

Note from the President

Happy New Year, Juniors! I hope you had a great holiday and winter break.

I'm excited to inform you that Luminary Night was a success and we have our two chairs, Gina Beauvais and Adrianna Bertucci to thank for that. We are excited to share the results at the meeting.

It's hard to believe that we are half-way through our year. As we continue our Community Outreach highlight series each month, please take time to consider what you might like to sign up for next year. We are also coming up on the Board selection process and will be forming the Board selection committee -- more info to come. With this in mind, please consider taking on a leadership role next year. It can range from chairing a DSP to serving a board position. There will be opportunity in the upcoming meetings to learn more about each role and its projected time commitment. As you all know, the success of our organization depends on our individual and collective participation. We can only thrive and continue our success if each and every one of us take on a leadership role of some capacity at least once during our 5 year term. If you have any questions and would like more info, please do not hesitate to reach out directly to the current position holder or myself.

I'm looking forward to our meeting this month where we will hear from one of our scholarship recipients. Remember that this is a great opportunity to bring guests.

In the coming meetings, we will also be reviewing and discussing the survey results. Stay tuned.

Best,
Janice

Agenda for Business Meeting

January 3, 2018

Social: 6:30-7:15 pm

7:15pm - Call to Order

**SCHOLARSHIP RECIPIENT GUEST SPEAKER -OLIVIA RAFTER
RECORDING SECRETARY**

Review of Minutes of December 2017

MEMBERSHIP REPORT

VP FINANCE

VP FUNDRAISING

Luminary Night Results

Kitchen Tour

Wonder Run

Marketplace

VP COMMUNITY OUTREACH

VP CHARITABLE GIVING

VP MARKETING & COMMUNICATIONS

VP TECHNOLOGY

2nd YEAR REP / SOS 1ST YEAR REP

BOARD ADVISOR

NEW BUSINESS ANNOUNCEMENTS

ADJOURNMENT

If you would like to speak at the January meeting, please contact Janice Kwan.

Bring to Meeting

Please bring in cooking oil and canned meats for the Food Pantry, thank you!

Membership

Happy New Year from the Membership Committee! We hope you had a great holiday season and are ready for an exciting New Year! A huge “thank you” to Sue Killbride for hosting our Yankee Swap; it was an amazing time! Lastly, don’t forget to join us for drinks at Alta Strada right after our FEBRUARY meeting - line up your sitters!

ATTENDANCE

Please remember that attendance at our monthly meetings is required. If you are unable to attend a meeting, please call (415-596-9015) or email Lauren Cofiño (laurencofino@yahoo.com).

GUESTS

As you know, each prospective member should attend one monthly meeting and there are only four more chances to bring guests to a General Meeting this club year (February, March, April & May). (Prospective members do not attend our June Banquet.) Attending a meeting and socializing with other members is a fabulous, low-pressure way to introduce prospective members to the Club and fellow Juniors. If you plan to bring a guest to the meeting, please call or email Lauren Cofiño in advance so we can plan to have enough space at your table.

Fundraising

KITCHEN AND HOME TOUR

We are continuing to finalize our six amazing homes that will be featured in this year’s tour! Our next step is to start soliciting advertisements for the event guidebook and are looking to add to our list of those in the home and kitchen industries. Advertising is a large part of the revenue we raise each year and our previous advertisers have all been pleased with the exposure they got in exchange for their support. Please add any of your own personal service providers or any other contacts you think we should reach out to. We won’t use your name in our outreach unless we have your permission to do so. We’ll have questionnaires to fill out at the meeting or you can email Steph or Caitlin.

Lastly, the Kitchen Tour committee will have its next meeting on Monday, 1/8, at 9:15am at Steph Flynn’s home.

Thank you!

Steph Flynn and Caitlin Guigli

Realtor:

Landscape design:

Landscape maintenance:

Architect:

Interior design:

Kitchen designer:

Builder:

General contractor:
Plumber:
Electrician:
Heating/A/C:
Building materials (e.g., tile, granite, marble, flooring)
Roofer:
Appliances:
Lighting:
Audio/visual media: Irrigation/sprinkler systems: Trash removal:
Cleaning:
Organization: Furniture/decorative accessories: Handyman:
Real estate law:
Mortgage brokers:

WONDER RUN

Happy New Year, Team Wonder Run! Please plan to attend our first official committee meeting of the new year- Monday night, January 8th (social time starts at 7:00pm,. business starts promptly at 7:30pm) at Sabreena Kropp's home - 1 Brookdale Avenue. Feel free to park in the driveway. Our agenda will include sub-committee assignments and future meeting plans leading up to the event May 20.

