

CONSOLIDATED ADDENDUM OF MINUTES OF VPS

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MINUTES OF VPS BOARD MEETING – APRIL 13, 2011

CALL TO ORDER: President Liz Bumgarner called the meeting to order at 7:40 pm. In attendance Patricia Deege, Martin Fish, Mary Jane Fish, Phil Kronenberg, Renee Loeffler, Joan Axilbund, Laura Howell., Sharon Connolly, Loma Mier, and Dennis Tarnay.

Those not present: Warren Wilson, John Naman, Cindy Sdrewski, David Biehler, Mike and July Cochran

Actions taken:

- Space has been reserved for the VPS summer picnic at the Nottoway Park picnic pavilion for July 30, from 3.30 to 5:30.
- The selection committee for recruiting new board members has been established; Liz Bumgarner, Joan Axilbund, Jim Darracot and Mary Jane Fish

Motion by Mary Jane Fish and seconded by Phil Kronenberg to approve the minutes of March 30th.
Unanimously approved.

RULES OF COMPETITION

Changes to the rules of competition, as presented by Joan and to include suggestions from Phil Kronenberg were discussed.

Suggestions:

Announce themes for next year well in advance, to be published by bulk e.mail, in the newsletter and on the website.

Make available digital entries to the judge prior to competition night; set up a website with password protection for downloading entries.

Motion by Mary Jane Fish and seconded by Phil Kronenberg to approve the changes to the Rules of Competition. Unanimously approved.

CONCEPTS FOR REFORM OF VPS ORGANIZATION AND OPERATIONS presented by Phil Kronenberg.

Discussion conclusions:

- Growth of ACTIVE members: (create a list of former and current members and their positions/ contribution to VPS). Target everyone (high school and college instructors, NVCC and George Mason, Fairfax County Adult Education teachers). Distribute more VPS brochures.
- There was general support tonight by the members of the Board for the election of all major program officers, each to be given the title of Vice President, who would serve together with appointed program Directors in each of their program areas on the Board after approval of appropriate changes to the current VPS By-Laws.

- Develop Support Network Each Vice President responsible for forming his/her work group. This should be included in the By-Laws job descriptions; working groups to form a pool of potential officers.
- Establish working groups for social events.
- Create a privacy policy to be presented to membership in September 2011.

ACTION: Committee to be appointed for drafting of a privacy policy during the summer.

No formal vote taken at this time.

Suggestions:

- Working groups need more recognition; end-of-year plaques or certificates
- New members should be solicited for assistance in their areas of interest. A form/questionnaire could be added to the new member packet and/or follow-up contact made after a short period of membership e.g. November
- Program of greeters at each club night should be re-established.
- As an aid to help members become acquainted with each other, create a member recognition data base to include photo (or personal symbol, optional) and name; perhaps additional optional information might include camera equipment, special interest or expertise.
- Website needs updating, possibly to include additional information links
- Change the start time of VPS meetings to 7:00 p.m. for social “meet and greet” and relevant announcements with formal program to begin promptly at 7:30.
- Establish new Board position – Vice President for Program Operation to cover
- Director for Building and Facility Coordination
- Director for Social Events

Liz Bumgarner will prepare and distribute the required changes to the current VPS By-Laws to specify and provide job descriptions for the revised schedule of elected and appointed officers.

PURCHASE OF ADDITIONAL EQUIPMENT

It is apparent that VPS needs an additional set of digital projection equipment. A committee of Sharon Conolly, Lou Coglianesse and Joan Axilbund was suggested to research and purchase this equipment. Approval for expenditure of up to \$2,500 was requested. Sharon Connolly distributed Treasurer’s Report. Current account balance stands at \$6,097.36 (some upcoming expenditures to be made not included)

Motion by Phil Kronenberg and seconded by Martin Fish for the above expenditure. Unanimously approved.

Meeting adjourned at 10.00 p.m.

Respectfully submitted
 Patricia Deege
 Vice President
 Stand-In for Secretary

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MINUTES OF VPS GENERAL MEETING – JUNE 1, 2011

A meeting of the general membership of VPS was held at Thoreau Middle School, June 1, 2011, 7:30 – 10:00 pm

Other than a presentation by speaker Regis Lefebure, the President Liz Bumgarner held a vote on two issues. There were 37 members of VPS present and participating at these votes, which constituted a quorum present and voting of the total membership of VPS.

Issue One:

Vote for the following revisions to the Bylaws of VPS:

Article VI - Officers

The Board of Directors of the Vienna Photographic Society (VPS), composed of the elected and appointed members listed below shall direct the management of VPS. The Board shall also include the Immediate Past President of VPS, who shall serve ex-officio. The following officers shall be elected for one-year terms by the membership and shall serve on the Board of Directors.

