molaro)

 - look into the feasibilty of Pop Up Sales, permits and insurance

 **Exhibits Committee** (Marilyn Host)

**Muddy Hands, Web Site & Social Media** (Susanne Edgerton)

 - Muddy Hands - report on Filoli, new board members and AIC

 - **Action Item** - Ask Susanne about the feasibility of moving the OVCAG

 videos on YouTube to the OVCAG account

 - **Action Item** - Lisa to pick up OVCAG equipment from Susanne and

 move it into storage

 - **Action Item** - Crystal to get YouTube log in information - **Action Item -** put out a call in Muddy Hands for Susanne’s position

 **Meeting Adjourned**

 Shawn adjourned the meeting at 8:36pm.

Reports



|  |  |  |  |
| --- | --- | --- | --- |
| NAME | RESPONSIBILITY | PHONE | EMAIL (personal) |
| Shawn Felts | Chairperson | 502-387-0495 | shawnfelts@gmail.com |
| Crystal Martinez | Vice-Chairperson | 408-821-9949 | crystalleemartinez.com |
| Cristina Chang | Treasurer | 650-383-8593 | wishwerks@gmail.com |
| Lisa Molaro | Secretary | 408-863-0112 | lisa@molaro.org |
| Gina Hausmann | Sales Co-Chair | 408-973-0274 | ginahsm4@gmail.com |
|  | Workshops |  |  |
| Crystal Martinez | Membership  | 408-821-9949 | crystalleemartinez.com |
| Linda Mau | Member Emeritus  | 408-781-8701 | linda@lmau.com |

 COMMITTEES

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | RESPONSIBILITY | PHONE | EMAIL (personal) |
| Henriette Pons-Conte | Sales Co-Chair | 650-644-7581 | henriett.pnte@gmail.com |
| Crystal Martinez | Website, Muddy Hands | 408-821-9949 | crystalleemartinez.com |
| Susanne Edgerton | Social Media | 408-940-2172 | smedgerton@yahoo.com |
| Lisa Molaro | General Meeting, Presentations | 408-863-0112 | lisa@molaro.org |
| Marilyn Host | Exhibits |  | marhost@sbcglobal.net |
|  | C.A.P. Coordinator |  |  |
|  | Volunteers |  |  |