

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

Board of Director's Meeting Minutes

March 8, 2015 from 1pm – 3pm

Elliot's Residence, Frederick, Maryland

**Call to Order:** The regular meeting of the SASMM BOD was held at the Elliott's Residence in Frederick, at 1:10pm on 11 February 2015. Members received an agenda via email on March 8, 2105.

Present: Marianne Elliott, Barbara Collins, Charly McFarland, Dana Cameron, Joe Wiggington (non-voting). John Avery arrived at 2:45pm.

Other attendees: Bill Elliott (webmaster and festival treasurer)

A quorum was present.

**Officer's Reports:**

**President:** Non-profits follow not only IRS requirements but also generally accepted standards for transparency (donors have the right to have access to public documents), audits (internal and external), and recordkeeping (minutes and other documents). The internal audit as required by the Bylaws is planned for September/October timeframe. Marianne will provide a generally accepted checklist for the Vice President and another designee to conduct the audit. The results will be presented to the BOD in October and the membership at the November Annual General Meeting.

**Vice President:** No report.

**Secretary:** The minutes of the February 8, 2015 meeting of the SASMM BOD were distributed prior to the meeting. The minutes were approved.

**Treasurer:**

Maryland State Tax Certificate: Letter was sent to Maryland Senator to request assistance in resolve in the issues. Marianne will follow-up with Mary Ann Ferguson as needed.

Federal Tax for 2013: There was much discussion about the history of the situation and then options and next steps to deal with responding.

Motion: It was moved that Charly write a letter to the IRS and that Marianne, who has contact information Not-for-Profit experts, contact them as needed for assistance.

Motion carried by consensus.

The treasurer's report was distributed at the meeting and accepted.

**Membership Secretary:** No new information.

**Web Master:** Bill has submitted a photograph of our Wounded Warriors participation at the Festival to the Sport Kilt website contest. Updates to the websites and outreach via several Facebook sites and other social media are on-going.

**Old Business:**

**Old Topics:** None

**On-going Projects:**

- Bylaws revision: Targeting completion for the AGM.
- Website: Updates will include future events, both SASMM-sponsored and others.

- Newsletter: Targeting April. Dana suggested wishing members a happy birthday and will submit the information (by first name and last initial).
- Internal Self-Assessment /Audit: Targeted for September/October
- Engaging Membership: Discussed ideas.

**New Business:** None

## **Upcoming Events: Reports and Information**

### **1. Reports**

- The Burn's Night Supper, February 21, was cancelled when a snow emergency was declared. There were 171 paid tickets. Due to the weather cancellation the cost of the tickets was refunded. Discussed some lessons learned for planning next year  
Charly will provide a report of expenses to help with planning a budget for next year.
- Spring Kirkin will be April 19 at 10am (arrive at 9:30am). Celia is coordinating the event. Marianne will update the events calendar on the website.

### **2. For Information only.**

- SASMM at National Tartan Day April 6: The festival may be held on April 11 in Alexandria. Bill and Marianne will monitor the situation and will request that the SASMM and Elliot tent be collocated if the event is held.
- SASMM at Southern Maryland Celtic Festival and Games: April 25
- Mt. Airy Flea Market: April 25
- 2015 Celtic Festival: May 9 Joe's report included the presentation at the Mount Airy Town Council meeting, the areas that still need some resources identified, volunteers possibilities, and ticket sales. Bill provided a festival treasurer's report.
- Celtic Night with the Keys: Barbara is coordinating the event. (Date TBD)
- Fall Kirkin: Cindy is coordinating the event (Date TBD)
- In the Street: Saturday September 12, 2015 Celia and Charly coordinate this event.
- SASMM AGM: Saturday, November 21(Date to be confirmed) Dana is coordinator.
- Lads and Lassies Libation: Mary Ann and Dan coordinate this event. (Date TBD)
- Hogmanay: December 31: Dana is coordinator.

**Adjournment:** The meeting was adjourned at 3:10pm.

**Next Meeting:** Sunday, April 12, 2015 at the Elliott's residence.

Prepared by:

Barbara Collins, Secretary

Signed by: 

Date Approved: 12 April 2015