

VPS Board Meeting – Minutes (Final)

Meeting Date/Time: 1/11/2012 7:30 – 10:00

Meeting Location: Thoreau Middle School, Vienna, VA

Present: Sixteen Members including: Liz Bumgarner (President); Patty Barker (Secretary); Patricia Deege (First Vice President); Sharon Connolly (Treasurer); Martin Fish (Co-VP for Forums); Mary Jane Fish (Co-VP for Forums and Nature Visions Representative); Loma Mier (Director of Membership); Michael Cochran (Editor/Director) Philip Kronenberg (VP for Member Communications); Renee Loeffler (VP for Program Speakers); Jim Darracott (VP for Program Operations); David Biehler (Webmaster/Director); Ken Martin (Director of Building and Facility Coordination); Joan Axilbund (VP for Competitions); Desiree DiMauro (VP for Competition Judges); Dennis Tarnay (VP for Field Trips).

Not Present: Ceasar Sharper (Director of Publicity); Jorja Feldman (Co-VP for Competition Judges)

1. Call to Order: The meeting was called to order by President Liz Bumgarner. Liz presented the following agenda items.
2. Reading and adoption of Minutes from November 9, 2011: Patty Barker.

VOTE: 16 to 0 in favor of adopting the November 2011 Minutes.

3. Unfinished Business:

3.1 Survey Procedures, Financial and Election Calendars and adoption of Logo: Phil Kronenberg/Liz Bumgarner

Survey Procedures: Phil distributed Board Policy Proposal “VPS Survey Policy” (Attachment A). Phil indicated that the goal of the policy is to encourage Board officers to make use of member surveys in a way that maintains Board oversight. Discussion centered on the need for “gatekeepers” to manage the content and number of surveys distributed to club members. There was some concern about whether the policy takes away board members’ ability to distribute E-Mails asking for club member’s opinions, e.g., next year’s themes or field trip locations. It was decided that the policy applies only to surveys using Survey Monkey. It does not apply to free-form questions via E-Mail. The VPS President, Vice President and the Vice President of Member Communications will serve as gatekeepers for Survey Monkey surveys although the board member who authored the survey will have final say on survey contents.

VOTE: 16 to 0 in favor of accepting the proposed VPS Survey Policy.

Financial: Sharon C. distributed an updated copy of the Second Quarter Financial and Budget Activity Report: FY 2011-2012 (Attachment B).

Election Calendar: Phil distributed proposed “VPS Financial and Election Calendar” (Attachment C) which lists deadlines for 1) Elections and 2) Budgets. The goal is to add structure and discipline to when we accomplish these things. There was much discussion about whether these dates are guidelines or strict policy. It was decided to change three dates within the

Electoral Calendar from the 1st of the month to the 1st Wednesday of the month. It was also decided to remove the word “convenes” from several locations since some items can be accomplished via E-Mail. Also, it was decided to remove the words “and acceptance” from several locations which means the board will “review” these items by the suggested deadlines as opposed to “review and accept”. Finally it was agreed that the two calendars in this proposal provide for strict policy and not mere guidance.

Note Desiree DiMauro excused herself from the meeting, leaving 15 members present.

VOTE: 15 to 0 in favor of accepting the proposed VPS Financial and Election Calendar.

Adoption of Logo: Various board members have been using the new logo for several weeks. There was discussion about the need to tweak the logo (Filename: Vienna_Photographic_Society_Edit-01[1].jpg) to work better for specific applications, (the VPS Website, newsletter, business card, flyer, and notecard), i.e., background color and size. It was decided that we would ask the logo designer, Josh Abdul, to provide us with multiple versions of the logo to be used in various applications. Board members who use the logo will provide Liz with specific requests about how they want the logo changed for them. Patty will approach Josh with these requests. Once Josh provides us with the requested versions, VPS will pay Josh \$100 for his work.

VOTE: 15 to 0 in favor of paying Josh \$100 for exclusive rights to his logo design.

