

Richard III Society- American Branch  
Minutes of Emergency Board Meeting  
Sunday, November 22, 2020  
4:30-5:30 pm

Called by Susan Troxell, following resignation of Buffy Martin-Tarbox as Membership Chair

Attended by Gil Bogner, Compton Reeves, Deborah Kaback, Wayne Ingalls, Joan Szechtman, Susan Troxell, and Cheryl Greer (all by Zoom videoconference)

1. Appointment of new membership chair, Wayne Ingalls, to serve out Martin-Tarbox's term of office (October 2020-October 2022)
  - a. All Board members in agreement with Ingalls' appointment
  - b. Removal of Martin-Tarbox from all Branch contacts and databases
    - i. Szechtman will remove her name from newsletter & journal
  - c. Martin-Tarbox to process any checks she receives, adding info into membership database, to avoid delays
    - i. **Martin-Tarbox will still need permission to use the database until checks stop coming to her**
2. Branch membership forms / CLG registration form
  - a. Greer reported some members were confused by having the form in Branch publications, and were submitting renewal checks too early
    - i. The form will be removed from the electronic newsletter
    - ii. The form in the Register will be revised to state clearly that members should only fill it out IF their membership is about to expire, and to contact Membership Chair for that
      1. Will monitor, to see if the form should be removed from Register entirely
  - b. CLG registration forms will be moved to "Members-only" part of website
    - i. Concern that non-members could fill CLG form out if they were on the "How to Join" section
    - ii. Troxell will prepare statement on "How to Join" explaining the CLG registration process to members
    - iii. New members will be asked to provide their DOBs on the Branch form, and Membership Chair will automatically generate their CLG registration forms for them
      1. Members can "opt out" by ticking a box saying they do not wish to be registered with the CLG and understand they won't get the UK pubs or UK voting rights by doing so
3. Processing members' checks will remain the same, Membership Chair will receive and input information into database, and then forward to Treasurer
  - a. It was felt that having members directly send checks to Treasurer would cause delays in inputting member renewals into system
  - b. Encourage people to use PayPal or Credit Card as much as possible.

4. Membership ID #s – the UK parent society has started to assign a unique # to American Branch members.
  - a. Sue Wells (UK) sent spreadsheet with those ID #s
    - i. Ingalls will follow up on any names missing from that list
  - b. American Branch has never used Membership ID#s in the past.
5. Direct Mailings of UK Publications to CLG-registered Am Branch members
  - a. Ingalls will follow up to see how the UK will identify current-members-only on their CLG registration list
  - b. How will the UK know when an Am Branch member does not renew?
  - c. We need to understand how the UK will develop the mailing list to send to our members since we process memberships differently from the way the UK does theirs. Will they be getting the mailing list directly from the CLG list or will they be requesting mailing lists from our membership chair for each mailing, and so forth? And if so, shouldn't we have heard from them by now or are they planning on shipping the December Bulletins to SunGraphics one last time?
  - d. Monitor mailing costs. We don't want to pay for excessive mailings going out to defunct members.
6. Zoom account – if we can limit it to one host, we will do that, to save costs
  - a. Troxell will investigate and remove host if possible

Minutes prepared by S Troxell, distributed to Board 11/23/20 for review/approval.