



PENNSYLVANIA WINE SOCIETY BOARD MEETING MINUTES

May 12, 2025

Call To Order

President Robyn Meadows called the meeting to order at 6:32 p.m.

In Attendance: Board members – Lynne Beeson, Scott Casper, Barry Hixson, David Killian, John May, Robyn Meadows, Matt Point.

Review and Approval of April Minutes

MOTION 1: John May moved to approve the April 14th minutes previously distributed. Matt Point seconded the motion. The motion carried.

Review and Approval of Treasurer's Reports

MOTION 2: Scott Casper moved to approve the Treasurer's Report for April previously distributed. David Killian seconded the motion. The motion carried.

Newsletter and Website Update

Lynne Beeson shared next **EARLY deadline for articles and blogs - Friday, May 23rd** including articles for South Pacific Terrific, and Luxury Zinfandel.

Blogs volunteers: Scott will do *What You Missed* for Viaggio del Vino. *Vittles and Vine* – David has recipes and pairings for Chicken Gaston Gerard and Chicken Marengo. He and Robyn may collaborate in a future month (not this one) to publish a blog. *Wine Knowledge* – Matt not yet ready for the Sad Cab story comparing two Cabs with high and average price points. *Archaeology* – no takers. *Restaurant Reviews* – no takers. **Action Item:** Everyone please send ideas to Lynne if you find something.

Past Events

None for review

Program Planning Meeting – Consensus to schedule as primary agenda item for June Board Meeting. **Action Item:** Everyone to bring two sketched out event proposals with intended theme, speaker, venue.

Upcoming Events

- **Viaggio del Vino** – This Friday May 16th 2025 – Need pourers – John and Matt volunteered. Other items are lined up. Scott has all the wines.
- **South Pacific Terrific** – Friday June 13th 2025 – Hilton Harrisburg. Last group of wines to arrive tomorrow for sampling. Planning 10 wines. Sourcing cookies to have Anzac biscuits at the end with Muscat. Kevin Ostrowski is speaking, doing slides, etc. Small plates confirmed this week.
- **Sauvignon Blanc** – Friday August 8th 2025 – Hilton Harrisburg. Matt and John each have a list of wines they'd like to sample and are comparing lists to select for tasting.

- **Luxury Zinfandel** – Friday September 19th 2025 – Hilton Harrisburg. Eric has ordered all the wines. Cost will be high end range. Lynne is pondering how to effectively market after last year's Zin event challenges and asked for input. Will that crowd of Zin enthusiasts return? Thoughts shared included that people probably forgot about last year's event, Eric is a big draw and that will help sell, some members have indicated interest in more high-end events, some people have expressed interest in another Zin event.

Board Orientation

Event Financial Management - Lynne shared key host actions for good communication among hosts and board, researching costs, creating budget estimates, flexing as costs change, managing reimbursement and reconciliation. She then reviewed functionality of the Event Budget Template form. **Key takeaways:**

- a. **Use the Event Planning Checklist and the Event Budget Template** – these tools prevent errors and omissions.
- b. **Start planning at least 5 months out**, especially booking speakers and facilities. Costing decisions and budget estimate should be completed no later than 4 months out to be able to price event for timely publication.
- c. **Treasurer is point of contact for all Hilton business** (Hilton request - eases communication and consistency)
- d. **Treasurer is contact** for all facilities and speaker **contracts and payments**.
- e. **Involve your cohosts and volunteers** throughout planning and costing decisions – they have valuable perspectives! And if you get the flu or get stuck in traffic someone else can save the day.
- f. **10% margin** is safety net for the unforeseen and offsets operating costs not covered by dues income.

New Business

No new business presented.

Adjournment

President, Robyn Meadows adjourned the meeting by acclamation at 7:41 p.m.

Next Meeting: Monday, June 9th, 2025 at 6:30 p.m.