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## Sun City Photography Club Board of Directors Regular Meeting Minutes January 9, 2023

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**Call to order:** 12:32 PM

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

**Board members absent:** none

**Club members present:** Jaan Goad

**Guests:** None

Allen officially welcomed to the board Jim Newkirk, who was approved at the last board meeting to serve in the Past President position (a non-voting member except as a tiebreaker).

### **Approval of minutes:**

The minutes of the last meeting (December 19, 2022) which were distributed to Board members prior to the meeting were approved. (MOTION and second: Larrabee/Smith)

### **Treasurer's Report:**

Randy reported that the club presently shows having 281 members but this number is not accurate because of membership renewals and some members being counted twice, for both 2022 and 2023. The treasury balance is also not accurate because the CA has not yet published the December financial statements. The amount currently on record is \$3800.

### **Officer Report, VP – Education:**

Barbara reported that the first class of the year was held this morning with good attendance. There are three classes coming in February. Marsha added that the class this morning sold out in two days.

Barbara will be away from January 22 through February 11 and again for most of March. In her absence, Deb Peak will perform webmaster functions.

### **Officer Report, VP – Administration:**

Marsha reported that the exhibits committee met and discussed how to encourage more members to exhibit their photos. Those responsible for managing each exhibit venue agreed to keep their same date and time schedule for hanging photos, which is posted on the club website. One change made is that the size restrictions have some flexibility to include two larger prints at the discretion of the venue manager if there is space.

Something that will be tried occasionally at each venue this year is specifying a theme, such as "Black and White." Marsha would eventually like to have the CA promote the exhibits in their Communicator. Arranging this would become one of the jobs of the VP – Communications if that position is added.

Marsha reported that Sherry McRae will be stepping down from her position of Manager of Onsite Venues. She will continue managing the Activities Center exhibits until someone else agrees to fill that role.

Marsha stated that some people had commented that they didn't like having the wall of SIG posters in the Activities Center hallway because they only served as an "advertisement to us," but the exhibits committee decided to keep that as a SIG wall.

Marsha reported that the Open Studio is back on the schedule this year but the time will change. As of now it is scheduled on the first Monday of the month starting in March, but the time will be changed to what works for both Alton and Rick.

Marsha has been working on the new position descriptions so that they will be ready for the Volunteer Fair in February.\*

Marsha recommended that we schedule a New Member Orientation, ideally after the Chartered Club Fair and before the club's Volunteer Fair, possibly on February 10<sup>th</sup>.\*

#### **Officer Report, Treasurer:**

Randy is working on financial summaries to submit to Barbara for posting on the club website.\*

#### **Officer Report, VP – Programs & Events:**

Tracey reported that the Volunteer Fair will take place from 1:00-2:00 immediately before the February general meeting. The way Tracey envisions this is that the current officers looking for new volunteer positions to be filled under their oversight will sit at a table with banners and written job descriptions for the new open positions. She also recommended that there be snacks on the tables.

Barbara will not be able to attend that meeting as she will be traveling, so someone else would need to fill in at her table.

In addition to the new positions, we will need to recruit nominating committee members or at least a chairperson, as well as potential board members for 2024.

Tracey reported that Jennifer Leigh Warner will be the speaker at this month's general meeting January 11 with the topic "Ethics in Wildlife Photography." Jaan Goad will speak in February in the first installment of the "Behind the Shot" series.

No field trips are currently scheduled but Tracey will be talking to the SIG leaders about planning trips in their interest areas. Allen suggested that the Inner Space Cavern would be a good destination for a field trip. Tracey recommended the Blanton Museum in Austin as another place to visit, with docents leading a tour for the group.

#### **Officer Report, Secretary:**

Jane brought to the board's attention that all of the board meetings for this year currently show up on the club calendar as falling on the second Monday of the month. However, there are four months where the meetings will actually occur on the first Monday, specifically February 6, March 6, August 7 and November 6. This is because the general meetings always fall on the

second Wednesday of the month, but the Monday preceding that date is not the second Monday of the month when the first of the month falls on Tuesday or Wednesday.

In discussing the meeting schedule, Allen reported that there will be no general meeting in July or December.

