

September Board Meeting Minutes

September 23, 2025 / 5:30 pm / Virtual Teams Call

ATTENDANCE: Melissa Kelley, Lindsay Crist, Laura Beauchesne, Deanna Dockey Bridget Kane, Jennifer Flint

- I. Called Board Meeting Open Session to Order at 5:34 P.M. by Melissa Kelley
- II. New Updates
 - a. Approve July 31st Board Meeting Minutes
 - I, Melissa Kelley, President, motion to approve the July 31st Board Meeting Minutes.
Second: Bridget Kane
Discussion: None
All in Favor: Yes, Motion Passes
 - b. Travel Policy
 - i. When Siri Matos purchased her airline tickets for the SLBI conference, she paid for upgraded seating – to reserve specific seats. The board agreed that the League should not pay extra for our members to have upgraded seats and should just sit where the airline assigns them. Our travel policy does not state anything specific about this. Laura is going to draft new verbiage for us to vote to change the travel policy to be more specific regarding not paying for upgraded seats for the board to then vote on.
 - c. Lycoming Economic Development Foundation (LEDF)
 - i. Has \$60,000 in grant funding available for "community based economic development that enhances the quality of life." Fund development is working on submitting the application – deadline is October 1st
 1. Amanda Phillips (Fund Development) submitted the application on 9/23/25.
 - d. Banking Motions – Teams Call on 9/3/25

Call to order: 8:02 PM

Attendees: Melissa Kelley, Lindsay Crist, Deanna Dockey, Laura Beauchesne, and Bridget Kane

Motion 1:

I, Laura Beauchesne, make a motion to close the existing checking account with Northwest Bank due to fraudulent activity. This motion will serve to open a new checking account with Northwest Bank and transfer all funds from the old ac-

count to the new account. New debit cards should be issued for all authorized signatories on the account. Authorized signatories on the new account will be as follows:

- Melissa Kelley, President
- Lindsay Crist, President Elect
- Laura Beauchesne, Treasurer

Bridget Kane seconds the motion.

No discussion. All in favor. Motion carries.

Motion 2:

I, Laura Beauchesne, make a motion to add Lindsay Crist as an authorized signatory on the Northwest Bank money market account. Additionally, this motion will serve to remove Amanda Steinbacher as an authorized signatory on all JLW accounts. With this motion, authorized signatories will be as follows:

- Melissa Kelley, President
- Lindsay Crist, President Elect
- Laura Beauchesne, Treasurer

Bridget Kane seconds the motion.

No discussion. All in favor. Motion carries.

Motion 3:

I, Laura Beauchesne, make a motion to issue new debit cards for all authorized signatories on the checking account. Debit card holders on the new account will be as follows:

- Melissa Kelley, President
- Lindsay Crist, President Elect
- Laura Beauchesne, Treasurer

Lindsay Crist seconds the motion.

No discussion. All in favor. Motion carries.

Meeting Adjourned: 8:10 PM

III. Board Updates/Needs

- a. President

- i. Annual Dinner (gratuity, taxes – tax exempt letter/EIN number?)
 1. Will be held at the Pub on Thursday May 21st from 5-8pm. Sustaining member, Jaime Lariviere, owner, is working with us to plan this event. She will probably be able to waive the rental fee given the number we have in attendance, especially if we have more than 30 in attendance. It would not be cost beneficial to The Pub to close down the restaurant for just 30 people or less. However, we usually have well more than 30 members in attendance. Her chef is working on a buffet menu for us, which will include simple appetizers, salad, entrees, and dessert. It will be a cash bar It will be about \$20 per person, and she is working on a quote for us. Laura discussed to ensure that gratuity and taxes are included in the price, so we can plan for how much we are going to charge our members, which was a missing piece last year. Melissa will also discuss with Jaime, being able to use a tax-exempt letter/EIN number.

- ii. JLW Scholarship for WAHS
 1. Discussion was had on a scholarship versus an award, and it was agreed that we would do an award. Melissa will work on drafting the criteria for the board to review at the October board meeting. It will then be presented to the membership at the November GMM for transparency.
 2. Scholarship requires \$10,000.00 in our account. Then a 4% fee is added. Scholarships go to the school.
 3. Awards do not have a minimum in our account. An award is \$9,999.00 and under. Award money goes directly to the student.
 4. Factors to consider for the criteria: college bound, certain GPA, female, possesses leadership skills/potential to advance leadership skills, participates in community service.