Elected Board Officers

President

First Vice President

Secretary

Treasurer

Vice President for Program Speakers

Vice President for Competition Judges

Vice President for Competitions

Vice President for Field Trips

Vice President for Forums

Vice President for Member Communications

Vice President for Exhibits

Vice President for Program Operations

Appointed Board Officers

Vice-Presidents shall nominate to the Board, such Directors as shall be authorized in their areas of responsibility in the By-Laws. Directors are appointed by a majority of the elected Board and will serve and vote on the Board of Directors. Appointed officers serve for the tenure of their respective vice president. Appointed Directors on the Board shall include:

Editor (Director) of the Newsletter

Director of the Website

Director of Publicity

Director of Membership

Director of Building and Facility Co-ordination

Director of Social Events

In compliance with the rules of the Northern Virginia Photographic

Expo, a representative to NVPE shall be elected by the membership to the VPS Board of Directors each January for a one-year term.

The Board shall meet as often as necessary to conduct the business of VPS. Ten members of the Board shall constitute a quorum.

A Board member is entitled to one vote, even if that member holds more than one position.

Elected and appointed members of the Board may serve consecutive terms if reelected or reappointed.

The First Vice President shall immediately become the President and complete the term of the former President when the position of President becomes vacant.

A vacancy in an elected position other than President shall be filled by a member approved by the Board. Any person filling a vacant position shall serve for the remainder of the term of the person who formerly held the position. A vote by a majority of the Board is necessary to declare that a "vacancy" exists for any office.

Non-Board Officers

The President and Vice Presidents are authorized to create and appoint with the approval of the Board, any non-Board officers for one-year terms from those who are part of the Support Network and who are engaged as members of any Working Group associated with Board Officers. These non-board members would be given a title (e.g. Assistant Webmaster) agreed to by the appointing officer and endorsed by the Board. Non-Board members do not vote on the Board of Directors.

Article VII – Duties of the Officers

The duties of the **PRESIDENT** shall be: To uphold the Bylaws of VPS; preside over all club meetings, including general membership meetings and special meetings, as well as meetings of the VPS Board; and be responsible for coordinating the activities of the various club officers, programs, and functions. Ad hoc committees may be appointed by the President as required and discharged as they complete assignments.

The duties of the **FIRST VICE-PRESIDENT** shall be: To assume the duties of the President in his/her absence or in cases where specifically requested by the President, and to supervise programs designed to further the aims of VPS, to chair the Annual Awards Committee--which the First Vice President shall appoint--and to supervise the Annual Awards Program and to serve as Mentor of the Support Network. The Support Group responsibilities shall include the appointment and maintenance of a cadre of at least twenty Support Network members throughout the year of service.

The duties of the **SECRETARY** shall be: To record and distribute the minutes of all Board meetings, to record all votes of the General Membership, to prepare and distribute club-related correspondence as directed by the President, to maintain the historical record of VPS and perform other duties as assigned or required by the President.

The duties of the **TREASURER** shall be: With the guidance of the President, to maintain custody and record of all VPS Funds/dues, to disburse funds for VPS expenses and maintain records thereof, to locate the most efficient financial institution for the funds, prepare periodic fiscal reports and to prepare the annual budget.

The duties of the **VICE PRESIDENT FOR PROGRAM SPEAKERS** shall be: To develop plans and arrange for 10 monthly Guest Speaker Presentations during the club-operating year. The number of monthly Guest Speaker Presentations may be adjusted by a vote of the Board when warranted. These tasks will be supported by a Working Group of VPS members selected and appointed and supervised by this vice president.

The duties of the **VICE PRESIDENT FOR COMPETITION JUDGES** shall be: To recruit and arrange for the Competition Judges. Duties shall also include working in coordination with the Director for Competitions to ensure that a fair and equitable competition is conducted. These tasks will be supported by a Working Group of VPS members selected and appointed and supervised by this vice president.

The duties of the **VICE PRESIDENT FOR COMPETITIONS** shall be: To provide arrangements, entry forms or sign up sheets, records and instructions; supervise the competitions; maintain records of participation and awards; compile monthly and annual reports; coordinate with the VPS webmaster as to the status of competition award recipients, and work with the Director for Competition Judges. These tasks will be supported by a Working Group of VPS members selected and appointed and supervised by this vice president.

The duties of the **VICE PRESIDENT FOR EXHIBITS** shall be: To increase member exposure to the public by finding and maintaining venues for the display and/or sale of VPS members' photography. The tasks of the Vice President for Exhibits and the Exposition Representative will be supported by a Working Group of VPS members selected and appointed and supervised by this vice president.