### **Old Business:**

**Policy 007, “Club-Sponsored Education”** – The board discussed ways to modify the wording of Policy 007 to remove ambiguity and clarify that class instructors may charge a fee for classes. The tuition charged will be split with 80% going to the instructor and 20% to the club.

MOTION (Larrabee/McCabe) made and passed to approve the revised Policy 007. Marsha will provide the approved version to the webmaster (Barbara) for posting on the club website.\*

Randy asked to clarify how payment will be made to instructors. Per Barbara, the CA will collect the class fees under the ticketing system, and Randy will submit a check request for 80% of the fees to go to the instructors.

The February iMovie class will be more complicated because it will take place in the computer club’s classroom and \$10 of the \$20 fee per person will go to the computer club. Jim Wooll, the instructor, will receive 80% of the remainder of the fees.

Barbara and Randy will set up a procedure to facilitate payment to class instructors.\*

**Future Boards and Director Candidates** – Allen reiterated that we need to come up with a nominating committee. After some discussion the board agreed that Allen should ask Carlos Rio to be the nominating committee chair.\*

Carlos has expressed that he doesn’t want to serve on the board or as a SIG leader due to his frequent travel schedule, but board members believe this committee position might be something he could do.

Barbara stated that we should encourage the nominating committee to take a thorough look at the club membership and find people’s interests and strengths to identify candidates who would do a good job in the positions we are seeking to fill, even among less vocal or active club members. Marsha suggested that SIG leaders might be able to provide input about their SIG members.

**2023 Budget** – Allen and Randy had put together a financial report to submit to the CA last September explaining where the club money would be spent; but this was not a line-item budget. Marsha stated that there are line-item budgets in the administrative records section of the club’s website from previous years, and that we should have a current one in place and posted per the bylaws.

The last line-item budget had been created in 2019 for 2020 but not utilized because of the pandemic. In 2021, the board adopted that same budget that had been created in 2019. Marsha will send a copy of the last budget to the board.\* Board members can then start putting together a current budget which is to be approved by the membership.

## **New Business:**

**Photocopying Account** – Barbara asked whether we could have a club account set up at Postal Annex to use when we need photocopies made, rather than having individuals pay on their own and then get reimbursed. Allen stated that we had a problem with that in the past because there was no accounting of who was making copies, how many or whether they were club-related.

Other clubs have an account at Postal Annex but our club does not currently have one. Barbara suggested that we could get the club account established with Postal Annex but in order to keep track of charges there, whoever uses their services would submit a form to Randy indicating what the charges were for.

Along the same line, Marsha and Allen stated that there is an existing form on the website for members to submit to the treasurer for reimbursement of out-of-pocket expenditures for the club.

**Chartered Club Fair** – Scheduled for January 20 from 9 AM to noon. Allen reported that we have a table reserved and will use the new wire grids for displaying photos. Marsha suggested taking some of the SIG posters to display. The table will have club brochures to hand out, a sign that Sherry McRae made, and the club banner (which has the old logo). There are muslin backdrops that can be used as table covers, or Tracey has tablecloths that would fit a long table. Tracey can pick up some of the photos from the Activities Center, and Allen will bring some of his photos. Allen and Randy will go early enough to set up the racks and table. Marsha will be there but may not get there until 9:30.

Allen suggested that the new budget should include money earmarked for a new banner with the club's current logo on it to replace the old banner.

## **\*Action Items:**

- 1) Marsha will complete the new position descriptions in time for the Volunteer Fair.
- 2) Marsha will schedule a New Member Orientation.
- 3) Randy will submit financial summaries to Barbara for posting on the club website.
- 4) Marsha will provide the revised and approved version of Policy 007 to Barbara for posting on the club website.
- 5) Barbara and Randy will set up a procedure to facilitate payment to class instructors.
- 6) Allen will ask Carlos Rio to be the nominating committee chair.
- 7) Marsha will send a copy of the most recent line-item budget to the board.

## **Adjournment:**

MOTION to adjourn (Larrabee/McCabe), passed. Meeting adjourned at 1:35 PM.

Jane McCabe, Secretary

Date of Approval: February 6, 2023