

## Honeywell Retiree Social Club Minutes, Rev 1

Wednesday, February 22, 10:30am, via Zoom

Sherry (Maxson) Myers, Secretary

March 10, 2023

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In attendance: Kirk Anderson, Mary Barkl, Kevin Harris, Doug Metzger, Sherry Myers, Kay Nye

1. January 2023 meeting minutes were approved by all.

2. Scholarship Status – Cheryl

Cheryl provided two reports, an update to her January report and a February report.

January update:

- IRS Form 990-N will be filed in February when the e-file website opens.
- Cheryl has put all the documents from her tenure as Chairman on flash drives.
- General records need to be kept for three years after termination of a non-profit (agendas, meeting minutes, etc.). Incorporation documents should be kept permanently.
- Since the Scholarship Foundation was under HRSC, Cheryl would like someone on the Board to keep them since she is not on the Board any longer. She has three plastic grocery tubs.
- Cheryl is recommending that Doug Metzger keep them. However, that is a decision to be made by the Board on January 25.

February:

- Quarterly Scholarship Board meeting was held February 17. All Board members were in attendance. Jim Brink, who is now the Honeywell-Garrett Treasurer and on their Board, asked that he get the HRSC newsletter. Note to Kevin: I think we send their Board our newsletter? If yes, please make sure Jim's name/e-mail is included - thanks!  
*[2/23 update from Kevin: Jim Brink is in the membership database as a VIP which means he gets a complimentary copy of the eBridge, but for good measure, Kevin sent him the February eBridge from his personal email in case he didn't get the one sent from emadmin. Kevin doesn't send the eBridge to the Garrett or AAC Boards explicitly, he does what is defined in the membership database that Ted Rees maintains.]*
- Current balance is \$6,700.
- We will send an invoice for \$8,000 to Honeywell Aerospace on March 31.
- On April 2, after we know how many qualified applicants we have, as well as total dollars available for distribution, we will make the determination whether the Clubs need to contribute their \$1,500. As COVID restrictions continue and membership/dues decline, we know the Clubs may be operating at a loss and this may help their bottom line.
- We have had three applications submitted to date. All are from grandchildren of Honeywell-Garrett Club members.
- The next Honeywell-Garrett Club meeting is March 2. At that meeting, Brian Unsworth will ask their members if anyone wants to take his place on the Scholarship Board.
- The Honeywell-Garrett Board has decided NOT to form their own Scholarship Foundation at this time.
- The Scholarship Board feels the next Chairperson should be from HRSC since the Scholarship Board reports to/is under HRSC. To date, no one has volunteered to take Cheryl's place at the end of her term in July after the audit.
- March newsletter is out for review and will be sent to Kay by February 25.
- Our next Scholarship Board meeting will be April 19. At that meeting, we will determine this year's dollar awards.

3. Website/e Bridge report – Kevin

- Site outages: Intermittent site outages started on January 29. They ranged from minutes to tens of minutes. The symptom was a browser message that there was no response from the server. Newtek failed to detect and correct the outages, and when we reported them, they did nothing other than saying the problem was “assigned” to someone. It took escalation to the COO to finally get action.

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Once they had someone actually working on the problem, it was addressed quickly by moving our website to a new server, and there have been no recurrences in over a week. Hopeful that this improved level of Newtek responsiveness will continue.

- Website maintenance: updated home page, including an explanation for the outages; update on the online Bridge format (now a combo of the eBridge and an online event schedule); and tips for eBridge readers to avoid their eBridge being caught by spam filters (“Tips for eBridge readers”).
- Online bridge new format. The left-side online Bridge button now leads to a page explaining that the online Bridge has been replaced by the PDF eBridge plus an online event schedule, and giving a link to the online membership application form so non-member Honeywell retirees can subscribe to the eBridge. The Event Schedule button now leads to the summary online event schedule, which will be updated when new information is received.
- eBridge distribution. The February eBridge was distributed, but there were some difficulties, including a delay due to an odd problem extracting from Excel using usual procedure, and reports of non-receipt, which resulted in repeated distribution, but turned out to be due to spam filtering. Kevin has put some tips to address spam filtering on the home page. Spam filter algorithms are confidential to prevent spammers from working around them, but it seems as if [emadmin@hrcaz.org](mailto:emadmin@hrcaz.org) may have been deemed a source of spam by some filters, possibly because software has detected that it sends messages that go to a large number of addresses. However, it might be nothing to do with that; it could be the wording in the subject, for example.
- Board mailing list. There has also been at least one case of board members not seeing emails sent to the board mailing list because of spam filtering, so Kevin suggested that board members to read the eBridge tips, and as well as whitelisting [emadmin@hrcaz.org](mailto:emadmin@hrcaz.org), also do the same for all board members, or at least Mary and Sherry.
- Mailman. Kevin is still learning to use Mailman, which has *many* features; he has tried to set it so that senders will get an acknowledgment when sending to [board@hrcaz.org](mailto:board@hrcaz.org). *[This has since been working.]*

Kay asked - Did everyone receive the email she sent out Monday regarding due date for March updates – all said yes.

#### 4. Treasurer’s Report – Doug

The last page of report, Summary of Expenses, shows about \$600 expenses for web with a budget of \$300 because we had to pay for the Windows version in October and Linux version in November, so we’re double-paid; Kevin is working on getting refund.

The November/December report had some date errors on pages 2 and 3 and some bogus checking dividend numbers that threw off the monthly total assets at the bottom of page 4. These have been corrected as of February 22.

Need to thank Dorothy Chaney for finding a bug in the email that tells people how long their membership is good for – this is correct in the subject line of the email but not always correct in the text. Kevin has this fixed for next time.

About three dues members renewed on the web and about three on regular email – about six memberships came in this month.

Doug will investigate the Garrett club scholarship report per the email they sent out last week.

#### 5. Cruises – Barb

Barb sent her report to Kay: She was not going to have any cruise info in the Bridge for March and April. When she’s back April 16 from the Panama cruise, she’ll write something about that cruise. Won’t introduce the next cruise (Hawaii) till fall.

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### 6. Bridge Status/Issues – Kay

Kay is working on Bridge off and on. Her computer is dying a slow death but should last through Friday; she expects to have new computer up and running Saturday, February 25. Bridge inputs due date will be extended until March 6.

### 7. Members needed to work picnic

Mary got a list of what all is needed for the April AAC/HRSC Spring picnic; they're looking for our help. Doug suggested Mary send this to the Board since we work together as equal partners with AAC on this picnic.

The picnic is scheduled for the last Wednesday of April which conflicts with our April meeting date; we'll change the meeting date at next month's meeting.

### 8. Need new members – Board

All members this month were renewals, no new members, which we still need.

### 9. Positions open 2023

Mary maintains a list of people from our division to use to notify of quarterly luncheons, several are not members of the Bridge. Maybe remove those people, or if the list is small, maybe pay for one year? Mary will keep thinking about this and bring it up another time.

Meeting adjourned at 11:10 am. Next meeting: Wednesday, March 29, 2023, 10:30 am, via Zoom.