

**Saint Andrew's Society of Mid-Maryland, Inc.**  
Board of Director's Meeting Minutes  
September 20, 2015 from 1pm – 3pm  
3533 Hopeland Road, Frederick, Maryland

**Call to Order:** The regular meeting of the SASMM Board of Directors was held in the Elliot residence at 1:07 pm on September 20, 2015. Members received a formal agenda via email on September 15, 2015.

Present: Marianne Elliott, Charly McFarland, John Avery, Dana Cameron

Absent: Barbara Collins

A quorum was present. Marianne served as Secretary.

**Officer's Reports:**

**President:** Marianne reviewed the key points from the president's report (see attached). The audit tool was drafted and shared with the Board.

The Dorothy Penders award: Charly was concerned that the suggested engraving for the Dorothy J. Penders' Quaich did not reflect the award being named after her.

**Action:** Marianne will send suggestions to all the Board members for their consideration. The Quaich will be presented at the AGM so the engraving needs to be done now.

**Vice President:** John introduced the idea of a summer event; specifically a golf tournament. He also noted that he will likely request a CPA to assist him; working first with the society Treasurer. Lastly, he noted that he has t-shirts and transfers left from last year's festival. The Board asked that he retain those for now.

**Action:** John will draft a proposal for the golf tournament for the Board to consider; and look into a CPA. Marianne will send John the "shed inventory" of festival materials (e.g, tents, and other non-consumables) as part of the audit and inventory.

**Secretary:** The minutes of the August 9, 2015 meeting of the SASMM BOD were distributed prior to the meeting. A motion to approve the minutes was made by Charly and seconded by John. The minutes were approved unanimously.

**Treasurer:** The treasurer's report was distributed the day before the meeting and at the meeting. Marianne moved that the report be accepted and Dana seconded. The motion was passed.

Charly explained that the two insurance policies (one for general liability and the new one obtained last year to cover physical damage (the rented golf carts)) could not be merged and must remain separate policies. The general insurance was renewed through September 30, 2016 and the physical damage insurance expires May 7, 2016 but will be renewed in time for the festival.

**Actions completed:** SASMM now has a current Maryland Sate Use and Tax Certificate and Maryland Tax Department has posted SASMM personal property tax forms on the their website that show SASMM is in good standing.

The remaining items for action include: (1) resolving the federal tax issue from 2013 (need a written response from the IRS), (2) setting up electronic access to the festival account for the festival treasurer, and (3) resolving the status of uncashed checks.

Note: John left the meeting at 1:55pm however quorum was maintained with three of the five Board members present.

**Membership Secretary:** Membership is 103 however there are still some new memberships coming in. An updated list was provided. The invitation to the AGM goes to all members with the ballots to elect officers.

**Web Master:** Bill provided a report via email and in person. SASMM purchased new domains "MidMarylandCelticFestival.com" and "MidMarylandCelticFestival.org" and invoices were forwarded to Treasurer. Content migrated from FrederickCelticFestival.com to the new site with automatic forward from the old to the new site. Festival Facebook page has been renamed Mid-Maryland Celtic Festival and the Wikipedia entry for the Festival has been updated. The 2016 Festival Volunteer form (pdf and online form) is active now.

## **Old Business:**

### **Old Topics:**

**Elections:** The nomination committee Chair and members slate is filled and requests for nominations are out. The Nomination Committee as well as the Board agreed that the new officers will be installed at the AGM in November rather than Hogmanay and start their terms in January.

### **Ongoing projects:**

**Bylaws:** Still under revision and will be sent to the Board.

**Audit:** John will be conducting the internal audit/ self- assessment in October and report to board and then AGM in November.

## **New Business:**

**1. Celtic Festival Report:** The 2016 festival report for September was handed out and is attached to the minutes. The BOD reviewed the report took the following action requested by the Festival Leadership group:

**Action:** The Board voted to accept the proposed SASMM Patron Package (\$100 includes 1 year SASMM membership, two (2) festival admissions, one parking pass, access to Friday night Open House, access to Sponsor Patron Hall, name in program).

The Board requested that the information specify a family membership (two voting members), that the membership is for July 1, 2016 to June 30, 2017, and that the \$40 membership dues are accounted for as SASMM dues.

### **Upcoming events:**

**1. SASMM AGM:** November 21, 2015 at the Masonic Lodge. The Board considered the proposals from the musical group Port Righ and voted unanimously to have them play and give a short presentation on Celtic music and instruments before dinner and the business meeting for a payment of \$250.00.

The Board also agreed that the Festival Entertainment Leader Chair would contact Port Righ about this engagement and their apparent on-going desire to play at the Celtic Festival to determine if a suitable arrangement could be made. Port Righ has been paid to play at the AGM for the past three years.

2. Lads and Lads and Lassies Libation: Mary Ann and Dan; December 11. No report.

3. Hogmanay: December 31: Dana. For the record and transparency: (1) there may be a fee this year (\$150) to rent the Masonic Lodge however negotiations are underway as has been no charge in the past, and (2) the musicians (Craggy Island) and the Frederick Scottish Country Dancers (FSCD) handle the music and dancing program. Craggy Island is paid to perform and the FSCD receive half of the night's profits; SASMM receiving the other half.

**Adjournment:** The meeting was adjourned at 3:05 pm.

**Next Meeting:** The next regularly scheduled BOD meeting will be October 11, 2015 at the Elliott's residence.

Prepared by:

Marianne Elliott

Signed by:

Date approved: October 11, 2015