

VPS Board Meeting – Minutes

Meeting Date/Time: 11/9/2011 7:30 – 10:00

Meeting Location: Thoreau Middle School, Vienna, VA

Present: Thirteen 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)

Not Present: Ceasar Sharper (Director of Publicity); Joan Axilbund (VP for Competitions); Jorja Feldman (Co-VP for Competition Judges); Dennis Tarnay (VP for Field Trips); Desiree DiMauro (Co-VP for Competition Judges)

1. Call to Order: The meeting was called to order by President Liz Bumgarner. Liz presented the agenda (Attachment A).

2. ~~Reading and adoption of Minutes from September, 2011: Patty Barker.~~

VOTE: 13 to 0 in favor of adopting the September 2011 Minutes.

3. Unfinished Business:

3.1 Budget for 2011-2012/Current Treasurer's Report: Sharon Connolly

Discussion: Sharon distributed the annual budget as well as a first quarter expense report. Although the budget was approved last month, it still requires some reformatting; specifically the "Contingencies Reserve" line item consisting of a \$1000 "rainy day" fund. The goal is to never fall below \$1000 cash on hand. The Contingency Reserve line item will be placed within the budget as to not artificially inflate either the "expenses" or "income" categories.

VOTE: 13 to 0 in favor of accepting the budget as is except for simple reformatting of certain line items and the double-checking of some line items to insure accuracy.

3.2 Director of Building and Facility Coordination: Liz Bumgarner

Discussion: The school removed audio equipment from the VPS meeting room. If the school cannot supply sufficient audio equipment for meeting nights, we will consider purchasing our own.

We discussed who would be responsible for carrying equipment to and from meetings. Ken Martin, Mary Jane and Martin Fish and Phil Kronenberg all offered to help.

VOTE: 13 to 0 in favor of Ken performing the duties of Building and Facility Coordinator with Mary Jane and Martin Fish as his back-up.

3.3 Logo Discussion: Phil Kronenberg

Discussion: Phil distributed four versions of the new VPS Logo, each of which had been designed by VPS member Zuleika Abdul's son Josh Abdul or Josh's graphic design associate. The logo must work in black and white as well as in color. The board informally voted on each one. With seven votes, the most popular logo was Logo#3 (Filename: Vienna_Photographic _Society_edit-01[1].jpg). David Biehler agreed to put Logo#3 on the website to see how it looks. Liz agreed to distribute Logo#3 so it can be used on VPS business cards and thank-you notes. All agreed we should wait a few weeks before we make a final decision on a new logo. A fee for the logo designer was tabled until we decide which logo to adopt and whether it needs any revisions.

Once we make a final decision on the new logo, we will secure all rights to its use.

3.4 Website: David Biehler

Discussion: It was decided to remove current old photos from the website's "Members' Galleries". David was asked if members could add a link to their Flickr or 500px portfolios. David agreed to test a few member's links. All agreed that David will not maintain individual member's galleries or portfolios. Members will maintain their own. David will only supply the link.

Liz is considering whether board members should have a VPS-specific Email address as opposed to publishing private Email addresses.

Liz agreed to provide a list of board member's contact information to be included on the website. Phil and David will determine whether photos of board members can be included.

There was a mention of putting the 44 VPS photos from Nature's Vision on the website.

3.5 PSA: Liz Bumgarner

Discussion: Skipped due to time constraints. Liz to discuss off line.

3.6 Annual Awards Committee: Patricia Deege, Phil Kronenberg

Discussion: Phil had distributed via Email a proposal for a "Distinguished Service Award" prior to tonight's meeting. Joan Axelrod voted in absentia against this proposal. There was discussion about the pros and cons of such an award. It was moved to table discussion until next month's meeting.

VOTE: 7 in favor and 2 against tabling the proposal to initiate a Distinguished Service Award.

It was then moved by Phil to withdraw his proposal to establish a Distinguished Service Award.

VOTE: 13 to 0 in favor of withdrawing the proposal altogether.

3.7 Database: Patricia Deege

Discussion: Patricia agreed to redistribute the Support Network database of names of members expressing an interest in assisting with various club activities. Board members will use the list to solicit help with various projects. In particular, Mary Jane Fish will not be VPS's Nature's Vision rep next year. There is at least one name on the Support Network list of someone who may be interested in being the rep next year.

4. New Business

4.1 Nature Visions: Mary Jane Fish

Discussion: This is the best year Nature's Visions has ever had. There were more tickets sold this year than ever before.

4.2 Board Procedures: Liz Bumgarner, Phil Kronenberg

Discussion: Phil distributed a proposal "VPS Board Meeting Governance Guidance" (Attachment B) via Email prior to tonight's meeting. This proposal requires board members to submit agenda items at least five days prior to a meeting. Phil contends we need more structure and more civility relative to how we conduct business. Liz wants to keep meetings relatively informal. It was agreed that some of the verbiage within Phil's proposal is too strong. The proposal should be rewritten to be a "guideline" as opposed to a strict "rule". Phil agreed to revise the proposal to remove words like "require" and "must".

VOTE: 11 to 0 in favor of adopting the Amended "VPS Board Meeting Governance Guidance".

4.3 Financial and Election Calendars: Phil Kronenberg

Discussion: Phil distributed a proposal "VPS Financial and Elections Calendar" (Attachment C) via Email prior to tonight's meeting. This proposal was tabled by Liz due to the lateness of the hour and will be considered at a later time by the Board.

On a separate issue, Liz stated we need updated Job Descriptions for each board member. Liz suggested that Board Members write a detailed description of what their job entails. Liz stressed that Job Descriptions must be "guidance" documents offering "suggestions", not a list of rules.

4.4 Speaker Report: Renee Loeffler

Discussion: Renee confirmed that the speakers are all lined up.

4.5 Judges Report: Desiree DiMauro (not present)

Discussion: David Biehler suggested we send each judge digital photographs prior to a competition. There were several pros and cons discussed, including the advantage of first impressions and judging with spontaneity. It was decided to hold this discussion for now.

4.6 Communications Report: Phil Kronenberg

Discussion: Phil reported that a 5-member "Communications Group" (Biehler, Cochran, Mier, Sharper, and himself) had a number of conversations during the summer and had produced a report of communications issues that had been discussed. This 10-page report was distributed by email to the Board on November 6. Phil also reported that there has been insufficient publicity sent to local media about club activities. He hopes we will be able to do better in meeting this need in the future, with the leadership of our Publicity Director, Ceasar Sharper, and the help of other interested members.

4.7 Vienna Calendar: Liz Bumgarner

Discussion: Liz assisted Annette with the Vienna calendar. One of Liz's pictures will be on its front cover. They are still looking for two pictures – November and January.

4.8 Louise Archer PTA Competition: Liz Bumgarner

Discussion: Liz greatly enjoyed judging a national PTA student competition promoting diversity. Liz was impressed with the quality of the photos the students submitted.

4.9 Any Other Business

Liz and Patricia will continue to work on the Christmas party.

We will continue to use the old brochure until the new logo is finalized.

The Board policy proposal, "VPS Survey Policy," (Attachment D) submitted by email to the Board by Phil Kronenberg as an agenda item prior to this meeting, is automatically tabled due to lack of time for its consideration.

5. Adjournment: Liz Bumgarner --- The meeting was adjourned at 10:05pm.