

VPS Board Meeting

Meeting Date/Time: 9/14/2011 7:30 – 9:30

Meeting Location: Thoreau Middle School, Vienna, VA

Present: Liz Bumgarner (President); Patty Barker (Secretary); Patricia Deege (First Vice President); Sharon Connolly (Treasurer); Dennis Tarnay (VP for Field Trips); Desiree DiMauro (Co-VP for Competition Judges); 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)

Not Present: Jim Darracott (VP for Program Operations); Renee Loeffler (VP for Program Speakers); Philip Kronenberg (VP for Member Communications); Ceasar Sharper (Director of Publicity); Joan Axilbund (VP for Competitions); David Biehler (Webmaster/Director); Jorja Feldman (Co-VP for Competition Judges)

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

OLD BUSINESS

1. Budget for 2011-12 – Sharon: Requires of vote for approval.

Sharon presented the 2011-12 budget (Attachment B).

Discussion:

a) Undocumented Expenses: Many board members have not been submitting their club expenses to be included in the annual budget, e.g., turkeys, brochure materials, etc. This is not a good practice because all expenses, donated or not, should be tracked.

b) Budget Format: There was discussion regarding a \$1000 line item in the budget labeled “Reserve for Contingency”. Although it’s appropriate to have a contingency amount reserved for unexpected expenses, it is not a true “expense” and therefore should not be included as such. The budget should be reformatted so the Current Net Balance or “bottom line” does not reflect a negative amount.

VOTE: 10/0 in favor of reformatting the budget as described above.

c) Judge Travel Expense: Desiree asked that \$75 be added as a forecasted annual expense to reimburse judges for their travel expenses.

VOTE: 10/0 in favor of adding a Judge Travel Expense of \$75 to the budget.

d) Photocopying Expense: Loma asked that the current \$20 line item for photocopying be increased to \$50.

VOTE: 10/0 in favor of increasing the photocopying budget to \$50.

e) Skype: Skype is a software application that allows users to make voice calls over the Internet. It could benefit the club by allowing board members to conduct business without having to be physically in one place. There was prior discussion about the club purchasing web cams for members to use with Skype.

However, individuals have already purchased their own web cams. Therefore the only club expense for Skype will be \$20/Three Months.

VOTE: 11/0 (including one proxy vote per Phil Kronenberg) in favor of purchasing Skype for a three-month trial time. However, we will track its usage and discontinue the subscription if it is not sufficiently used.

VOTE: 11/0 (including one proxy vote per Phil Kronenberg) in favor of the 2011-12 budget.

2. Approval of the Following Appointments: Asst VP for Programs: Melony Price-Rhodes

EMAIL VOTE: It was approved for Melony to become Assistant VP for Programs.

50/50 Raffle: Martin Fish
Digital Projection: Lou Coglianese
Gift Baskets: Julie Cochran

VOTE: 10/0 in favor of the above three assignments.

3. PSA: David is taking care of October Competition. Need candidate to fill in for January and April. Since David is contact for October, perhaps find someone to do the leg work and leave David as contact for VPS? Subject this year is "Nature". Adding "Travel" definitely necessitates a designated coordinator.

Discussion: We need to encourage more participation however doing both "Nature" and "Travel" is too much. Should this fall under "Exhibitions" and therefore should Liz help coordinate? Discussion was tabled so David can be present.

4. Social Events: Julie is still doing "gift baskets" and Martin has agreed to continue to do the "50/50 raffle." However, someone needs to oversee the entire program which includes Christmas party, EOY and Picnic. Position still vacant? Also vacant - Director of Building and Facility Coordination (appointed position).

Discussion: We need to find someone to be the Director of Building and Facility Coordination. This person will be responsible for setting up the room for meetings/competitions. Jim will often be available to help but cannot be solely responsible. Also we need to find someone to be Social Director. Patricia has a new list of individuals interested in volunteering for various activities. Hopefully, this list will produce someone to fill these two roles. Liz has the equipment for next week. Dennis will be there to assist.

5. **Logo for gift cards?** Sharon is waiting for a new logo before making up more gift cards. What is the progress for the new logo design?

Discussion: Patty's attempt to convince a friend's son to design a new logo seems to have fallen through. The current logo is too old fashioned. Sharon will continue using the old logo on note cards and business cards until we can get a new one. Only a few cards will be printed at time. It was

recommended that Sharon not print the inside wording of Thank You cards when reimbursing speakers/judges for mileage expenses to avoid giving a card with the same inside verbiage twice.

EMAIL VOTE: It was approved via Email to budget \$50 for the creation of a new logo.

NEW BUSINESS:

6. Website:

Mentor Center..... Needs updating
Submitting Photos to Galleries.....Currently blank. Either qualify or delete?
Who We Are – Pictures of Board Members very pixilated. Improve or delete?

Discussion: The website is currently very good but needs to be updated. Is the galleries section empty because we don't pay for "PBase"? We don't know why the board member's pictures were so low quality. They have been removed from the site. Further discussion was tabled until David can be present. Also, Patricia will look at the new list of volunteers for someone to help with the website.

7. Newsletter:

Updated format looks much better.
Page numbers should be added for ease of finding items.
Charles Neenan- suggestion for using a more electronic-friendly format; awaiting details.

Discussion: The minor format changes look great. Very positive feedback regarding Liz's articles. Therefore, no changes are necessary. Mike will add page numbers. PDF files will no longer be accepted. They're too hard to work with.

8. OTHER BUSINESS for discussion, time permitting.

Annual Awards Committee/Awards Program to be established by the First Vice President, according to the Bylaws of July, 2011. How many committee members: Board members only or general membership. Selection – how to obtain nominations; Vote – Board or General Membership.

Note: This proposal, initiated by Phil Kronenberg, has yet to be formally presented to the Board.

--No Vote Taken--

Miscellaneous Discussion:

Distinguished Service Awards: Responsibility needs to be defined.
Creating a Members' Picture ID Database: Patricia will attempt to identify a volunteer from the new list.
Lap Top/Projector Purchase: We have a 30-day quote. Process of uploading competition pictures will change.
Matting Supplies: It was suggested that we not use Light Impressions Direct due to their poor customer service.