

 **New Hampshire Orchid Society**

 **Board of Director Minutes**

 **December 11, 2021**

**Attendees:**

Present: President - Anita Walker; Past President – Norm Selander-Carrier;

Treasurer - Andrea Deachman; Trustees - Bob Cleveland, Dale Cunningham, Bill Schinella and Secretary - Susan Usseglio

Absent: Vice President – Steve Smyrychynski; Trustee – Lee Brockmann

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:30 AM.
* Motion made to approve the Minutes for November 2021 by Andrea Deachman and Bob Cleveland.
* Farm, Forest and Garden Show – Anita received some information regarding this event and the Board did some brainstorming on what information should and should not be made available for this event. Anita stated she is going to find out if a fee is required for a table and exactly what can be displayed. The idea of a presentation was suggested. It is thought that we will not be able to place business cards or membership applications. It was declared from some of our Expert Growers they will NOT volunteer their plants to be used and that it would be more beneficial if we purchased a few Phalaenopsis plants from a big box store for the quasi display. Andy suggested that we could provide a copy of our postcards announcing our show. Susan and Andrea volunteered to prepare information that could be incorporated onto the postcard backs that would explain the who, what, when, where and how’s of the New Hampshire Orchid Society to allow persons to discover what we are all about. More information is needed and Anita has agreed to do some fact finding and will report back to the Board at the January Meeting. At that time a decisive decision will be made.
* E-signature – Anita proposed that it may be in the Societies best interest to purchase the E-signature software product for the signing of the Show and Sale contracts. E-Signature powered by Adobe has certain hardware and software requirements needed to utilize the product along with a monthly charge. It was stated by Andrea Deachman that the use of such software was not a necessary expense since contracts/applications that are being signed are for the Show and Sale along with a few other applications are minimal. The majority decision of the board was to forego using this product and continue with the process that is currently in place. Bob Cleveland brought up the possibility of Society utilizing the software product Zelle. Susan Usseglio has agreed to investigate and report back to the board.

**Vice President:**

* Steve Smyrychynski is to provide a listing of speakers for 2021 and 2022 to the Secretary. This item is still outstanding.
* We are still in need for Programs for the months of May and June.
* It was reported that there aren’t any new updates to the Program Schedule.
* Bob Cleveland reported that he would be willing to do another virus testing clinic for the month of May.

Program’s scheduled know and tentative are as follows: (this is not a comprehensive list):

* January 2022 – AOS Judging
* February 2022 – Chuck Andersen - Dendrobiums
* March 2022 – Show meeting
* April – Welcome meeting and Francisco Miranda of Miranda Orchids will be the speaker.
* May – Bob Cleveland will conduct a virus testing clinic for Orchids.

**Treasurer:**

* Copies of the non-profit report need to be forwarded to the Secretary for record keeping.
* Review of the Financials: On-going
* We are missing the annual report from 2019 - Andy has been working on it. The State of NH has been notified that we are currently working to complete this document.
* Form 990 was submitted to the State the end of November 2021.
* Financials’: We have a total of $10,870.74 in the checking account; Total in Fund Accounts: $27,389.49; Manifest: $555.07. Motion made by Norm Selander-Carrier and seconded by Susan Usseglio to accept the manifest. Motion passed.
* QuickBooks – A new chart of accounts has been developed in QuickBooks that are NHOS specific. Migration of NHOS data is on-going. Andy is inputting information from the beginning of the fiscal year into the new QuickBooks account.
* TD Bank Affinity Program – Andy has an appointment to discuss NHOS’ situation with the Affinity Program and come up with a resolution. A report on that discussion will be given at the January 2022 Meeting.
* Andy reported on the information gathered regarding the Casinos and NHOS ability to get on their calendar. Currently we are in 54th place.

**Secretary:**

**Committees:**

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

**Special Auction for Jack and Pam Mulder:**

* The auction for the Mulders brought in $5,522.00 and a check in the amount of $4,418.00 has been mailed to them. NHOS received $1,104.00 (20%) for hosting the auction.

**Advertising and Publicity:**

**AOS and Affiliated Societies:**

* Amherst and CAIOS have cancelled their shows.

