

Howard County Beekeepers Association Board of Directors Meeting Agenda

21 August 2018

Meeting started at 6:30 PM at the Boston Market in Ellicott City by Clif; meeting closed by Clif at 8:21 PM

Action items are highlighted in yellow, with names in red text.

Attendees:

- a. Clif Darby, President
- b. Dave Dobbs, Vice President
- c. Valerie Wampler, Treasurer
- d. Tina Glorioso, Secretary
- e. Gracelena Ignacio, Communications Editor
- f. Roger Frissora, Director
- g. Tom Wilson, Past President
- h. Alice Parks, Fair Superintendent
- i. David Schultz, Member

Not Present:

- a. Brenda Klaunberg, MSBA Representative
- b. Jason Ellis, Past President
- c. Phil Serafinas, Discussion Group Moderator
- d. Phillip Krista, Director

I. Business Review

- a. Fair Superintendent 2018 Fair Report:
 - i. Sheep and Wool festival would like to have honey sold at the farmer's market there in May. Alice gave the contact info to us. Dave Dobbs committed that we would get back with her within a couple of weeks.
 - ii. **Dave Dobbs to inquire regarding the costs, timing, etc. and report to the BOD via email by or before the next general meeting on 12 September 2018.**
 - iii. The fair is a proud, long-term institution in Howard County. The fair board are wary of newcomers; they consider it an honor to volunteer at the fair. The purpose of the fair is to be a nonprofit organization for agricultural education. Our role is to help them achieve that purpose. Everything we have at the Honey booth at the fair is purchased by the fair BOD.
 1. We are NOT there to push HCBA.
 2. 4H honey should be sold as priority.
 3. Need to keep our exhibit educational and informative.
 4. Fair expenses are minimal, as most "costs" are covered by the fair board: 4 special awards paid by club \$25 each; Brochures, honey straws.
 - iv. 2018 fair stats: 44 exhibitors, 93 entries and 64 volunteers, 2 first year beekeepers.
 - v. Lesson learned: 2 folks tried to take our cash box. Dave Milburn noticed it and prevented a theft of the cash box.
 1. **BOD and Alice: How to minimize risk with cash.**

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- a. Purchase a pen to check \$50 bills
2. Valerie: Is sale of food products (honey) at the fair covered under our insurance?
- vi. Ideas for next year:
 1. Clif to check with Jim Fraser: Montgomery County offers display cases for frames of honey to its members. Should we consider that for HCBA?
 2. Future – Items Alice is considering:
 - a. Block of wax will be changed to 1 lb. minimum.
 - b. 3 people at night on all days.
 - c. Alice is looking to 'retire' from superintendent. Danielle Spendiff may be interested in the role. Demos, judging day, volunteer coordination.
- vii. Honey Sales report and transition (Tom)
 1. Clif is taking the role of honey manager at the fair from Tom
 - a. 497 jars brought in by members; \$5,130 taken in for a net of \$627 to HCBA; 2nd highest sales. There was a challenge getting enough honey. We had no chunk and no comb honey for sale.
 - i. 1 cream honey not sold
 - ii. 18 1 lb. honey not sold
 - b. One complaint that we did not have everything for sale all that was on the price list. Suggest marking the list as 'sold out' for future.
- viii. Outreach usually done by Alice: Howard County Conservancy: Fall table will be Dean Clark; Winter Fest is Alice and Paul K.
- b. President's Report
 - i. Equipment Wrangler: Bob Coyne is new wrangler. Tina to bring last extractor to next meeting. Bob is giving up the refreshment table duty.
 1. Dave Dobbs is looking for replacement to take care of the refreshment table.
 - ii. Valerie needs list for personal property tax. Clif is going to send an email to Valerie with info on equipment by 24 August 2018.
 - iii. State Fair HCBA Day – We will not participate. Dave Dobbs will contact Paul K to let him know we will not be there and will take down SUG. We need to get info ahead of time and plan for this.
 1. Allen Hayes may be able to tell us how much a club can make; Clif will contact Allen at the September general meeting to get this information and will send it to the BOD the next day (13 September 2018).
- c. Vice President's Report
 - i. Keurig purchase – Dave has purchased and a box of regular and decaf.
 - ii. 2018 Picnic and extraction event
 1. Rained that day – 35 attendees even though it rained! Future – we will have a covered venue next year. Supplies are at Dave's to be used at the Nov potluck.
 - iii. Meeting speakers through January 2019
 1. Dave Dobbs to send spreadsheet to Tina by 28 August 2018 so she can update calendar.
- d. Treasurer's Report
 - i. Current financial summary review

