

	Meeting Minutes of the City of Phoenix LGBTQ Employee Alliance Board of Directors Meeting Thursday, November 14, 2024
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Board Members Present	President Hilary Werner; Vice President Tyler Smith; Secretary Ira McCullough; Treasurer Scott Greenberg; Members-at-Large Paul Yount and Terry Ann Lawler
Board Members Absent	Member at Large David Drennon; Immediate Past President Doug Mings
Other Attendees	Executive Sponsor Inger Erickson; Membership Chair Patty Dunlap

Welcome and Call to Order

Meeting called to order at 12:00 pm by President Werner. The meeting took place via Teams.

Roll Call and Establishment of Quorum

Roll call was taken and quorum was established at 12:01 pm.

Officer Reports

1. President's Report: President Werner remarked that October events (Pride and Paint in Park) were very successful. Friendsgiving is on track.
2. Vice President's Report: Vice President Smith started the discussion about having a venting session for members regarding recent political events. Having a safe space for members to reflect is important and some members have articulated safety issues. A discussion occurred about how to facilitate such a discussion. Executive Sponsor Erickson reached out to Human Resources Director David Mathews on how to have EAP facilitate a group discussion. She also encouraged that safeguards be in place for the conversations. The group discussed how the conversation can be facilitated and talked about resources to promote. Vice President Smith reported that Pride has a large turnout and the city's float entry turned out well. The city was well represented. Vice President Smith remarked that some had feedback about limited access to swag and other Pride resources. He asked that the board look at expanding resources for next year's entry.
3. Treasurer's Report: Treasurer Greenberg reported a current balance of \$12,661.50. He noted that there are four MDF and one EDF awaiting processing. He noted that he created a database to retain member information. Treasurer Greenberg and Secretary McCullough will meet to reconcile the membership rolls and pending MDF/EDF forms.

New Business

1. 501(c)(3) status: Treasurer Greenberg led a conversation about gaining non-profit status for the EA. He reported that for an organization our size, an annual attestation is required. Completing that form will be easy, along with the process to gain 501(c)(3) status. When collecting dues and soliciting donations, the EA will need to add language that fees/donations are not tax deductible. Vice President Smith motioned to pursue 501(c)(3) status. Member at Large Yount seconded. The motion was approved unanimously.
2. EA banking account: Treasurer Greenberg reported that the treasurer duties have transitioned from former Treasurer Keirsten Anderson. He now has signatory authority over the bank account. He is also awaiting some receipts. With Midfirst, we now have the ability to deposit funds using a mobile app. Discussion occurred on using Venmo for electronic payments, namely for membership fees from units that do not have access to EDF or retirees. Venmo charges 1.9% of the deposit plus 10 cents for each transaction. They also

offer a QR code for members to pay. Considering the low number of members paying out-of-pocket (this year, about 2-3 members paid out of pocket). Member at Large Yount motioned to approve onboarding Venmo as a payment option. Secretary McCullough seconded. The motion was approved unanimously.

3. Pride participant outreach: Treasurer Greenberg requested that we reach out to Pride participants who are employees, but not members of the EA. He stated he would like to receive messaging to send, and Secretary McCullough indicated he has some wording from prior membership messaging efforts. Treasurer Greenberg indicated he could remove existing members from the list of Pride participants and send messaging to prospective members.
4. Budget processing: Treasurer Greenberg reported that he is not clear what is planned for expenditures for the rest of the year and asked the board for any pending items. Secretary McCullough will review the prior minutes for any pending items. Treasurer Greenberg stated that he will be adding in some controls to monitor the budget. There was conversation about governance of the EA's debit cards. Vice President Smith moved to grant card access to the EA's president, vice president, and immediate past president. Member at Large Yount seconded. The motion passed unanimously.
5. December membership tabling events: Vice President Smith (tentative) and Treasurer Greenberg will cover the Employee Holiday Celebration tabling event on December 11. President Werner will send contact information to Vice President Smith and Treasurer Greenberg for the City Manager's Office staff member who is coordinating tabling for the Employee Celebration Event, and indicated that Immediate Past President Mings has information about tabling materials and supplies. Secretary McCullough will cover the Library Department's Staff Development Day on December 13.
6. Friendsgiving status: Member at Large Yount briefed the group on the status and asked for members to contribute and promote the event.

Approval of Minutes

Draft minutes from the October Executive Committee meeting was distributed prior to the meeting. No edits were received. Treasurer Greenberg motioned to approve, Member at Large Yount seconded. The minutes were approved unanimously.

Adjournment

Treasurer Greenberg moved to adjourn, Member at Large Yount seconded. The motion passed unanimously. The meeting ended at 12:58 pm.

Next Three EA Meetings

Wednesday, December 4th at noon – General Membership Meeting
Thursday, December 5th at noon – Executive Committee Meeting
Thursday, January 9th at noon – Board of Directors Meeting

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:



Ira McCullough, Secretary

Document Control

Draft Prepared	11/15/24
Draft Submitted to Board for Review	11/15/24
Board Edits Completed	11/20/24
Approved and Posting	12/5/24