

Minutes of the Meeting: Fil-Am Portland Monthly Board Meeting – May 23, 2024

DATE AND LOCATION: May 23, 2024 7:00pm via Zoom

ATTENDEES:

Jun Pioquinto
Amada Sison
Sima Felina
Felda Saunders
Doreene Enriquez

Ramon Canilao
Lorelei Hosmillo
Lorena Pioquinto
Nila Janson
Jocelyn Forral

Ryan Cook
Johanna Pioquinto
Gail Janson

I. Call to Order

II. Meeting Attendance

Attendance was taken by Secretary Doreene E.

III. Business to be discussed

President’s Report c/o Jun P

Jun acknowledged Ramon for his efforts in making FAAPVI Center flooring more presentable and clean w/vinyl covering. He also commended Lorelei for spearheading the movie showing project. Also recognized Lorena and Sima for their contributions to the induction ceremony.

Some FAAPVI events coming up are the 4th of July Picnic, Young Princess Event, and start of Health and Wellness Program.

Alarm system has been installed at Fil-Am Center and alarm system rules need to be established. Proposed that each board member have a unique access code that can track access to add security and accountability. All those who access the building will need to train how to work the alarm system and how to respond to security breaches. In case of alarm, the primary contact will receive a notification. Jun will email his proposed security guidelines to the board.

Jun has been attending COFACC meetings. There are 5 board members who can attend COFACC meetings and it is beneficial for us to attend their meetings. We are expected to attend meetings and we will be removed from COFACC if 3 meetings are missed.

Lorelei stated that due to her work schedule it is difficult for her to participate in the COFACC meetings and noted that she can give way to another board member here is anyone interested in taking her place at the meetings.

MembershipWorks

Lorelei: Funds raised by the professional development series will go towards the payment of MembershipWorks and MailChimp. Are either Jun or Doreene comfortable with setting up those accounts?

Doreene: The membership list/database in her possession is limited and incomplete. Many of the members' contact information is lacking data. A more complete database is with the previous secretary.

Ryan: There are original applications, paper copies, of the members in the filing cabinet.

Jun: Suggested that maybe FAAPVI can hire someone to input that information (into a database). Maybe we can hire someone from the Philippines (myEVA)?

Ryan: The documents can be scanned and data can be retrieved and put into database by software or manually.

Motion: Doreene moved that the board hires a virtual assistant to encode the data from the membership forms to create a membership database with a max budget of \$200. Seconded by Nila.

Discussion:

Ammie: Is hiring someone from Philippines safe? Can we trust them with that information?

Jun: There is a US-based company MyEVA that Ellen Samson from COFACC uses. He will contact that company and find out more information.

Vote:

Yes – Ammie, Jun, Lorena, Lorelei, Ramon, Jocelyn, Doreene, Nila, Ammie
Abstain – Sima

Motion carried by majority vote.

Motion: Lorelei moved to authorize Secretary, Doreene, to create MailChimp and MembershipWorks accounts using FAAPVI's name. Seconded by Ammie.

Vote:

Unanimous yes vote by all board members present.

Motion carried by majority vote.

Secretary's Report

Secretary Doreene submitted minutes via email to the board.

Motion: Lorelei moved that the board approve the minutes submitted subject to review. Seconded by Lorena.

Vote:

Unanimous yes vote by all board members present.

Motion carried by majority vote.

Treasurer's Report

Treasurer Chel was sick unavailable for the meeting. Treasurer's Report tabled to the following meeting.

Upcoming Events

June 15 – First Professional Development Series

We will charge \$50 and the speaker, Ellen Bolus-Edmonds, will not be charging FAAPVI, only requests that the funds be directed to the marketing, MembershipWorks, and MailChimp.

June 28 – Philippines Airline and Philippine Department of Tourism*

Sapience Consulting is working with PAL and PDOT and will reserve FAAPVI Events Center. Lorelei asks to keep this information confidential for the time being. She hopes to market FAAPVI to them and will serve as good networking for us.

Lorelei also quickly notes that PNAOW president has "OK'd" the request to be our Health and Wellness Partner, will wait for formal response from their board. Also is waiting on the response from Legacy.

June 5 – Junior Rose Parade

Doreene: Preparations are underway for the parade. Plan is to borrow and use the "arkos" used for Flores de Mayo/Sta. Cruzan events instead of a float. Ammie will provide fresh flowers and bamboo for decorations at no cost. Princesses will wear their gowns and other participants will wear traditional Philippine outfits. Currently there are 15 children participating. Need help finding volunteers to carry arches and with the parade.

July 4 – Pinic @ Blue Lake Park

Lorelei provided a letter to Ammie to email to the CFAA organizations to encourage collaboration.

Zumba

Albeth is available and leaning towards Zumba on Thursday evenings, around 6 or 6:30.

Motion: Lorelei moved to conduct FAAPVI Monthly Board Meetings on the second Thursday of each month at 7:00pm. Seconded by Jun.

Vote:

Yes – Ammie, Jun, Lorena, Lorelei, Ramon, Jocelyn, Doreene, Nila, Ammie

Abstain – Sima

Motion carried by majority vote.

Future Business


Submission of budget for events on June 6.

Need to decide on a Summer Retreat for the board and to onboard new board members.

Revisit strategic plan and priorities.

Look into membership rates.

Meeting Adjourned at 8:41pm

Submitted by:

Doreene Enriquez