

San Diego County Orchid Society
Minutes of the Board of Directors Regular Meeting
June 6, 2019

Summary

Attendees:

Kay Klausing, Debby Halliday, John Oswalt, Tom Ketelaar, Myra DeTate, Bob Clark, Carey McCoy; Pedro Sanchez and Scott LaBouff were unexcused absent. SDCOS members Dave Hoffmaster, Jack Schaefer, Stewart Walton, and David Vandebroek also attended. Dave Hoffmaster attended for concerns relating to the 2019 July in-the-park show; the latter three attended as incoming 2019-2020 (2019 fiscal year) Board members to observe a working Board meeting.

The meeting was held at Balboa Park - Casa Del Prado Building, Room 104. The call to order came at 7:05 P.M. by Debby Halliday, First Vice-President. President, Kay Klausing, entered the meeting at 7:18 P.M. and presided.

First Item of Business: - Dave Hoffmaster

Dave Hoffmaster attended the Board meeting to express concerns/planning for the 2019 summer show in the park event taking place the weekend of July 27-28, 2019. He will not be attending the actual activities but offered to assist with the planning. Items of concern are:

1. Volunteer coordination: Carol Berg is now coordinating the volunteers' activities/roster for Society events. Kay will contact Carol to get that activity rolling.
2. Use/Need of the patio display tents: Discussion centered around the need for the tents in relation to the vendors participating at the July show. There is no reason to construct the tents if there are insufficient vendor needs. Dave will be coordinating the effort of gathering committed vendors; if vendor needs dictate, the tents may be used for the summer show.
3. Security issues if the patio space is used: Protection of the patio vendors' assets prior to park maintenance personnel locking-down the patio area is a critical item. This needs to be considered for both night and early morning hours after and before show's open hours. Kay committed to patrolling the night hours and Jack Schaefer committed to patrolling the early morning hours.
4. Judging issues and supplies: Pam Peters coordinates this task. Dave Hoffmaster will contact Pam regarding any judging issues and supply needs such as registration tags. There was an issue with the tag supply at the 2019 Spring Show.
5. Show materials transport truck: Dave usually arranges this item for the park shows but since he will not be available, this item needs to be assumed by another. Bob Clark will be sending out an email blast seeking a volunteer. Pedro Sanchez was suggested as a driver possibility; John Oswalt offered to contact Pedro for his commitment to the task.
6. Substitute July Show Co-Chairs: Debby Halliday and Kay Klausing.

Secretary's Report: - Tom Ketelaar

There were no May 2019 Board meeting minutes to approve; that meeting had been cancelled.

Treasurer's Report: - Myra DeTate

1. Myra presented the 'detail report' portion of the Income Statement for a quick review by Board members of listed items. There were a few entries questioned and discussed. She will make refinements to include: some expense category adjustments, work on the Revenue items section, setting out the AOS (American Orchid Society) items generated by the recent 2019 Spring Show. For the financial statements, she will send Board members the refined Income Statement and Balance Sheet for review; the third financial statement, the Cash Flow Statement, will not be sent for review.
2. The proposed budget for the SDCOS 2019 fiscal year beginning 1 July 2019 will be sent via email to the current Board for review and approval.
3. The budget for the 2020 Spring show will be worked up so the "2020 Spring Show Committee" will have more lead time for considering any proposed changes, items, and refinements.

President's items:

1. The speaker (PA – Public Address) system in Room 101 is not functioning correctly due to some unknown cause(s); the Board has decided to research a new system to be owned, controlled, maintained, and stored by the Society. In March of this year, Kay had already completed research of various systems and presented findings at this and previous Board meetings; he would follow-up with more information via email to Board and incoming Board members. Debby moved to purchase a new Society speaker system for Room 101; the final total expense not exceeding \$500.00. The motion was seconded, discussed, and brought to a vote. The motion passed. There is confusion as to what group or public entity owns the amplifier, speakers, etc. of the current PA system and where the responsibility lies for its maintenance and repair.
2. Another piece of equipment in need of replacement is the coffee maker used in Room 101 and the kitchen area. Carol Kerr had provided Myra various suggestions of units currently available. Myra passed the illustration around to members present for view. Various coffee-cup sizes were presented. Debby made a motion to purchase a fifty-cup unit with the total purchase price not exceeding \$100.00. The motion was seconded, discussed, and voted on. The motion passed. Since Carol Kerr heads up the Society's coffee-making department, Kay will contact her and let her know she has the authority to make the final selection and purchase of the replacement coffee maker. This item also will be owned, controlled, maintained, and stored by the Society.
3. The July Board meeting for 2019 falls on the July Fourth Holiday and needs to be rescheduled. Various dates were considered relating to calendar/schedule availability of the current and incoming Board members. The conclusion was to have the meeting on Monday, July 8, 2019, in Room 104 with scheduled start time of 7:00 P.M. Jack Schaefer offered to contact David Brown regarding the Room 104 reservation procedure and placing the meeting date and room use on the 'official calendar'.

