

BOARD MEETING June 26th 2011

Present: Jonathan Hayes, Amber McVey, Wayne Ingalls, Nita Musgrave, Joan Szechtman, Diane Hoffman

Excused: Jacqueline Bloomquist

The meeting was opened at 4:03pm by Jonathan Hayes, Vice-Chairman.

The minutes were accepted after revisions requested by Diane Hoffman.

Bookmasters informed Joan that the latest delivery of UK publications had splits in the boxes but the publications themselves were not damaged.

Diane suggested we ask the UK business people to arrange for sturdier boxes to be used so we don't lose any publications.

The summer edition of the Register is on the website. Joan announced that it will go to Sun Graphics for printing next week. We are saving approximately \$500 per issue using perfect binding instead of staples, and by not printing on the inside of the front cover. Joan has passed on this information to Stephen York of the UK in case they can also make savings.

Amber has heard from Diane Batch who has a lot of records from her time as secretary. She will bring them to the AGM. It was suggested that any documents of importance should be stored with the non-fiction library. This will cut down on the chance of them being lost. It was also suggested that important

documents be backed up on-line.

During discussion of the original articles of incorporation it was suggested that we may need to have a member from NY on the board in order to comply with the regulations.

Diane will send copies of all documents she has and we will read them and at the next meeting discuss any changes that should be made.

Amber informs us that William does not have the time necessary to continue as the Webmaster. When we look for a webmaster we also need to look for a content manager.

Notices will be placed in the Register and also the online discussion site. It was suggested that Peggy Allen might have a suggestion as to someone who could help. We will ask William to upload the notice about a new webmaster and content manager onto the website in the members only section.

Wayne is still going through the file drawers of papers from New Orleans and says that to date he has not found any important documents. He still has two boxes to go through. He did however find old Registers and publications from the Yorkshire Branch. These will be sent to Joan so she can see if there are any articles which she would like to reprint. The old Registers will eventually be sent to Susan Higginbotham for inclusion in the non-fiction library.

Diane requested that Wayne look for anything about the Shalleck fund which is now handled by the Medieval Academy. Amber felt that anything on that subject would probably be with Laura Blanchard. Diane requested all members to go through any documents they might have, and scan them online. The hard

copies to go to a permanent archive, to be decided.

The AGM Brochure was printed in the Register and will save us several hundred dollars. It will also be put on the website and has already been put on the discussion group site.

We plan to advertise for a new chapter advisor. All the information in the Summer Register about chapter contacts is now correct.

Joan had asked Sun Graphics for a quote for sending out a mailing if we need to contact members urgently. This would be a self mailer (no envelope).

2 single sheet size (8 ½ X 5 ½) would be \$61.78 + postage for 320 items.

4 double sheet size would be \$93.18 + postage for 320 items.

Diane will contact Pat Orweiler at SunGraphics and find out if we need to sign a contract or if we can just use them for ad hoc mailings as necessary.

We discussed senior memberships, which the UK society has for their members. Diane checked the cost of their memberships and said that currently we pay the UK 16 pounds per member. This is already lower than their senior rate which is 20 pounds. She believes that if we did institute such a rate we might still have to come up with the same amount of money which would mean the senior memberships would be subsidized by other members. It was decided that in the current economic climate that would be unfair. We decided the best thing is to keep expenses as low as possible and charge everyone the same.

The meeting was adjourned at 5:32pm ET

The next meeting will be held on August 7th at 4pm ET