

**Saint Andrew's Society of Mid-Maryland, Inc.**

Board of Director's Meeting Minutes

April 17, 2016 from 2pm

Elliot's residence, Urbana, Maryland

**Call to Order:** The regular meeting of the SASMM BOD was held in the Elliott's residence, Urbana, Maryland at 2:05pm on 17 April, 2016. Members received an agenda via email on April 12, 2106.

Present: Marianne Elliott, Barbara Collins, Charly McFarland, Chris Spruill, Martin Monroe  
A quorum was present.

**Officer's Reports:**

**President:** See attached report. Marianne reminded the Board that every member of the Board needs to know the financial status of the organization as it is their fiduciary responsibility

**Vice President:** No formal report presented.

**Secretary:** The minutes of the March 13, 2016 meeting of the SASMM BOD were distributed prior to the meeting. The minutes were accepted by affirmation.

**Treasurer:** The treasurer's report was distributed at the meeting. Marianne stated that she still does not have electronic access to the Society bank accounts. Denise is handling the W9 requests for tax payer identification number for the Festival. Charly has cancelled the 2012 uncashed check for Eileen Grant and has issued a new one. Marianne requested the Treasurer to check the amount of the check sent to the Urbana Fire Company as the amount voted on at the March 13 meeting (\$200) did not agree with the amount in his report (\$300).

**Membership Secretary:** Chris presented the membership birthday list and his report from the March meeting that was not discussed. He also noted that he is updating the membership list for accuracy, including active, dues-paid members and those who are not, in preparation for dues notices that will go out. See attached report.

**Web Master:** Bill reported that daily Facebook messages are posted prior to the Festival.

**Old Business:**

**Old Topics:** John Avery was not present to update the Board as to the audit. See the president's report for an update.

**New Business:**

Marianne asked if the Treasurer has authority over the finances of the Scottish dance Group's account and if the BOD has liability for the expenses of the Dancers. The BOD was informed that the Treasurer has no signature authority over the Dancers account; however their account is under SASMM's. They are a sub group of The Royal Scottish Country Dance Society and all insurance and membership fees are paid by the dancers.

Accounting procedures were discussed. Only officers of the Society can authorize spending amount greater than \$300. Marianne reported that most of the festival expenses will be covered by the festival account and the already-approved budget.

The member's concern regarding the slow reimbursement for members who purchase items with their own funds on behalf of the Society was discussed. Those in question have been addressed and there have been no further reimbursements requested. It was generally agreed that reimbursement within two (2) weeks submitting the request to the Treasurer would be reasonable. It was noted that there is no specific format for requesting reimbursement.

## *SASMM Activities*

### Past Events: Reports and Information None

### Upcoming Events

1. Mount Airy Flea Market: April 23 SASMM is registered, and Cindy, Dorothy, Barbara, Marty and Rose will handle.
2. Southern Maryland Celtic Festival: April 30 SASM is registered, and there are no fees we there is a reciprocal agreement for participation at each other's festival.
3. 2016 Mid-Maryland Celtic Festival: May 14, 2016 Marianne, Ralph, Denise will report at festival meeting after the BOD meeting. Festival walk-thru will be May 7
4. Celtic Night at the Keys: June 1 Barbara is handling. Tickets will be available for the festival volunteers.
5. Garrett County Celtic Festival: June 4 Marianne is coordinating.
6. Lily Pons British Car Show: June 5 There was agreement that SASM should participate in this event
7. Spring Kirkin: June 12 Frederick Presbyterian Church Celia is coordinating.
8. Fall Kirkin: September 18 at Brunswick Episcopal Church Cindy is the lead.
9. AGM-St. Andrew's Dinner: November 19 at the Masonic Lodge (the rate may be higher this year) Marianne will coordinate.
- 10: Lads and Lassies Libation Event: December 16 MaryAnn Ferguson arranging.
- 11: Hogmanay: December 31 at the Urbana Volunteer Fire Department (new location) Dawn and Chris Spruill are handling. The BOD agreed with the new location and the contract is in progress. The BOD also started the discussion and generally agreed on having different fees for members and non-members (guests or the general public).

**Adjournment:** The meeting was adjourned at 3:17 pm.

**Next Meeting:** There will be no meeting in May due to the Festival walk-thru. Date in June to be determined (likely second Sunday)

Prepared by: Barbara Collins, Secretary

Signed by: *Marianne M. Elliott*

Date Approved: 12 June 2016