4 New Business:

4.1 Budget for 2011-2012/Current Treasurer’s Report: Sharon Connolly

There was some discussion about the necessity of Quarterly Reports, and whether it’s necessary to use Excel to produce budget reports. It was decided that Quarterly Reports are needed however, the board will determine the dates these reports are needed but not the method they are created. Whether Excel or Quicken or any other method is used is up to the discretion of the Treasurer.

VOTE: 15 to 0 in favor of accepting the 2nd Quarter Financial and Budget Activity Report.

4.2 Committee for 2010 Elections: Liz named several board members to form a committee to choose various club members to join the board in 2012. Ken and Renee agreed to be on this committee however two additional members need to be determined to join them. Lew is a possibility.

4.3 Nature’s Vision Rep -- Mary Jane Fish: Tom Shevock has agreed to be the Nature’s Vision Rep in 2012. Bob Bills will be his back-up. There was some discussion about VPS’s financial exposure should Nature’s Vision experience fiscal difficulties at some time in the future. Liz will ask a lawyer to evaluate our exposure.

VOTE: 15 to 0 in favor of Tom Shevock being the new Nature’s Vision Rep however, this requires a membership vote via E-Mail to be finalized.

4.4 Speaker Report -- Renee Loeffler: The speaker program is going well. Nothing new to report.

4.5 Website and Pbase -- David Biehler: PBase is being removed from the website. Members will be given the opportunity to post a link to their personal online portfolios. It will be the member's responsibility to maintain their own portfolios. Examples of websites to build a portfolio are Flickr, Google Plus and 500PX.Com, etc.

4.6 Support Network – Patricia Deege: Prior to the meeting, Patricia distributed a list of members who volunteered to assist with various activities (Attachment D). Patricia said she sent a personal note of appreciation to each member on the list. Phil suggested we need to develop an end-of-year program to recognize members for their contributions.

4.7 Judges Report – Desiree DiMauro: Tabled

4.8 Communications Report – Phil Kronenberg: No additional discussions.

4.9 Any Other Business: Non-members who attend a field trim are required to sign a liability release waiver.

5. Adjournment -- Liz Bumgarner: The meeting was adjourned at 9:55pm.

ATTACHMENT A:

Board Policy Proposal
Board Meeting, 9 November 2011
“VPS Survey Policy”

Surveys distributed to members must be sponsored by at least one VPS Board Member or Non-Board officer, must be reviewed for formatting and coordination by the VP for Member Communications, and must be sent by the VP for Member Communications for review and input from the President and First Vice President at least 4 days prior to distribution to any members.

All surveys will be distributed to the general membership or submember groups (according to the needs of the sponsoring officer) by the VP for Member Communications using SurveyMonkey.

The VP for Member Communications will use the input (if any) from the President/First Vice President in preparing and distributing the final version of the survey.

VP for Member Communications will send the results and analysis to the sponsoring officer/s and other relevant members soon after administration of the survey.

NOTE: This is a Board Policy Proposal, not a Bylaws Amendment proposal.

