

 **New Hampshire Orchid Society**

 **Board of Director Minutes**

 **June 11, 2022**

**Attendees:**

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

Absent: Trustee - Dale Cunningham

Committee Chairs:

Guests:

**Opening:**

* President called the meeting to order at 10:14AM.
* We were unable to approve the minutes from May. The Board did not receive their minutes along with by-law changes. Secretary will follow-up and resubmit information to Board.
* Appoint Ad-Hoc Election Committee – This Committee is already defined within the Handbook (will be an inclusion in next bylaw update) as being the Membership Chair and the Secretary. Appointment is not required. For now, duties and responsibilities are outlined within the Handbook.
* Form Committee to study alternative venues and associated costs in conjunction with the Annual Show and Sale - The Show Committee has been working on a solution to deal with the Primary Years when hotels are previously booked for this event. This event is held in February and has been a problem in the past. Anita Walker wants to form a committee to perform a study to see what alternate venues and costs associated with these venues will be available for situation such as this. Anita will investigate and report findings and costs. Formulation of a committee was considered a non-starter.

**Vice President:**

* Cost estimate for Carrier Raven is approximately $450.00, Kristen Uthus is approximately $275.00.
* Lee Brockmann agreed to host Carrie Raven for one night following her visit to NHOS as the Program Speaker for September. Lee has contacted Carrie and she declined the invitation and will stay in a hotel.
* It was also suggested that perhaps we include a statement “NHOS will pay for speakers hotel’s up to this amount”. “This amount” was discussed as being the average of all the hotels in the area which worked out to be approximately between $120.00 - $135.00 a night. A motion as made by Bob Cleveland and seconded by Andrea Deachman to consider spending a total of $500.00 for speakers. This $500.00 would include all expenses to speaker and speaker fee for NHOS. It was decided that we needed to have a HUGE discussion on this topic.
* OUTSTANDING BUSINESS: There has been conflicting accounts on what we decided at the February Meeting regarding speaker payments. Following is the exact verbiage that was recorded at the outcome of the special meeting concerning Francisco Miranda. If it is possible, could we please revisit this issue, have a discussion and formalize what we intend to do going forward so that it can be entered into the official minutes and included under programs? Below is the exact account of what we discussed that day.

February 12, 2022 Board Meeting

* Motion made by Andrea Deachman and seconded by Susan Usseglio to temporarily adjourn the meeting for the show table and Program. Meeting will be reconvened following completion of the General Meeting to discuss additional funds (over $300.00 already allocated) for speaker fees. Motion passed and meeting temporarily adjourned at 12:00 PM.

Board meeting resumed at 2:40 PM

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

* It may be necessary to increase the speaker fee for Francisco Miranda of Miranda Orchids, scheduled to visit in April, from $300.00 - $400.00+.
* Motion: Increase speaker fee for Francisco Miranda from $300.00 to $400.00 and if more funds are needed a ZOOM Meeting of the Board will be convened to discuss. Motion made by Andrea Deachman, seconded by Norm Selander-Carrier; motion passed.
* Motion made by Norm Selander-Carrier and seconded by Andrea Deachman to adjourn the meeting at 02:27pm – motion passed.

**UPDATE:** It was clarified that Speaker Hotel fee’s **will be** reimbursed up to $125.00. Concerning the increase for speaker fees the following motion was made and approved: Steve Smyrychynski moved to increase speaker fees to a maximum of $500.00 and if the cost incurred exceeds this amount, the Board will be notified and a meeting will ensue for discussion prior to the amount being approved. Motion seconded by Norm Selander-Carrier; motion passed.

Program’s scheduled (this is not a comprehensive list):

* January 2022 – AOS Judging
* February 2022 – Chuck Andersen - Dendrobiums
* March 2022 – Show meeting
* April – Welcome meeting for new members and Francisco Miranda of Miranda Orchids will be the speaker.
* May – Bob Cleveland will conduct a virus testing clinic for Orchids.

Bob stated that his fee is $100.00 plus $5.00 per test kit.

* June – Tim Culbertson – He will speak on Paphs.
* July – Kristen Uthus – Program information not available.
* August – Annual Meeting and Picnic at Bedford Town Hall along with Member Auction.
* September – Carrie Raven – New directions in Phalaenopsis breeding.
* October – Member Auction
* November – Daryl Yerdon – Orchid Pests
* December – Christmas Party – Chuck Anderson suggested a program instructing the converting of old wine coolers into a habitat for growing cool orchids. Chuck has a friend who performs this and if Chuck is contacted, he will see if this friend is free and can give his talk to the Society.
* January 2023 – AOS Judges at the Bedford Town Hall (second Saturday).

**Treasurer:**

* Financials’: We have a total of $16,254.03 in the checking account; Fund Accounts: $27,396.10, Societies net worth is $43,650.13; Manifest: $700.00. Motion made by Norm Selander-Carrier and Bob Cleveland to approve the Manifest; motion passed.
* 2023 Society Budget: Andrea Deachman revealed the budget for fiscal year 2023 and went through each line item explaining her financial conclusions. It is incumbent on each Board Member to utilize this document and bring forth any questions they may have at the next meeting.
* Mileage reimbursement is going to increase as of July 1st to 62.5 cents a mile.
* Budget: QuickBooks: Treasurer noted that there is a fund discrepancy within Conservation and Membership.
* Expense Reimbursement – Both the Expense Reimbursement Policy and the Expense Reporting Form was presented to the Board for discussion. A motion was made by Norm Selander-Carrier to approve the Expense Reimbursement Policy and Expense Reporting Form as amended. Motion was seconded by Steve Smyrychynski and passed.

**Secretary:**

* A proposal was made to institute a way to clarify “situational problems” via ZOOM in place of multiple emails without infringing upon the bylaws provision for “Special Meetings”. The Secretary has volunteered to investigate using Sturgis and develop a provision for this purpose. Still outstanding…..
* Annual Auction and Picnic/Annual Meeting proposal:

The Board was presented with a request to hold the Annual Meeting and Members Auction at the Bedford Town Hall in August this year. A request has been received from a member of NHOS who wishes to liquidate their Orchid Collection. In being fair to NHOS members, it was proposed to do the Member Auction in August and as a “Thank You” to all members for their hard work at the show to have a catered BBQ.

The Board Approved (I believe we need a motion at the next meeting to make it official) and it was going to be presented to the Membership to get their feedback. Everyone seemed to be in agreement therefore August will be annual meeting (with everything that that entails), BBQ and member auction. October will be the Member Auction for one of our own.

Membership was presented with the above suggestion and they approved.

**UPDATE:** Norm Selander-Carrier moved that NHOS will pay for catering of meats for the Annual Picnic and Meeting, and to hold the Annual Member Auction at the Annual Picnic and Meeting. Motion was seconded by Bob Cleveland; motion passed.

**Committees:**

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

There is only going to be a Member’s Auction in August and then in October.

**Advertising and Publicity:**

**AOS and Affiliated Societies:**

**Conservation:**

**Nominating Committee:**

**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, President’s Message, Minutes of the prior months General Membership meeting, photos and any other information that is pertinent to the membership. Members can submit articles of interest directly to Leigh.

**Election:**

**Hospitality:**

**Library:**

**Historian:**

**Membership:**

* 115 Memberships, 177 Members

**NHOS Show & Sale:**

* A wrap-up meeting was held on June 6th. Agenda: What went right and how can be capitalize on it? What went wrong and what is the best way to fix it? What is the best way to expand the volunteer group? Many items were suggested and when the Show Committee meets, items suggested will be discussed.

**New England Orchid Shows:**

* Amherst, CAIOS and Deep Cut annual shows have been cancelled.

**Risk Management:**

**Show Table:**

**Website Management:**

**Social Media Liaison:**

* Daryl Yerdon, our new Social Media Liaison, has agreed to create a Job Description for his new position.

**Miscellaneous:**

**Old Business:**

**New Business:**

* Motion made by Norm Selander-Carrier to recess meeting to convene at another date via ZOOM to complete outstanding items (bylaw updates and approval of May minutes), seconded by Bob Cleveland to adjourn the meeting at 12:00 PM. Motion passed and meeting held in recess for Show Table and Program.

**New Hampshire Orchid Society**

**Board of Director Minutes**

**June 18, 2022**

**Attendees:**

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

Absent: Trustees - Dale Cunningham, Bill Schinella ; Vice President – Steve Smyrychynski; Past President – Norm Selander-Carrier;

Committee Chairs:

Guests: Jean Stefanik, Joanna Eckstrom

Meeting reconvened at 10:05 AM

* + Discussion began on Section A: Membership – Life Members. Clarification was needed to take into account persons still married but not living at the same address. The change that was originally proposed is the following:

Exception: In event of life changing events where persons included in the Lifetime Membership are not/will not be residing at the same physical address, to the following

 Exception: In event of dissolution of a marriage or partnership where the persons involved in the Life Membership no longer reside at the same address,

* + Discussion on Article III, Section C: Dues – Suggested change from:

 New members joining in the last four months (May, June, July and August) of the fiscal year (fiscal year is defined as 9/1 – 8/31) will be considered as having paid dues for the following membership year. Suggested change to:

New Members joining at the February Show and Sale thru end of the current fiscal year (fiscal year is defined as 9/1 – 8/31) will be considered as having paid dues for the following membership year.

* + Discussion on Standing Committees: 7. Membership: Lee Brockmann to verify that the following reports can be generated for each member.

The Committee shall be responsible for updating the membership listing using criteria listed in Section C: Dues and provide a current listing (as of April 1st) to the Board of Directors by the April 1st. Information in this listing is to include: Member name, Membership level, Membership status, Member since, Renewal due on, Renewal date last changed. The information contained in this listing will be used as input into the budget for the upcoming fiscal year.

* + Motion made by Andrea Deachman and seconded by Bob Cleveland to approve the May minutes. Motion passed.
	+ Motion made by Bob Cleveland and seconded by Lee Brockmann to adjourn the Board Meeting at 12:04 PM. Motion passed.