

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

Board of Director's Meeting Minutes

March 13, 2016 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 2:10 pm on 13 March, 2016. Members received an agenda via email on March 10, 2106 and an updated agenda on March 12 due to additional urgent items that needed to be addressed.

Present: Marianne Elliott, Barbara Collins, Charly McFarland, Chris Spruill, Martin Monroe.
Non-voting: Joe Wiggington, Immediate Past President

A quorum was present.

Joe indicated that he wished to address the Board and the President offered the option of presenting his topic first or addressing it if it was related to a topic in the meeting agenda. Joe chose to start the meeting; the remainder of the agenda was then adjusted.

Joe noted that he was concerned about the content in the Addendum to the President's report (a copy of the report is attached to the meeting minutes). A lengthy discussion followed concerning such topics as the role and responsibilities of the treasurer, general and acceptable standards for financial accounting, complying with IRS and Maryland State requirement for non-profits, aspects of volunteering and workload sharing, SASMM's growth and the transition from small group with a minimal budget to a larger groups with a significantly larger monetary base, different styles in leadership and group dynamics.

Joe recommended that the festival funds return to the SASMM account at the completion of the festival until needed by the following year's festival as the festival treasurers (2015 and 2016) are not Board members. There was general agreement with this idea.

Due to the time constraints only the following items were addressed and all other listed in the agenda were moved to the April agenda.

Officer's Reports:

President: See attached report and addendum to the report. Marianne will follow-up with John to get contact information for the CPA concerning the audit that is not yet completed. As noted in the addendum to the report the signature authority on the Society's bank accounts has been corrected and updated.

There was consensus that all contracts, especially for the festival, must have a signature of an officer of the Society and the President, as the Co-Chair of the festival, will the contracts for the festival.

Vice President: Marty moved that we dispense with the reading of the February minutes. Charly seconded and the motion passed.

Treasurer: The report is attached, however it was not reviewed and deferred to the April meeting.

New Business:

1. Request from SASMM Member to Provide Service to the Festival. The Board reviewed John Avery's March 11, 2016 request to provide the volunteer t-shirts and the necessary printing

for the festival. See attached letter. Chris moved that the request be granted; Barbara seconded and the motion passed.

2. Donation to Urbana Volunteer Fire Department: Marty moved that a donation of \$200.00 be made to the Urbana Volunteer Fire Company for their excellent support of the Burns Supper in February. Charly seconded and the motion passed.

SASMM Old Business, New Business and Activities

The remaining agenda items were tabled due to time constraints.

Adjournment: The meeting was adjourned at 3:07 pm.

Next Meeting: Sunday, April 17 at the Elliott's residence at 2pm.

Prepared by:

Barbara Collins, Secretary

Signed by: *Marianne M. Elliott*

Date Approved:

April 17, 2016