- iii. Celebrity Bartender Night
 1. Lindsay is going to coordinate this. It was discussed to host in either February or June due to Celebrity Waiter Night being in March, which was the original plan. Lindsay will start reaching out to places.
 - a. Proceeds from the wine, beer, and liquor sales would go directly to the venue. All tips would go to the JLW
 - b. Suggestions for Locations: Jackass, Brickyard, New Trail, Amy's, Domers, Antlers on the Water
 - c. Preferences are: Jackass, Brickyard, Antlers on the Water

- iv. Audit

1. Jamie Brininger would be willing to donate her time to do it. The boards concerns were that she was a past treasurer and maybe a fresh set of eyes may be best for this, and she also trained Laura on everything. It was agreed though by the board that an audit should be completed, does not need to be legally bound, but done in good faith and as best practice. It was also discussed to ask Erin Smith if she would be willing to donate her time as she also works in finance.
- v. 100th Anniversary Adhoc Committee
1. Melissa will be reaching out to those interested to see who would be interested in chairing the committee. Ideally a few members chairing would be best. At this time, Melissa is unable to be one of them. It was suggested to ask Allison Bressler Grove, Shelby Weber, and Amanda Phillips.
 2. Melissa advised the following members to have an interest in joining said committee. Melissa Kelley, Michele Meredith, Allison Bressler-Grove, Peachie O'Connor, Amanda Phillips, Lindsay Crist, Mary Holstein, and Shelby Weber.
 - a. Melissa put another note on Facebook to recruit.
 - b. Laura suggested another phone call to the sustainers who may want to chair this committee.
 - c. Mary Holstein is interested in doing an exhibit at the Taber Museum. Lindsay advised that Mary Holstein would have to lead that as we have a hard time getting participation.
 - d. Dana Brigandi has a lot of information in the archives, per Melissa.
 - e. Amanda Steinbacher advised she believes information is still in the boxes on the shelves.
- b. President-Elect
- i. Members 1st Sponsorship – See Form in Email
 1. This is the form that Members 1st will have us sign. It isn't mandatory if we want them to do sponsorships, but it's a good will thing...and can be a benefit to our members. Signing this agreement allows our members to become members of Members 1st Federal Credit Union should they want to seek membership.
 2. We are going to wait to complete the form to see if they give a sponsorship to the League.
 - ii. Chamber Events coming up...
 1. Sept. 25 River Valley Transit

2. Oct. 9 UPMC
 3. Oct. 23 Innovative Manufacturing Center
 - a. Lindsay Crist, Michele Boyes, and Rose Thomas-Sarno are members who have attended PM exchanges this League year.
- c. Treasurer
- i. Unclaimed Property Complete – Funds deposited into savings account – \$4,960
 - ii. Northwest Bank Account
 1. New debit cards have been received
 2. Using new BillPay system; seems very similar to JSSB system
 - a. Can't get any of the payment processors (Paypal or Stripe, which is what AJLI used) to connect to the new bank account, so we can transfer funds. Laura has reached out to the bank for more help.
 3. All invoices have been caught up and are reflected in the budget.
 - iii. Vanguard Account
 1. Laura, Melissa, and Lindsay are authorized signatories
 2. We now have the account number and there is 183,642.54 in account. We have online access as well. We do not have the information on our dividends yet, however it should be available for the next meeting.
 3. Laura to research the capital gains tax, and what we would have to pay.
 - iv. Sales Tax Exemption Letter/Sales Tax Exemption Renewal
 1. Working on application; hope to have completed by end of month. This is a 12 page document Laura is working on.
 - v. FCFP Accounts
 1. Melissa had a phone call with Kristen Lorson, who manages our accounts. She is going to follow-up with Laura regarding these accounts and next steps. It was also discussed having a speaker at a GMM to explain what FCFP does.
- d. Secretary
- i. ME Commitments
 1. Deanna has been working with AJLI on this, which is still in the works.
 - ii. Clearances

1. Melissa will review the spreadsheet to see where we are at.

IV. Committee Updates/Needs

a. New Member

- i. New Member Applications – 2 as of September 2025
 1. Melissa Jackson, Lindsay Harner, Alicia Baker
 2. New Members to be Voted – 0
- ii. October GMM is Bring-a-Friend

b. Membership Engagement

- i. Sustainer's Tea Recap
 1. It was a beautiful evening and Peachie was properly thanked. There was good sustainer attendance, which we believe the sustainer calls were helpful. Not a great attendance by our active membership. Attendance for all events and member participation will be discussed at a later time.
- ii. Halloween Event
 1. It is scheduled at Roskos on October 25th and a portion of sales will come back to the League. More details to come.

c. Community

- i. Find The Good Day Recap
 1. YWCA Boutique (Reminder of recurring volunteer opportunity.)
 2. Thrive International Meal Prep
 - a. Tuesday was great, well attended. However, Wednesday was not as well attended. Possibly that was because of the time of day. Lindsay advised Wednesday that we don't need as many volunteers earlier in the day. Bridget made notes for her records.
 3. Pantry Boxes/Salvation Army Collection
 - a. Jen Matz (sustainer) was able to partner with Bridget Kane (active) to full the boxes.
- ii. Baby's 1st Book Update
 1. Working on a new book, which will be voted on.
 2. Bridget stated they are still waiting on the actual number of books given out by UPMC.
- iii. Code Red Period Update
 1. In process of scheduling packing event (awaiting to hear from schools)
- iv. Volunteer Opportunities

1. Empower Stride – Saturday October 4th from 11am – 1pm. Suggested by Jamie L. & Paige McDonald We would help clean stalls and provide other barn maintenance opportunities. Empower Stride has requested JLW to assist with their KringleFest in December.
 2. YWCA recently contacted Bridget with various volunteer opportunities. Bridget, Siri & Jess need to review then distribute the information.
- d. Fund Development
- i. Sponsorship Packet done/working on getting it out to businesses
 - ii. Holiday Auction
 1. Save the dates are done and are in the process of getting out to be mailed
 2. Sustainer Calls – Melissa has been in contact with the co-chairs regarding this process...discussing the expectation with their committee, Melissa putting together the call log and script for the chairs to edit. These calls will be done in November. Melissa advised we will try to call many of the same people from the sustainer's Tea; however, each of us will have fewer calls as there will be more of us making the calls.
- e. Marketing and Communications
- i. Find the Good Day – will work on putting together a video in time for the Leaglet
 - ii. New Member – working on highlights for social media/Leaglet
 - iii. Holiday Auction – working on social media/marketing materials
 - iv. Swag Sale: spring – using Cotton Sisters
 - v. T-shirt Sale: November around Giving Tuesday – Fire Fox
- f. Nominating
- i. 40 over 40 Nomination
 1. The board and nominating committee will decide on a member to nominate.
 - ii. Future Board Positions
 1. Committee should begin having conversations with prospective board members to start this planning process, also given the January AJLI conference is geared towards those stepping into board leadership positions.

iii. Conferences

1. Siri attending SLBI this week.
2. Executive Leadership Training: January 22nd – 24th, 2026 in San Antonio, TX
 - a. For those stepping into Board Leadership positions to prepare for the upcoming League year
 - b. Start thinking about if we want to send someone

iv. YWCA Woman of Excellence Tickets

1. The board previously voted on purchasing up to 6 tickets for members to attend. Nominating to start asking who wants to attend, by initially asking the Leadership Team.

v. Vanessa Slaughter – JLW Nominee

V. October GMM

- a. Project Linus Speaker – Provide love, a sense of security, warmth and comfort to children who are seriously skill, traumatized, or otherwise in need through the gifts of new handmade blankets and afghans, lovingly created by volunteers. Will also be making blankets, which will come out of the New Member budget.
- b. Bring-a-Friend
- c. Drink Tickets – beer and wine
 - i. Will come out of the New Member Budget
- d. Raffle Tickets / Prizes – must be present to win

VI. Schedule Next Board Meeting

- a. Tuesday October 14th at 5pm on Teams

VII. Adjournment 6:47 P.M.