Attachment B

Second Quarter Financial and Budget Activity Report: FY 2011-2012

SECOND QUARTER FINANCIAL AND BUDGET ACTIVITY REPORT: FY 2011-2012

REPORT DATE: 11 January 2012

BLUE = Manual Entry
CELL COLORS: BLACK = Protected
Formula Result

CATEGORY	FY 2010-2011 ACTUALS	FY 2011-2012 BUDGET ESTIMATES	FIRST QUARTER ACTUALS	SECOND QUARTER ACTUALS	TOTAL FIRST plus SECOND QUARTER ACTUALS	DIFFERENCE BETWEEN BUDGET ESTIMATES AND ACTUALS AT END OF SECOND QUARTER	PERCENTAGE BUDGET ACHIEVED	NOTES
INCOME INCLUDING PRIOR YEAR BALANCE REMAINING								
						INCOME PENDING AFTER 2nd QUARTER	PERCENT BUDGETED INCOME RECEIVED	
						(RED) INDICATES SURPLUS INCOME BEYOND BUDGET ESTIMATE		
End of Year Party Income	\$440.00	\$440.00			\$0.00	\$440.00	0.00%	
Holiday Party Income	\$220.00	\$220.00		\$240.00	\$240.00	(10.00)	104.35%	
Matting Workshop Income	\$178.74	\$200.00			\$0.00	200.00	0.00%	
Membership Dues	\$1,595.50	\$1,800.00	\$2,400.00	\$140.00	\$2,540.00	7,290.00	68.84%	
Raffle Income	\$324.75	\$140.00	\$53.00		\$53.00	77.00	45.00%	
Summer Picnic Income	\$0.00	\$180.00	\$180.00		\$180.00	0.00	100.00%	
Misc. Income & donations	\$2.50	\$0.00			\$0.00	0.00	#DIV/0!	
OVERALL TOTAL INCOME	\$4,561.49	\$10,790.76	\$8,443.76	\$380.00	\$8,823.76	\$1,967.00	81.77%	
END OF PRIOR FISCAL YEAR BALANCE REMAINING	\$5,800.76							
EXPENSES								
						EXPENSES PENDING AFTER 2nd QUARTER	BUDGET % REMAINING	
						(RED) INDICATES OVER-SPENDING OF BUDGET		
PRESIDENT/FIRST VP EXPENSES: TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
Award plaques & certificates	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
Misc. Executive expenses	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
TREASURER EXPENSES: TOTAL	\$951.59	\$1,284.85	\$366.97	\$164.19	\$531.16	\$753.69	58.66%	
Bank Charges	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
Checks Reorder	\$0.00	\$38.85	\$38.85		\$38.85	\$0.00	0.00%	
TOTAL BANK CHARGES	\$0.00	\$38.85	\$38.85	\$0.00	\$38.85	\$0.00	0.00%	
Gift Expenses	\$3.59	\$40.00			\$0.00	\$40.00	100.00%	
Gift Baskets	\$858.40	\$880.00	\$132.12	\$164.19	\$296.31	\$583.69	65.55%	
TOTAL GIFT EXPENSES	\$859.59	\$900.00	\$132.12	\$164.19	\$296.31	\$603.69	67.08%	
Donations	\$0.00	\$100.00	\$100.00		\$100.00	\$0.00	0.00%	Unitarian-Universalist Congregation-Fairfax
Photocopying Services	\$0.00	\$50.00	\$50.00		\$50.00	\$0.00	100.00%	
Misc. Supplies	\$0.00	\$50.00	\$50.00		\$50.00	\$0.00	100.00%	
TOTAL MISC. EXPENSES	\$0.00	\$200.00	\$100.00	\$0.00	\$100.00	\$100.00	50.00%	
Post Office Box rental	\$92.00	\$96.00	\$96.00		\$96.00	\$0.00	0.00%	
Postage	\$0.00	\$50.00	\$50.00		\$50.00	\$50.00	100.00%	
TOTAL POSTAL EXPENSES	\$92.00	\$146.00	\$96.00	\$0.00	\$96.00	\$50.00	34.25%	
VP-SPEAKER PROGRAM: TOTAL	\$191.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	100.00%	
Speaker Travel Expenses	\$191.00	\$225.00			\$0.00	\$225.00	100.00%	
VP-COMPETITION PROGRAM: TOTAL	\$275.67	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	100.00%	
Ribbons, Plaques, & Certificates	\$275.67	\$225.00			\$0.00	\$225.00	100.00%	
VP-JUDGES PROGRAM: TOTAL	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	100.00%	
Judge Travel Expenses	\$75.00	\$75.00			\$0.00	\$75.00	100.00%	
VP-FORUMS PROGRAM: TOTAL	\$187.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	100.00%	
