



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 & Committee Meeting

August 24, 2022

6:30 pm - 8:45 pm

These are the minutes for the August 24, 2022 board and committee meeting held at Jennifer Sherman's house.

Attendees:

- **Board:** Julie Hurley, Christine Andrews, Jenee Melgoza, Jennifer Sherman, Emily Mosera, Nikki Nihan.
- **Members:** Jennifer Lincoln, Wendy Hartman, Hilary Garzarelli, Jo Bell, Meredith Hollander.

A copy of the agenda was provided to all attendees.

Board Updates:

- Christine Andrews proposed changing the general meetings to every other month since the club already has other activities taking place during the months when we would not have a general meeting. The board unanimously approved. Board meetings will not change and will still take place every month.
 - General Meeting Dates: Kickoff Meeting TBD, November 15th, January 25th, March 29th, May 31 End of Year Celebration at Hingham Historical Society
- Christine Andrews reached out to Tosca for the Kickoff meeting location - awaiting confirmation. Julie Hurley will also reach out and follow up this week.
 - Discussed date of Kickoff meeting potentially Tuesday, 9/27 or Wednesday, 9/21 due to HPS Back to School Nights on Wednesday, 9/28 (South) and Thursday, 9/29 (HMS). Official date and location to be announced by early next week.
 - Signup sheets for committees and events will be provided at the Kickoff meeting for current and new members to indicate interest in open chair positions and/or volunteer opportunities.
 - Julie Hurley discussed giving out door prizes at the Kickoff meeting and advertising this when announcing the event.
 - Request for donating non-perishables at the Kickoff meeting.
- Nikki Nihan discussed a social event for sponsors in February.
- Julie Hurley proposed placing a calendar on the website so members can easily see what's going on every month. Emily Mosera will add a calendar to the website.
- Discussed providing Emily Mosera assistance with the website while she is on maternity leave. Jenee Melgoza will work with Emily to assist with updates needed on the website.
- Jenee Melgoza will work with Emily Mosera to add meeting minutes to the website. Jennifer Sherman also discussed adding the tax returns to the website - further discussion to determine where these should go.
- Presidents want chairs to take ownership of their committees. Would like chairs to provide a plan to include committee events, budget, needs, marketing, etc.
 - Jenee Melgoza will reach out to committees on a monthly basis to request an update to add to the meeting agenda.
- Discussed using an official hashtag on Instagram - to be determined.
- Christine Andrews asked about the club By-Laws - Jennifer Sherman to provide them.
- Jennifer Sherman discussed if a committee needs funds then they need to talk to her.

- Jennifer Sherman discussed the members must get gift card receipts and attach to the gift for fundraising recordkeeping.
- \$750 left over from last year will be allocated towards club merchandise. Merchandising will fall under the Hospitality committee. Discussed creating merch with club logo: wine glasses, stickers, t-shirts, keychain, etc.
 - Wendy Hartman proposed using the slogan “The Heart of Hingham” but this is used by a local church. Email Jo Bell with ideas for a club slogan.
- Emily will create a shared google drive folder for all members to upload photos and videos from events to be used across our communication platforms.
- Nikki Nihan discussed using the “giant check” after fundraising events for promotion.
- Discussion regarding public vs member only events - no final decision made.
- Jennifer Sherman discussed auction website email database to be used for future Festival of Trees marketing and other club marketing/event emails. Need to add an unsubscribe option for email push.
- Jennifer Sherman discussed members setting up HWC for Amazon Smile. Jenee Melgoza will add information to end of general meeting agenda.
- Nikki Nihan will reach out to Sarah Hinchey regarding her idea of doing a headshot fundraiser to see if she is interested in partaking. Funds raised will be donated - charity to be determined.
- Jennifer Sherman discussed if a committee needs funds then they need to talk to her.
- Discussed year calendar showing all of the committee/club events.

