

## SPSWA Board Meeting Minutes

**Meeting Title:** SPSWA Board Meeting

**Date:** 8/14/25

**Start Time:** 8:34am

**Adjourn Time:** 8:48am

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### Attendees

- Harvey SPSWA
  - Jarrod Peterson
  - Kathy Cameron Kuehn
  - Jeramy Cain
  - Annalisha Perez
  - Jim F. Lord
  - Rachelle Strasburg
  - Angela Elwell
  - Mary Poggione
  - Logan Kubista
  - Lauren Bednar
  - Brian Glonek
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### 1. Membership Update

- **Logan** reported current membership at **85 members**, with a few recent renewals.
  - The board expressed interest in surpassing **100 members** and continuing membership growth efforts.
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### 2. Communications & Website

- The board discussed the need for a **dedicated communications lead** to coordinate:
  - Website updates
  - Email / newsletter communication (MailChimp)
  - Care Options ads and event promotion

- **Jarrold** noted that managing the website can feel intimidating for non-technical members, but basic updates (e.g., dates, times, text) are manageable and documented with instructions.
- Concern was raised that when “everyone” is responsible for the website, **no single person is clearly accountable**.

#### Decisions & Agreements:

- **Lauren** volunteered to step into the **Communications Chair** role, including:
    - Overseeing website updates
    - Learning/using **MailChimp** for email blasts (with a brief refresher)
  - **Brian** offered to assist Lauren with communications tasks as needed.
  - **Annalisha** offered to do the following:
    - **Update the website** with all remaining events for the year.
    - Ensure the **September 2** event is clearly featured on the main page.
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### 3. Newsletter & President’s Report

- The board agreed that a **newsletter blast** should go out soon highlighting the **September 2** event.
- **Jarrold** acknowledged the need for more consistent **President’s Reports** in the newsletter.

#### Action Items:

- **Jarrold** will draft a **President’s Report** and send it to **Annalisha** within the next few days for inclusion in the upcoming newsletter.
  - If the report is delayed, **Annalisha** will at minimum send a **September 2 event blast** via MailChimp.
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### 4. Board Retreat Planning

- The board confirmed interest in holding the **Board Retreat in November**, preferably **early in the month**, prior to December board voting.
- **Location Preference:** The **Original Pancake House** was reaffirmed as the preferred venue due to its private room and good service.

#### Action Items:

- **Jarrold** will:
  1. Send out a **Doodle poll** to identify the best November date for the retreat.

2. Ask **Jim Lord** to **secure the Original Pancake House** once the date is selected.
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## 5. Event Promotion & Community Outreach

- **September 2 Event (Day After Labor Day)**
  - Board emphasized strong promotion and encouraging attendance.
  - Location confirmed as **Sholom East** (large campus near Mississippi Market off West 7th).
- **Gift Wrapping Event & Community Center Newsletter**
  - The local community center publishes a **quarterly newsletter**; September is an issue month.
  - The board agreed the **gift wrapping event** should be advertised in that newsletter **as soon as possible**.
  - There was interest in **reusing previous promotional collateral** for the gift wrapping event, if files from prior years (likely held by **Rachelle** or possibly passed to **Jim**) can be located.

### Action Items:

- **Group** to:
    - Locate **previous collateral** for the gift wrapping event to avoid recreating materials from scratch.
    - Ensure the gift wrapping event is included in the **community center's September newsletter**.
  - **Logan** confirmed meeting invites are being sent out, which has helped attendance.
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### Adjournment

The meeting was adjourned at **8:48am**.