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## Sun City Photography Club Board of Directors Regular Meeting Minutes December 19, 2022

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**Call to order:** 10:00 AM

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

**Board members absent:** none

**Club members present:** Wes Odell, Jaan Goad, Deb Peak

**Guests:** None

### **Approval of minutes:**

The minutes of the last meeting (November 14, 2022) 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 \$4,453 and 257 members.

Marsha stated that there are no financial records from 2022 posted on the club's website. There are posts from previous years showing quarterly financial summaries and line-item budgets. Randy will gather the appropriate information to submit to Barbara for posting.\* Wes Odell stated that the bylaws indicate that the club budget should be approved at a general meeting in the fourth quarter. That did not happen so Allen will present it for a vote at the January general meeting.\*

### **Old Business:**

**Cowboy Lights (Soft Boxes)** – Allen summarized what was reported last month about the old soft boxes not functioning properly. At that meeting the board approved expenditure not to exceed \$375 to purchase Godox Continuous Lighting Soft Boxes. These have since been purchased and are now in the Studio. The old lights were sold to club member Anne Marshall for \$20.

**Use of Studio Equipment** – Following up from the last meeting, Marsha presented a proposed revision of Policy 001, "Use of Club-Owned Equipment." The original policy was written in 2014. The revisions specify that club equipment may not be removed from the Activities Center with a few exceptions e.g. if used for club events and having pre-approval by the President or the Studio Management Committee.

MOTION (Larrabee/Smith) made and passed to approve the revised Policy 001. Marsha will provide the approved version to the webmaster (Barbara) for posting on the club website.\*

**Club Organization** – Barbara summarized the topic brought up last month about reorganizing the club's leadership positions to spread out the duties among more members. She presented a "Proposed Leadership Structure" document created by Barbara, Marsha and Tracey. There were no changes made to the position descriptions for President, Secretary and Treasurer.

New Board positions proposed include VP – Communications and VP – Exhibits. Position descriptions for these and for the existing positions of VP – Administration, VP – Education and VP – Programs & Events were added and/or modified to include details of duties and oversight of Directors, Coordinators and other volunteer positions. The VP additions would require revising the bylaws but in the interim, the board can appoint Directors to perform those duties.

Firming up of position titles and descriptions is still in progress. The goal is to have these posted on the club website in the Administrative section once they are finalized.

### **New Business:**

**Policy 007** – Marsha brought up discrepancies between the latest version of Policy 007, "Club-sponsored Education," and the current Education Plan. Policy 007 was last revised in 2019. The issue of concern is that the club will be phasing in the ability for class instructors to charge a fee for classes, regardless of whether the instructor is a club member. Marsha will write revisions to the policy and bring it to the board for a vote at the next meeting.\*

**Future Board Meeting Dates/Times** – Marsha suggested that since the club's general meetings for 2023 changed from the 3<sup>rd</sup> Wednesday of the month (the schedule in 2022) to the 2<sup>nd</sup> Wednesday of the month, we should keep the board meetings on the Monday preceding the general meeting – these will usually fall on the 2<sup>nd</sup> Monday of the month. However, there is a conflict on January 9<sup>th</sup> with our current meeting time of 10:00 because a class given by Dee Sams is set for 9:30 to 11:30 in the Studio.

The board members discussed and agreed that the board meetings will subsequently be held from 12:30 to 2:30 on the Monday preceding the Wednesday general meeting. The Photo Traveler SIG has been meeting on the 2<sup>nd</sup> Monday of the month at 2-3:30 but Marsha leads this SIG and will change its meetings to a time that doesn't conflict with the board meetings.\*

**Board Announcements and Meeting Agendas** – Marsha requested that the board meeting agendas be emailed to the club's leadership (not only board members but SIG leaders, directors etc.) a few days in advance of the board meetings. Others stated that per the bylaws, the meeting schedule and agenda should also be published on the club's website calendar for all club members to view.

**Display Racks** – At the last meeting it was reported that the wooden latticework that had previously been used to display photographs at fairs and other events had been thrown away. After that meeting, Allen researched display racks and found some wire units that would be lighter weight and easier to store. He had emailed the board members for input and then purchased the racks online.