4. At the June SDCOS General Meeting, there were no locker keys available to access the green table coverings' locker; a few white coverings were located for use that evening. It is evident more keys should be available via more key holders to assure someone will have a lockers' access key at the needed time. Carol Berg had previously completed the task of having all lockers locking mechanisms keyed alike and she had a list of key holders already in possession of a locker key. Kay will contact Carol and request additional keys be made and given to additional key holders. A few additional keys will be made for the kitchen cabinets where SDCOS items are stored. The number of SDCOS storage garage unique cylinder lock keys have been increased and distributed to members who may need access. Tom Ketelaar has the list of those key holders.

5. The SDCOS By-Laws, "Article III Meetings, Section 6. Procedure" state: "All business meetings shall be conducted in accordance with "*Robert's Rules of Order*". Bob Clark had been the Society's Parliamentarian but will no longer be serving in that role. Jack Schaefer has accepted the responsibility as the Society Parliamentarian; Bob has offered to act as a consultant, if needed. Bob stated the Parliamentarian needs to be at the Board meetings, but it is not a requirement he/she be a Board member. For reference, the Society owns two copies of "Robert's Rules of Order, Newly Revised, 11th Edition". Bob gave his copy to Jack Schaefer, the copy Tom Ketelaar has will be provided David Vandebroek, the Society's incoming secretary. Bob Clark stated he will continue as the Society's Membership Committee Chair and coordinating all the tasks required for membership control and record keeping.

6. A suggestion to have corsages available for sale at park shows as is done at the annual spring show has been voiced. The consensus of the Board is that if volunteers with sufficient skills were to step forward and take on the task to produce quality finished products on the caliber of those at the spring show, this could happen. The completed corsages would still fall under the category of "Member Sales" as is the practice at the spring show. The stipulations of volunteers stepping forward and meeting the final product quality requirements will decide if corsages will be offered for shows other than the annual spring show.

7. For the continuing and incoming Board members, Jack Schaefer has committed to producing an "How To" sheet for accessing the "Board Only" section of the Society's website. He states he has already constructed the informational procedures in his mind but now must produce them in hard copy format. While he is completing that task, he will also be updating that section of the website.

8. The incoming 2019 fiscal year Board members will be installed at the July 2019 General meeting. Kay Klausing, President, will have all the proper wording available for the installation portion of the July General meeting 'Business' section of the meeting.

9. Kay continues his work on the next survey topic of 'Volunteer activities'.

First Vice-President Items: - Debby Halliday

Debby has scheduled Norman Fang, owner of Norman's Orchids in Montclair, California which is between Pomona and Ontario, California, for a presentation titled "New Color Forms of Phalaenopsis Species" as the main speaker at the July SDCOS General meeting. He will be providing plants for the 'Opportunity Table'; Debby will contact him about having a 'pre-order activity' available to membership so members who ordered ahead may collect the pre-ordered plants at the July General meeting.

Second Vice-President Items: - John Oswalt

1. John will be coordinating with Stewart Walton, the incoming Second Vice-President, activities for the 'Culture Class' portion of the July General meeting. More detailed information will follow in the July SDCOS newsletter.

Directors at Large Items: - Bob Clark, Pedro Sanchez, Carey McCoy

1. Carey McCoy provided information pertaining to the "Kensington Garden Tour" taking place 8 June 2019 in the Kensington community area of San Diego. The event is presented by "The San Diego Floral Association (SDFA)". The first show garden is owned by a person familiar to the SDCOS family, Dr. Jeffrey Winfield, M.D., PhD., who often brings scrumptious appetizers to SDCOS dinner events. The photos of display gardens in the SDFA magazine, "California Garden", which Carey shared with the Board, were quite impressive and will be a joy for those attending, visiting, and photographing the 'show' gardens. Carey will be setting up a display of her orchids, giving out hundreds of bookmarks, advertising the SDCOS July show-in-the park, and answering questions. More than five-hundred visitors are expected at this event.

Scheduled Date for the next Board Meeting:

Monday, July 8, 2019, at 7:00 P.M. – Balboa Park - Casa Del Prado building, Room 104. There being no further business, Kay Klausung, president, adjourned the meeting.

Meeting Adjournment: 8:42 P.M.

Respectfully submitted,

Tom Ketelaar
Secretary