



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

October 26, 2022

7:30pm - 9:30pm

These are the minutes for the October 26, 2022 board meeting held via zoom.

Attendees

- **Board:** (5) - Julie Hurley, Christine Andrews, Nikki Nihan, Jennifer Sherman, Jenee Melgoza & Emily Mosera
- **Committee Chairs:** (5) Hilary Garzarelli, Joanna Dutra, Darleen Lannon, Sherri Hamm, and Jen Lincoln

Socializing from 7:30pm-7:45pm. Meeting started at 7:45 pm.

A copy of the agenda was provided to all attendees.

Board Updates

- Christine Andrews suggested using the website and social media more instead of using evites for the entire club - using the website, social media, and newsletter. Ideas for how to get members notified about events: member spotlight and link to events on the newsletter.
 - Nikki Nihan offered to take on member spotlight monthly. Julie offered "Wonder Woman Wednesday" which everyone really liked.
- Christine Andrews discussed using Communications & PR committee members for other social media outlets
 - Darleen Lannon talked about utilizing Tik Tok for PR
 - Christine Andrews will send Darleen Lannon the Communications & PR committee members list to see if someone would be interested in taking on a social media role.
- Christine Andrews talked about continued use with the Meeting and Events Working Document on gDrive - Christine will send out the link to committee co-chairs not on the zoom meeting.
- Christine Andrews discussed website support for Emily: see below
 - Emily Mosera requested use of the Meeting and Events Working Document on gDrive and if committee chairs need additional columns for notes to let her know.
 - Updating the website with outdated information, cleaning up top tabs, newsletters for download, committee tabs, committee sign ups, email us button.
 - Community members only section: Jennifer Sherman and Jenee Melgoza were in favor. Julie Hurley suggested working on this later in the year due to website build concerns. Item to be discussed during a future meeting.
- Christine Andrews talked about committee planning and by-laws to be discussed during a future meeting.
- Christine Andrews discussed which committees need members vs which don't need members.
 - Christine asked about adding a co-chair for Pam (Senior Events). Sherri Hamm likes having a co-chair to help with events and bouncing off ideas. Joanna Dutra agrees with having a co-chair. Julie Hurley agreed to having a co-chair for Pam. Jennifer Sherman agreed with having a co-chair for Pam since both senior events are such a big ask for just one person.
- Christine Andrews asked if it is a want to have or need to have business sponsorship. Jennifer Sherman said it helps to offset club costs and that she needs to look at exactly what the amount is for the need.
 - Darleen Lannon felt that it is important to have business support. Jennifer Sherman said that their goal before was to have one business sponsorship a month - ideally \$200 per month. Nikki Nihan agreed that it would be great to find 12 businesses to help with sponsorships.
 - Need a business sponsorship chair / co-chair - Jennifer Sherman and Christine Andrews agreed that a person needs to manage all of the follow through, etc. Christine Andrews suggested having a clear write up for what the roles and responsibilities would be for this role.
- Christine Andrews talked about the holiday gift giving & holiday party for the homeless. Julie Hurley and Hilary Garzarelli offered to take on the holiday gift giving and Nikki Nihan will collect the items. Jenee Melgoza will contact Jill Gisholt about taking on the holiday party for the homeless. Christine Andrews will send Jenee Melgoza the roles and responsibilities for the holiday party.
- Sherri Hamm discussed the Hales/Fox Rock Foundation letter informing them about our club and requesting consideration. The letter is ready to send to the Foundation.

