

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

Board of Director's Meeting Minutes

September 25, 2016

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 2:12 pm on 25 September, 2016. Members received an agenda and minutes via e-mail on 21 September prior to the meeting.

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

Web master Bill Elliott attended as a non-voting member.

A quorum was present.

Officer's Reports:

President: See the attached President's report. Marianne emphasized the need to remember the purpose of the Society is to support Celtic heritage and consider this we as plan events and activities. Marianne also reported that the Society flag has been sent to the cleaners.

Vice President: Marty reported that the request for internship in marketing and advertising has been posted at Gettysburg College.

Secretary: The minutes of the August 21, 2016 meeting of the SASMM BOD were distributed prior to the meeting. The minutes were accepted as written.

Treasurer: There is no treasurer report September due to resignation of the treasurer and the need to appoint an interim treasurer at this meeting.

Marianne requested that Denise Sayer be appointed as interim treasurer until the 31st of December when the 2017 elected treasurer will take office. Marianne requested to move the Society's accounts from PNC Bank to Sandy Spring Bank due to less fees and more convenient electronic and physical access for the new treasurer. All requests were agreed to by consensus.

It is not clear how this move will affect the account for the Frederick Scottish Country Dancers which is under the Society's account, however, Denise and Marianne will discuss with the bank and the dancers to find an acceptable solution.

Membership Secretary: See attached report. Chris reported that a full slate of candidates for officers in 2017 has been submitted to the election Committee. The slate is to be ratified at the October Board meeting.

The membership application (on-line and hard copy) asks for Clan affiliation however, there is not require to be part of a Clan to be a member. After discussion, the Webmaster modified the on-line to better capture Clan affiliation, if there is one.

Webmaster: The website is continually updated; most recently with festival committee updates, the Distinguished Service Award, and the Grants/Scholarship page.

Old Business:

1. **Bylaws:** Drafting is in progress with the Bylaws committee members and copying the Board. The target date for Board review is the October meeting and they will be mailed out to members prior to the AGM and voted upon at the AGM.

2. **Audit:** Several findings were already addressed. The binder of supporting documents for the Audit will be updated with additional documents and serve as a reference for the future. Denise and Marianne will review the audit findings to note errors of fact, add missing documents, and create a plan to address the issues. This will be brought the Board for review.

3. Officer Job descriptions: Will be addressed at future meetings. Job descriptions are separate from the Bylaws although some overall requirements are in the Bylaws.

4. Status of Outstanding Items: As noted on the agenda, Denise and Marianne will work to resolve these once the financials records are turned over.

5. FY2015-2016 Federal Tax Submission: Chris will handle the year's tax submission, and he requested the option of filling for an extension as the state of the financial records is not known. The Board concurred by consensus. The Board concurred with changing the financial fiscal year to 1 January to 31 December. This will mean that taxes will be filed again by April 15, 2017 for a six month period (July – December).

6. Election of 2017 Officers: Election committee is in place and the request for nominations was sent to members. The Board will review and approve the ballot at the October meeting.

7. Distinguished Service Award: Request for nominations will be sent next week. It was agreed that a token of appreciation (perhaps a pin with title and year) in addition to a certificate would be appropriate.

New Business:

1. Flower of the Forest In addition to the Flowers of the Forest at the Festival, the deceased loved one of four members will be remembered the AGM. It was suggested that a flower be presented at the AGM to the members who experienced the loss. The Society also sent cards.

2. Website disclaimer It was decided by consensus to permit links to member's businesses on the SASMM website if the business is Celtic-themed. In addition, a disclaimer that the links to other items of interest are not endorsements of products or service will be added to the website.

3. Confirm Membership Dues for 2016-2017 The Board affirmed that the membership dues for 2016-2017 will remain the same (\$40 for family, \$25 for individual, \$15 for Affiliate (provide information, but no vote and no member discounts)).

4. 2017 Budget Draft Targeting a draft for the October meeting; however this will depend on the state of the financial records once they are turned over to the new treasurer.

5. Storage Unit Transfer Transfer of all Society property to a storage unit closer to the festival grounds and less expensive was completed on 24 September. An inventory was also completed.

6. Handling Documentation of Sensitive Issues It was agreed that, in general, official correspondence and emails, especially those addressed to the Board, be maintained in the Society's official records. Emails concerning items such as membership will remain with the Membership Secretary's records.

7. SASMM Annual Report It was agreed to start an Annual Report, and Marianne will provide a draft for review.

8. Hogmanay Planning is underway. In August Board voted \$100 or donation jar; not both, for the Frederick Pipes and Drums to perform. The Board agreed to pay the Frederick Scottish Country Dancers \$100 for the 2015 Hogmanay dance part of the evening program as they were not paid that evening as agreed upon. Payment for 2016 will be suggested by the committee for the Board's review.

9. Proposed Book Club Dawn Spruill proposed a Book Club. The Society apparently had book clubs that met a couple times in 2008. Those interested in this Book Club would meet monthly, select books from a pool of choices, and host the meeting if their book was selected. The first meeting will be 15 October at 6pm at the Spruill residence.

SASMM Activities

Past Events: Reports and Information See President's report.

Upcoming Events

1. Chesapeake Celtic Festival, October 1st - 2nd, Furnace Town, MD East Shore (For info only)
2. Central Virginia Celtic Festival & Games, October 19th-20th Richmond Raceway Complex, VA (For info only)
3. Maryland Irish Festival, November 11 – 13, Maryland State Fair Grounds, Timonium, MD
Coordinator: TBD SASMM is confirmed for booth space.
4. AGM-St. Andrew's Dinner: November 19,: Woodsboro Fire Department Hall. Coordinator: Marianne
5. Scottish Christmas Walk, December 3, Alexandria, VA Coordinator: TBD
6. Lads and Lassies Libation Event: December 16 Coordinator: MaryAnn Ferguson
7. Hogmanay: December 31, UFVD Coordinators: Dawn and Chris Spruill

Adjournment: The meeting was adjourned at 4:40 pm.

Next Meeting: Will be held at the Elliott's residence on October 16, 2016.

Prepared by: Barbara Collins, Secretary

Signed by: *Marianne M. Elliott*

Date Approved: October 16, 2016