MOTION (Larrabee/McCabe) “to approve reimbursement to Allen Utzig for wire display racks, not to exceed \$320.” Motion passed.

**Street Photography SIG** – Allen presented a proposal by some club members to approve a new Street Photography SIG. Its leaders will be Randall Best and Jim Newkirk and meetings will be on the 4<sup>th</sup> Wednesday of the month from 10:00 to noon in the Studio.

MOTION (Smith/Larrabee) “to approve the addition of a Street Photography SIG to the club’s activities.” Motion passed.

Marsha will send an official email announcement to club members about the new SIG after the beginning of the year.\*

**Selection of Past-President Board Member** – Allen looked into past presidents who might be interested in serving and reported that few are available. Allen asked Jim Newkirk if he would be willing to serve in this capacity if invited and he said that he would.

Allen said that he does not intend to continue as board president in 2024 but would be willing to serve as the past president board member in 2024. Jim agreed to fill the spot in 2023.

MOTION (Larrabee/McCabe) “to appoint Jim Newkirk as the Past-President Board Member for 2023.” Motion passed.

**Leadership Meeting** – Marsha and Barbara reported that there is a “Leadership Meeting” scheduled for Friday, January 6<sup>th</sup> from 12:30 to 2:30 PM in the Studio. This will be for SIG leaders and all other leadership positions to go over the proposed restructuring details.

**Agenda Addition** – Marsha requested that “VP Reports” or “Officer Reports” be added as a standing item to each monthly meeting agenda right after “Guest Issues.” This would be to avoid interrupting the flow of the meetings by inserting topics throughout the meeting that could have been addressed in a single report.

**Job Fair** – Barbara stated that the club organization committee would like to put on a “Job Fair” at the February general meeting to try and fill some of the newly-created volunteer positions, especially those of high priority. Before this happens, the job descriptions will need to be finalized. There was discussion of how to make this “fun” such as incorporating a raffle into the Job Fair.

For the positions of lower priority or those still not filled after the Job Fair, Barbara would like to find some volunteers to make phone calls to individuals in the club asking where they might be able to serve the club. Allen reminded the board that the 2022 club survey included an interest inventory, so callers might start there to tap people who expressed interest in helping in certain areas.

Wes Odell added that it would be helpful to create and maintain a Skills Inventory of club members and also to have members serving on “standing committees” of advisors e.g. for exhibits, finance and budget.

**Future Board and Director Candidates** – Allen looked over the membership list to identify members who have been active in the club but are not currently serving on the board or in a director position. He came up with a list of ten names. He feels that we should start recruiting now for the 2024 board positions. Many of those on Allen's list have been invited to the leadership meeting on January 6<sup>th</sup>.

We recommended that a nominating committee chairperson be appointed at the January board meeting and that they be invited to future planning meetings.

**General Meetings** – Allen asked if we have a speaker lined up for the February meeting. Tracey said we don't yet but she is thinking about starting an occasional "Behind the Shot" series. In lieu of an outside speaker, a club photographer would display their favorite shot and discuss how it came about and how they processed it; possibly in an interview format with Tracey asking them questions.

Tracey will be asking SIG leaders to make some presentations at general meetings and also to plan some field trips apropos to their subject.

Jennifer Leigh Warner will be the speaker at the January meeting with the topic "Ethics in Wildlife Photography." Marsha invited members of the Nature Club to attend the meeting since the topic might interest them and as a way to continue inter-club collaboration.

**\*Action Items:**

- 1) Randy will submit financial summaries and budget information to Barbara for posting on the club website.
- 2) Allen will prepare for a vote on the proposed budget for 2023 at the January general meeting.
- 3) Marsha will provide the revised and approved version of Policy 001 to Barbara for posting on the club website.
- 4) Marsha will write revisions to Policy 007 and bring it to the board for a vote at the next meeting.
- 5) Marsha will change the Photo Traveler SIG meetings to a time that doesn't conflict with the new board meeting schedule.
- 6) Marsha will send an email announcement to club members about the new Street Photography SIG after the beginning of the year.

**Adjournment:**

MOTION to adjourn (Larrabee/Smith), passed. Meeting adjourned at 11:24 AM.

Jane McCabe, Secretary

Date of Approval: January 9, 2023