- Sherri Hamm and Christine Andrews discussed putting it out on Tik Tok.
- Jennifer Sherman discussed the Foundation requests the donation amount requires an endowment (invest it and use the money for future use).
- Board will review the letter and discuss.
- Sherri Hamm discussed bringing in new members for fresh ideas. Nikki Nihan discussed promoting the club personally and everyone engaging with the new members - see where new members shine.
- Julie Hurley shared her talk with Jamie Downes who runs a Girl Scout troop to partner with their legacy idea. Julie proposed three ideas: (1) raise their own money to create a bookcase and fill it at the Friends of the Homeless for the South Shore; (2) partner on the Bare Cove park pollinator island project to build pollinator houses, plant, and maintain; (3) partner with the Senior Center and Hingham Historical Society regarding important women in Hingham's history. Jamie Downes invited Julie & Nik to talk to the girl scouts.
 - Julie Hurley discussed the Girl Scouts helping with the Festival of Trees set up/break down.
 - Julie Hurley talked about the Girl Scouts pitching their idea at the Hingham Community Center. Jennifer Sherman will ask the Hingham Community Center about January 25th at 7:00pm.
- Jenee Melgoza discussed AmazonSmile was updated by Jennifer Sherman - added to future agenda and website.
- Jenee Melgoza informed the group that all secretary documents received from Allison Skidmore were scanned to the HWC - Secretary folder on gDrive. Christine Andrews will add the Treasurer documents.
- Jenee Melgoza shared Molly Richard's issues with missing members on Mailchimp. Christine Andrews asked Emily about fixing Mail Chimp. Emily will look at other options besides Mailchimp or possibly how to fix the missing members.
- Jennifer Sherman will send an email about collecting sales tax in regards to merchandise.
- Emily Mosera did not need to discuss her topics since they were already covered.

Urgent Committee Updates

Kids that Care - Jennifer Lincoln & Jennie Donegon

- Great Trick-or-Treating event last Sunday, 10/23.
- Kids and Teens That Care meeting will be on 11/3 at 7:00pm at Jen Lincoln's House.

Business Networking - Zoe Pirnie & Joanna Dutra

- Joanna Dutra asked if the meeting scheduled on 11/8 booked at the Hingham Public Library could be scheduled before the next general meeting at 6:00-7:15pm. Darleen Lannon suggested if Laurie Trezza would be open to hosting the meeting prior to the general meeting - Darleen to ask Laurie.
- Joanna Dutra will be speaking at Hingham Middle School on 11/16 at 7:00pm regarding ways we can communicate and connect better in our community.

Festival of Trees (FOT) - Danielle Burke & Hilary Gazarelli

- Hilary discussed with the bartending service company Cocktails. Hilary checked with other companies and felt that Cocktails were the best company to use. Christine Andrews asked if the South event needed to purchase insurance - Hilary advised the company Cocktails includes everything.
 - Jennifer Sherman talked about Evergreen Evening insurance cost was \$400 at the time.
 - Nikki Nihan discussed Cocktails by Tucker could also be an option. Nikki Nihan will reach out to Cocktails by Tucker.
- Hilary Garzarelli talked about maybe having a bonus raffle ticket if you purchased HWC merchandise such as a HWC glass.
- Hilary Garzarelli suggested a giving tree, cash bowl, ornament for Friends of the Homeless for the South Shore. Julie Hurley noted that HWC did conduct a "buy an ornament" in 2018.
- Hilary and Danielle are working on a marketing video with Friends of the Homeless of the South Shore to help understand why the donations are so important - no sound just captions to place on a projector. Nikki Nihan will reach out regarding this as well.
- WiFi booster received by Jennifer Sherman.
- Julie Hurley talked about asking members to bring a bottle of wine to our next meeting for donation to the wine pull.
- Hilary Garzarelli discussed doing "town themed" trees from neighboring towns - lots of interest! Christine Andrews suggested a Nantucket tree.

Old Business

All old business listed below left for future discussion.

- Open Committee Co-Chair Positions:
 - Hospitality (with Jo Bell)
- Social event for sponsors in February in lieu of meeting for sponsors and membership (Nikki Nihan)
- Headshot fundraiser (Nikki Nihan)

- Official Instagram hashtag
- HWC motto

Committee Updates

All committee updates below were provided via email.