Matting Supplies	\$187.00	\$200.00			\$0.00	\$200.00	100.00%	
VP-MEMBER COMMUNICATIONS PROGRAM: TOTAL	\$102.00	\$706.00	\$204.00	\$0.00	\$204.00	\$502.00	0.00%	
Survey Service Annual Subscription	\$0.00	\$204.00	\$204.00		\$204.00	\$0.00	0.00%	SurveyMonkey.com
Skype subscription	\$0.00	\$20.00			\$0.00	\$20.00	0.00%	Skype Premium service 3-month subscription
NEWSLETTER EDITOR PROGRAM: TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
Other					\$0.00	\$0.00	#DIV/0!	
PUBLICITY DIRECTOR PROGRAM: TOTAL	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	100.00%	
Brochures	\$0.00	\$300.00			\$0.00	\$300.00	100.00%	
Design of VPS logo	\$0.00	\$50.00			\$0.00	\$50.00	100.00%	
WEBMASTER PROGRAM: TOTAL	\$102.00	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00	100.00%	
Website server fees	\$102.00	\$102.00			\$0.00	\$102.00	100.00%	safeport.com
Website software	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
MEMBERSHIP DIRECTOR: TOTAL	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	100.00%	
Photocopying	\$0.00	\$50.00			\$0.00	\$50.00	100.00%	
Postage	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
VP-EXHIBITS PROGRAM: TOTAL	\$45.00	\$55.00	\$0.00	\$20.99	\$20.99	\$34.01	61.84%	
PSA membership	\$45.00	\$45.00			\$0.00	\$45.00	100.00%	
Nature Visions Expo Support	\$0.00	\$0.00			\$20.99	(\$20.99)	#DIV/0!	Printing, flyers & other materials for Club table
Misc. expenses	\$0.00	\$10.00			\$0.00	\$10.00	0.00%	
VP-PROGRAM OPERATIONS: TOTAL	\$819.90	\$3,145.00	\$1,396.03	\$262.27	\$1,658.30	\$1,486.70	47.34%	
DIRECTOR OF SOCIAL EVENTS: TOTAL	759.00	1,065.00	423.10	\$0.00	\$423.10	\$641.90	60.27%	
Holiday Party	\$294.00	\$300.00	\$262.27		\$262.27	\$37.73	12.58%	
Summer Picnic	\$0.00	\$140.00	\$139.46		\$139.46	\$0.54	0.39%	
Summer Picnic Pavilion rent	\$0.00	\$100.00	\$100.00		\$100.00	\$0.00	0.00%	
End-of-Year Party room rent	\$325.00	\$325.00	\$325.00		\$325.00	\$0.00	0.00%	
End-of-Year Party program	\$340.00	\$400.00	\$58.64		\$58.64	\$341.36	85.34%	
DIRECTOR OF BUILDING & FACILITY COORDINATION: TOTAL	\$30.45	\$2,080.00	\$972.93	\$0.00	\$972.93	\$1,107.07	51.22%	
Computer purchases	\$0.00	\$1,080.00	\$879.58		\$879.58	\$200.42	18.04%	
Projection equipment	\$30.45	\$1,080.00	\$93.35		\$93.35	\$986.65	93.36%	
Software	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
TOTAL AUDIO-VISUAL SUPPORT EXPENSES	\$30.45	\$2,080.00	\$972.93	\$0.00	\$972.93	\$1,107.07	51.22%	
Thoreau Middle School rent	\$0.00	\$0.00			\$0.00	\$0.00	#DIV/0!	
	FY 2010-2011 ACTUALS	FY 2011-2012 BUDGET ESTIMATES	FIRST QUARTER ACTUALS	SECOND QUARTER ACTUALS	TOTAL FIRST plus SECOND QUARTER ACTUALS	DIFFERENCE BETWEEN BUDGET ESTIMATES AND ACTUALS		
TOTAL INCOME	\$4,561.49	\$10,790.76	\$8,443.76	\$380.00	\$8,823.76	\$1,967.00	(RED) INDICATES SURPLUS INCOME BEYOND BUDGET ESTIMATE	
TOTAL EXPENSES	\$2,647.16	\$5,915.85	\$1,967.00	\$447.45	\$2,414.45	\$2,014.70	(RED) INDICATES OVER-SPENDING OF BUDGET	
CURRENT NET BALANCE:					\$6,409.31			
RESERVE FOR CONTINGENCIES		\$1,000.00						
BUDGETED INCOME PENDING AFTER 1st QUARTER		\$1,967.00						
PERCENT BUDGETED INCOME RECEIVED		81.77%						
BUDGETED EXPENSES NOT SPENT BY END OF 1st QUARTER		\$2,014.70						
OVERALL TOTAL EXPENSES BUDGETED		\$5,915.85						
BUDGET EXPENSES % NOT SPENT		34.06%						MINUS SIGN INDICATES DEFICIT

