

 **New Hampshire Orchid Society**

 **Board of Director Minutes**

 **October 9, 2021**

**Attendees:**

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

Absent:

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:25 AM.
* Motion made to approve the Minutes for September 2021 by Steve Smyrychynski and seconded by Bob Cleveland – Motion passed.

**Vice President:**

Steve Smyrychynski is to provide a listing of known speakers for 2021 and 2022 to the Secretary.

* 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 $7,800.61 in the checking account; Manifest: $96.80; Total in Fund Accounts: $27,387.29. Motion made by Susan Usseglio, seconded by Lee Brockmann to accept the manifest. Motion passed.
* Andy reported that she is in the process of contacting (8 calls placed) casinos who participate in charitable gaming programs. Once Andy hears back, more information will be made available.
* QuickBooks product has been purchased from TechSoup. Andy will start moving the data over to the new platform and begin using it in the new fiscal year.

**Secretary:**

**Committees:**

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

* Everything is on target.

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

* Leigh Coolidge, Susan Usseglio, Anita Walker and Daryl Yerdon went to Jack and Pam’s home to inventory, tag and take pictures of their orchids that are being put up for auction. Population of the catalogue is underway and the Auction Team has been contacted for their assistance. Work for this auction will continue thru the month. Susan and Anita will pick up Jack and Pam’s plants the Friday before the Auction and transport them to Bedford Town Hall. Daryl Yerdon will populate the Facebook accounts and Adrienne will post information, including the catalogue link, on the front page of our website. Andy will contact Botanical organizations, specializing in orchids, to see if they are interested in some of the plants.

**Advertising and Publicity:**

**AOS and Affiliated Societies:**

* MOS, 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:**

* Overdue books are still 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.

**Nominations:**

**Show:**

* NHOS Annual Orchid Show – A meeting was scheduled for 10/01 for the explicit purpose of reviewing and provide feedback regarding suggested comments received for updates to the “Application to Participate” and “Show Manual 2022”. These suggested changes were discussed item by item and a consensus agreed. Leigh to incorporate all agreed to changes and then send out a “final final” to the committee for concurrence. Once approval received, Leigh will begin the task of sending out invitations to the vendors for our 2022 Show and Sale.

**New England Orchid Shows:**

* MOS, Amherst and CAIOS are scheduling their annual shows.
* MOS will be October 22-24th, Sue Andersen, Susan Usseglio and Anita Walker will be doing set-up and break-down at this show.
* CAIOS will be January 23 & 24th, 2022 – volunteers needed.

**Risk Management:**

**Show Table:**

**Website Management:**

* Question were 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 of 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.

**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) came 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.
* Show Table results section needs some work on the website.
* 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. **Who is going to take responsibility for this action? Susan Usseglio will take responsibility for the Board Minutes.**

**New Business:**

* 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.
* 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.
* Motion made by Bob Cleveland and seconded by Andrea Deachman to adjourn the meeting at 12:00 PM for the Show Table and Annual Vendor’s Member’s Auction. Motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary