New Hampshire Orchid Society

Board of Director Minutes

October 3, 2020

**Attendance:**

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

Absent: Past President: Norm Selander-Carrier

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 09:10 AM.
* Minutes for September were approved. Motion made by Lee Brockmann and seconded by Andrea Deachman.
* Policies: Copies of the Policies (Conflict of Interest, Expense Reimbursement, Sexual Harassment and Code of Ethics) were discussed. There were changes proposed and accepted to all the above Policies listed. It was suggested that a notation be put into the bylaws that all the Policies be reviewed annually, making sure that anything hard coded (RSA references or government rulings) remain current. The above-mentioned Policies will be updated with the proposed changes and distributed to the Board for concurrence. Andrea Deachman will continue revising the Financial Management Policy hopefully to be reviewed by the Board at the November Meeting.
* An inventory of the Storage Shed, Library Locker and Kitchen Locker, was performed along with cleaning and organization. Anita to put together a listing of items in these respective areas and distribute to the Board.
* Keys – determined who has what in their possession. A complete set of keys will be given to Susan Usseglio since she will need to fill in for the President if unavailable. Andrea Deachman turned over her set to Susan.

**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.
* November 2020 – **Meeting at the Bedford Town Hall**

 Bob Cleveland plant virus detection. Looking for a lecture that can be

downloaded to further explain, identify and thwart this unwanted plague.

* 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.
* 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:**

* TDS Affinity Program is up and running. Andrea will review with membership, at the October Meeting, more on this program. A scanned copy of the flyer was sent to Leigh Coolidge and was included in the in the October Newsletter.
* The Annual Treasurer’s Report was submitted and incorporated into the October newsletter.
* 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 $10,013.77 in the checking account; Manifest: $251.10 - Motion made to accept the manifest by Lee Brockmann and seconded by Bob Cleveland – motion passed
* QuickBooks: Upon further investigation it was determined that upgrading to QuickBooks 360 is not a viable option at this time. Motion made to table conversion to Quick Books 360/Cloud Storage until a future date by Lee Brockmann, seconded by Bob Cleveland – motion passed.
* Andy sent a copy of the Treasurer’s Annual Report to Leigh Coolidge for inclusion in the October Newsletter.
* 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.
* 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**:

* Plants received from vendor’s and member’s and have been included into the online catalogue. Catalogue has been finalized.
* All items needed for the Auction have been completed.
* Susan Usseglio will send, via US mail, plant identification stickers to the Board Members who donated plants.
* Susan Usseglio and Anita Walker will bring the plants to the Bedford Town Hall on Friday night for set-up.

**Advertising and Publicity:**

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

**AOS and Affiliated Societies:**

**Conservation:**

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

**Membership:**

* Lee Brockmann reported that 56 membership have been renewed, 61 are still outstanding; 117 memberships is usually normal. Lee will send out a membership renewal email to the overdue members.

**Nominations:**

**Show:**

* Zoom Meeting of the entire Show Committee has been scheduled for 10/07/2020 at 7:00 PM. Zoom link has been created and forwarded to the Show Committee Members.

**New England Orchid Shows:**

* MOS has cancelled their show.

**Risk Management:**

**Show Table:**

**Website Management:**

**Miscellaneous:**

**New Business:**

* Dartmouth Greenhouse – NHOS visitors to put membership applications and NHOS Business Cards on display at the greenhouse for the public.
* Motion made to adjourn at 11:22 AM by Lee Brockmann and seconded by Sue Labonville – motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary

New Hampshire Orchid Society

Board of Director Minutes

Subject: NHOS 2020 Show

October 10, 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

**Opening:**

* The purpose of this Special Board Meeting was to discuss and vote on the Show Committee’s recommendation to cancel the 2021 Annual NHOS Show due to the uncertainty surrounding the COVID-19 Pandemic. The Show Committee met on 10/07/2020 and concluded that it was in NHOS’ best interest to recommend to the Board to cancel the Show for 2021. Andrea Deachman forwarded to the Board the minutes from this meeting along with the Show Committee’s recommendation. A motion was made by Lee Brockmann seconded by Andrea Deachman to concur with the Show Committee’s recommendation and cancel the 2021 show due to COVID-19 concerns. Motion passed. General Membership will be notified of this development.
* A motion was made by Bob Cleveland and seconded by Susan Usseglio to have Anita Walker immediately contact The Falls and notify them of our intention to cancel the 2021 show date (verbally and in writing) due to COVID-19 concerns and ask for a complete refund ($800.00) of our down payment. Motion passed.
* The Marriott is to be our destination for the 2022 Show. The Show Committee will contact the Marriott and begin working out the finances and secure the date.
* Motion made by Bob Cleveland and seconded by Andrea Deachman to adjourn this special Board Meeting at 11:30 AM. Motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary