
St. Petersburg Civitan Club Board of Directors

Meeting Minutes

December 9th, 2020

Call to order

A meeting of the St. Petersburg Civitan Club Board of Directors and members was held at the Beach House at 18604 Gulf Blvd, Indian Shores FL 33785 on December 9th, 2020. Board members that were present were Terasa Heckert, Norm Bungard, Lauren Heckert, Bonnie Ruth and Jan Ward. Magda Rodriquez was absent. Terasa opened the meeting with the Pledge of Allegiance and the Civitan Motto.

Reports

President – No new report.

Secretary – Last month's minutes were reviewed for omissions and updates. There were no changes and the minutes were approved. We currently have 51 members. Two have indicated they will not rejoin in 2021 due to the new participation requirement and them not having time to fulfill it. We have three new members going on the books in January. We are waiting on applications from the three that have indicated they want to join. Dues paid by check for 2021 will remain at \$48/quarter. The discount for paying for the year in advance will be \$160 by check. If paying via credit card, the dues are \$49.34 & \$164.48. These will be due by December 25th for the 2021 year. Notifications went out to the members on 11/5. A reminder will go out in the next week in December. All members need to reach out to Lauren to let him know whether they will be paying annually, quarterly or resigning as members. Our next payment to International and FL District is due January 1st. If you will not be renewing your membership let him know soon so we are not squandering our limited club funds.

Treasurer – Lauren Heckert reported our balance in the Club account is approximately \$8668.42. The projected ending balance will be somewhat higher because dues are being paid for 2021. Funding in the amount of \$2970 will be needed in April of 2021 for the 100 year anniversary of the club. This is a significant outlay of funds for the club so fundraising activities in 2021 will be very important. All members are encouraged to give their time for any scheduled activities.

New Business

Fire Awards – On Thursday, December 3rd we met at the Master Station downtown St. Petersburg and presented the Fire Awards for 2020. Members Theresa Pinnix, Norm Bungard, Danny Carrigan, MaryAnn Fisher and Lauren Heckert were present. MaryAnn and Danny presented the awards to 2019 Fire Officer of the Year, Lt. Donnel Cook and 2019 Firefighter of the Year, Jasen Quinette. Chief James Large thanked the group for Civitan's support over the years and that it means a lot to them to be recognized. Danny was given a tour of the firehouse which was a special gesture to him since he is a retired FDNY firefighter.

100 Year Anniversary Celebration – Planning for the event continues. The St. Petersburg Museum of History is still revising their contract in consideration of the effect Covid-19 may have for cancellations. We are locked in at a price of \$1500 to use the facility. We plan to charge \$25 for each member attending. St. Petersburg Civitan Club members may be given a discount. The committee will discuss it and come up with a recommendation. Attendance is open to the public. Catering will be done by Kelli's Catering of Seminole. Frank Kelley the current Civitan International President and past St. Petersburg Civitan Club member is expected to attend. Lana Suggs the Florida District Governor and other local dignitaries will also be invited. The Centennial Celebration will consist of the Saturday evening, Centennial Celebration, and Sunday afternoon, Next Century Kick Off event. The budget for the weekend's events is \$2,970 for all anticipated expenses. Bonnie will reach out to the museum in January to see what the status is for events at the museum in light of the ongoing Covid-19 concerns.

National Historical Society – Lauren received an email on December 9th asking for 3 final pictures to be submitted. That will be complete this week. We also received the Nomination Letter from Annie Albert, our contact at the National Historic Register. She drafted the document that will be submitted for them to make a final determination of our eligibility. This will allow us to purchase and place a marker sign on the Beach House property informing the public of the historical nature of the property.

Christmas Holiday Project – Terasa reviewed the Holiday Toy Drive we recently held. We collected games and crafts on Sunday, November 1st and Sunday, November 15th at the Beach House. They were dropped off on Wednesday, December 2nd at PARC. Karen Higgins and Emery Johannes were on hand to accept them. Karen expressed the following “please share with all our tremendous thanks to our awesome Civitan family. You bring such joy to all of us! The children and families will be thrilled!” Emery said “I reached out to our Respite Program and they are excited to receive these gifts! Thank you so much for all that you do for PARC!”

