Revisied: 01/24/2021

New Hampshire Orchid Society

Board of Director Minutes

December 5, 2020

**Attendance:**

Present: President: Anita Walker; Past President: Norm Selander-Carrier; Treasurer: Andrea Deachman; Trustees: Sue Labonville, Lee Brockmann, and Secretary: Susan Usseglio

Absent: Trustee: Bob Cleveland

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 09:22 AM.
* Minutes for November were approved. Motion made by Norm Selander-Carrier and seconded by Lee Brockmann; motion passed.
* Policies: **Item X. Policies**, for inclusion into the bylaws, was drafted and forwarded for review by the Board. Changes were discussed and agreed upon and will be made; once completed the document will be forwarded to the Board for a final review before it is accepted for inclusion into the bylaws. Andrea Deachman will continue revising the Financial Management Policy hopefully to be reviewed by the Board at the January Meeting.
* Financial Review: Jim Usseglio, CPA – Baker, Newman, Noyes; agreed to take a cursory look at the financials that are distributed to the Board each month. This will satisfy the bylaws stipulation for a review. Vachon Clukay & Company to be contacted regarding scope and costs associated with Compilation, Review and Audit of NHOS Financials.
* QuickBooks – SCU to investigate the hardware and software requirements to upgrade our current QuickBooks platform to a supported level.

**Vice President:**

**It is important to note that at present this position is vacant and the job of Programs will be performed as a collaboration by the Board.**

Anita contacted Marlow and J&L Orchids about programs for January and February 2021.

J&L Orchids fee is $250.00 for either Zoom or in-person. J&L Orchids will bring plants if meeting is in-person.

Contacted Marcelo Morales from Argentina and T. J. Hartung from Mexico. The Hartung’s pay their own transport and would be available 2022; Marcelo Morales is a Doctor and is dealing with the escalating COVID-19 cases in Argentina but could be available via ZOOM in 2021.

Other Societies have had Francisco Miranda. Anita will contact Tom Mirenda at the Hawaiian Botanical Garden.

As it stands most other Societies have been conducting their meetings via ZOOM.

* January 2021 – Andrea Niessen – Orquieas del Valle; The Beauty and Diversity of Colombian Orchids via ZOOM.
* February 2021 – Speaker needed.
* March 2021 – Annual Show Cancelled – Speaker needed.
* April 2021 – New Members Meeting and speaker needed.
* May 2021 – Speaker needed.
* June 2021 – Fred Clark has agreed to be our speaker. **NOTE: this presentation will be held on the first Saturday in June.** The Bedford Town Hall has been notified of the date change and has granted us access for our Monthly Meeting and Speaker Presentation.
* July 2021 – Peter Tobias - Conserving Orchids in the Wild with the Orchid Conservation Alliance.
* August 2021 – Annual Meeting and Picnic at the home of Daryl Yerdon in Milford, NH. This is a tentative confirmation, Daryl said he wanted to see how the virus played out before committing.
* September 2021 – Speaker needed.
* October 2021 – Annual Auction **(Auction date has been changed from May to October).**
* November 2021- Speaker needed.
* December 2021 – Annual Christmas Party and potential AOS Judging. This meeting is tentatively scheduled for the 1st Saturday in December so that AOS Judges can attend. Bedford Town Hall has been notified.

**Treasurer:**

* Financial Management Policy re-write – Andrea, Susan and Anita to get together and work on this.
* Hartford Insurance Company – Copy of policy with coverages and breakdown of associated costs needed for review. Andy to continue to reach out for this information and report back to the Board.
* We received our deposit of $800.00 from the Falls.
* Form 990 and Non-Profit Report. Form 990 due December 31, 2020. Andy to investigate what the Non-Profit Report is and if we need to be filing one.
* Appraisal of Orchid Books received as a donation has not been completed. Andy has an appointment on 12/14 for review and appraisal which will be communicated to the Board.
* Financials’: We have a total of $12,915.50 in the checking account; $28,418.45 in Savings; Manifest: $92.85 - Motion made to accept the manifest by Susan Usseglio and seconded by Norm Selander-Carrier – motion passed
* Andy to check with Tech Soup to see if we have an account. If we do not have an account, she will set one up for future purchases.

**Secretary:**

**Committees:**

**Annual Vendors’ and Members’ Auction**:

* Reviewed Auction Rules and Auction Guidelines for integrity. Additions, deletions and changes were made to these documents and agreed to by the Board. Changes will be made to the documents and forwarded to the Board for a review.
* Outstanding items: Equality in the Ranks, No-Name Plants how many Actions is to many per year.

**Advertising and Publicity:**

**AOS and Affiliated Societies:**

**Conservation:**

**Editorial/Newsletter:**

* Items need to be to Leigh Coolidge 2 weeks prior to the meeting. This includes but is not limited to: Show results, Presidents Message, Minutes of the prior months meeting, photos and any other information that is pertinent to the membership. Members can submit articles of interest directly to Leigh.

**Election:**

**Hospitality:**

Bob Brockmann and Jos Labonville have agreed to continue on with this Committee. Thank You!

**Library:**

**Membership:**

* Lee Brockmann reported that 116 memberships, 169 members, with 45 are still outstanding. Overdue memberships will not be dropped due to the current climate and Lee will continue to publish memory joggers from time to time to induce payment from members who are still overdue.

**Nominations:**

**Show:**

* Time to meet with the Marriott and put down a deposit for our 2022 Show.

**New England Orchid Shows:**

* MOS has cancelled their show.

**Risk Management:**

**Show Table:**

* A volunteer is needed to take pictures of the Show Table once in-person Meetings resume.

**Website Management:**

* The front page of the website needs jazzing up – something eye catching and up-to-date. Updates to the officers and programs are also needed. The questions were raised “who is responsible for the integrity of the website content and who performs it? Anita will speak to Adrienne regarding responsibilities for the website.
* Questions were also raised regarding the distribution lists in Google Groups (where are they and who can do/does the updating). Anita will also check on this with Adrienne.

**Miscellaneous:**

* Discussion on gift for Jeannie Usereau for housing plants for the auction was discussed. She has expressed interest in receiving virus test kits. Anita to check with Bob Cleveland regarding the kits – to be continued.

**New Business:**

Motion made by Susan Usseglio seconded by Lee Brockmann to adjourn the meeting at 10:56AM for the Virtual Show Table with AOS Judges program scheduled to start at 11:00 AM. Motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary