



BRIEF HISTORY

Praeclarus serves as both a business exchange and socially interactive Club. Two life-long members, Lynda Daniel and El Matha Wilder, founded the Club in 1984. *The Club provides its members with:*

- *Mutual support for business and personal ventures.*
- *Exposure to new ideas and community issues through the diversity of its membership and the information presented weekly by guest speakers.*
- *Respect, advice, trust and friendship among a peer group of women.*

Member's meet every Friday morning, 7:00 to 8:30 AM (except Holidays) at the St. Regis Hotel, 1919 Briar Oaks Ln, Ho., TX 77027
<http://www.stregishoustonhotel.com/>

WEEKLY MEETINGS

A Weekly Meeting Notice email is sent to all members on Monday, prior to each Friday. The Club's Operations Chair sends this weekly notice. It details that week's program topic, brief speaker info and the standard breakfast menu item of that week. You will be served the weekly menu item unless you request an alternate menu item of oatmeal, eggs w/bacon, cold cereal or yogurt fresh fruit and bran muffin

If you cannot attend a Friday morning meeting it's your responsibility to cancel your attendance. Otherwise you will be counted as attending and the Club will be billed for the cost of your breakfast.

Cancel your attendance by responding to the email notice sent weekly by the Operations Chair's office. Please do this by 12 Noon Wednesday, prior to the upcoming Friday. If you do not cancel your reservation in advance, you will be charged a non-cancellation fee of \$30. *NOTE: if you do have an emergency occur and you are past this deadline, let our Operations Chair know what your circumstances are in writing.*

Member Guests are reserved in advance per same criteria above. Members are responsible for the \$30. Guest fee. This fee can be paid separately to the Club Treasurer or it will be billed to your quarterly dues.

The Club always pays for speaker's breakfast fees.

Club meeting time is from 7:00 to 8:30 AM. Hot beverages, juice and fruit are served beginning at 7AM. The first 30 minutes before 7:30 is intended for networking and arrival. We know Houston traffic can cause delays. However, members are ask to arrive within this first 30 minutes, and prior to when 7:30 served breakfast begins.



WEEKLY MEETINGS *(Continued)*

At approx. 7:45-50 the Club President begins the meeting by asking Board Members if they have any brief announcements. Shortly after, members and guests are ask to individually introduce themselves to our Speaker and "briefly" share or acknowledge other members they exchanged business or recent referrals with.

Our Speaker is generally introduced at 8:00 AM. We ask that the member who schedules the Speaker introduce them as well as monitor their total speaking time... 25 minutes with 5 minutes at the end for questions.

Our meeting formally ends at 8:30. If a Speaker wants to continue past that timeframe they can do so but with the understanding that our corporate members, who have traditional office hours, leave by 8:30am.

Guidelines on inviting a speaker to present at Praeclarus are published by the Club's Program Chair. These Guidelines along with a list of Member Program Months are available for download at: www.Praeclarus.org

MONTHLY PROGRAMS

Programs are scheduled a month+ in advance and are overseen by the Club's Program Chair.

The first Friday of every month is understood to be a Member's Only Meeting. It can either be used for Club business or by a member that wants to speak on a topic they are involved in. (Business or alt.)

Each year, beginning in late November, a blank "new year program list" is distributed at three successive meetings until all months are scheduled for.

If you want to schedule programs, you are encouraged to partner with a longer time member that has scheduled programs previously. If you sign up to arrange a month of Programs you are expected to follow our Club Guidelines and time frames for providing the Program Chair with timely information.

Program details are always due by the middle of the last week of the month for the upcoming month. This information is required for web posting and Monday notices. There is an easy to use, web form field page on our web site under "Monthly Program Submission" enter information here.

The Club owns a screen and projector. If your speaker wants to use this, you need to contact the Program Chair by Wednesday prior to arrange use.



