Revised 02/25/2020 – Treasurer Show Reserve Fund; Show Snow Fund; General Checking

New Hampshire Orchid Society

Board of Directors Meeting

February 08, 2020

**Attendance**

Present: President: Anita Walker; Past President: Steve Tacopina; Vice President: Dan Demers; Treasurer: Andrea Deachman; Trustees: Lee Brockmann, Sue Labonville, Bob Cleveland and Secretary: Susan Usseglio;

Absent:

Committee Chairs: Brenda Campbell - Show Chair

Guests:

**Opening**:

* President called the meeting to order at 10:42 AM.
* Motion made to accept January 2020 meeting minutes with revisions; motion made by Steve Tacopina, seconded by Lee Brockmann - motion passed.
* Review of the By-Laws: Postponed until the March Meeting.
* Handbook has been tabled until completion of the By-Laws review. Once the By-Laws have been reviewed, updated and changed by vote of the membership the Board will proceed with reviewing the Handbook.
* In need of trustee suggestions. Please let Anita know if you know someone that may be interested in the position.
* Dick Josephson – Will be unable to make our show due to illness. A card has been purchased, for the membership to sign, for Dick Josephson and Les Regenbogen to let them know we are thinking of them and wishing them speedy recoveries.
* The Society has received a “Thank You” card from the Judith Becker Family for our donation. Card will be put on display for the membership to view.

**Vice-President**

* Speaker Schedule
	+ - January 2020 –
		- February 2020 –
		- March 2020 – Annual show set-up
		- April 2020 – New Members meeting repotting and mounting clinic
		- May 2020 – Member Auction
		- June 2020 – Alan Koch - Gold Country Orchids
		- July 2020 – Peter Tobias
		- August 2020 – Picnic
		- September 2020 – IPA
		- October 2020 –
		- November 2020 –
		- December 2020 – Christmas Party and AOS judging
		- January 2021
		- February 2021
		- March 2021
		- April 2021
		- May 2021 – Member Auction
		- June 2021 – Fred Clark
* In need of speakers for October and November 2020. We also need someone to host speakers for future meetings.

**Treasurer**

* Treasurers Report:
* There appears to be an error in the checking account total and Andrea is investigating.
* Total Assets – $48,425.28; Checking Account: $25,627.78; Expense Manifest: $408.07. Motion made to accept the Treasurers Report by Andrea Deachman seconded by Lee Brockmann. Motion passed.
* Andrea to find out name and cost of an accounting firm to do our audit. Target date is August 2020.
* Conservation/Education Fund has been increased to $10,000.00.
* TD Affinity Program – Andrea has sent IRS – 501(C)(3) letter to TD Bank.
* It has been determined that NHOS will no longer do any business with Frosty Hollow Orchids.
* Wild Apricot and Auctria (needed for the Member Auction) software licenses are coming due, Andrea to investigate.
* Shortages in the Show Reserve Fund are to be used if General Checking does not have enough money for the purchase of show items prior to the show. The money in the Snow Fund is to be used when we have a weather emergency and a shortfall of admissions or vendor fees. General Checking will not be affected. Both of these funds, if used, should be replenished following completion of the show.

**Secretary:**

Susan worked with Adrienne and received authorization and instruction on migrating Board of Director Minutes onto the NHOS website. All Board of Director Minutes are now up-to-date on the NHOS website.

**Committees:**

Annual Member Auction:

* Susan Usseglio expressed interest in being the Annual Member Auction Chair with the assistance of Andrea Deachman, Lee Brockmann and Adrienne Giovino. Board needs to formally nominate her for this position. Motion made by Lee Brockmann and seconded by Bob Cleveland – motion passed. Adrienne will be contacted for information regarding web portion of this event. Steve Smyrychynski will provide any additional information he may still have from his experience in being the Annual Member Show Chair. It has also been noted that the Auctria Software needs to be renewed for the auction. Andrea will investigate this software license. Sasha has been contacted by Anita to change the contact information on the account.

Advertising/Publicity:

Suggestions made by Andrew Deachman for publicity for the 2020 show “A Bounty of Orchids”. Suggestions include and not limited to posting to Instagram/Facebook, creating posters for display in colleges and around the area; possibility of allowing free or reduced admission for students with a valid student id.

AOS and affiliated societies:

Conservation:

Co-op and member auction percentages to NHOS are 20% of the proceeds of each sale.

Editorial/Newsletter:

Items need to be to Leigh 2 weeks prior to 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:

Food provided by club members.

Library:

Motion made by Lee Brockmann and seconded by Bob Cleveland to purchase the book “Modern Orchid” at a cost of $24.95 for the Library. Motion passed.

Need a Librarian.

Membership:

112 memberships; 166 members

Nominations:

Show:

Brenda has met with The Falls Event Center and has reported that the menu selection has been decided upon.

Brenda has contacted the company responsible for completing the highway signs and is waiting for a call back. It is unknown at this time whether we can use the signs we currently have (with some updates) or if we require all new signs.

Sign-up sheets for the jobs at the show are now available for volunteers.

Jean Stefanik has sent information to all societies and AOS. It was discovered that AOS did not have our show listed in their recent publication, there appears to be a time lag.

Anita has contacted designated newspapers and sent the artwork for the advertisements. She still needs to contact WMUR and the Chronicle and has enlisted help to write the articles.

Some posters and cards are ready for distribution. Post cards from the Printer are slotted to be ready by the Amherst Show (February 22-23, 2020) for distribution.

Chuck Wingate and Ann Chepjian have volunteered to help with the Member Co-Op table and Susan Usseglio has volunteered to be the Chair Person. Steve Tacopina is available for the questions.

Dan Demers has volunteered to pick up benches from Bedford Fields and Seasonal Specialties.

Karen Neumann has volunteered to do the Program Booklet.

Hospitality at the Show – Announce to the membership that food donations will be kindly accepted.

Show Raffle Basket – Announce to the membership that donations of orchid items will be kindly accepted.

New England Orchid shows:

Amherst Orchid Show will be February 22-23, 2020. The Labonville’s, Brockmann’s and Smyrychyski’s will do the set-up and breakdown for this show.

Nutmeg Orchid Show will be March 21-22 “Come see our Bloomers” at the West Hartford Meeting and Conference Center.

Connecticut – “Spring into Orchids” – April 4 – 5, 2020.

Risk Management:

Show Table:

* Suggestion made to allow 10-15 minutes following the discussion of the show table to allow for questions from the membership on any cultural questions.

Website Management:

An Email has been sent to Sasha but we have not received any response as yet.

**Miscellaneous:**

**New business**

Motion made to adjourn by Lee Brockmann seconded by Sue Labonville at 11:54AM,-motion passed and the meeting was adjourned.

Submitted by Secretary, Susan Usseglio