



### Minutes

Board of Directors Monthly Meeting

March 12, 2025 – Hybrid Meeting

Via Chapter Zoom / In-Person – BraunHagey & Borden 747 Front Street, 4<sup>th</sup> Floor, San Francisco

- I. **Call to Order / Welcome:** Sue Stratton welcomed everyone to the meeting at 12:02 p.m.
- II. **Approval of the Minutes & Agenda:** Javier Morelos made a motion to approve the February 12, 2025, Board Meeting Minutes and Kim McDade seconded. All were in favor, and none opposed, and the motion to approve the February 12, 2025, board meeting minutes carried. Kira Hansen made a motion to approve the March 12, 2025, board meeting agenda, and Ryan Hill seconded the motion. All were in favor, and none opposed and the motion to approve the March 12, 2025, meeting agenda carried.
- III. **President's Update on Various Committees and Installation Luncheon:** Sue Stratton discussed the March 25, 2025, installation luncheon at Wine & Wall from 11:30 a.m. – 1:30 p.m. Specifically, Sue discussed that registration numbers were strong and that headshots would be provided free of charge to those interested in taking advantage. Sue also provided an update on Business Partner (BP) registration status, noting that there was a BP registration mishap during the Board year due to mid-year sign-ups, that will be rectified, and noted that 2025-26 Board year Diamond Level Sponsorships opportunities were almost sold out; four were offered this Board year versus three that had been offered in previous years. Titanium Level Sponsorships positions were taken; two Platinum Sponsorship Level positions are available, and businesses are signing up for Gold and Silver Level Sponsorship positions.
- IV. **Budget/Actuals Review/Other Updates:** Ryan Hill advised that there were additional funds left in the budget and would work to spend the funds before the end of the 2024-25 Board year, and that awarded conference passports need to be used, and flights booked. Sue said she would contact the backup BP Expo passport winner, Kit Fong, as Carolina Altamirano would be unable to attend. If Kit Fong cannot attend, two passports will be given away at the installation luncheon. Kim McDade suggested that if there were two passports left at the time of the installation luncheon to raffle one passport to a general attendee and the second to a member of the Board of Directors, as a thank you for volunteering their time. Revenue from BP Expo was \$6,700; the food expense budget from the Labor Law Update will roll into the budget for the BP Expo. Ryan stated that the budget for revenue was \$148,000. However, the

chapter was at \$168,000 in revenue to date. Ryan asked that the Board and Leadership Members review the budget tracker. Ryan advised that he, Brian Nervis, May Rafanan, and Javier Morelos had begun to meet and prepare the 2025-26 Board year budget. Brian stated that there are unbilled invoices that need to be paid and that those outstanding invoices would be paid before the end of the Board year.

- V. **Website/Logo Update:** Ryan Hill said the new website would launch the week of March 17, 2025, and that the Website Committee approved the design. Ryan asked that Board and Leadership Members review the old website and let him know if there are any suggestions and/or revisions to incorporate with into the new website. Ryan noted that all logo versions were updated however, the current email manager would not port over to the new website, and would instead be replaced by Email Builder, which should be more user-friendly. Ryan asked the attending Board/Leadership Members to let him know if any email templates needed to be added to the new email manager. Some of the current email templates were reviewed by the attending Board/Leadership Members while Ryan shared a few examples on-screen. Ryan asked that the Golden Gate Chapter (GGC) add additional funds to the website update budget to allow for StarChapter updates. Ingrid Hester asked for an updated BP contact list. Linda Belcher asked that subfolders be created on StarChapter to organize GGC event photos; Ryan suggested that this should happen on Box.com., Other Board/Leadership Members agreed that event photo subfolders would be helpful. The Board/Leadership members thanked Ryan for all his hard work on the GGC's new website.
- VI. **Calendar Updates/Education Section Updates:** Javier Morales Morelos advised that the calendar was completed. Javier noted that the Past President's Luncheon would be held on March 24, 2025; the Installation Luncheon at Wine & Wall would be held on March 25, 2025, and that the Ops & Tech Section's final education session for the Board year would be held on March 27, 2025. Javier said that he and others EC members had begun compiling event dates for the 2025-26 Board year. Javier solicited ideas on how to ensure that new members of the EC Board attend (if they have not already). It was discussed that Board Presidents go every year, regardless, and Past Presidents should not attend. Kira strongly encouraged Board members to attend the Essentials of Chapter Leadership sessions which would take place March 18-20, 2025.
- VII. **President Gift Sent Via Email** – Sue Stratton reported the email from Snappy was legit and the gifts were sent to Board members for their volunteer efforts, hard work, and dedication throughout the Board year. Javier Morelos thanked Sue Stratton for all her hard work as the 2024-25 Board President.

Sue Stratton adjourned the meeting at 12:54 p.m.

In attendance: 19

**Executive Committee\***

Sue Stratton  
Ryan Hill  
Brian Nervis  
Sarah Spry  
Javier Morales  
Kira Hansen

**Board/Leadership**

Matthew Ogden  
Ingrid Hester  
Traci Staggs\*  
Amie Morelli\*  
Shannon Oliver  
Aileen Connelly  
Kim McDade  
Linda Belcher  
Katrina Combs  
Dom Manuel  
Rosario Greenbaum  
Antonia Bereal-Lee  
Kiran Thakkar (2025-2026 Board  
Member in attendance)

\*Denotes a voting member; the majority of the board's eleven moving members must be present to conduct business.

**Respectfully submitted,**

**Shannon Oliver**  
**GGALA 2025-2026 Chapter Secretary**