The duties of the **VICE PRESIDENT FOR FIELD TRIPS** shall be: To design, schedule and manage photographic field trips for the pleasure and development of members. These tasks will be supported by a Working Group of VPS members selected and appointed and supervised by this vice president

The duties of the **VICE PRESIDENT FOR FORUMS** shall be: To design, schedule and coordinate special interest forums intended to stimulate photographic creativity and skill development among VPS members. These forums shall be scheduled at times that do not conflict with the monthly program speaker and monthly competition activities of VPS.

The duties of the **VICE PRESIDENT FOR COMMUNICATIONS** shall be: To distribute electronically any bulk mailings or special messages or notices that may be of interest to the membership, to manage the internal communications of the club to its members, and to plan and coordinate club activities related to publicity and member records. These tasks will be supported by a Working Group of VPS members selected and appointed and coordinated by this vice president.

The following appointed officers of Director rank with duties indicated shall be coordinated by the Vice President for Member Communications, each of which will be supported by appropriate Working Group members appointed by these Directors:

EDITOR (Director of the Newsletter): To collect articles from VPS Board members and the general membership, format them into the newsletter and distribute the newsletter electronically.

WEBMASTER (Director of the Website): To develop, maintain, and operate an effective and professionally attractive online website in order to provide useful information to VPS members and to symbolize to photographic enthusiasts the high quality of VPS programs and member photographic activities. These duties include posting of award winner information in coordination with the Vice President for Competitions.

PUBLICITY DIRECTOR: To plan, develop and execute a program of publicity directed toward the outside community in support of VPS goals, programs, and activities. It is expected that these activities will cover recruitment of new members, solicitation of support and establishment of networking initiatives that will enhance the financial and member base of VPS.

MEMBERSHIP DIRECTOR: To plan, develop and execute a program of member database record-keeping, including initiatives designed to encourage maintenance of active membership participation in the activities of the club and efforts to welcome new members to the club. This officer will also be responsible for the creation and maintenance of the member Recognition Photographic Data Base. This officer will also be responsible to assure that VPS Privacy Policies are developed, promulgated and effectively maintained.

The duties of the **VICE PRESIDENT FOR PROGRAM OPERATIONS** shall be: To coordinate the securing the custody and availability of equipment and supplies necessary to the successful conduct of club activities, obtain access and schedule sites necessary for these activities, and undertake planning and support activities related to VPS social programs for members. This vice president will coordinate the following appointed officers of Director rank with duties indicated, each of which will be supported by appropriate Working Group members appointed by these officers:

DIRECTOR OF BUILDING AND FACILITY COORDINATION: To plan, schedule and maintain custody of such equipment and facility arrangements as are necessary for the successful implementation of all VPS programs, outside of the programs coordinated by the Director for Social Events.

DIRECTOR OF SOCIAL EVENTS: To plan, schedule, organize, and obtain sites for the conduct of social events for the pleasure and camaraderie of VPS members. These events include such activities as

obtaining gifts for VPS speakers and judges, raffle programs, holiday parties, picnics, and providing for the greeting of members at club session.

Issue Two:

Vote for the following elected officers of VPS to serve during the 2011-2012 operating year. There were no nominations from the floor:

President: Liz Bumgarner

First Vice President: Patricia Deege

Secretary: Patty Barker

Treasurer: Sharon Connolly

Vice President for Program Speakers: Renee Loeffler

Vice President for Competition Judges: Desiree DiMauro and Jorja Feldman

Vice President for Competitions: Joan Axilbund

Vice President for Member Communications: Philip Kronenberg

Vice President for Forums: Martin and Mary Jane Fish

Vice President for Exhibits: Liz Bumgarner

Vice President for Field Trips: Dennis Tarnay

Vice President for Program Operations: Jim Darracott

Nature Visions Representative: Mary Jane Fish

The election was unanimous and the results were reported by email to the membership from Liz Bumgarner, President, VPS, dated 12 June 2011.

MINUTES OF BOARD VOTE ACCOMPLISHED BY EMAIL, 7 JULY 2011

By email vote of the Board, the following appointed officer were approved for addition to the Board, per email announcement of 7 July 2011, results validated after email voting by the Board confirmed by Philip Kronenberg, Vice President for Member Communications:

Editor (Director of the FOCAL POINTS Newsletter): Michael Cochran

Director of Publicity: Ceasar Sharper

Director of Membership: Loma Mier

Webmaster (Director of the Website): David Biehler