

# Howard County Beekeepers Association Board of Directors Meeting Minutes

## 5 December 2018

The meeting was started at 6:30 PM by Dave Dobbs.

### Attendees:

- Dave Dobbs, Vice President
- Valerie Wampler, Treasurer
- Tina Glorioso, Secretary
- Gracelena Ignacio, Communications Editor
- Phillip Krista, Director
- Roger Frissora, Director

### Apologies:

- Clif Darby, President
- Brenda Klaunberg, MSBA Representative
- Tom Wilson, Past President
- Phil Serafinas, Discussion Group Moderator
- Jason Ellis, Past President

### I. Old Business

- a. Alice Parks advised that the Sheep and Wool festival would like to have honey sold at the farmer's market there in May.
  - i. Dave Dobbs to inquire regarding the costs, timing, etc. and report to the BOD via email by or before the next general meeting on 13 November 2018.
    1. **December Update** - Still no response from the Sheep and Wool (SW) contact.
      - a. If we do this, would need a volunteer to 'run' the annual event the first weekend in May; must rent the SW tent, etc.
      - b. **Action: Dave Dobbs will write a "job description" for the volunteer lead role for BOD approval and distribution to solicit.**
- b. State Fair HCBA Day – As a club, we need to obtain more information on this annual event so we have more notice and can better solicit volunteers. 2019 President will take this action and report to the board.
  - i. **Action: Dave Dobbs is working to find out who coordinates the State Fair booth, how much can be earned etc. Dave to talk with Jim Fraser, who may know more about this.**
- c. Meeting speakers through February 2019
  - i. Dave Dobbs to send spreadsheet to Tina; Complete
  - ii. **Dave Schultz. to find a January speaker by or before 21 Dec - Complete**
- d. **Roger to purchase microphone and update club laptop software before the end of the year. Complete**
- e. Under normal circumstances, current BOD members interested in rolling off the board will work with the BOD and membership to find a replacement and 'train' those individuals in the role before vacating the position.
- f. BOD: To plan the speakers at the meetings better, because members are planning to attend based on the topics to be discussed, a suggested 'standard agenda':
  - i. Colony care info and Q&A to start meetings (If no short presentation)
  - ii. Short presentation or demo
  - iii. "Main Event" presentation
- g. 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?
    1. BOD wants all postings to be approved by Gracelena or someone else before posting

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- a. Gracelena to resurrect the planning workbook for the Google Drive. Gene will enter items he finds to post, and Gracelena will 'approve'. Gracelena will also indicate the date to post on the site.
  2. All our communications need a Style guide and we should have a website operating manual. Gracelena to draft for BOD to approve
  - h. Requirements for vendors to have a table at Beginning Beekeeper course: Discussion included:
    1. Must be present at the last 4 meetings. Vendors not invited to the initial meeting.
    2. Request a major raffle item donation
    3. Request door prizes beekeeping items donations
    4. Request promote our Beginners Class on their websites 60 days in advance (a simple link on their home page is okay)
  - i. Website Committee update (Tina and Gracelena)
    - i. BOD: We need help writing the content for sections as we finalize the page designs. Assignments have been made, and work is underway.
  - j. Valerie will help Phil K. create a spreadsheet of out yards and craft out yard guidelines; need form on Website and for equipment.
  - k. Roger to contact Elioak Farms (Marcia) to see if they want to request an observation hive or bee display for any upcoming weekend events. A calendar of events they would like HCBA to attend would be helpful for 2019.
- II. New Business
- a. 2019 Beginning Beekeeper Course
    - i. Planning Workbook reviewed
    - ii. Registration fees reviewed. BOD is considering a price increase for 2019 Fall seminar and 2020 Beginning course.
      1. Valerie will provide a budget analysis on the beginning beekeeping course to assist with this decision.
    - iii. Flyer distribution assignments made.
  - b. Gracelena motioned to spend \$40 for FB promo of the 2019 Beginning course; David S. seconded; Unanimous consent. Gracelena will set up the FB promo.
  - c. 2019 BOD Transition to new President and Vice President was completed.
  - d. Gift for pas president Clif suggested. Determined an Engraved hive tool was an appropriate gift. Roger motioned, David S. seconds for spend. Unanimous consent. Valerie will order the hive tool and have it engraved.
  - e. Tina motioned Tom Wilson be lifetime HCBA member, Valerie seconded; unanimous consent.
    - i. Tina to draft 'proclamation' for announcement at next General meeting that Tom is able to attend.
  - f. Website assignment review was completed. Team continues to draft webpage content. Dave, David, Valerie, Gracelena and Tina: First drafts are due to Tina (using the provided workbook) by or before 12 December.
  - g. Conflict of Interest documents distributed and signed

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- h. Vivienne Page Gilmore is an 8<sup>th</sup> grader who has asked for HCBA's help for a documentary on honeybees. Dean Clark has agreed to assist her. HCBA has asked to post her completed project on our website and has invited Vivienne to a future HSBA meeting.
  - i. Other websites with HCBA info – Dave has updated the HCBA contact info and website into on other sites, such as MSBA.
- III. BOD reports
- a. Outreach: Phil Krista:
    - i. Phil moved to spend \$10 for business cards for outyards.
    - ii. Discussion regarding need and purpose of the business cards; what will be on them, etc. Decision made to not have a personal card, but rather more generic HCBA card.
      - 1. David S seconded. HCBA card, use club email, etc. Unanimous consent to purchase the cards that the BOD will design.
    - iii. Tina will have a draft card designed to present to the BOD.
  - b. Treasurer report – Valerie to send a write up to the BOD to update our finances.
  - c. Roger shared that he intends to purchase a new set of hand microphones using part of his annual budget.

Meeting was closed by Dave Dobbs at 8:32 PM