

 **New Hampshire Orchid Society**

 **Board of Director Minutes**

 **November 13, 2021**

**Attendees:**

Present: President - Anita Walker; Vice President – Steve Smyrychynski; Treasurer - Andrea Deachman; Trustees - Lee Brockmann, Bob Cleveland, Dale Cunningham, Bill Schinella and Secretary - Susan Usseglio

Absent: Past President – Norm Selander-Carrier

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:28 AM.
* Motion made to approve the Revised Minutes for October 2021 by Steve Smyrychynski and seconded by Lee Brockmann – Motion passed.
* Farm, Forest and Garden Show – Anita was contacted about NHOS possibly having a membership booth at this event. More information is needed and Anita has agreed to do some fact finding and will report back to the Board at the December Meeting.
* Auction Chair for 2022 – Anita, with advice and consent of the Board, appoints Susan Usseglio to be the Auction Chairperson for 2022. She gratefully accepts.

**Vice President:**

* Steve Smyrychynski is to provide a listing of known speakers for 2021 and 2022 to the Secretary. We are still in need for Programs for the months of May and June. This item is still outstanding.
* 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 are as follows (this is not a comprehensive list):

* November 2021- Jack and Pam Mulder Special Auction
* December 2021 – Annual Christmas Party.
* 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.

**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.
* Financials’: We have a total of $10,245.92 in the checking account; Total in Fund Accounts: $27,389.49; Manifest: $2,500.00. Motion made by Steve Smyrychynski, seconded by Lee Brockmann 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.

**Secretary:**

**Committees:**

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

* The societies Gross Income: $3,819.90, expenses pay-out: $2,524.99 which left a Net Profit of $1,294.81. It was noted that auctions in the past only noted the Gross Amount received without taking expenses into account.
* The percentage breakdown of expense is: Member Payout = 58%; Postage and shipping = 9%; Discounted Orchid Plants = 31%; Printing = 1%, Credit Card fee = 1%; PayPal fee = 1%.

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

* Auction is ready to proceed, all outstanding items have been completed. Auction Committee in place for record keeping, financial and Technicolor presentation. Troupe of Auctioneers are revved up and ready to go.
* Depending on the outcome of the Jack and Pam Mulder Auction taking place today, there may be a possibility that the Auction Committee may need to reconvene to address any outstanding issues. UPDATE: There were no outstanding items from the Auction.

**Advertising and Publicity:**

**AOS and Affiliated Societies:**

* Amherst and CAIOS are planning LIVE 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.

**Election:**

**Hospitality:**

* Who is going to make a commitment to help Bob, on a regular basis, in the kitchen? This is still outstanding and from what I can see not of top priority.

**Library:**

* Some of the overdue books have been returned and put back into the library – there are still some books that are overdue. SOMEONE NEEDS TO CHASE THIS or we can forget about it!
* A “NHOS Book of Knowledge” is being assembled. Some of the items of interest will be the Bylaws, The Handbook, Policies, Injury Form and Injury instructions, arrasment intake procdures, Harassment intake procedures, Book Inventory, Annual Expense forms, Auction Guide and Guidelines, CO-OP Guidelines etc. UPDATE: Once the Auction Season has concluded, this project will be completed.
* We are still in need of someone to make a commitment to be the Librarian. **Will this position ever get filled or should we just eliminate it?**

**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 either. **Will this position ever get filled or should we just eliminate it?**

**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 78 memberships, 118 members and 11 memberships that are overdue.
* Discussion surrounding a Honorary Membership vs. Lifetime Membership was approached regarding Jack and Pam Mulder. Currently they are on a year-to-year basis. It was decided that the Society would NOT purchase a Lifetime Membership but would approach them with an Honorary Membership (Honorary Members do not have any voting rights). Andy will approach this subject with Jack and Pam to get their feelings. UPDATE: Andy approached Jack who was a little hesitant about accepting the Honorary Membership since there aren’t any voting rights but with further discussion, he agreed that he would be very happy with a Honorary Membership.

**Nominations:**

**Show:**

* NHOS Annual Show and Sale – Leigh Coolidge has sent out invitation to the vendors for the up-coming Show and Sale scheduled for 2022. Vendors that participated in our last Show and Sale are getting special consideration.
* It was determined that between Brenda and Norm, the mail will be picked up approximately twice a week. Norm to pick up mail as he normally does and collect the normal correspondence and leave the Show and Sale invitation returns for Brenda. Brenda will be checking the mail box and depositing any monies received from the vendors into the NHOS Bank Account.

**New England Orchid Shows:**

* Amherst and CAIOS are scheduling their annual shows.

MOS update - NHOS exhibit received a second place.

Chuck Wingate received Best Cymbidium.

Ann Chepjian received Best Fantasy Orchid and Best Pleurothalid.

Chuck and Sue Andersen received Judges commendation for their Spiranthes sinensis, Judges Commendation and Botanical Recognition for their Penaclor globuifera. Congratulations to all!

* CAIOS will be January 23 & 24th, 2022 – volunteers needed. Anita has the information and entry form for this show.

**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.

**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) can 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. **Who is going to take responsibility for this action? 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 to chase down answers to these questions and report back to the Board. This item is still outstanding.
* Bob Cleveland reported that he has found a vendor that will provide 50 of the testing strips for virus testing for $205.00. No decision was made.

**New Business:**

* Discussion surrounding using the Handbook for meetings was brought up for discussion. This item is still outstanding.
* Motion made by Andrea Deachman and seconded by Dale Cunningham to adjourn the meeting for the show table and Auction. Motion passed and meeting adjourned at 11:52.