

Meeting attended by: **Emily Newton, Compton Reeves, Deborah Kaback, Susan Troxell, Cheryl Greer, Joan Szechtman, Wayne Engalls, Gil Bogner**

- I. GMM
 - a. Sally has decided to do her GMM presentation live. She will record the talk anyway as a backup, but intends to do a live discussion during the GMM.
 - b. How will a Q&A work? Will we be able to do so?
 - i. With ~25-30 attendees, it's very doable to have a Q&A, although we'll need to give an overview at the beginning of each talk.
 - c. Not all board members have registered for the GMM.
 - i. A quorum of 4 board members is required to make the business meeting legal.
 - d. Compton has been receiving ballots for votes for the new board.
 - e. Matt Lewis will do his webinar live on the 17th. We will do a practice session ~15–30 minutes before the talk begins to test the audio/tech.
 - i. Susan will check in with him to make sure no additional practice is necessary.
 - f. Board agrees to a £100 speaker fee for the Hammonds and Matthew Lewis.
 - i. Susan suggests a \$50 gift card to express our gratitude to speakers.
 1. With the speaker fee, we agree not to include an added gift.
 - ii. Deborah would not be able to send a check in pounds, but we will look into PayPal.
 1. No PayPal charge to deliver money to friends and family.
 - iii. Sally will get a \$50 gift card for our gratitude.
 - g. We have still not received the deposit funds from the hotel.
 - i. Susan has been in constant contact with the hotel.
 - ii. Susan will write a formal letter, now that it has been 30 days since the check was put into the mail.
 - h. An email blast will go out on October 2.
 - i. Ask Matthew Lewis to mention the GMM on his social media.
 - j. Should listeners be on mute during the talks?
 - i. Yes, we can use the “raise hand” feature.
- II. Incoming board members
 - a. Reach out to incoming board members.
 - i. Encourage GMM attendance.
 - ii. Collect preferred contact information.
 - b. Deborah needs to investigate getting the paperwork to change the treasurer information with Bank of America without being in a branch location.
 - c. Cheryl will send Emily the contact information for the incoming Secretary and Emily will reach out.

- d. We will not be able to stagger board changeovers because of the size of the board and the organization.
 - i. We have enough documentation, and the immediate past chair remains on the board, this will be acceptable moving forward.

- III. Hammonds' talk
 - a. They will be recording their talk on October 4.
 - b. As many board members as possible are encouraged to attend to ask questions.
 - c. The recorded video will be edited before being presented during the meeting.

- IV. Donation of hundreds of books from late member
 - a. We can't accept hundreds of books without some sort of list of titles.
 - i. Wayne has requested some sort of inventory.
 - b. For use of the library, would it make sense to have an account with UPS to send books with a return mailer?
 - i. Susan gets so few requests for books that it doesn't make sense at this time.
 - c. Susan's library is reaching its capacity.
 - d. Susan will make it her personal project to consider how to better store, preserve, and maintain the nonfiction library.
 - i. Propose at the business meeting splitting the nonfiction library to split into books and journals/articles.
 - e. Email thread will be initiated to discuss further.

Meeting concludes at 5:03 PM, est.

Next call Sunday October 11, 2020 at 4:00 PM, est.