Book Club - Meredith Hollander

- Currently reading: The Wrong Family by Tarryn Fisher
- Next book club meeting: 11/14/22 at Hillary Garzarelli's House
- Book club dates and info through Aug 2023 updated on the shared meeting & events working doc and on the website

Go Green - Jenee Melgoza & Christine Andrews

- 10/19 first committee meeting with town guest speaker Cleaner Greener Hingham
- 10/21 meeting with Hingham Land Trust chair Art to discuss Bare Cove Park Pollinator Island
- Adopt-a-highway application in process
- 11/6 Cleaner Greener Hingham Day 9:00-11:00am

Health & Wellness - Sherri Hamm & Hilary Gazarelli

- 10/21 Hingham Medical Aesthetics event
- 11/2 Bar Method event
- December 2022 @ Lulabelle The Bra Studio (Jennifer Sherman coordinating date/time/details)
- January 2023 @ KFit (referral from Liz Taylor)
- Hilary is working on an event with Boxygen

Hospitality - Jo Bell

- Logo merchandise ordered: (72) stemless wine glasses, (22) hats, & (200) stickers - awaiting proofs and confirmations
 - \$29 Under Budget!
- Next open coffee meetup scheduled for 11/18

Membership - Molly Richards

- Current total membership: 104

Bunny Breakfast - Emily Mosera & Julie Hurley

- Let's remember to add hot coffee to the list!
- Mike Bernard usually reaches out in February with the details. Previously we got items donated like hot coffee and bagels etc., we were just on a tight turn this past year so I purchased most of the food etc.
- One pagers, signage, and maybe even those aprons on hand for events like this and a way for members to 'check them out' for their event. It draws a large crowd so getting our name out there certainly doesn't hurt!

Scholarship - Meredith Hollander

- Info will go out to the schools at the end of February and student applications will be due March 31.

Spring Fundraiser

- We are trying to plan an initial kick-off/planning meeting with the group of folks who volunteered for the spring fundraiser.
 - At that meeting, we are planning to finalize a preliminary plan for what the spring fundraiser will be this year and the charity we will be supporting, and whether there are any lead time items for planning that cannot wait until 2023.
- We are hoping to schedule the initial meeting sometime in the next couple weeks in the evening. Once we have a date selected, we will let you know.
- If anyone is interested in being part of the initial planning who has not signed up or reached out to me (i.e., they didn't receive the kick-off email I sent), they should email me so I can let them know the date/time of the initial kick-off meeting.

Events

September

- 9/12 Book Club at Liz Taylor's House
- 9/27 Fall Kickoff Meeting at Tosca's

October

- 10/14 Hospitality Open Coffee Meetup
- 10/17 Book Club at Molly Richards' House
- 10/18 Festival of Trees Committee Meeting
- 10/19 Go Green Committee Meeting
- 10/21 Wellness Hingham Medical Aesthetics
- 10/23 Kids that Care Halloween Parade
- 10/26 Executive Board Meeting

November

- 11/2 Wellness The Bar Method
- 11/3 Kids that Care Meeting at Jen Lincoln's House
- 11/6 Cleaner Greener Hingham Day
- 11/14 Book Club at Hilary Garzarelli's House
- 11/15 General Meeting
- 11/16 Thanksgiving Luncheon at Senior Center
- 11/18 Hospitality Open Coffee Meetup

December

- 12/1 Decorating for Festival of Trees
- 12/2 Festival of Trees at Hingham Community Center
- 12/2 - 12/3 Festival of Trees Online Auction
- 12/3 Festival of Trees Cleanup & Tree Pickup
- 12/12 Book Club at Darleen Lannon's House
- Kids that Care Christmas Caroling

January

- 1/9 Book Club at Christine Andrews' House
- 1/25 General Meeting

February

- 2/6 Book Club at Jennifer Sherman's House
- Valentine's Day Tea at Senior Center

March

- 3/6 Book Club at Ariana Weber's House
- 3/29 General Meeting

April

- 4/3 Book Club at Chris Campbell's House
- Bunny Breakfast
- Spring Fundraiser
- Business Networking Meeting
- 4/26 Executive Board Meeting

May

- 5/8 Book Club at Jenee Melgoza's House
- 5/31 End of Year Celebration

June

- 6/5 Book Club at Laurie Trezza's House

July

- 7/3 Decorate Parade Float
- 7/4 Fourth of July Parade Float Participation & Cleanup
- 7/10 Book Club at Jennie Donegan's House

August

- 8/7 Book Club at Meredith Hollander's House

Meeting ended at 9:27pm. By: Jenee Melgoza, Secretary of Hingham Women's Club