New Hampshire Orchid Society

Board of Directors Meeting

March 14, 2020

**Attendance**

**Present:** President: Anita Walker; Treasurer: Andrea Deachman; Trustee: Bob Cleveland and Secretary: Susan Usseglio;

**On the phone:** Trustee: Lee Brockmann

**Absent:** Past President: Steve Tacopina; Vice President: Dan Demers; Trustee: Sue Labonville

**Committee Chairs:** Brenda Campbell – NHOS Show Chair

**Guests: NHOS Show Committee;** Norm Selander-Carrier, Daryl Yeardon, and Leigh Coolidge (on the phone)

**Opening**:

* President called the meeting to order at 10:45 AM.
* Motion made to accept February 2020 meeting minutes with revisions; motion made by Andrea Deachman, seconded by Bob Cleveland - motion passed.
* The main agenda item was a vote on cancelling the show because of the state of emergency caused by COVID-19 pandemic and the steps necessary resulting from the cancellation. With a quorum of NHOS Board Members present and much discussion, a motion was presented for voting. Motion is as follows: Resulting from the state of emergency precipitated by the COVID-19 virus, the NHOS annual show scheduled for March 27 – 29th, 2020 will be cancelled and that a refund, in full, is made to the Vendors. Motion made by Andrea Deachman and seconded by Bob Cleveland; motion passed unanimously. The following activities were identified from the show cancellation. Those activities are as follows:
* Cancellation Activities:
	+ Vendors need to be notified. Leigh Coolidge has drafted a cancellation letter to all the vendors and will send out.
	+ Notify Venue
	+ Table rentals
	+ NHOS website to be updated.
	+ Notification to be put on NHOS Facebook Page.
	+ Removal of Posters.
	+ Contact Chanel 9 Anchor to announce cancelation of the event.
	+ Blog to membership.
	+ Calls to be placed to members not electronically connected.
	+ Show speakers notification.
	+ Letter to be sent to affiliated societies.
	+ Program Booklet
* Refunds:
	+ Pre-paid ticket holders
	+ Vendors
	+ Trophy donations
	+ Dinner Tickets
* Tentative adjustments to NHOS Program Schedule:
	+ April – A Speaker needed. Lee Brockmann to make arrangements with Crossroads Academy to be the guest speaker.
	+ May – Question and Answer with the NHOS member experts and possibly a repotting clinic.
	+ Move NHOS Member Auction from May to September or October (to be determined).
* Review of the By-Laws: Postponed
* Handbook has been tabled until completion of the By-Laws review. Once the By-Laws have been reviewed, updated and changed by vote of the membership the Board will proceed with reviewing the Handbook.
* In need of trustee suggestions. Please let Anita know if you know someone that may be interested in the position.

**Vice-President:**

* Speaker Schedule
	+ - January 2020 –
		- February 2020 –
		- March 2020 – cancelled
		- April 2020 – cancelled possibly reschedule
		- May 2020 – Member Auction reschedule
		- June 2020 – Alan Koch - Gold Country Orchids
		- July 2020 – Peter Tobias
		- August 2020 – Picnic
		- September 2020 – IPA cancelled possible NHOS Member Auction
		- October 2020 – possible NHOS Member Auction
		- November 2020 –
		- December 2020 – Christmas Party and AOS judging
		- January 2021
		- February 2021
		- March 2021
		- April 2021
		- May 2021 – Member Auction
		- June 2021 – Fred Clark
* We need someone to host speakers for future meetings.

**Treasurer:**

* Treasurers Report:
* Total Assets – $34,233.01; Checking Account: $17,206.93; Expense Manifest: $13,723.51. Motion made to accept the Treasurers Report by Andrea Deachman seconded by Bob Cleveland. Motion passed. Increased Expense Manifest needed as a result of NHOS Show cancellation.
* Andrea to find out name and cost of an accounting firm to do our audit. Target date is August 2020.
* TD Affinity Program – Andrea has sent IRS – 501(C) (3) letter to TD Bank.
* Wild Apricot and Auctria (needed for the Member Auction) software licenses are coming due, Andrea to investigate.

**Secretary:**

**Committees:**

Annual Member Auction:

* Awaiting decision on new date. Vendor listing and donation letters have been drafted. It has also been noted that the Auctria Software needs to be renewed for the auction. Andrea will investigate this software license. Sasha has been contacted by Anita to change the contact information on the account.

**Advertising/Publicity:**

**AOS and affiliated societies:**

**Conservation:**

Co-op and member auction percentages to NHOS are 20% of the proceeds of each sale.

**Editorial/Newsletter:**

Items need to be to Leigh 2 weeks prior to 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:**

Food provided by club members.

**Library:**

Lee Brockmann purchased the book “Modern Orchid” for the Library.

Need a Librarian.

**Membership:**

Membership numbers unavailable at this time.

**Nominations:**

**Show:**

New England Orchid shows:

Nutmeg Orchid Show – Cancelled as a result of COVID-19 virus.

Connecticut – Cancelled as a result of COVID-19 virus.

**Risk Management:**

**Show Table:**

* Suggestion made to allow 10-15 minutes following the discussion of the show table to allow for questions from the membership on any cultural questions.

**Website Management:**

An Email has been sent to Sasha but we have not received a response as yet.

**Miscellaneous:**

**New business:**

Motion made to adjourn by Andrea Deachman, seconded by Bob Cleveland at 12:16PM - motion passed and the meeting was adjourned.

Submitted by Secretary, Susan Usseglio