



Sun City Photography Club Board of Directors Regular Meeting Minutes March 6, 2023

Call to order: 12:32 PM

Board members present: Allen Utzig, Marsha Larrabee, Barbara Friedman, Tracey Smith, Randy Freeman, Jane McCabe

Board members absent: Jim Newkirk

Club members present: Tony Kawashima, Walt Grabowski, Carlos Rio, Rita Johnston

Guests: None

Approval of minutes:

The minutes of the last meeting (February 6, 2023) which were distributed to Board members prior to the meeting were approved. (MOTION and second: Smith/Larrabee)

Treasurer's Report:

Randy reported that the club presently has 257 members and there is \$7600 in the treasury.

Guest Issues:

Carlos Rio reported as chair of the Nominating Committee. He expressed his opinion that the job descriptions for board members should be more detailed with distinct responsibilities spelled out, as opposed to the more general descriptions currently in the bylaws. He feels that there should be a designated Parliamentarian to monitor that procedures are being carried out properly and according to the bylaws.

Marsha let Carlos know that the job descriptions have been undergoing revision but are still in need of further refinement in addition to a need for general editing of the bylaws in terms of formatting, grammar etc. There are also plans to add a separate "Executive" layer of management under the board positions, which would include appointed positions such as Director of Technology and Director of Communications.

Allen suggested that a committee be formed with Tracey, Marsha, Jane, Carlos and anyone else interested to work on the bylaws including job descriptions.

MOTION (Larrabee/Smith): "That the board of directors create a working committee to evaluate the club's organizational structure, review the existing bylaws and propose appropriate amendments to the bylaws." Motion passed following discussion.

Because of people's travel schedules, the committee will probably not be able to meet sooner than April.

Carlos made an additional suggestion regarding the general meetings, that club members who have won awards in competitions or had photos published in magazines, etc. be

acknowledged and their photos shown during the meetings. Marsha and Walt provided some history of this being done before and the reasons it was discontinued. The current recommendation has been that members who want to show their works and awards can post them on the club's Facebook page.

After discussion, it was agreed that members will be able to submit winning photos from only juried competitions or inter-club competitions (such as those that have moved up through the PSA SIG) via a Dropbox link. Allen will then put a limited number of these into a PowerPoint presentation each month that could run on a screen during a general meeting. The submitters would need to provide the name of the competition and what award was given for each photo.

The target start date for this might be in the fall. Marsha and Allen will work on details and the wording of an announcement to the club.

Walt gave an update that he is "still here" but once he moves, someone will need to take over his roles as Technical Director and as manager of the Photographer of the Month. The Photographer of the Month management might fall under the responsibilities of the VP of Exhibits if that position is added.

Officer Report, VP – Programs & Events:

Tracey reported that David Valdez will speak at the upcoming March 8 general meeting about his time in the White House as personal photographer for President George H.W. Bush. In April, Tim Babiak will present on natural light portraiture, and he will lead a workshop at Legacy Park following the meeting.

Tracey presented a picture of the new retractable club banner design that Dave Werner had worked on. The cost to print the banner was quoted as \$166.

MOTION (Smith/Freeman): "To approve expenditure of up to \$180 for the new banner." Motion passed.

Tracey had met with several SIG leaders and some volunteers to come up with ideas for field trips. Tony Kawashima presented his idea to the board which was to hold a "team shoot-out." Four or five teams of photographers would meet at a location such as Blue Hole Park and spend an hour or two taking pictures of subjects that might include dance students from a local studio or high school. They would be offered copies of photos for marketing or personal use in exchange for their participation. It would not be a team competition but more of a cooperative exercise where advanced photographers could be teamed up with novices. People liked this idea and brought up some details that will need to be addressed such as liability waivers, parental consent forms for minor models, etc.

Officer Report, VP – Administration:

Marsha reported that she has not had success finding people to serve as Director of Exhibits and Director of Communications. So far none of the people who signed up at the Volunteer Fair as potentially interested in those positions have panned out. Therefore, Marsha will again chair a committee for the November annual exhibit and has gotten two volunteers to be on the committee. The committee plans to make decisions about categories and judging by mid-April

so that the club can be informed of the particulars and a call for photos can go out by the end of April. Registration will begin in October.

This year the November exhibit will not overlap with the Arts & Crafts Fair. There will be two busy days with registration and judging on Saturday, November 11 and the reception on the following day, Sunday, November 12.

The article about the Internet Café finally came out in Sun Rays and Marsha has submitted an article to the Wilco Sun that she hopes will run soon. She is trying to promote the onsite venues to the CA in general including in the CA Communicator. These publicity tasks would fall under the responsibilities of a communications director if someone willing to do that can be found.

Officer Report, VP – Education:

Barbara reported that classes have been well-attended.

Old Business:

Nominating Committee – Allen informed the board that Milledge Hart has expressed willingness to serve as the club’s next treasurer. He has previously been treasurer for some other Sun City groups.

