

 **New Hampshire Orchid Society**

 **Board of Director Minutes**

 **September 11, 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: Trustee: Lee Brockmann

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:20 AM.
* Motion made to re-approve the Minutes for July 2021 with correction by Andrea Deachman and seconded by Susan Usseglio – Motion passed. Motion made to approve Minutes for August 2021 by Andrea Deachman and second by Bob Cleveland – motion passed.
* Motion was made to appoint Norm Selander-Carrier and Past President by Andrea Deachman and seconded by Susan Usseglio, motion passed. Welcome back Norm.

**Vice President:**

As it stands most other Societies have been conducting their meetings via ZOOM and are not scheduled to resume LIVE meetings until the fall. As a result, if we are to bring someone in, we would have to foot the entire bill ourselves. It was determined that we will utilize the expertise within our own society for the remaining months that we don’t have a speaker scheduled. Also, proposed speakers for 2022 need to fit within the constraints of the approved schedule of activities and also fit within the parameters of the budget.

Steve Smyrychynski is working with Jeff Feldman on proposed speaker schedule for 2022.

* October 2021 – Annual Auction **(Auction date has been changed from May to October).**
* November 2021- Program to be announced.
* 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 $8,060.70 in the checking account; Manifest: $1,966.00; Total in Fund Accounts: $27,386.17. Motion made by Bob Cleveland, seconded by Bill Schinella 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**:

* On-going

**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:**

* Bob Brockmann has again volunteered to be our Hospitality Chairperson (Thank You very much Bob) but he needs a second. We need someone to assist him.

**Library:**

* Overdue books (some of them at least) and persons that have them have been notified and asked, at their convenience, to please return. There were a few duplicate volumes that have been identified and at this time they may be made available for purchase during the Vendors’ and Members’ Auction in October. UPDATE: Overdue books have not been returned – President to address in her update to the membership.
* 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.
* We are still in need of a Librarian.

**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 the Historian Committee Chairperson position is also vacant.

**Membership:**

* Lee Brockmann reported that we currently have 96 memberships, 145 members and 45 have not renewed.

**Nominations:**

**Show:**

* NHOS Annual Orchid Show – A meeting has been scheduled for 10/01 and all are invited. Zoom link and notification to the membership will be created and disseminated.

**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:**

* Official NHOS Photographer/Show Table Photographer to be addressed by Anita Walker.

**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 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:**

**New Business:**

* 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.
* 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.

* Motion made by Susan Usseglio and seconded by Bob Cleveland to adjourn the meeting at 12:00 PM for the Show Table and “Ask the Experts” program. Motion passed.

Respectfully submitted by: Susan Usseglio – NHOS Secretary