New Hampshire Orchid Society

Board of Director Minutes

November 14, 2020

**Attendance:**

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

Absent:

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:40 AM.
* Minutes for October were approved. Motion made by Lee Brockmann and seconded by Bob Cleveland.
* Policies: Agreed upon changes to the Policies (Conflict of Interest, Expense Reimbursement, Sexual Harassment and Code of Ethics) were forwarded for Board review. Identified changes/corrections were noted for update and the Policies (as listed above) will be changed to reflect that discussion. Since there is nothing stated in the bylaws concerning Policies, a draft for Board review will be completed. The draft will include adoption date, vote and the method for amending and reviewing them. It was agreed that all Policies be reviewed annually, making sure that anything hard coded (RSA references or government rulings) remain current. Andrea Deachman will continue revising the Financial Management Policy hopefully to be reviewed by the Board at the December Meeting. A motion was made to approve the Policy updates by Norm Selander-Carrier and seconded by Bob Cleveland – motion passed.
* December Meeting and Christmas Party was discussed. It was decided that due to the rising number of COVID-19 outbreaks there would not be an in-person meeting. The December meeting will be via Zoom with a Virtual Show Table discussion done by AOS Judges as the Program.

**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 to contact Dan Demers regarding Programs information.
* December 2020 – Annual Holiday party and AOS Judging is scheduled to take place in December. NOTE: The Holiday Party will be held on the first Saturday in December at the Bedford Town Hall. The Bedford Town Hall has been notified of the date change and has granted us access for our Monthly Meeting and AOS Judging. UPDATE: Due to the increasing cases of COVID-19, the in-person meeting has been replaced with a Zoom Meeting (please check the website for Zoom invitation) and a Virtual Show Table Discussion with AOS Judges. Please check newsletter for more information.
* January 2021 – Speaker needed. There is a possibility that Glen Decker may be a potential speaker.
* 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.
* 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:**

* We received a bill from the Hartford Insurance Company for our upcoming renewal and terrorism endorsement – Premium $616.00. Andy to investigate and report back to the Board.
* We also received a bill from Domain Listings for $228.00 renewal for nhorchids.org domain name. Daryl Yerdon is familiar with this and will be contacted.
* Financials’: We have a total of $12,333.44 in the checking account; Manifest: $357.63 - Motion made to accept the manifest by Norm Selander-Carrier and seconded by Lee Brockmann – motion passed
* Audit of NHOS Books to be done before end of year? Susan Usseglio to check with CPA firm for cost associated with full audit vs. a review and report back to the Board at the November meeting. A motion was made by Susan Usseglio seconded by Bob Cleveland to postpone the audit until a future date.
* 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**:

* Post Mortem of the Auction was performed and potential “gotcha’s” were discussed. Items identified and needing improvement were as follows:
  + When entering bid amounts, I did not utilize the Quick Bid function. This function would have speed up the process.
  + When someone wants to checkout while the auction is going on, computer goes silent and manual notation continues. Once the person has checked out, computer entry picks back up.
  + Upon completion on auction, before anyone can checkout, a report must be run that shows all the items that are still outstanding. Amounts will be retrieved from the manual copies and the auction database adjusted with all items showing a sale with a money amount. Checkout can begin once this process has been completed.
  + Auctioneers need to distribute their attention to the entire plant table and not just focus on one end or their own plants. All members who submitted plants deserve the same consideration. One remedy would be to have someone behind the scenes hand the plants to the Auctioneers to level the field. This item needs more discussion.
  + No-Name plants are a big problem and the more we have the lower the bidding goes on the named plants. Solution would be to either eliminate No-name plants and use them for the raffle or new member meeting or severely restrict the number allowed. This item needs further discussion.
  + Bidding increments need to go forward not backwards especially on member plants.
  + We had problems with the slide show, could have been unfamiliarity – needs investigation.
  + Since I am now familiar with the process, the date for submission of plants from vendors and members can be pushed out.
  + Possibility of going back to two auction’s a year with the Spring Auction being just the Vendors’ Auction; October would be the Members’ Auction. More discussion needed.

**Advertising and Publicity:**

* Andrew Deachman has volunteered to create an Instagram account and then post pictures of the society.

**AOS and Affiliated Societies:**

**Conservation:**

* George Neuman donated the amount he was to receive from auctioning his plants to Conservation. Thank You!

**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:**

* Lee Brockmann purchased “The Compendium of Orchid Genera” by Peggy Alrich and Wes Higgins from AOS for our Library.

**Membership:**

* Lee Brockmann reported that 115 memberships, 168 members, 48 are still outstanding, 67 members have paid. Lee will send out a membership renewal email to the overdue members as a gentle reminder.

**Nominations:**

**Show:**

* For the 2022 show, Anita, Andy, Brenda and Susan meet with personnel at the Marriott to discuss pricing for the event. The prices given (a little higher than expected) were good for us and we have decided to sign a contract with the Marriott for the show date in 2022. We are in the process of brainstorming ideas of ways to generate interest and extra revenue to help defer the cost of the venue. Items discussed but not limited to were: offer advertising to local Businesses in our Program Booklet, the possibility of purchasing a room or suite (with a discount card) and raffling it off to the membership for a one night’s stay at the Marriott, limiting our publicity in newspapers and raising the entrance price by a few dollars.

**New England Orchid Shows:**

* MOS has cancelled their show.

**Risk Management:**

**Show Table:**

**Website Management:**

**Miscellaneous:**

**New Business:**

Respectfully submitted by: Susan Usseglio – NHOS Secretary