See you soon!

MARKETPLACE

Thank you all again for your hard work at Marketplace this year. The Marketplace chairs will be getting back to work this month and we are looking for 2 or 3 Exhibitor Co-Chairs to join the team. The vendor co-chairs are responsible for keeping track of and communicating with the vendors. This month we will be putting together the application to exhibit at marketplace, and sending out some emails to let everyone know the application is open.

Please let us know if you would like to learn more!

Thanks, and Happy New Year!

Amy Baugh and Jen Bonniwell

Co-Chairs, 2018 Marketplace

amycbaugh@yahoo.com

jenbonniwell@gmail.com

LUMINARY NIGHT

Luminary Night 2017 brought such a warm light to this holiday season! Thank you to everyone - especially the Luminary Night Committee members - for helping to sell and deliver kits, spread the word, and talk it up. While kit sales were down again this year, we were able to bring in a very nice amount of just over \$26k, as we accumulated far fewer expenses by selling off existing inventory. Thank you for your help in Sharing the Light this season!

Charitable Giving

SCHOLARSHIPS

Olivia Rafter, a current WHJWC scholarship recipient, will speak at the January general meeting. Olivia is currently a senior at American University in Washington DC and is majoring in Education. She plans to go on to graduate school in Special Education.

GRANTS

The deadline for this year's grant application is February 1st. We have already received a few and are looking forward to reviewing them. Our next committee meeting will be held on Monday, January 29th at 7pm at Pam's house (110 Forest St.). I will forward along the applications I've received to the appropriate committee member as they arrive. Please be prepared to present on your applications at the next meeting. We are looking forward to seeing you all and reviewing some great and worthwhile applications.

Thanks,
Pam Webb and Lorrin Tuxbury

Community Outreach

A huge note of thanks to everyone who was so generous towards the deserving families in the Second Step toy drive. It was another big success this year and all of the families were able to receive everything on their wish list (and then some!) A very special note of thanks to Ashley Hirsh who has worked on this program for the past three years - it couldn't have been done without her help.

Thanks,
Pam

Marketing

If you still have a Luminary Night sign, can you please bring it into the meeting? If that's not possible, please email emilynardone@me.com to arrange pickup. Thanks!

Technology

Just a quick reminder that your username for the "Members Access" section of the website (whjwc.org) is your first initial plus last name with the first two letters of the username capitalized. If you have forgotten your password you can use the "forgot password" link or email me. There is some useful info on the website, including previous Gavels and the member directory.

Happy New Year!
Amy
amycbaugh@yahoo.com

December Meeting Minutes

WHJWC General Membership Meeting Minutes
December 4, 2017
Wellesley Community Center

Call to Order - 7:20pm - Janice Kwan
President: Call to order - Janice Kwan

Janice welcomed everyone and expressed thanks for the detergent brought for Food Pantry donations tonight. Ann Baisley said the coupons on tables were donated by Jesamondo Salon in Natick, and encouraged members to support the local business.

Recording Secretary

Janice requested a motion for approval of the minutes from the November 2017 meeting. Emily Nardone motioned, Torrey DiPietro seconded. Motion passed.

VP Membership: Membership report and upcoming events - Lauren Cofiño

- 50 members in attendance
- No guests in attendance due to the financial presentation
- Yankee Swap is scheduled for Thursday December 7th at the home of Sue Kilbride
- Members are encouraged to bring a guest to the January meeting

VP Fundraising and President: Marketplace Results- Sabreena Kropp and Janice Kwan

Sabreena shared memories and thanks for her amazing Marketplace (MP) experiences; it was one of the main reasons she joined Juniors and she learned a lot through shadowing and chairing. Jen Bonniwell, Meryl Glassman and Amy Baugh thanked an extensive list of Juniors for everything done to make MP successful. Their common theme about chairing MP is the experience is worth the hard work. It is a big effort in organization with reward in positive responses and getting people together to support great organizations and amazing students. Anyone interested in becoming involved with MP should reach out to Jen or Amy who will chair for 2018. The event date will return to the weekend before Thanksgiving at Wellesley High School without space conflict.

