
Sun City Photography Club Board of Directors

Regular Meeting Minutes

January 17, 2022

Call to order: 1:00 pm

Board members present: Allen Utzig, Marsha Larrabee, Jeff Goldberg, Randy Freeman, Jane McCabe

Board members absent: None

Club members present: Jim Wooll, Anne Marshall, Rita Johnston

Guests: None

Approval of minutes:

The minutes of the last meeting (November 10, 2021) which were distributed to board members prior to the meeting were approved. (Larrabee/Goldberg)

Treasurer's Report:

Randy Freeman reported that the club has \$8,667 and 262 members as of the end of 2021. The new members added this year will not be reflected in the numbers until the February report.

Jim Wooll, prior treasurer, gave recommendations to the current board. First, if anything goes wrong with the new monitor screen, be aware that it was purchased with a 5-year extended warranty. Randy will have the documentation, so Georgetown TV can be called for servicing under that warranty if needed. Second, when any new event is planned, let the planners know the budget constraints from the very beginning so as not to exceed the budget.

Marsha Larrabee acknowledged Jim's donation of an Apple TV to the club. Jim stated that no additional equipment will be required to use it.

Old Business:

Rita Johnston reported that the Photography Club was the only club at the November Arts and Crafts Fair that did not have capability to accept credit card payments. Total sales for the club were \$3,500 but probably could have been at least another thousand dollars if credit card payments were accepted. The CA has five iPads for clubs to use to process credit card payments, and only one per club can be reserved. Rita has reserved one of those for this year's fair.

Some optional ways for the club to process credit card payments were discussed. Allen suggested that Rita further investigate these options and come to the next board meeting with her recommendations.*

Rita volunteered to be the lead person for the club's participation in this year's Arts and Crafts Fair. The board approved Rita to do so.

Housekeeping Items:

The Chartered Club Fair is on Friday, January 21st from 9 am to noon. Bob Maher had started designing a brochure about the club last fall, to be handed out at the fair. Allen Utzig made further revisions and had 100 brochures printed- he passed out samples. Allen submitted a request for reimbursement of printing expenses to Randy. The final cost came to about a dollar each. Club members will man our table at the fair, with setup starting at 8:30.

New Resident Orientation is on February 17th. The club will have a table set up there as well.

We are the judging club for the PSA Print Competition on February 26th, headed by Glenn Rudd. He will have a meeting about it this Wednesday (Jan. 19th) at 8:30.

There is a change in leadership of the Nature SIG. Marsha Larrabee is stepping down and Deb Peak will be the new leader. Other SIG leaders will remain as last year.

Anne Marshall agreed to continue as the club's Director of Publicity.

Allen requested of Jane that the minutes include a list of Action Items at the bottom, so that it will be easy to track what things need to be done and by whom.

Allen requested of the board that members submit any planned motions in writing, to expedite the meetings.

Status of repairs: All the bulbs in the studio have been replaced with those of the same color temperature. The skylight in the studio has been covered. The computer closet in that room needs to be repaired.

New Business:

1) New Computer Committee

Allen reported concern that the club's computer may be too old and slow for our needs. At minimum it will need to accommodate a Photoshop/Lightroom subscription.

MOTION (Utzig/Goldberg) "that Bob Maher be appointed to form a committee for the purpose of evaluating the club's computer." Motion passed.

The committee's charge will be to assess whether we should keep or replace the club's computer. If the committee recommends replacement, it shall identify replacement options and provide details and cost information to the board. Should the committee determine that the computer should be replaced, it shall also make a recommendation of what to do with our current computer.

The committee will be directed to complete its work and report back to the board at the next board meeting.*

2) General Meetings and Workshops

Pending workshop instructors: Kathy Adams Clark, Tim Babiak, Deborah Cole.

Discussion included setting of fees for workshops, new CA policy of adding \$1 charge to each ticket purchased through them, confusion about registration for workshops not being available until a later date than when first listed on the club calendar, pros and cons of purchasing tickets through the CA vs. directly through the club.

MOTION made by Jeff that “the club will utilize the CA’s ticketing system for all workshops that the club puts on this year.” Motion passed.

Jeff will communicate this new policy to Tracey Smith, and they will determine who is to set up the system with the CA.*

Randy will need copies of the CA’s reports to the club on ticket sales, as that will go into his financial accounting.

3) Setup and Cleanup Crews

At each workshop, the club is responsible for setup and cleanup of the meeting rooms. We will be charged \$30 if the rooms are not cleaned, including taking out trash to the dumpster.

4) 2022 Contest and Exhibits

Marsha reported that no one has stepped up to fill the spot of Director of Exhibits. She met with several club members who proposed that the duties of the Director of Exhibits could be divided among members of a committee. Sherry McRae has volunteered to be the coordinator of on-site exhibits (within Sun City). She has three volunteers who will be working with her.

Marsha is looking for a coordinator of off-site exhibit venues which include the St. David’s Healing Arts exhibit in July and the Georgetown Library.

The third person needed is a chairman of the annual show and competition committee.

Discussion held to problem-solve ways to recruit volunteers for these positions and other tasks. Options discussed included hiring a person to hang pictures at the annual show and charging participants a fee to help cover the cost.

Allen will make a plea for volunteers at the monthly general club meeting on Wednesday (Jan. 19th).

5) New Member Orientation

Marsha proposed Friday, February 18th at 10:00 for a New Member Orientation. This will include instruction in navigating the club’s website, how to register for events, how to buy tickets for workshops through the CA system, etc. Last time there were 25-30 people who attended, and it lasted about an hour and a half.

6) Name Tags

The club hasn’t offered name tags in quite a while. Allen said that Robert’s Printing would charge \$15 each to create the same tags that some members have. Anne said that a Sun City resident, Darrell Hutchinson, makes name tags for many clubs that cost only about \$7. Allen will call Darrell to get more information.*

7) Size of Board

Allen brought up the idea of adding board positions, such as a First Vice President, Past President, Members-At-Large, etc. It would be helpful to have extra people who can fill in during absences and to move on to other positions rather than having a board of people all new to the job. Adding positions would require a bylaws change. Allen suggested that this not happen until next January, giving us time to recruit people interested in joining the board. This idea was discussed.

We need to remind all members that they are invited to attend the board meetings, particularly SIG leaders and Directors of Exhibits, Field Trips, Social/Membership, Publicity, etc.

8) What Do Members Want from the Club?

Allen reported on results of a previous survey of club members. They were asked which classes they would be interested in attending. The largest percentage, 43% of respondents, wanted Photoshop, 32% Lightroom, 39% black & white, etc. Allen suggested we might want to do a new survey.

Discussion was held about activities that the club did in the past that got members engaged and interactive. It was proposed that we bring back some of those types of activities.

9) Board Meeting Schedule

The board meetings will continue to be held at 1:00 on the Monday preceding the monthly Wednesday general club meeting. The next board meeting will be on February 14th.

Unfinished Business:

Topic of the cost of hangers was tabled until the next meeting.

*Action Items:

- 1) Rita Johnston will investigate options for the club to process credit card payments at events such as the Arts and Crafts Fair. She will report her findings and make a recommendation at the next board meeting.
- 2) Allen will contact Bob Maher about forming a committee to evaluate the club's computer.
- 3) Bob Maher will report back to the board at its next meeting with findings and recommendations regarding the current computer and potential purchase of a new computer.
- 4) Jeff will speak with Tracey Smith about the club's new policy of using the CA's ticketing service, and determine who will set that up with the CA.
- 5) Marsha will change the information on the calendar to have workshops ticketed through the CA.
- 6) Allen will call Darrell Hutchinson to get information about name tags for the club.
- 7) Marsha will send dates of the general meetings to Anne for submission to Sun Rays.

Adjournment:

MOTION to adjourn (Utzig/Larrabee), passed. Meeting adjourned at 2:55 pm.

Jane McCabe, Secretary

Date of Approval: 02/14/2022