



## Board Meeting 06/19/2024 @Seabrook Island Club Cooper Room

Attendees	Title
Thad Peterson	President
Ray Hoover	Past President/Foundation Chair
Ed Heskamp	Treasurer
Lisa McDonald	Interim-Secretary and Chair of Communications
Committee Chairs	Bill Nelson, Ed Leary, Marjorie Stephenson, Charlie Septer, Dave Berry, Jack Wilson, Chuck Riehl

Thad Peterson called the meeting to order at 4:31pm and proceeded through the agenda on Pg 3.

### APPROVAL OF AGENDA and APPROVAL OF MINUTES

Thad made a motion to approve the agenda for this meeting (Pg3) and to accept minutes from the 6/19/23 board meeting. Motions passed.

### TREASURER REPORT

Ed Heskamp presented the Treasurer's Report (Pg 4) which includes notes about next steps for him.

### SECRETARY REPORT

Thad announced that John Sesody is not available to serve in the Secretary role and Lisa McDonald will stay on as interim-Secretary.

### COMMUNICATIONS COMMITTEE

Lisa McDonald report that the first monthly newsletter was released. And stated that this committee will regularly overlap with activities of the Membership Committee and the Website Committee.

### COMMMITTEE REMINDERS

1. Thad reminded all present that Grant Requests will be due August 15. Remind your Grantees. Review use/effectiveness of 2023 Grants.
2. Committee and Event Chairs have been asked to provide the follow information to complete the attached information about leadership teams for 2024-25
  - a. Identify their Vice Chairs
  - b. Provide an updated list of their committee/event members
  - c. Review (and update, if needed) their committee's Mission/Purpose statement

### NEW BUSINESS

1. Dinners at the Seabrook Island Club
  - a. Bill Nelson advised that Seabrook Club has no more dates open for us including Oct 2 (for that reason we don't have a speaker scheduled that evening).
  - b. Jack Wilson advised that Black Flag Gym on Maybank Hwy invited us to use their facility for meetings
  - c. Wingate Place was suggested by Jack as a meeting place and dinner could be an Oyster Roast

- d. Lisa McDonald suggested using upstairs at The Salty Dog
  - e. Marjorie Stephenson suggested moving the Annual Golf Outing to Oct 2 and having a simple cocktail reception on the Golf Terrace at the club for any/all members that want to join after the golf tournament, and this was the final consensus of the group. It was agreed to meet on the Golf Terrace on 10/2/24.
2. Gate passes for members who live outside of Seabrook Island
    - a. Chuck Riehl announced that he arranged for 10 car passes to be available on meeting nights. Guests can drive up to the gate and say they are attending the Exchange Club meeting. This simplifies the process for getting guests and prospective members to our meetings.

#### NEXT BOARD MEETING

August 21, 2024, at Seabrook Island Club-Cooper Room

#### **Board meeting adjourned at 5:11 PM**

#### **Attachments:**

- Agenda
- Treasurer's report
- Leadership Team Info Sheet

**Submitted by Lisa McDonald 7/11/24**

**THE EXCHANGE CLUB OF KIAWAH-SEABROOK**  
**BOARD MEETING AGENDA**

Cooper Room at 4:30 pm      July 17, 2024

1. Approval of Agenda and June 19, 2024, Board Meeting Minutes (see attached)
2. Treasurer Report – Ed Heskamp
3. Secretary Report – Lisa McDonald
  - a. John Sesody is unable to take the role of Secretary, so we need a new candidate
4. Communications committee report – Lisa McDonald
  - a. Monthly Newsletter
  - b. Coordination with Membership and Website and Member Engagement committees
5. Committee Reminder
  - a. Grant Requests will be due around August 15. Remind your Grantees. Review use/effectiveness of 2023 Grants.
  - b. Committee and Event Chairs have been asked to provide
    - i. Identify their Vice Chairs
    - ii. Provide an updated list of their committee/event members
    - iii. Review (and update, if needed) their committee’s Mission/Purpose statement
6. Additional New Business
  - a. Dinners at the Seabrook Island Club – Bill Nelson
  - b. Gate passes for members who live outside of Seabrook Island – Chuck Riehl

The next ECK-S Board Meeting will be August 21 at 4:30 pm in the Cooper Room.

Exchange Club of Kiawah-Seabrook  
 Board Meeting - Wednesday, July 17, 2024  
 Treasurer's Report

Balance Sheets

Account	As of		
	06/30/24	12/31/23	06/30/23
Club - Operating	\$ 20,254	\$ 20,559	\$ 20,401
Club - Credit Card	-	-	-
Club - Ad Book	90,743	2,507	85,853
Club - TOTAL	<u>110,997</u>	<u>23,066</u>	<u>106,254</u>
Foundation	10,657	9,592	37,393
Foundation Schwab	105	105	105
Foundation - TOTAL	<u>10,762</u>	<u>9,697</u>	<u>37,498</u>
<b>TOTAL - All Accounts</b>	<b><u>\$ 121,759</u></b>	<b><u>\$ 32,763</u></b>	<b><u>\$ 143,752</u></b>

**Notes:**

- Reconciliations for 6/30 complete
- Funds not received from Bohicket Run (\$15K)
- Need to schedule updated check signers
- Establish money market account (anything is better than nothing!)
- Would like authority to "clean up" names/signatures on accounts
- EJH understanding role/process
- Progress on transition from Rich Boss
- Potential project to document information flow

## 2024-2025 LEADERSHIP TEAMS

### CLUB LEADERSHIP

Mission Statement: The Kiawah-Seabrook Exchange Club is a service organization committed to community enrichment through the support and development of programs that focus on four major areas. (1) Prevention of child abuse: (2) Youth development and education: (3) Americanism; and (4) Community outreach for health, housing, hunger, social services & mentoring.

PRESIDENT – Thad Peterson

- Provide leadership to Club Board and membership
- Preside at Club meetings and Board meetings
- Develop and implement plans and goals for Club success
- Uphold National, District and Club Bylaws

PRESIDENT ELECT – Chris Stephenson

- Assist the President as needed
- Recruit Executive Committee and Club Board Committee Chairs for the following year
- Develop ideas and goals for the following year

PAST PRESIDENT- Ray Hoover

- Assist the President as needed
- Chair the Foundation Board
- Emcee Grant Night and Angel Oak Award Banquet

TREASURER- Ed Heskamp

- Responsible for Club and Foundation bank accounts, paying invoices and financial records
- Manage four Accounts: Operations, Contributions (Handbook), Foundation, Bohicket Run
- Financial Update Reports to Club Board and Foundation Board
- File tax reports (IRS Form 990) and maintain registration with South Carolina Secty of State
- Calculate Funds Available for Grants and prepare checks for Grant Recipients

SECRETARY - TBD

- Record and maintain Meeting Minutes for Club dinner meetings as well as Club and Foundation Board meetings
- Serve on Communications Committee and assist other committees as needed
- Prepare and update informative documentation for distribution to committees and members and public

☒ Administrate social media: Facebook & Instagram accounts

BOARD MEMBERS Jack Wilson, Charlie Septer, Bob Schick, Dave Berry, Ed Leary, Rich Gwynn, Chuck Riehl, Marjorie Stephenson, Bill Nelson, Ron Schildge

### FOUNDATION LEADERSHIP

Mission Statement: The Foundation, a 501 (C)3 organization, was created to receive tax-deductible\* contributions which supplement fundraising from Club activities for charitable giving. Contributions can be made by cash or through the transfer of appreciated securities. Donations that are unrestricted allow The Exchange Club to direct funds to charities of their choice, or they can be restricted to charities of the donor's choice☒ Either way, the money will support the needs of the

community that we live in and enjoy so much. The Foundation also sponsors and oversees the Angel Oak Award Banquet and the Grants Award Night.

Note: Foundation donations are tax deductible, whereas donations to the Exchange Club itself are not.

CHAIRMAN – Ray Hoover

BOARD MEMBERS: Bob Leggett, Ray Hoover, Thad Peterson, Chris Stephenson, Ed Heskamp, Charlie Septer, Bob Mason, Dennis Giannos

## **2024-2025 SERVICE COMMITTEES**

### **YOUTH AND EDUCATION**

Mission Statement: The Youth and Education Committee is tasked with helping to improve the quality of education and educational opportunities for students on John’s and Wadmalaw Islands. We do this in two ways:

1. We financially support, through grants, organizations that directly benefit students and education on John’s and Wadmalaw Islands either during the school year or during summer enrichment programs.
2. We are directly involved with students at St. John’s High School and Charleston Collegiate High School through Students of the Month awards which encourage students to get good grades and through our college scholarship awards program which helps students to be able to continue their education in college.

CHAIR-Ed Leary, VICE CHAIR-Ed Brett. MEMBERS: Phyllis Barber, Ed Rigtrup, Art Doughty, Chris Strobel

### **COMMUNITY OUTREACH - HEALTH AND HOUSING**

Mission Statement: Evaluate and allocate funds to health and housing organizations serving and making the most positive impact on disadvantaged residents of Johns and Wadmalaw Islands. Deliberations consider but may not be limited to:

- A careful review of the grant request and the specific purpose for which the grant will be used.
- Examination of the organization's balance sheet and budget to determine the ration of monies used for both administration and fundraising compared to the monies going directly to the programs.
- The grant should be significantly meaningful and therefore focus on a limited number of non-profits.

CHAIR-Bob Schick VICE CHAIR- \_\_\_\_\_ MEMBERS: Frank Farfone, Derek Fyfe, Dennis Giannos, Russ Preston, Walter Sewell, Tom Berghausen

### **COMMUNITY OUTREACH - HUNGER AND MENTORING**

Mission Statement: This committee’s mission supports our neighbors in need on Johns and Wadmalaw Islands through the charitable organizations distributing food and providing other necessary support. This may include families with temporary needs as well as seniors and disabled neighbors facing ongoing needs. We support over a dozen organizations reaching out to over 3000 people each year.

CHAIR-Dave Berry, VICE CHAIR-TBD. MEMBERS: Phyllis Barber, John Sellinger, Carmine DeGennaro, Mela Wyeth, Shirley Salvo, Chris Strobel

### **CHILD ABUSE PREVENTION**

Mission Statement: The Child Abuse Prevention Committee supports and works with existing and potential grantees to assess how they can best serve Johns and Wadmalaw Islands in the area of Childhood Abuse Prevention.

CHAIR-Charles Septer, VICE CHAIR-Bob Mason. MEMBERS: Kevin Boyle, Dick Fleming, Ray Hoover, John Reock, Deanna Forsythe, Ed Rigtrup, Joy Millar, Derek Fyfe, Bob Glen, John Sesody

Rigtrup, Roy Sessions, Joy Millar, Derek Fyfe, Bob Glen, John Sesody

## AMERICANISM

**Mission Statement:** The Americanism Program of Service promotes pride in our country, appreciation for the freedoms granted to American Citizens, and gratitude to the men and women who serve or have served in the Armed Forces. Americanism celebrates this country's rich and unique heritage that inspires unity from coast to coast. The Americanism Committee oversees the honoring of South Carolina Fallen Heroes at meetings and by displaying over 120 US flags on all Holidays at various locations on Seabrook, Kiawah, and Johns Islands.

CHAIR-Jack Wilson-Chair, VICE CHAIR-Bob Leggett. MEMBERS: Ron Schildge, Ed Rigtrup, Richard Gwyn, Todd Andersen

## 2024-2025 ADMINISTRATIVE, OPERATIONS & FUNDRAISING COMMITTEES

### HANDBOOK & ADVERTISING SALES

**Mission Statement:** Recruit and train Club Members to sell new ads and renew existing advertisers. Determine ad rates. Ad sales are this club's biggest source of fundraising dollars

CHAIR – Rich Gwynn, VICE CHAIR - P. Kaupp-Seas. MEMBERS: Jack Wilson-Ad Sales Lead, Wayne Billian-Coordinator, Ed Brett-Nonrevenue

TEAM CAPTAINS: Bob Leggett, Roger Steel, Jack Wilson, Bill Nelson, Bob Quagliato, John Reock, Bruce VanVoorhis

SALES TEAM: Herbert Boehm, Bob Glenn, Steve Haines, Bob Leggett, Bruce VanVoorhis, Tony Mazzola, Nancy Schibler, Chris Stephenson, Jay Miller, Jim Newton, Stephen Penhkus, Roger Steel, Ken Steen, Coby VanDeGraaf, David Cruse, Ray Hoover, Bill Huff, Jack Wilson, Bill Nelson, Alan Armstrong, Wayne Billian, Carmine DeGennaro, Ed Leary, Kevin Boyle, Jim Dywer, Joy Millar, John Reock, Bob Schick, Frank Farfone, Ken Kavanaugh, Ron Schildge, Bob Speziale, Bruce VanVoorhis

## MEMBERSHIP

**Mission Statement:** Build, maintain and nurture an engaged Exchange Club membership, actively supporting the club's mission and service goals.

1. Design, build and distribute compelling membership recruitment marketing materials
  - a. Craft marketing messages and visuals defining the benefits and value of membership, to be incorporated into all club communications vehicles and recruitment outreach.
  - b. Assist the Communications Committee in ensuring that the club's website, newsletter and social media platforms display the active and current presence of member photos, video testimonials, event information and board and committee updates
  - c. Regularly record member video testimonials for posting online, communicating the club's vital services to the community, the value of participation at club meetings, and the personal benefits of club membership
  - d. Place ads & timely articles about club happenings and member spotlights in the *Island Connection*, *Tidelines* and the *Seabrooker*
  - e. Regularly post club information and recruitment messages on community listservs (*iKiawah*, *Nextdoor*, etc.)
2. Expand membership recruitment outreach to the Johns Island and Wadmalaw communities, focusing on attracting non-retirees and business owners
  - a. Craft print mailers (postcards) and social media content to aggressively market the club to the many new residents on Johns Island. Highlight our great philanthropic work, the informative meetings, valuable fellowship and business networking opportunities

- b. Partner with other organizations and clubs to attract more women members
  - c. Host meet & greet events in key locations: Kiawah, Seabrook, Kiawah River Estates, Kiawah River and in the new Johns Island communities
3. Pursue the installation of an ECKS welcome sign for placement on Betsy Kerrison Blvd.
- a. Committee to meet with town and county officials to discuss concept
  - b. Review sign design options, sizes, message and placement
  - c. Conduct, if necessary, a fund-raiser to cover production and installation expenses.
4. Recruit 12 – 15 members to serve on this committee as ECKS Ambassadors to assist in reaching out to prospects and/or supporting the work of keeping social media sites updated.

CHAIR – Chuck Riehl VICE CHAIR – Joe Thompson MEMBERS: Phyllis Barber, Nancy Schibler, David Cruse, Scott Lee,

### **COMMUNICATIONS**

Mission/ Purpose: Inform existing members, prospective members, and the public of major activities/accomplishments of the Exchange Club. Assist in increasing membership and attracting contributions. Reach out periodically through communication channels such as the Seabrooker, Tidelines, Post & Courier, Island Connection

and social media accounts on Facebook and Instagram to tell the club’s ongoing story

CHAIR - Lisa McDonald. VICE CHAIR – Ron Schildge MEMBERS:

### **SPEAKERS**

Mission Statement: Secure and schedule speakers for Club's dinners, manage logistics and audio-visual requirements for speaker, welcome and introduce the speaker

CHAIR - TBD VICE CHAIR - TBD MEMBERS: David Cruse, Bob Speziale, Scott Lee, Derek Fyfe, Bob Mason, Bill Nelson, John Reock

### **ACTIVITIES**

Mission Statement: Plan activities and recruit volunteers for special activities, including the Holiday Party, Bohicket Run, Members' Social Golf Outing, Veterans Day Charitable Golf Tournament, and our premier event, the Angel Oak Award Banquet.

CHAIR - Marjorie Stephenson, VICE CHAIR ☐ - TBD. MEMBERS: Cathy Cleary, Wes Cleary, Bill Nelson, Chuck Riehl

### **VETERAN’S DAY CHARITABLE GOLF EVENT**

Mission Statement: Honor Veterans who have served the country and raise money to support Ralph Johnson Veteran’s Hospital and the Friends of Fisher House

CHAIR - Alan Armstrong, VICE CHAIR ☐ -TBD. MEMBERS: Wayne Billian, Carmine DeGennaro, Joe Thompson, Dave Woodman

### **BOHICKET 5K & HALF MARATHON**

Mission Statement: Organize the annual Bohicket 5k and Half Marathon Event which is a source of fundraising dollars for this club.

CHAIR -Pat Welch, VICE CHAIR - Bill Nelson

### **DINNERS AND SURVEYS**

Mission/ Purpose: Coordination of Exchange Club Dinner meetings including scheduling, invitations, dinner event support, and postdinner program critique surveys. Liaise with the Seabrook Club and other venues. Provide pre and post dinner attendance counts. Provide meeting night support for audio visual and speaker biography displays and gifts.



CHAIR - Bill Nelson, VICE CHAIR – David Cruse MEMBERS: TBD

### **WEBSITE AND MEMBER ENGAGEMENT**

Mission Statement: Develop new and easily accessible tools to increase member participation in the activities of the Exchange Club of Kiawah-Seabrook. Help grow membership through the effective use of communication software that will enhance the membership experience. This committee will:

- Encourage member participation in our twice-monthly dinners. Develop sign-up form that tracks both member attendance and guest participation and allows for payment of guest fees or At-Large member fees for these dinners in advance.
- Enhance use of the website to inform and encourage participation in Exchange Club activities.
- Enhance New Member onboarding process
- Encourage members to use the website and the dues renewal process to get the renewal fees processed no later than 30 days from the invoice date.
- Develop an email template for Exchange Club communications and train committee chairs on sending group emails.

CHAIR - Ron Schildge, VICE CHAIR - Lars Lueders. MEMBERS:

### **NATIONAL HOLIDAY FLAG DISPLAYS**

Mission Statement: Facilitate set-up and take-down of American flag displays on Memorial Day Fourth of July, Labor Day and Veterans Day. This is an extension of the Americanism Committee.

FLAG COORDINATOR - Todd Andersen. MEMBERS: Jack Wilson, Bob Leggett, David Cruse, Bill Bane, Kevin Boyle, James Dwyer, Dick Fleming, Ed Heskamp, Bill Huff, Scott Lee, Alan Madison, Bob Mason, Jay Miller, Chris Quinn, Bob Schick, Ken Steen, Joe Thompson, Bruce VanVoorhis, David Woodman, Richard Gwyn, Dustin Plunkett, Art Dougherty, Ray Hoover, Herbert Boehm, Ron Schildge, Roger Steel, John Reock, Rick McDonald, Walter Sewell, Ed Rigtrup, Bob Glenn