Board Policy Proposal

Board Meeting, 9 November 2011

“VPS Financial and Election Calendar”

Back on August 14, 2011, our Treasurer, Sharon Connolly, distributed a Treasurer Guidance document that included a set of working deadlines for election and financial-budget activities.

As Sharon pointed out in the August 14 email she used to distribute that document:

“The calendar sections of the Guidance document cover both the Budget Calendar and the Electoral Calendar. The reason I put both calendars in this Treasurer Guidance is to emphasize the need to link the nomination and election of officers with the process of preparing and executing various actions related to my efforts as Treasurer to budget and manage our finances.”

The cycle of nominating and electing new officers (and appointing non-elected officers) has a direct influence on the duties of the Treasurer. Without input from the new officers, the new Treasurer cannot build a competent Annual Budget in mid-summer. For this reason, the Electoral Calendar has an important influence on the building of each year’s Annual Budget. There must be a predictable electoral cycle that will support the need for the Treasurer to get input from new officers in time to prepare the Annual Budget.

Furthermore, the election of new Board members lays the basis for the subsequent nomination and selection of new Appointed Board Members, of which there are six. Both the elected and appointed officers need to be in place well before the start of the new operating year at the beginning of September.

My proposal here is to have the Board endorse those calendar guidelines previously announced by Sharon in order to provide for a regular process of budget development and financial reporting, as well as a regularized election and officer appointment process.

With those purposes in mind, the following dates are proposed as policy for VPS Board operations:

ELECTORAL CALENDAR

By February 1	Appoint Nominations Committee for Elected Officers
By April 1	Announce nominees selected by the Nominations Committee and invite other candidate nominations
By May 1	Conduct elections and announce results
By June 1	Newly elected officers must announce nominees for new appointed officers
July 1	New Board of Officers (elected officers only) takes office.
By July 15	New Board convenes its first meeting and endorses

	Appointed Officers who are added to the Board
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BUDGET CALENDAR

By June 1	Call by the Treasurer to new officers for their estimates of budget items to be included in the new Annual Budget. New officers will consult with the present outgoing officers for guidance in preparing their estimates to send the Treasurer. Also, the President appoints the Audit Committee, which proceeds between June 1 and July 15 to conduct the audit of the outgoing Treasurer.
By July 15	Newly-elected Treasurer sends to the new (as of July 1) Board the Annual Financial Report and Audit Committee Report (covering the preceding Fiscal Year under the outgoing Treasurer) and the Annual Budget (for the new Fiscal Year).
By July 30	The Board convenes and endorses the Annual Financial Report and the Annual Budget related to the outgoing Treasurer, and endorses the Annual Budget prepared by the new Treasurer
By October 15	Treasurer sends the First Quarter Financial Report to the Board for its review and acceptance
By January 15	Treasurer sends the Second Quarter Financial Report to the Board for its review and acceptance
By April 15	Treasurer sends the Third Quarter Financial Report to the Board for its review and acceptance

NOTE: This is a Board Policy Proposal, not a Bylaws Amendment proposal.

