



*Tellico Life Board Meeting  
February 6, 2023*

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Present/Absent:

KC Babb – Present

Bob Bilodeau – Present

Bruce Dillingham - Present

Tom Farrell- Present

Marsha Keiser - Present

Pete Kilmartin - Absent

Beth Kuberka - Present

Ken Litke – Present

Larry McJunkin – Absent

Ginger Tierney – Present

Bob Wolf – Present

Meeting Started at 9:02 am

Meeting Ended at 9:55 am

## Agenda

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- Action Items
- Financials
- GSBB Update
- Board Representation Changes
- MOU and Board Responsibilities
- TellicoLife Calendar Expansion Project Status
- TellicoLife Requirements Gathering

## Action Items

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- Goal: Evaluate Treasurers' responsibilities in TellicoLife. Is time well spent and what do they really need to do. \*\*\* Tom Farrell is taking the lead
- Let KC know if you have things that should be added to the newsletter.
- Reach out to NV & HOA Membership VP's to address bounced email addresses
- Larry to add 'help wanted' for TellicoLife lead and admins to monthly newsletter. NV & HOA requested to consider as well.
  - NV used a survey to identify specific skills and volunteer possibilities. We should leverage the NV to help with recruiting?
  - KC to work with NV to find time to present and have a table at the socials

Tom Farrell has taken the project to determine best practices for the Treasurers of the Platinum clubs.

KC put out a "time to renew" to the Newsletter. We got a lot of responses to that item. No one has requested to add anything into it so far. 50-60 Percent of people open the Newsletter. We consider this successful.

Nothing on bounced emails at this time.

Larry put in help wanted for his group. Not sure if NV requested help. Tellicolife admins look like we are in good shape for now.

# Financials

## TellicoLife Financial Worksheet - 2023

	2022	2023	2023
Organization	FINAL	Forecast	Payments
Actual/Forecast Income	\$ 10,208	\$ 10,810	\$ 10,150

- All invoices have been sent.
  - 7 unpaid, reminders sent
- Current Subscriptions (50):
  - Platinum – 6 (at max)
  - Gold – 3 (no limit)
  - Silver – 20 (no limit)
  - Bronze – 15 (no limit)
  - Blue – 6 (no limit)

Net Income/Expenses				
	2020	2021	2022	2023 Forecast
<b>INCOME</b>				
Subscription Income	\$ 8,560.00	\$ 9,665.00	\$ 10,207.50	\$ 10,810.00
<b>EXPENSES</b>				
MemberClicks January Invoice	\$ 7,491.00	\$ 8,505.00	\$ 8,930.25	\$ 9,376.76
8/28 Invoice for over 10,00 Profiles (Pro Rated)	\$ 753.55			
Good Will Credit (Applied to 2020 Invoice)	\$ (377.50)			
Zoom - 1 year		\$ 163.39	\$ 163.39	\$ 163.39
Vistaprint - Rack Cards		\$ 190.20	\$ 149.40	\$ -
GoDaddy Webhosting related expenses	\$ 376.08	\$ 131.27	\$ 192.96	\$ 31.00
<b>Total Expenses</b>	<b>\$ 8,243.13</b>	<b>\$ 8,989.86</b>	<b>\$ 9,436.00</b>	<b>\$ 9,571.15</b>
<b>NET INCOME / (EXPENSE)</b>	<b>\$ 316.87</b>	<b>\$ 675.14</b>	<b>\$ 771.50</b>	<b>\$ 1,238.85</b>

Total accrual projected through 2023: \$3,002

Forecast for 2023 is positive.

# TellicoLife GSBB Update

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## **Financial Year Processing**

- Mid February KC sent a 3rd request to 8 clubs who had not paid.
- Rotary and First Baptist said they would pay ASAP
- Bocce responded that they were not ready to sign up as a subscriber yet. So we voided the invoice and unlinked them from the Bronze subscription
- The Car Club contact email was bounced back. The person is not in the TV directory. New contact identified and invoice re-sent.

## **New Clubs**

- The Retired Military Club requested subscription information. We have not heard back from them.

## **Event and Web Page Change Processing**

- Event processing is running very high with first of the year work for those clubs who have their events scheduled all year
- Several articles (web pages) were changed. Fishing Club was a major change. The others were fairly minor, like changing board members, or updating PDFs with schedules, changing year specific information.

## **Volunteers**

- Dawn Chase joined the team and will start taking work in February. She allow took on NV Golf, and NV Article changes.

If we don't hear from the remaining clubs, we will remove them in March.

Lyndsey Macon, from Beth's team, has joined us to update POA information and help with some events, although this doesn't fall under GSBB, it still is in line with ADMIN type duties.

## Board Representation Changes

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HOA - Bob Bilodeau is replacing Ken Litke

General – Tom Farrell is joining the team. First task will be to try to sort out the processes used by the Treasurers.

See Page 3, Action Items, for Tom Farrell and updates with the treasurers.

## MOU and Board Responsibilities

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MOU and Job Description included in meeting packet

- Memorandum of Understanding – signed in 2022
  - Do we need to update it?
  - Does it need to be re-signed?
- Board Responsibilities
  - Any questions or issues with listed responsibilities?

KC sent the MOU and Job Description as separate documents to the group earlier in the week. Then she went over the highlights during this meeting. KC asked if we needed to modify anything in these documents.

It was agreed that no changes were needed so the MOU could stand as was signed in 2022. Action Item: KC will make a notation on the web site that we will leave the document as signed in 2022 and include the new participants names.

Job Description is a summary of the MOU:

Marsha asked the question, “ Are we using the features of Tellicolife.org to maximum efficiency?” E-lists is one feature used as an example. KC stated that we haven’t had a lot of discussion with the Platinum clubs on best practices.

Marsha suggested that we add a bullet point that the Platinum Club board member encourage the Platinum Clubs to use the features of Tellicolife.org within the boards and the clubs.

Action Item: In Job Description, KC will add a Key Responsibility to encourage the use of features of TellicoLife.org within the clubs.

Action Item: Bob and KC to get together to learn how to use e-list.

## TellicoLife Calendar Expansion Project – Status

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- Defined process for updating [Clubs and Organizations](#) List
- Defined process and workflow for adding calendar entries and updating content for the Gold, Silver and Blue clubs.
- Updated some documentation, need to finish when ready to announce and implement
- Need to announce new offering and process

KC: Are we ready to announce the new offerings?

If clubs want to send in a calendar entry, we need them to be in the Clubs & Organization chart. We need to make sure the free calendar entries are not for profit businesses. KC showed the Village\_Directory statement that states “not for profit” business.

Ken suggested: Add “Subject for approval by Tellicolife.org board”

Action Item: for KC is to add this statement to the Village\_Directory

Action Item: KC and Beth to finalize processes for adding FREE events. Then we can announce the changes.



## TellicoLife Calendar Expansion Proposal

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Goal: Expand calendar access to more clubs and organizations

Project: Redefine the levels of participation

- Add four 'free' calendar entries to clubs and orgs listed in Tlife ['Village Organization Directory'](#).
- Blue – logo on home page and six calendar entries. \$30/year
- Bronze - Logo, TellicoLife page and 12 calendar entries. \$60/year
- Silver – Logo, TellicoLife page and 24 calendar entries. \$120/year
- Gold – unlimited calendar entries and pages. \$300/year
- Platinum – unchanged features
  - New Villagers upgraded to sponsor level at \$1000/year

We need a little more discussion as to how to announce the changes to the subscribers we will need to update documentation and send out announcements.

Marsha suggested: We change the word FREE events to COMPLIMENTARY events. All agreed.

Change the term FREE to COMPLIMENTARY.

## TellicoLife Calendar Expansion - Financials

Club Level	2022 Level Subscriptions			2023 Projection		
	# of Clubs	Rate	Total	# of Clubs	Rate	Total
Platinum sponsor	2	\$ 1,800	\$ 3,600	2	\$ 1,800	\$ 3,600
Platinum - NV	1	\$ 600	\$ 600	1	\$ 1,000	\$ 1,000
Platinum	3	\$ 600	\$ 1,800	3	\$ 600	\$ 1,800
Gold	3	\$ 300	\$ 900	3	\$ 300	\$ 900
Silver	20	\$ 120	\$ 2,400	20	\$ 120	\$ 2,400
Bronze	16	\$ 60	\$ 960	15	\$ 60	\$ 900
Blue	6	\$ 30	\$ 180	6	\$ 30	\$ 180
Total Income			\$ 10,440			\$ 10,780
Expenses			\$ 9,572			\$ 9,572
Net			\$ 868			\$ 1,208

This chart assumes that no clubs would decide to move to the free model and that no new clubs would be added.

## TellicoLife Requirements Gathering

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- Larry is having trouble getting a meeting together as no one is responding with availability. Does this indicate we need a different approach?
- Set up meeting with the Platinum Clubs to review the collection of requirements and start process of prioritization.
- Foundational requirements have been established, and Larry has put all documentation into Google Drive.
- Additional Requirements
  - Add to the requirements, one about counting the number of calendar entries a club can have.
  - Add to the requirements a request to add a privacy check box on Personify login.

Larry sent out another email . Having trouble getting people to meet to gather requirements.

Action Item: Larry to send out another request to meet.

Bob Wolf: Has solicited for Tellicolife Admin help and has not received any volunteers to participate in this projects. NV still needs a couple of new admins.

## Wrap Up

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- Questions?
- Issues?
- Action items?

Bob Wolf: Regarding adjusting the budget: Any budget changes, could we please address this earlier in the year?

KC: We will look at budget again in August.

## Action Items

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- Tom Farrell to continue project towards best practices with treasurers of Platinum clubs.
- KC will make a notation on the web site that we will leave the MOU document as signed in 2022 and include the new participants names
- In Job Description, KC will add a Key Responsibility to encourage the use of features of TellicoLife.org within the clubs.
- Bob and KC to get together to learn how to use e-list.
- KC to add “Subject for approval by Tellicolife.org board” to the Village\_Directory, when approving which clubs can be added to the directory.
- KC and Beth to finalize processes for adding COMPLIMENTARY events. Then we can announce the changes.
- Larry to send out another request to meet regarding requirements gathering.