

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

Board of Director's Meeting Minutes

October 16, 2016

Elliott'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 16 October, 2016. Members received an agenda and minutes via e-mail on 10 October prior to the meeting.

Present: President, Marianne Elliott; Vice President, Marty Munroe; Recording Secretary, Barbara Collins; Membership Secretary, Chris Spruill.

Web master Bill Elliott did not attend; just provided an update

A quorum was present.

Officer's Reports:

President: See the attached president's report. Marianne welcomed Denise as the new SASMM Treasurer and thanked her for volunteering. She recommended that the outgoing officers attend the first Board meeting after the election of new officers to ensure a smooth transition and address any questions or concerns.

Vice President: Marty has two nominations for the SASMM Distinguished Service Award. All candidates for the award must be members of the society. Deceased members are eligible for acknowledgement of past contributions to the Society.

Marty will follow-up with Gettysburg College about any candidates for the festival marketing-advertizing internship. Marianne suggested that we consider a small stipend as there is a precedent for this from past years.

Secretary: The minutes of the September 25, 2016 meeting of the SASMM BOD were distributed prior to the meeting. The minutes were accepted and passed with one abstention from Denise who was not a Board member.

Treasurer: The treasurer will prepare a budget for the Society and each event the Society sponsors based on historical records and input from the chairs.

Chris recommended not having separate accounts for grants, scholarships, festival operations, etc. and that an appropriate accounting system can easily differentiate where monies are allocated. Denise will consolidate the four Society PNC accounts into one account, and she will work with the Frederick Scottish Country Dancers whose account is a sub-account within the Society's to help them determine what works best for them as the Society account is moving to another bank (Sandy Spring). As part of the transfer, a list of Officers (current and then 2017 officers) and the updated Bylaws will need to be submitted.

Denise asked about the federal filing documents; Marianne will send her and all Board members, copies of past filings.

Chris has filed an extension for the Society's taxes for FY2015-2016 due by 15 November as the financial records are still incomplete and not fully transferred.

For future treasurer reports a monthly report of income, expenses, and anomalies was requested. It was agreed that the Chair of the festival will need a debit card to the Society's account.

Denise and Marianne will address the outstanding items from the prior Treasurer's reports and inform the Board as they are resolved.

Membership Secretary: See attached report. Chris requested that Board members who know anyone not renewing membership, contact them and ask if they plan to renew. Notations to the

names of pipers and dancers will be added to the list of paid members as this is important for communication and discounts to Society events when applicable.

Webmaster: No official report.

Old Business

1. Bylaws: The Bylaws committee provided a final draft of the Bylaws to the Board for review and approval. After discussion and consensus on some areas needing further clarification and decision (e.g., membership types, officer terms and term limits, specific office duties, amendments, handling misconduct, and discontinuance of the Society) the Board unanimously approved the Bylaws. The final will be mailed to Society members this week along with a letter about the AGM and the election ballot.

2. Audit: Marianne and Denise will continue to work on this to note errors of facts, supply missing documents, and address the remaining items; some of which have already been addressed.

3. Officer Job Descriptions: Not discussed due to time element; however, will need to be addressed in conjunction with the revised Bylaws.

4. Election of 2017 Officers: The Election Committee provided the 2017 ballot. The Board approved the ballot for distribution to the membership. The motion passed 3 for, 2 abstained (Chris and Denise), and none opposed.

5. SASMM Distinguished Service Award. As noted above; two nominations received so far. The Vice President will present the committee's recommendation to the Board at the November meeting. The Board discussed options for a memento in addition to a certificate for the awardee.

6. Hogmanay: The committee's recommendation on a proposed payment for the dancers (depending on the program) is pending. The Board had previously approved payment of \$100 or donation jar, but not both, for the pipers. Confirmation from the pipers is also pending.

New Business:

1. 2017 Budget Draft: Targeting November for a draft budget. Awaiting transfer of additional financial records.

2. Society Connection with Other Organizations: See President's report. Barbara volunteered to contact Valerie and Vivian to understand the process and get a list of who receives Christmas cards, etc.

3. Grant Application: This item was added to the agenda as a grant application for Megean Reinhardt for Scottish Country Dancing lessons was received via mail after the Board agenda was sent out. The Board unanimously approved the \$120 grant with the requirement that the grantee provide a report as noted in the grant application, and that this requirement be emphasized in the Society's letter.

Marianne will contact the Frederick Scottish Country Dancers who sponsored the previous grantee to follow-up on the requirement to submit a report.

SASMM Activities

Past Events: Reports and Information

1. Chesapeake Celtic Festival, October 1st - 2nd, Furnace Town, MD East Shore (For info only)

Upcoming Events

1. Central Virginia Celtic Festival & Games, October 19th-20th Richmond Raceway Complex, VA (For info only)

2. Maryland Irish Festival, November 11 – 13, Maryland State Fair Grounds, Timonium, MD
Coordinator: TBD (Marianne has started the conversation with Stacey and set-aside some tickets, but need final count of who is attending.)

3. AGM-St. Andrew's Dinner: November 19, Woodsboro Fire Department Hall. Coordinator: Marianne

Note: This is the same date as the SAS Washington, DC Tartan Ball.

4. Scottish Christmas Walk, December 3, Alexandria, VA Coordinator: TBD Completed registration (10 October).

5. NEW! Kris Kringle Parade, December 9, Frederick, MD, Coordinator TBD. Marianne will submit the application that costs \$10.

6. Lads and Lassies Libation Event: December 16 Coordinator: MaryAnn Ferguson

7. Hogmanay: December 31, UFVD Coordinators: Dawn and Chris Spruill, with Margaret and Jackie as part of the committee

Adjournment: The meeting was adjourned at 3:40 pm.

Next Meeting: Will be held at the Elliott's residence at 2pm on November 13, 2016.

Prepared by:

Barbara Collins, Secretary

Signed by: *Marianne M. Elliott*

Date Approved: November 13, 2016