2023 Club Budget – Allen and Randy had previously submitted a club budget for 2023 to the CA although technically it has not yet been approved by the membership due to an oversight. The budget submitted to the CA is fairly general and less detailed than the line-item budget used internally by the club which adds specific line items in blue beneath the CA’s general categories.

Marsha requested that the full budget be posted on the club website quarterly so that any member may view it. She also would like an extra column added that shows expenditures to date on the blue line items, not just projected revenues, costs and expenses. Other board members agreed that that information would be helpful when planning things such as field trips and social events in order to know what has already been spent and to stay within the budget allotment.

MOTION (Larrabee/Smith) “That the board accept the budget presented for the calendar year 2023.” Motion passed.

The 2023 budget still needs to be approved by the membership per the bylaws. This was supposed to happen in the last quarter of the year prior to the budgeted year, i.e. in 2022 for the 2023 budget. To allow adequate time for members to look over the budget, Allen will attach it in an email to members in the next few days and a vote to approve it will take place at the April 12 general meeting. The 2024 budget should be submitted to the CA by September 15.

New Business:

Merger of the Nature and Bird SIGs – Tracey reported that due to low attendance at the Nature Sig and the Bird SIG, there is a proposal to merge the two into one SIG. The leaders of those SIGs have agreed to this.

MOTION (Smith/Larrabee) “To approve a merger of the Nature SIG and Bird SIG into one SIG to be called the ‘Outdoor Photography SIG’.” Motion passed.

Software Expenses – Allen had asked Walt whether anyone has been using the software that the club pays subscription fees for, specifically Microsoft 360 (\$70/yr.), Zoom (\$150/yr.), Dropbox (\$213/yr.) and Adobe Creative Cloud (\$130/yr.). He questioned whether the club should continue paying for these subscriptions. Walt had looked into this and concluded that no one was using Microsoft 360 or Creative Cloud. He said that in fact, the club’s PC was rarely used. However, Mark Nissen is planning to acquire a four-hour course in printing that could be put on that machine, which is supposed to be available for any club member to use.

Marsha added that most instructors and SIG leaders prefer to use their own laptops that can be plugged in via HDMI, but she felt that the club should maintain its Creative Cloud subscription. Pros and cons of each service and the likelihood of members using them on the club computer were discussed at length. One detrimental factor brought up was the need for ongoing maintenance (software updates, etc.) that someone would need to manage.

The board came to a consensus that we will keep the Zoom and Dropbox subscriptions and cancel Microsoft 360 and Creative Cloud, which will save the club \$200 a year.

Marsha mentioned that the club used to own Quicken software that made the treasurer’s job easier but it was discontinued when one treasurer preferred to use their own system. Allen and Randy used an Excel spreadsheet to create the club budget.

Ticketing System – Barbara reported that most of the class instructors haven’t wanted to be paid, and the CA’s ticketing system for enrolling in classes has been problematic. The idea has been introduced to discontinue using the CA ticketing system for classes and to return to managing class enrollments and payments within the club the way it had been done before.

Some of the many problems with CA ticketing mentioned were lack of timely notification of enrollees’ names and the number of people enrolled, lack of cumulative data prior to the final report issued by the CA, class titles disappearing from the list once they have sold out, and the CA charging an extra dollar for each ticket.

One downside of having members enroll directly through the club calendar is that the enrollment fees cannot be paid online. Enrollees would have to bring a check or cash which would then have to be collected and taken by someone to the treasurer. An upside of using club internal enrollment is that it would drive members to the club calendar where they would see notices of upcoming SIG meetings, general meetings and other club events.

In retrospect, board members had thought that using the CA ticketing system would be convenient and a nice source of revenue for the club, but in reality it has been more of a burden and not a great revenue source since most of the instructors have not wanted to be paid. The consensus of the board was that “it’s not worth it” to continue using CA ticketing for class enrollments.

CA ticketing will probably still be used for club social events. The changeover in class ticketing will be targeted for the fall when new classes are starting. The club membership will be notified

well in advance and that will also allow time for board members to look into whether official policy changes are needed.

Drop-In Tutorial Sessions – Tracey re-introduced the idea of having “The Doctor Is In” or “Ask Me Anything” type of sessions where club members who are well-versed in certain aspects of photography would be available for other members to ask questions within that person’s area of expertise.

Marsha suggested that it might be good to start with having camera-specific sessions, as cameras are most often asked about by new members or in SIG meetings. Start with a session each for Canon, Sony and Nikon cameras. Later sessions might focus on printing, processing or other interest areas.

The “experts” for each session will need to be identified and decisions made about scheduling and whether people would need to pre-register to attend.

Software Reimbursement – Barbara had been contacted by Mark Nissen about the possibility of getting reimbursed for a four-hour digital course on printing. Mark was suggesting that the software could be loaded onto the club computer for any member to be able to use. The cost is \$59. Since this was a nominal cost Allen gave permission for Mark to purchase the software and get reimbursed by the club.

Adjournment:

MOTION to adjourn (Larrabee/Smith), passed. Meeting adjourned at 2:20 PM.

Jane McCabe, Secretary

Date of Approval: April 10, 2023