



Our Mission Statement Hingham Women's Club is an organization of women that serves the Hingham and South Shore communities, providing charitable giving, direct community service, and social opportunities for its members.

Our Vision is to have a local community well served, through partnerships, for those in need.

Hingham Women's Club Board Meeting Minutes

July 31, 2023

7:30pm - 9:00pm

Jenn Sherman's House

Board Updates

These are the minutes for the July 31, 2023 general meeting held at Jenn Sherman's House.

Attendees

- **Board:** (4) - Christine Andrews, Jenee Melgoza, Jennifer Sherman & Meredith Hollander

Socializing from 7:30pm-7:40pm. Meeting started at 7:40pm.

A copy of the agenda was provided to all attendees.

- Jenee Melgoza discussed renaming all of our committees to programs since a nonprofit program is an ongoing, organized effort to provide a service or support of some kind where needed. Not to be confused with an initiative, a program is a part of the club's organizational structure (rather than the nonprofit itself) and committees should be used when there is a group effort needed for a specific program and jobs/tasks can be assigned to various committee members. *Approved by the board.*
- Jenee Melgoza discussed renaming the new social program to Social for Good since our social events are tied to a donation of some kind (monetary, item donation like canned goods or feminine products, etc). The Social for Good program will replace the Health & Wellness program and expand their activities. Sherri Hamm will be a chair for the Social for Good program - additional chairs can be added to the program. *Approved by the board.*
- Jenee Melgoza shared the reasons for changing our membership renewal from a calendar year to a rolling anniversary membership that begins on the day it is purchased and is valid for one or two years depending on the membership purchased. For example, a one year membership purchased on 31 March 2023 will begin on 31 March 2023 and end on 30 March 2024. Jenee proposed that we move all memberships to a rolling anniversary membership. *Approved by the board*
- Jenee Melgoza proposed utilizing the new Wix website for HWC. The new site has many features not available with our current Weebly site. The HWC wixsite offers pricing plans to automate membership renewals, create private members only area, create events and collect rsvp's, build community interaction with groups and forums, and allows for easy customization. The first year cost of \$192 has been paid as a donation by Jenee. The annual cost of \$384 to maintain the site will start in July 2024. Jenee proposed to finalize the new website between 8/1-8/3 and start the membership transition on 8/4. *Approved by the board.*
- Jenee Melgoza provided an update on our current membership status - current, expired, lifetime, and renewals due or coming soon. Jenee also noted that there were two individuals that paid for membership but were not on our mailing lists. Jenee proposed that the two missing members would be given a year of free membership. *Approved by the board.*
- Jenee Melgoza gave an update on the organization of the HWC google drive. All files have been properly updated with correct access. Jenee asked if we could move all of the club photos to google photos and

organize by year but tag items with appropriate program/event. *Approved by the board.*

- Meredith Hollander provided an update on her meeting with Mark Minister regarding restarting Taste of Hingham and partnering with HWC. Meredith noted that the previous events had about 30-40 restaurants, but would need to find a new venue. Meredith will put Christine in touch with Mark Minister to schedule a meeting to discuss further if this could work with HWC's partnership, determine needs, charity recipients for donations and fundraising aspects. Christine Andrews made note that Taste of Hingham would not replace HWC Springtide since this event would most likely occur in warmer months, but would like to discuss the option of including Springtide if the committee would like to do this or if they would rather host Springtide in March. *Christine to schedule meeting with Mark Minister.*
- Christine Andrews discussed updating the HWC Bylaws. *The following changes have been approved by the board.*
 - Replace "Hingham Mother's Club" with "Hingham Women's Club"
 - Replaced "Clerk" with "Secretary"
 - Deleted "Co-Presidents" since the board approved President and Vice President in March 2023
- Christine Andrews requested that we update the documents on the website with a redacted version of the Articles of Organization blocking out the addresses of the Board of Directors. *Approved by the board.*
- Christine Andrews discussed if there should be term limits for President, Vice President, and Board Advisor and what the length should be. All members agreed this needs further discussion. *Add to the next Board of Directors meeting.*
- Christine Andrews asked if we need to file changes in our bylaws. Jennifer Sherman will look into this and get back to the board. *Add to the next Board of Directors meeting.*
- Christine Andrews discussed if we should have monthly vs bi-monthly meetings for this year and reasons why past presidents felt that having monthly meetings was better for membership engagement and how we could increase membership attendance by planning meetings with a purpose. Meredith Hollander suggested the idea of having a networking session at the start but then having a speaker or activity and then having a much shorter club update. Meredith also suggested doing an activity during a meeting such as creating food boxes. Christine suggested building school backpacks for kids. Jennifer Sherman will look into an event the partners with the Jewish synagogue. Meredith suggested that we invite Herb Newall from Friends of the Homeless of the South Shore to speak at our October meeting. Christine suggested having a mix of meeting locations between member homes, library, and Hingham Historical Society. *Monthly meetings were approved by the board. Add monthly meeting ideas and schedule to next Board of Directors meeting.*
- Christine Andrews asked what we thought about having chairs for each program or combining and having chairs for each group of programs like fundraising, service, and social. *Program chairs will remain as-is for each individual program.*
- Jennifer Sherman printed out the Festival of Trees plan from Danielle Burke and Hilary Garzarelli. Jennifer requested this year the committee uses a donation manager platform that can automate the tax donation letters sent to the donors. Meredith Hollander suggested to look into the donor platform Yot.me. Jenee Melgoza suggested doing a best member tree contest judged by the FoT committee and the winner receives a free year of membership - *approved by the board.*
- Next board meeting on Monday August 14th at Jenee Melgoza's home.

Meeting ended at 9:45pm. By: Jenee Melgoza, Vice President of Hingham Women's Club