**Conservation:**

**Editorial/Newsletter:**

* Items need to be to Leigh Coolidge 2 weeks prior to the meeting. This includes but is not limited to: Show Table 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.
* There was a discussion surrounding the publication of the newsletter and it was stated that the Board needs to make sure that Adrienne is made aware when the newsletter is ready. I am unclear as to what was or was not decided and would like to revisit this issue again so that I am clear.

**Election:**

**Hospitality:**

**Library:**

* A “NHOS Book of Knowledge” is has been assembled and is in the NHOS Library. Items included are the Bylaws, The Handbook, Policies, Injury Form and Injury Intake Instructions, arrasment intake procdures, Harassment Intake Procedures, Book Inventory, Annual Expense forms, Auction Guide and Guidelines, CO-OP Guidelines etc.
* We are still in need of someone to make a commitment to be the Librarian. Susan Usseglio has agreed to oversee the NHOS Library.

**Historian:**

* This was a new Committee created out of the original Library Committee description in the Bylaws. It was felt that the Library Committee needed to be split into two separate entities therefore the creation of the Historian Committee. As with the Library Committee Chairperson a commitment has not been made to fill this position.

**Membership:**

* Membership chair gives final notice to members who have not paid their dues.
* Membership provides a list of all lapsed members. This information will be provided at the November Meeting. This item is still outstanding.
* We currently have 82 memberships, 129 members.

**Nominations:**

**Show:**

* NHOS Annual Show and Sale – Brenda to call the Hotel and set up a meeting in December.

**New England Orchid Shows:**

* Amherst and CAIOS annual shows have been cancelled.

**Risk Management:**

**Show Table:**

**Website Management:**

* Question was raised who is responsible for the integrity of the information displayed on the website and in the newsletter regarding Committee Chairs, Officers etc. (creation of the newsletter and placement of articles therein are the explicit domain of Leigh Coolidge; Adrienne Giovino and Daryl Yerdon are the System Administrators for the electronic platforms; Facebook/Wild Apricot, they are not responsible for the accuracy of the content). Steve Smyrychynski has agreed to take on this responsibility. First order of business is to have Lee Brockmann and Sue Labonville listed under membership. Outstanding.
* Agenda item for December stated that “All B members to look over site, check for discrepancies’ etc. and report findings to Ski”. This was not discussed and is outstanding.

**Miscellaneous:**

**Old Business:**

* Letter was received from Carol Briggs (Youth Service Librarian and Educator) complimenting us on the information contained on our NHOS website. In her own words: “Your Society’s orchid resource links list has been a big help to me during these times of remote learning, as I’ve been running a fun botany and basic horticulture class for a small group of students online over the past few weeks – thank you very much for sharing with us!”

One of her students (Anna) came across a link on a florist website that she felt was helpful and asked if we could incorporate onto our website. As it turns out there are a lot of advertisements for the Florist therefore, we felt that this link would not be a good fit. There are other links that contain the same information that could be used.

A letter is to be compiled explaining this unfortunate circumstance and also point out other links containing the same information by Anita Walker.

* A letter has been forwarded to Carol Briggs but a copy needs to be provided to the Board. This item is still outstanding.
* Show Table results section needs some work on the website. This item is still outstanding.
* It was determined that only 5 years of information for, Board Minutes, Show Results and Newsletters need to contained on the website. Remaining years to be stored on secondary storage. This item is still outstanding. **Susan Usseglio will take responsibility for the Board Minutes.**
* There are questions surrounding the position of Photographer, for the Societies Show Table and for the 2022 Show and Sale. Anita Walker reported that Caren Savone and Pricilla Schinella will work together to take pictures of the show table. Caren Savone will be the official photographer for the Show and Sale.

**New Business:**

* Discussion surrounding using the Handbook for meetings was brought up for discussion. This item is still outstanding.
* Diamond Award – Anita was asked to get from Orchid Digest two Diamond Awards for the Society. One would be for year 2021 and 2022. Criteria for the nomination of persons for this award was discussed and Norm Selander-Carrier has agreed to spearhead this endeavor.
* Motion made by Norm Selander-Carrier and seconded by Andrea Deachmen to adjourn the meeting for the show table and Christmas Party. Motion passed and meeting adjourned at 12:04 PM.