Janice presented MP 2017 Financial Overview slides, detailing this year's results compared to prior year's and budget. 2017 MP raised \$85.6K, which is very successful and rewarding in consideration of the factors impacting both revenue and expense. Direct comparison with 2016 to current and other years is difficult due to 2016 being first year at the high school (larger space) and without space conflict. MP details include:

- 356 vendor applicants
- 213 vendors (35% new, 76% from MA, 98% from New England)
- ~1,700 attendees (1,105 regular admission and 571 premium)
- \$85.6K Net Revenue is ~ (\$5.7K) from budget and ~ (\$31.3K) from 2016
- Factors impacting revenue: decreased attendance due to date change (to Veterans Day from weekend before Thanksgiving) and parking logistics with main lot closure to accommodate WHS musical; decrease in number of booths (discussed previously as intentional move due to both vendor and shopper feedback to better flow); decrease in booth fees (both in number of applications received and discounts given to accommodate early closing time in gym); no raffle (discussed previously due to financial onus on Juniors)
- Most significant factor increasing expenses was due to parking logistics (incurring cost of shuttle transportation to off-site lot) though impact was offset by decreased advertising expenses per excellent publicity management)

Learnings from 2017 MP were presented as feedback from vendors, shoppers and Juniors:

- Vendors were positive about booth space/layout but would like improvement in parking logistics for setup
- Shoppers were positive about the quality of vendors but frustrated with parking logistics and date change
- Juniors want to "own" the weekend before Thanksgiving, and provided suggestions for parking and food seating

After concluding the report on MP financials, Janice addressed WHJWC Fundraising and Membership details for 2017 as follows:

- Revenue for each of the five fundraisers (to include Phonebook) was shown for years 2013/2014 through to current service years' budget
- Across the five fundraisers, 75% of revenue is generated from Marketplace and Kitchen Tour
- The calculation for charitable giving is not to exceed 80% of prior year fundraising revenue was explained, as was the Club's current position to give \$143K this year
- Active membership is 71, a (15%) from prior year and trending down from 92 members in 2013/2014

Janice asked Juniors to consider the strategic vision of the WHJWC and impact of membership count on fundraisers. Per a Strategic Plan, all fundraisers should be re-evaluated every three years to ensure they generate enough money for charitable goals and meet member satisfaction/engagement. To gather member feedback, an anonymous satisfaction survey was sent on December 2nd in an email separate from The Gavel. Janice asked everyone to respond, then the Board will analyze and put forth recommendations.

Janice thanked Farrell Crowley for her years of service and gave her a green apron, as she is moving and this is her last meeting.

Sabreena introduced Fundraiser chairs for individual updates as follows:

Kitchen Tour- Steph Flynn asked any catering or food service suggestions be sent to her or Caitlin Guigli.

WonderRun- Sabreena said the committee will meet following adjournment.

Luminary Night- Adrianna Bertucci and Gina Beauvais thanked the committee for their hard work on the upcoming event, specifically Brandi Dean for photography and posts. Reminder to those who signed up for sales that shifts are at Roche Brothers on Tuesday through Sunday from 10am to 2pm. All Juniors are asked to promote the event throughout the community because on-line sales are down from prior year. Janice mentioned The Gavel includes an email sample for luminary sales that can be distributed to friends and neighbors.

VP Community Outreach - Pam Webb

Members pledged \$2,500 for the Second Step Toy Drive. The list of requests will be emailed out shortly with gifts due December 13th at either Pam or Ashley Hirsh's home.

VP Marketing & Communication - Emily Nardone

Emily asked for any information about a missing shopping bag from Marketplace and reminded members that lawn signs should be returned to her after Luminary Night. She also made a suggestion that luminary kits make great welcoming gifts to new neighbors.

VP Technology - Amy Baugh

No update at this time

Second Year Rep/SOS

Janice shared condolences can be offered to Debbie Leibole for the loss of her mother.

Motion to adjourn - 8:15pm