CLUB MEMBERSHIP & FEES

Membership is considered on an individual basis and assigned to a member as a single business category. However, we also understand there will be business overlaps in areas of consulting, services and/or products. It is the responsibility of each member to honor and support each other as much as possible in their individual specialties.

All regular members (except flex members or members on special leave) are expected to attend a min. of %50 of all weekly meetings each Quarter.

Full Membership FEES are \$350 per Quarter and Due within the month after bill is emailed to you by our Treasurer. Guest breakfast fees and any fees for missed meetings will be billed as line items in your invoice.

Fees are paid to "Praeclarus Breakfast Club" and can be made via check or electronic payment to our Club Treasurer. Praeclarus banking is done with **Chase**. If any member wants to pay dues electronically via "Quick Pay" please contact the Club Treasurer to arrange this.

As a new member we recommend you not invite another to join Praeclarus until you have been a Club member for a minimum of six months.

SOCIAL GATHERINGS

Every year the Club's Social Chair organizes social events beyond our weekly breakfast meeting. Members are encouraged to attend additional events and gatherings to gain greater value in knowing each other. These additional events are not considered as a requirement and do not apply toward the requested 50% weekly meeting attendance.

ANNUAL RETREATS

The Club Social Chair organizes a committee each year to create and host an Annual Praeclarus Retreat. Club retreats are generally a two-day event with a theme, special speaker, great food and fellowship.

Retreats are generally attended by approx. 75% of our total membership. Depending on spring or fall scheduling, not all members can attend. We encourage new members to attend the Annual Retreat and consider getting involved on the committee that organizes it. It's a uniquely Praeclarus experience that is fun and helps in getting to know other members.



WEB PORTAL

To help member's keep up with each other and access Club information, Praeclarus maintains a member web portal: <http://www.praeclarus.org>

We suggest you create a Praeclarus "App" on your iPhone by choosing: "Add to Home Screen" after visiting the web address: : <http://www.praeclarus.org>

Our web portal is used for posting: Monthly Program Agendas; Club Events; Current Member contact info and bios; Organization Affiliations; along with Club operational documents. It's also used to share resources such as: Restaurant Reviews, photos and more.

Member's Only section of the site posts home contact info only along with Club Bylaws/Constitution and operational documents.

This section is password protected. Access requires login: **member** plus the password: **#iam5Star** (both are case sensitive) The first time you login, your desktop computer will likely cache this information. If you clear your desktop computer's cache, you'll need to reenter password next visit.

Within a couple of weeks of becoming a member, please ADD your Contact and Bio information into the Form Fields, at: <http://praeclarus.org/pwprotect/new-member-form.html>

Your member information will only go to our webmaster. He will build your Member Bio page and add your contact information to the Member Directory.

Member photos for the web site are intended to be more relaxed. You can use one you already have and favor or we'll help to create a new one for you! ☺

Once your Member Bio page and Directory listing are added to the site, any future edits can be submitted via "Submit Member Info" Tab.



Praeclarus Board 2019

Meagen Smekar - President

mksmekar@hotmail.com 832-619-2811 Office / 1-989-980-5379 Cell

Irene Liberatos – Past President

irenelib05@gmail.com 713-993-0292 Home / 713-256-5620 Cell

Nancy Rust - Operations

rustreal@gmail.com 713-882-0477 Cell

Samantha Barlow Martinez - Treasurer

sam@mtzfirm.com 713-333-3273 Office / 281-804-5243 Cell

Angela Odensky - Programs

angela@odenskylaw.com 713-344-0730 / 281-413-4597 Cell

Lynda Daniel - Membership

lyndagdaniel@gmail.com 713-208-8873 Cell

Darlene Walker - Social/Entertainment

dwalker@ndwassoc.com 713-688-0703 Office / 713-927-6814 Cell

Katherine Cabaniss - Communications

cabanissk@yahoo.com 281-536-1851 Cell

Deborah Bay - Member-at-Large

deborah@deborahbay.com 713-806-5254 Cell