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- ii. Requests and review of upcoming expenses
 - 1. New microphone needed – Dave D. moved, Gracelena I. seconded. Unanimous approval; **Roger to purchase.**
 - 2. Software updates – Allow Roger to purchase up to \$60 in software items for club laptop. Tina moved, Dave seconded; unanimous approval; **Roger to purchase.**
 - 3. Need a SUG for pot luck set up – **Tina to ask Brenda to transfer link to Dave D. (email sent)**
 - 4. **Set up an HCBA SUG account. – Tina (complete)**
 - a. Discuss SUG that has a charge at our next BOD meeting.
 - e. Secretary's Report
 - i. Past Minutes posting update
 - ii. Print Vendor review
 - iii. Once Day Seminar Registrations to date
 - 1. Valerie to supplement with payments to date
 - iv. Upcoming outreach events / club calendar
 - 1. **Roger to contact Elioak Farms (Marcia) to see if they want to request an observation hive or bee display for any upcoming weekend events.**
 - f. Communication's Editor report
 - i. FB and website statistics
 - 1. June, July, Aug avg 1100 -1200 per month - best month is Feb 1600 visits to website. FB we have 163 followers. One-day course and articles. Wants regular reminders to club about following our Facebook.
 - ii. Recent article postings on website
 - iii. Request for input
 - g. Discussion Group update – members only for the discussion board; **Tina to notify Gene. (complete)**
 - h. Outyard Update - None
- II. Old Business Items with action needed and/or delayed from May BOD Meeting:
- a. Clark's Ace Hardware Observation Hive update – Valerie and team has not done anything over the summer. Will resume in the fall.
 - b. Membership Dues – shall we raise the price? \$20 individual and \$30 Raise. Clif motioned, Dave seconded. Unanimous on raising dues.
 - i. **BOD: We need to plan the speakers at the meetings better, as members are planning to attend based on the topics to be discussed.**
 - 1. Colony care info and Q&A to start meetings
 - 2. Short presentation
 - 3. "Main Event" presentation
 - c. Website Committee update (Tina and Gracelena)
 - i. **BOD: We need help writing the content for sections as we finalize the page designs.**
 - d. **Valerie will help Phil K. create a spreadsheet of out yards and craft out yard guidelines; need form on Website and for equipment.**

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- e. Dave Dobbs to provide copy of a form for authorization to use pictures in newsletter
- f. ALL BOD Members: Need all members to review and update their club role description and return to Tina by or before the next club meeting on 11 September. Tina will send the presentation for your updates.

III. New Business

- a. 2019 BOD November Election
 - i. Outgoing / potential candidates
 - i. Tom 'resigning' from BOD
 - ii. Clif to move to Past President role
 - iii. Dave Dobbs interested in President
 - iv. Dave Schultz. interested in Vice President
 - v. Roger (Director), Valerie (Treasurer), Gracelena (Communication Editor) and Tina will all 'run' for their current roles.
 - ii. Under normal circumstances, current BOD members interested in rolling off the board will work with the BOD to find a replacement and 'train' those individuals in the role before vacating the position.
 - iii. Tina to ask Phil is he will run as Director and Brenda if she is still interested in representing HCBA at the MSBA meetings. (emails sent)

IV. Items to hold over to next BOD Meeting

- a. 2018 One Day Seminar
 - a. Planning
 - b. Flyer distribution and assignments
 - c. Other?
- b. 2019 Beginning Beekeeper Course
 - i. Planning Workbook
 - ii. Flyer distribution
 - iii. Other?
- c. Gracelena to propose process for posting items to site and FB –
 - i. Gene to hold a 'lesson' for any of us who want to be able to update website. Who is in?
- d. Requirements for vendors to have a table at Beginning Beekeeper course