Executive

Meeting Minutes of the
City of Phoenix LGBTQ Employees and Allies
Board of Directors Meeting #1
Thursday, July 2, 2026 at 12:00 pm

Board Members Present	President Patty Dunlap, Vice President Jacob Lacheta, Secretary Ira McCullough, Treasurer Justin Owen, and Member at Large Scott Greenberg (left at 12:45 pm)
Board Members Absent	Members at Large David Drennon and Shawna Cox
Other Attendees	Executive Sponsor Scott Steventon

Welcome and Call to Order
President Dunlap called the meeting to order at 12:03 pm

Roll Call and Establishment of Quorum
Secretary McCullough rolled roll and a quorum was established at 12:04 pm.

Board Introductions
Treasurer Owen introduced himself. Justin has been with the city for two years and has been a member of the EA for a year. He has a background in LGBTQ work, including running Phoenix Pride for a few years. He has sixteen years of non-profit experience. He decided to become a police officer, but transitioned to 911. He also has financial and accounting experience.

Member at Large Greenberg is a Budget & Research Analyst in B&R. He has been with the City for 3 ½ years and will be retiring in 19 months. He is grateful for Justin stepping into the Treasurer role he held. He also shared discussing ideas on sharing responsibilities with the Secretary regarding membership and dues. He reported it is better to have those functions separate.

Secretary McCullough is the ADA/Title VI Program Manager in Aviation. This is his second stint on the board as Secretary, having previously served for three years. He has been with the City for 20 years. His career has been devoted to civil rights, and he rejoined the board due to its mission.

Vice President Lacheta is an IT Portfolio Manager in ITS. He moved to the US from Poland in 2008 and became a permanent resident in 2021. He has been with the City for 1 ½ years.

Executive Sponsor Stevenson is the Retirement Director. He is set to retire in October.

Approval of Prior Minutes
Prior to this meeting, the meeting minutes from the June 3rd and June 5th meeting were distributed to the prior and current boards.

June 3, 2026 General Membership meeting minutes – no corrections were received. Member at Large Greenberg moved to approve, Secretary McCullough seconded. The minutes were approved unanimously.

June 5, 2026 Executive Committee meeting minutes – no corrections were received. Member at Large Greenberg moved to approve, Vice President Lacheta seconded. The minutes were approved unanimously.

Officer Reports

Treasurer Report

Member at Large Greenberg provided the report on behalf of Treasurer Owen. They are still transitioning duties. Our current budget is $13,303.40. We received $1,000 from District 4 offices. Currently, we have 39 paid members, with another 14 applications awaiting payment processing (total $580) – for a total of 53 members.

President's Report

President Dunlap wanted to voice a few ideas for the board's consideration
She would like to engage the membership more, including having board members reach out to members individually and have more personal contact with them. She also stated her desire to have a board retreat to discuss a strategic plan and revised bylaws. Secretary McCullough and Vice President Lacheta reported interest in assisting with those items.

President Dunlap would like to engage prior board members to thank them for their service. She would like to schedule these items before Executive Sponsor Steventon's retirement in October. She also reported that former Secretary Yount was working on purchasing items for the ERG Coordination Group. The group wanted pens. Per Member at Large Greenberg, $200 was received from other ERGs. He reported that the EA contributed $50.

Vice President's Report

Vice President Lacheta reported that he presented at HSD's staff meeting. He wants to have more of a presence within the department and proposed reaching out to members about the best ways to engage with departments. SharePoint – Vice President Lacheta created groups to read/write on the site. Pride Parade - Vice President Lacheta spoke with former chairperson Zack Wallace. We're unable to do a Pride social, but we will be planning one for October. Request for volunteers will be announced at the next General Membership meeting. Mentor Program - Vice President Lacheta received a request from EA members to join the mentor program. He spoke with the Mentor PHX organizer and liked the idea. Executive Sponsor – a request was made to have Communication Director Dan Wilson be our sponsor after Scott Steventon retires. CSFD – made a request to be added to the United Way's list of donations. Member at Large Greenberg reminded the group that our non-profit status is pending, so we'll need to wait until the IRS filing is approved. Email blast to members – Member at Large Greenberg said he'll send out an email blast to former members who have not renewed now that it is the new fiscal year. Training - Vice President Lacheta reported that the EA's new training is now available on PHX You and is working with the Communication Office to promote.

Old Business

New ERG Coordination Group items

Discussion occurred regarding the ERG swag. Member at Large Greenberg confirmed four payments from other ERGs of $50 each. There is a total of $250, which includes the EA contribution. President Dunlap asked the group to consider water cups – something small, plastic and within the $200 - $250 range. Member at Large Greenberg requests pricing and documentation from all the contributing ERGs before moving forward with purchasing.

<u>CCG Cage keys</u>
Member at Large Greenberg reported that he has all the keys that have been assigned, along with a list of key holders. President Dunlap reported speaking with former President Smith about what's in the cage. Secretary McCullough reported that about two years ago, we organized the cage and built storage shelves. The cage contains surplus Pride items.

New Business

<u>Tabling Materials</u>
President Dunlap asked the board to review the materials distributed at our tabling events and noted that our tablecloths are worn. President Dunlap asked for a motion to spend no more than $200 for new tablecloths that are new, fitted, and darker in color. Member at Large Greenberg motioned, Vice President Lacheta seconded. President Dunlap will verify pricing.

Further discussion occurred once pricing for tablecloths was briefly researched. President Dunlap asked that the motion be amended to $300. Vice President Lacheta motioned, and Secretary McCullough seconded. The motion passed unanimously (Member at Large Greenberg left during this item, but a quorum was maintained). President Dunlap also wants to update our business cards, but only after our non-profit status is approved.

<u>Arizona Non-Profit Corporation Status</u>
Member-At-Large Greenberg reported that we will be filing amended articles of incorporation with the Arizona Corporation Commission to allow us to file for tax-exempt, non-profit status with the IRS, and that we should neither use the name LGBTQEA, Inc. nor hold ourselves out to be a tax-exempt, non-profit organization unless and until we receive approval from the IRS.

<u>Requests for Approval (item moved earlier in meeting)</u>
Member at Large Greenberg made two requests for expenditures - $20.73 for WordPress (one-year renewal for our web domain) and $10 for a trade name certification. Member at Large Greenberg moved for approval, Vice President Lacheta seconded. The motions were approved unanimously.

<u>Overview of Administrative Functions</u>
Secretary McCullough provided an overview of the secretary deadlines. A call for agenda items will occur 7-10 days before a meeting. A finalized agenda will be sent 24 hours before a meeting. He encouraged all board members to send items whenever they think of them. For minutes, he will distribute no later than 10 days after the meeting. All minutes will be approved at the next meeting. All meeting invites for the Board and Executive Committee meetings have already been sent. General Membership meeting invite will be sent throughout the year.

Adjournment

Vice President Lacheta moved to adjourn. Secretary McCullough seconded. The motion was approved unanimously. The meeting adjourned at 12:54 pm.

Next Three LGBTQ-EA Meetings
Thursday, August 6 at 12:00 pm – Executive Committee Meeting #1
Wednesday, September 2 at 12:00 pm – General Membership Meeting #1
Thursday, September 3 at 12:00 pm – Board of Directors Meeting #2

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<tr><td>Prepared by:</td><td colspan="2">Document Control</td></tr>
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<tr><td>Ira McCullough, Secretary</td><td>Approved and Posting</td><td>8/7/26</td></tr>
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