Revised 02/04/2020

New Hampshire Orchid Society

Board of Directors Meeting

January 11, 2020

**Attendance**

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

Absent: Past President: Steve Tacopina

Committee Chairs: Brenda Campbell - Show Chair

Guests: Chuck Anderson

**Opening**:

* President called the meeting to order at 10:20 AM.
* Motion made to accept December meeting minutes; motion made by Lee Brockmann, seconded by Bob Cleveland - motion passed.
* Review of the By-Laws: Reviewed the section “Standing Committees” with some suggested changes.
* Handbook has been tabled until completion of the By-Laws and has been reviewed, updated and changed by vote of the membership.
* Update on NHOS Show dates and venue –Venue for the 2020 Annual show (A Bounty of Orchids) has been decided upon and deposit given to Falls Event Center, 21 Front Street, Manchester, NH. Date (last weekend in March 2020) remains the same.
* In need to trustee suggestions. Please let Anita know if you have someone that may be interested in the position.
* Jean Stefanik had asked us to check to see whether the society has made any recent donations to the Northeast Judging Center. As it turns out there has not been any donation since 2014. The average amount of donation is $250.00 - $500.00 a year. It was determined that we should make up two years of donations ($500.00) to the Northeast Judging Center. Update: Treasurer is going to re-issue a check to the Northeast Judging Center for two years in the amount of $500.00.
* The Holiday party/mini auction and Orchid judging by the Northeast Judging Center is usually held the first Saturday in December. We will ask that Judging Center if they would like to continue with this yearly arrangement. If the answer is yes, we will make arrangements to get into the Bedford Town Hall one week earlier in December (the meeting will be held the first Saturday instead of the second Saturday in December). Judging Center will get back to Anita with their decision. Update: Northeast Judging Center has agreed and arrangements are going to be made to get the Bedford Town Hall on the first weekend of December for our meeting and AOS judging. Andrea Deachman will contact the Bedford Town Hall to make this arrangement.
* IPA for 2020 – A decision must be made ASAP on whether or not to host IPA in 2020. Ideas are welcomed on how to promote more attendance thru advertising. Society may want to provide ideas on agenda items. Anita will put together a letter outlining our suggestions as to program content. Any further information regarding input to this letter would be appreciated. Please get back to Anita. Update: It was decided to continue with the IPA 2020 meeting therefore Anita is going to send a letter to Carrie regarding suggested topics for this meeting.
* Society Projector – We are in need of a new projector. The current model we have is unable to be fixed and Anita has been in contact with someone at Staples that has vast knowledge of what would be best for our situation. She has found a projector that would fit the needs of the society for $399.00. Other places to investigate for cost comparison are Tech Soup and Costco. Andrea will check back in the Treasurers records for the cost we paid for our current projector. Update: New projector has been purchased and extended warrantee is also available for an additional fee. It was determined that we will forgo the extended warrantee. Motion made by Andrea Deachman, seconded by Bob Cleveland – motion passed.
* **Vice President**:
* Speaker Schedule
  + - January 2020 –
    - February 2020 – Chuck Anderson trip to Columbia
    - 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
* We also need someone to host speakers for future meetings.

**Treasurer**

* Treasurers Report:
* Books have been received by Treasurer. Familiarization of Quick Books is underway by Andrea. Total Assets – $49,680.99; Checking Account: $26,885.48; Expense Manifest: $5,736.20. Motion made to accept the Treasurers Report by Bob Cleveland seconded by Lee Brockmann. Motion passed.
* Andrea to find out name and cost of accounting firm to do our audit.
* Conservation/Education Fund needs to be increased to $10,000.00, the funds reserve is currently at $6,900.00 Motion made by Susan Usseglio and seconded by Bob Cleveland to move monies from the checking account into the Conservation/EducationFund bringing the total up to the agreed $10,000.00. Motion passed.
* TD Affinity Program – Presentation given to the general membership by members of TD Bank regarding the TD Affinity Program - Giving back to the community.
* Wild Apricot software license is coming due Andrea Deachman to investigate.
* Auctria Software license is also coming due (needed for the auction), Andrea Deachman to investigate.

**Secretary:**

Secretary will assume responsibility of posting the accepted Board of Directors minutes onto the website. Susan will work with Adrienne to become familiar and accomplish this task.

**Committees:**

Annual Member Auction:

* Information needed from Carol Dishing on member auction guide. Sue Labonville to contact Carol for this information and if needed Anita will pick up the documents. Susan Usseglio expressed interest in being the Annual Member Auction Chair with the assistance of Andrea Deachman and Lee Brockmann. Adrienne will be contacted for information regarding web portion of this event. Steve Ski will provide any additional information he may still have from his experience in performing this task. It has also been noted that the Auctria Software needs to be renewed for the auction. Andrea Deachman will investigate this software license.

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 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:

107 memberships; 157 members

Nominations:

Show:

Brenda to set-up a Show Meeting and let everyone know date and time. Sign-up sheets are now available for volunteers. Agenda items include setting up a menu for the dinner. Post cards almost completed. La Quinta has set the room rate at $89.00 for our show.

New England Orchid shows:

Amherst Orchid Show will be February 22-23, 2020. Sue Labonville and Lee Brockmann will do the set-up and breakdown of this show.

Nutmeg Orchid Show will be March 21-22 at the West Hartford Meeting and Conference Center.

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. Also suggestion made by Anita to document the procedure surrounding the Show Table responsibilities.

Website Management:

**Miscellaneous:**

Chuck Anderson made suggestion for vendors to be allowed to sell non-orchid type plants at our Annual Show. These plants would be of a specialty nature only. A motion was made by Andrea Deachman and seconded by Bob Cleveland to allow vendors to sell 25% of their total supply of plants to sell can be non-orchid specialty plants as a guideline for this year only. This motion will be revisited for next year’s show. Motion passed.

**New business**

Motion made to adjourn by Lee Brockmann seconded by Bob Cleveland at 12:09PM,-motion passed and the meeting was adjourned.

Submitted by Secretary, Susan Usseglio