Attachment D: VPS Support Network Volunteers --- 1/11/12

NAME	Acnow- ledged	E-Mail	Tel.No. Home	Tel.No.Cell	Any Area	Publicity Develop	Instruct. Field Trips	Audio- Visual	Speakers Social	Events	History at Comp.	TableSetup at Comp.	Print Pass	Nature Visions	Editorial Articles for Newsletter	Mem.Photo Display	WebMaster Assist.	Greeters	Current Assignment	Details - suggestions
Dated 9.15.2011																				
Elfring, Jane	x	jeffri@bellatlantic.net	703-451-7298	703-801-6106		X									X				Newsletter Assist.	
Patricia Deege	x	pdeege@verizon.net	703-255-1426						X	X				X	X				VP-Support Network	
Price-Rhodes, Melony	x	monica@vt.edu	703-324-319(w)	703-283-1666					X	Party Asst.									Speaker Program Asst.	
Shevock, Tom	x	tshevock@shevock.com	571-235-8338			X		X						X					Nature Visions ??	
Axibund, Joan	x	jaxibund@verizon.net	703-939-6382		X														Competitions	
Tamay, Dennis	x	dtamay@qgh.com	703-415-8139							Party Asst.									Field trips	
Lou Coglianese	x	lcoglianese@gmail.com	703-449-9541			X	X			Party Asst.	X							X	Digital. Project.	
Jean Feigheny	x	D.J.F@cox.net	703-250-1491										X							
Sharon Connolly	x	sharconn@aol.com	703-250-9048		X														Treasurer	
Ursy Potter	x	riverpot@aol.com	703-821-1373																	
Michael Cassidy	x	mcassidy7@verizon.net	703-758-0672		X			X				X							X	
Robert Jimenez	x	rjimenez@aol.com	292-378-3282					X				Proj. Equip						X		
Carol W. Carroll	x	csquared2@yahoo.com	703-938-3521	703-507-7567	X															
Sherry Beyers	x	kycal73@earthlink.net	703-451-9247		X															
Craig Beyers	x	wmoe@earthlink.net	703-451-9247									Proj. Equip								
Robert J. Bills	x	bigbluemoon2525@hotmail.com	703-498-9131											X					Nature Visions	
Debbie Newell	x	debnnewell54@gmail.com	703-323-3865	703-850-3820						Xmas Hostess								X	Xmas Hostess	
Rita Leake	x	rlauR.L@cox.net	703-866-4746		X						X	X	X	X	X					
Rob Paine	x	robertwaine@MGC.com	703-380-2738			X														
Julie Cochran	x	catlady1821@cox.net	703-402-6455			X								X					Gift Baskets, Facebook	
Zulei Ka Abdul	x	Zabdu01@hotmail.com	703-281-4344									X								
Cynthia Sdrewski	x	csdrewski@gmail.com	703-623-4777																Field trips	
Lisa Fay (Student)	x	doolover9394@verizon.net	703-281-7872								X						X			
Roger Tarrant	x	tarrantroger@hotmail.com	703-255-7178					X												Assist w. digital projection
Paula Margus	x	pimargus@hotmail.com	703-283-1050	703-283-1050				X						X	X					
Laura Howell	x	lhowellphotos@yahoo.com	703-451-5498		X															
Stan Weinstein	x	dreamsandmemories@cox.net	703-281-5842		X															
Kathleen Furey		kfurey@earthlink.net	703-327-2527		x															Graphic Designer, publ. items, etc.
John Padbury		fpad@adl.com	703-580-2843		X															
Roger Tarrant volunteered to help set up projection equipment & learn to operate the projection program for competitions. Could be Lou's alternate																				
Paula Margus could ask her to take Social Coordinator																				
Mike Cassidy could ask him to take Facility Coordinator																				