Christmas/Holiday Decorating at the Beach House – On Sunday December 6th a few members met at the Beach House to decorate the outside of the front of the house with lights and other decorations. Thank you to those of you that contributed decorations as well as others that came out to help decorate.

Member Demographics – Board member Jan Ward indicated she would like to see the demographics of the club members so we can best determine how we can improve communications and plan for service opportunities and events to get members involved. We will determine the information necessary and contact members to determine how we can better serve members and increase involvement in Civitan activities.

Champions of Service Recruitment Award – We recently received a letter from Civitan International recognizing our club for adding 3 or more new members. We received a patch that is to be placed on the club banner. Bonnie will reach out for Ann Bridge to determine the best time to update the banner.

Member Recruitment – Terasa Heckert will work with Pete Meydag to place an ad in the local Beach Beacon newspaper seeking new members. All members are encouraged to bring guests to our functions with the goal of increasing membership. Civitan has three keys of membership: Knowledge, Service and Fellowship. Members have joined an organization dedicated to helping those in our community and around the world with developmental disabilities. As a member of St Petersburg Civitan, members are expected to participate in a minimum of four (4) club-sponsored events per year to maintain membership.

Member Volunteer Opportunities – The board talked about ways we can help the community and provide more opportunities for members to get involved with club projects to fulfill their membership obligation. Norm Bungard brought up installing ramps at homes for folks that need access to their dwellings. He will contact Abilities Inc. to see what their needs are and what the permit requirements are to work with them. Abilities, Inc. of Florida and affiliated non-profit organization ServiceSource, Inc. creates opportunities for individuals with disabilities to live independently through valued employment, training and support services.

Calendar – With our recently passed Bylaws there is now a requirement that members participate in 4 club sponsored activities to remain members. We will be distributing a calendar of all activities planned for the year so members can plan which events they will attend to fulfill their member obligation. Most everything we do will count towards participation. Examples of activities are dropping off a toy for Christmas, attending meetings and socials, staffing the parking lot for public parking days, etc. The requirements are minimal but we need your help in strengthening our presence in the community.

Robert’s Rules of Order – Norm Bungard led a training session on the use of Robert’s Rules of Order that we will be working towards incorporating in our monthly meeting. It is a handbook for running meetings effectively and efficiently, based on the procedures used in the British parliament. The principles included in the handbook are applicable to any decision-making organization, from Congress to community club committees.

Motions

There was a motion to vote on the President Elect position in the club. Jan Ward was the only candidate nominated for the position. A vote was taken at the meeting and prior to the meeting via proxy. There were 10 YES votes, 0 NO votes and 0 Abstentions. Jan Ward will be our President Elect for the 2021 year and will become President for 2022. Congratulations Jan and thank you for stepping up to this leadership position! There were no nominations for the Secretary position so Lauren agreed to continue in that role for 2021.

There was a motion to cancel the scheduled Member Meetings/Social which we hold on the 4th Sunday each month. They will be cancelled for December and January. The board will revisit the schedule at our February Club Business Meeting on February 10th. The motion was voted on with 5 YES votes, 0 NO votes and 0 Abstentions.

There was a motion to have the club provide a \$500 scholarship to the St. Petersburg College Foundation for the 2021 year. The 2020 year recipient, Kenneth Hoffmann, recently sent a letter to the club thanking them for his selection. This ongoing program is one of the many ways we support the community over the years. The motion passed with 5 YES votes, 0 NO votes and 0 Abstentions. The motion will be passed on to the Foundation with a request for payment in February of 2021.

Adjourn

The meeting adjourned at 7:18pm.

Next Meeting

The next meeting will be held on January 13th, 2021 at 5:30pm at the Civitan Beach House. Members are welcome to attend.