New Hampshire Orchid Society

Board of Director Minutes

September 11, 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 02:14PM.
* Minutes for August were approved. Motion made by Norm Selander-Carrier and seconded by Bob Cleveland; motion passed.
* Policies: Copies of the Policies (Conflict of Interest, Expense Reimbursement, Sexual Harassment, Code of Ethics and Financial Management), as they are currently written, were distributed to the Board for review. It was agreed that the Board will review each of the policies and if changes are warranted bring them back to the Board for further discussion. Of particular interest is the Financial Policy, as currently written, is outdated and Andrea Deachman will review and present changes to the Board for review. These changes will be discussed at the October Meeting. A motion was made by Norm Selander-Carrier and seconded by Bob Cleveland – motion passed, to have the Policies (as currently written) uploaded to the website with a notation stating “Policies are currently under review”.
* An inventory of the Storage Shed, Library Locker and Kitchen Locker, was performed along with cleaning and organization. Items to be discarded were discussed and it was agreed that items on the list were OK to discard. Anita will contact Jean Stefanik to see if she would like to have the slide projector.

* Keys – tried to locate keys and determine who has them. It was decided that since we don’t have a Vice-President, the Secretary should have a full set of keys for access.

**Vice President:**

* At this time there is little information on programs for next year. Following is a listing what we do know:
* October 2020 – Annual Vendors’ and Members’ Auction **at the Bedford Town Hall.**
* 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.
* February 2021 – Speaker needed.
* March 2021 – Annual Show at The Falls in Manchester
* April 2021 – New Members Meeting
* 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 – Speaker needed.
* August 2021 – Annual Meeting and Picnic at Kelley’s Korner, 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 to be notified.

**Treasurer:**

* TDS Affinity Program is up and running. Andrea will review with membership this program. She will also have a flyer with additional information. This is scheduled for the October Meeting. A scanned copy of this flyer will be sent to Leigh Coolidge for inclusion in the October Newsletter.
* Financials’: We have a total of $9,625.32 in the checking account; our New Worth is approximately $38,000.00; Manifest: $102.10 - Motion made to accept the manifest by Norm Selander-Carrier and seconded by Bob Cleveland – motion passed. It was later determined that the manifest needed to be increased to $402.10. Original motion amended to increase the Manifest to $402.10 by Andrea Deachman and seconded by Bob Cleveland – motion passed.
* QuickBooks: Andy looking into purchasing third party cloud storage service for the society’s books. To be reported on at the October Meeting.
* Andy will send 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? Andy to investigate the dollar amount associated with the audit and notify the Board of the cost and company to be selected by the October 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:**

Big Thank You to all for allowing me to serve again.

**Committees:**

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

* Discussion of moving the Annual Vendors’ and Members’ Auction from May to October was discussed. It was determined that moving it to October was the correct thing to do taking into account the Show date, New Members Meeting, and the timing of when plants are divided. Motion made by Andrea Deachman and seconded by Bob Cleveland to move auction from May to October – motion passed.
* Twenty-two letters send out to vendors asking for their participation in our Auction. Populated On-Line Catalogue with plants listings as they were received from members and vendors.
* Created a sundry of forms to be utilized on Auction Day.
* Lee Brockmann will be the slide show operator utilizing her laptop.
* Anita to purchase chip/contactless card reader from square. Motion made by Andrea Deachman and seconded by Bob Cleveland to purchase the $49.00 reader – motion passed.
* Notice to be sent to Sister Societies notifying them of our Auction on October 10th

**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:**

**Nominations:**

**Show:**

* President to schedule Zoom Meeting of the entire Show Committee before end of September.
* Meeting to discuss theme, deadlines, vendor agreements etc. Advertisement to AAA Magazine has already been sent.
* Brenda Campbell has accepted the Show Chair position for our annual show.

**New England Orchid Shows:**

* MOS has cancelled their show.

**Rik Management:**

**Show Table:**

**Website Management:**

**Miscellaneous:**

* **Next Board Meeting is scheduled for October 3rd at 09:00 AM, one week earlier than normal, to allow for extra set-up time for the Auction on October 10th.**

**New Business:**

* Motion made to adjourn at 03:51PM by Norm Selander-Carrier and seconded by Bob Cleveland – motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary