

	Meeting Minutes of the City of Phoenix LGBTQ Employee Alliance Executive Board Meeting/Annual Retreat Sunday, September 8, 2024
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Board Members Present	President Hilary Werner, Vice President Tyler Smith, Past President Doug Mings, Member at Large Terry Lawler, Member at Large David Drennon
Board Members Absent	Secretary Ira McCullough (Treasurer position vacant)

Welcome and Call to Order

Meeting called to order at 11:27 a.m. by President Werner. The meeting took place in person at the Vig Fillmore.

Roll Call and Establishment of Quorum

Roll call was taken by President Werner at 12:28 p.m.

Officer Reports

President's Report: President Werner mentioned that she would like to address the revisions to the bylaws, the vacancy of the Treasurer position, and what we want to do for events this year.

Vice President's Report: Vice President Smith addressed the board and talked about involvement with the members and how we can increase membership participation by ensuring our information and meeting links are accessible. Additionally, he mentioned the importance of detailing the time commitment and responsibilities of the Treasurer position.

Treasurer vacancy: Member at Large Lawler asked for us to work on some training and procedure documents for the Treasurer. She recommended we create a detailed job description and transfer packet (how to guide) so that when committee members come on board they have an official on-boarding document. She proposed creating an ad-hoc sub-committee to create these documents. Member at Large Drennon brought up the use of AI programs to assist the Treasurer. Member at Large Drennon mentioned that we could reach out to Inger to see if she knows anyone that may be interested in the position. President Werner mentioned that Scott Greenburg may be interested.

Membership Involvement and Awareness: Vice President Smith mentioned that the communications committee is struggling to reach out to members. Blast emails do better than the newsletter. Member at Large Yount proposed sending the newsletters once a month and increasing the amount of blast emails without sending too much spam to members. Vice President Smith recommended sending a survey to members to see what they would like us to do this year. Member at Large Lawler mentioned that not a lot of City employees know about their EDF funds.

Pride Parade: Vice President Smith mentioned that it may be a good idea to have co-chairs for the committee. He advised that we need to think about what is reasonably accomplishable and to possibly scale-back the ideas to make sure we are successful. We need to secure a place for staging the day of the parade.

Conversation on Bylaw Revisions: Doug proposed to have the member at large positions overlap with the committee chairs. Additionally, it was proposed to have the Pride Committee become a full-time committee. All in attendance discussed the idea of combining committee duties and/or restructuring what each committee does. We discussed a plan to transition to this structure by

appointing a member at large to each committee to oversee the committee chair and learn the role so that next election cycle we can implement the plan to have member at large positions overlap with committee chairs. Official plan is to have each member at large act as a liaison for each committee. Terry will be the liaison for Membership and Communications committees. David will be the liaison for the Professional Development committee. Paul will be the liaison for the Networking and Community Service Committee. Each liaison will meet with the committee chair to work with them and then work with Terry to create a clear outline of the committee responsibilities. Then during the next election cycle we will official change the bylaws to reflect that each member at large is the head of a committee.

Approving the Minutes: Change the meeting for Aug 1st to include Immediate Past President Mings as an attendee and take Member at Large Yount off as not attending. There was also an edit to delete the redundant word of Communications on page 2. Member at Large Drennon motioned to approve the minutes with the outlined revision, Member at Large Yount seconded. The 08/01/24 and 09/04/24 minutes were approved with the edits.

New FY Planning: Immediate Past President Mings suggested a dessert potluck for a Friendsgiving event. He also mentioned bringing Parks' recreational unit to set up a fun event for us at the park. Member at Large Drennon and Vice President Smith suggested the Duce as an event location for Friendsgiving and having the alliance pay for the event. Member at Large Drennon will reach out to the Duce for a tentative date of November 24th for Friendsgiving. Member at Large Drennon also mentioned RNDC as a location that we could take over. In December, we plan to do a cookie decorating event with games at City Hall. AIDS walk is in Feb or March and will be led by a team of co-chairs (Scott Greenburg is interested in co-chairing). Pride on the Block is coming up in October (look up date) and we can send an HR team out to network.

Planning for LGBTQ Days of Awareness: A discussion occurred to increase awareness of these days on our social media platform. It was also proposed to possibly discontinue the City Hall atrium events. Member at Large Drennon suggested decreasing the amount of film discussions to allow for more energy and focus on each. Immediate Past President Mings suggested that we work to get the film discussions back in-person to increase engagement.

Adjournment

Paul Yount motioned to adjourn the meeting. David Drennon seconded the adjournment. The meeting was adjourned on 09/08/24 at 2:03 p.m.

Next Three EA Meetings::

Thursday, October 3 @ 12 pm – Executive Committee Meeting; Microsoft Teams

Thursday, November 7 @ 12 pm – Board of Directors Meeting; Microsoft Teams

Wednesday, December 4 @ 12 pm – General Membership Meeting, Microsoft Teams

City of Phoenix LGBTQ Employee Alliance

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For this document in an alternative format, please contact the LGBTQ-EA at <https://lgbtqphoenix.org/contact/> or via email at phx.lgbtq.ea@phoenix.gov.

Prepared by:



for

Hilary Werner, President

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