Committee Updates:

- **Book Club**
 - Chair: Meredith Hollander - no co-chair needed
 - Book club dates scheduled through Feb 2023
- **Bunny Breakfast**
 - Chairs: Emily Mosera / potentially Liz Taylor - if not, Julie Hurley offered to be co-chair
 - Gathering general feedback from the event and ideas around collecting artwork from the kids to be used in a meaningful way
 - Great event to get our name out there since it is well attended by the community
- **Business Networking**
 - Chairs: Zoe Pirnie / potentially Joanna Dutra - need to confirm
- **Business Sponsorship**
 - Chairs: potentially Katie Puzo - need to confirm / co-chair open - need to fill
- **Communications & PR**
 - Chairs: Darleen Lannon - need to confirm if she needs a co-chair
- **Festival of Trees**
 - Chairs: Danielle Burke & Hilary Gazarelli
- **Fourth of July Parade**
 - Chairs: Jennifer Sherman & Wendy Hartman
- **Go Green**
 - Chairs: Jenee Melgoza & Christine Andrews
 - New committee created by Jenee Melgoza. Will apply to Adopt-A-Highway by volunteering to help pick-up litter once a month along a 2 mile section. MassDOT will place a sign on the highway to recognize the group for their hard work. Committee plan to be submitted to the board.
- **Health & Wellness**
 - Chairs: Sherri Hamm & Hilary Gazarelli
- **Historical**
 - Chairs: Christine Andrews / potentially Allison Skidmore - need to confirm
 - Christine Andrews would like to add historical information to our website regarding HWC. If anyone has

any historical information about the club please email Christine Andrews. Christine will post on social media to collect more information.

- **Holiday Gift Giving & Holiday Party for Friends of the Homeless**
 - Chairs: Billie Zuschin name was offered by Hilary Gazarelli - need to follow-up with membership and Billie regarding taking on this committee. Co-chair position open - need to fill
- **Hospitality**
 - Chairs: Jo Bell / co-chair open - need to fill
 - Jo Bell suggested no longer providing coffee due to lack of involvement since the timing conflicts with a lot of members. Jo suggested a social meetup where members BYOB at various locations which was well received by the group.
 - Jo Bell would like to add additional social events - please email her with suggestions.
- **Kids that Care**
 - Chairs: Jennifer Lincoln / co-chair potentially Jennie Donegon - need to ask Jennie if interested in creating Junior Membership opportunities for volunteering
 - Discussed creating a Junior Membership to offer volunteer hours for the community youth, Scouts programs, High Schoolers - use help during Festival of Trees. No charge for Junior Membership.
 - Christine Andrews is sending an email to Jennifer Lincoln regarding connecting with Stacey Healey.
 - Jennifer Lincoln suggested using WhatsApp for communication - need to further discuss.
- **Membership**
 - Chair: Molly Richards - need to confirm if she needs a co-chair
- **Scholarship**
 - Chair: Meredith Hollander - no co-chair needed
 - Meredith Hollander will send the 2021-22 scholarship recipients award info to Darleen Lannon for the Hingham Journal.
- **School Liaisons**
 - School liaisons created for each public school to stay aware of events and discuss volunteering opportunities with HWC.
 - Foster: Jennifer Lincoln
 - Plymouth River: Christine Andrews
 - East: Zoe Pirnie - need to confirm
 - South: Pam Gillig - need to confirm
 - HMS: Jenee Melgoza
 - HHS: Jo Bell
- **Spring Fundraiser**
 - Chairs: Nikki Nihan & Julia Rosequist
- **Thanksgiving Luncheon & Spring Tea**
 - Chairs: Pam Gillig / co-chair open - Julie Hurley will talk to Pam about a co-chair

Upcoming Events:

- **September**
 - 9/12 Book Club at Liz Taylor's House
 - Kickoff Meeting (to be announced soon)
- **October**
 - 10/17 Book Club at Molly Richards' House
- **November**
 - 11/14 Book Club at Hilary Garzarelli's House
 - 11/15 General Meeting
 - Thanksgiving Luncheon

- **December**
 - Festival of Trees
 - 12/12 Book Club at Darleen Lannon's House
- **January**
 - 1/9 Book Club at Christine Andrews' House
 - 1/25 General Meeting
- **February**
 - 2/6 Book Club at Jennifer Sherman's House
- **March**
 - Book Club
 - 3/29 General Meeting
- **April**
 - Book Club
 - Bunny Breakfast
 - Spring Fundraiser
 - Spring Tea
- **May**
 - 5/8 Book Club at Jenee Melgoza's House
 - 5/31 End of Year Celebration
- **June**
 - Book Club
- **July**
 - Fourth of July Parade Float

By: Jenee Melgoza, Secretary of Hingham Women's Club