

Minutes for July 18, 2021 bi-monthly Board Meeting

4:00 pm (Eastern) by Zoom

Meeting attended by: **Compton Reeves, Deborah Kaback, Susan Troxell, Joan Szechtman, Wayne Ingalls, Gil Bogner, Pauline Calkin**

[Added notes to agenda are highlighted.]

New/Time-Sensitive Business

Financial deadlines

- Tax Returns must be filed soon, and signed by appropriate officers
 - o Any information that needs to be clarified/collected? All information has been collected and verified. Accounting firm got a filing extension for Nov. 15.
- Bank Signatory Card – Deborah is working with Bank of America and Gil. Gil has forms to sign and get notarized. Will mail to Deborah once he has is able to do it.

American Branch's 60th Anniversary is this year (10 minutes) Plan on celebrating in 2022 GMM.

- Wayne prepared article for September 2021's Bulletin. Article for Bulletin emailed.
- What do we want to do for Am Branch publications in 2021, 2022. Expanded article for Register was emailed and contains additional vignettes. Will be looking for input for future publication with a focus for 2022 GMM.

Am Branch Website Redesign Project (5 minutes)

- Cheryl is making good progress, has spent 15 hours so far – she is recording her work hours on shared Google drive/Google Groups page (Excel spreadsheet). Board and redesign team all approve of website draft layout. Will refine color choices as work progresses. New website structure is clean and reads well on a range of devices from smart phone to desktop computer.
- How do we want to pay Cheryl – monthly, quarterly, or at project completion? Decided on bi-monthly payments to coincide with bi-monthly meetings. Going forward, Cheryl should submit first invoice now and next one Sept. 15th and continue bi-monthly until completion. Expected completion by year end.

Sharon Kay Penman's Richard III/Plantagenet novels archive (5 minutes)

- These materials are now temporarily with Susan T in the non-fiction library: Penman's materials consist of 20 boxes and shipping to the UK is about \$500/box. Waiting to hear from Matt Lewis as to what to do the boxes.
- Susan T consulted Laura Blanchard and Carole Bell and submitted their recommendations to Matt Lewis, chair of the CLG. No response. It appears the CLG is not interested in making a gift/loan to an institutional custodian in the USA.
- Last chance for the American Branch to consider accepting this loan from UK CLG. We may have a short window of opportunity to revisit loan.
- Accepting this loan would require qualified Am Branch volunteer to house, curate, & digitize materials, and work with the UK CLG in sharing the digital files. While there may be another opportunity to revisit the loan, we do not see being able to find a volunteer within the American Branch who has the ability and/or wishes to accept the archival material. We also need clarification from the CLG what the terms of the gift are. Is it possible for us to find a volunteer to categorize, preserve, and digitize prior to shipping to UK?

Vacant Am Branch positions (5 minutes)

- Need to fill Sales Officer – need a volunteer to coordinate with Bob Pfile. **Seeking volunteer for this position.**
- Secretary and Branch Coordinator positions seem open, need volunteers? Joan Szechtman will have her email added to the secretary r3 email to monitor and will take meeting notes until this position is resolved and know Justin Smith's status. Wayne will try to contact Nita Musgrave to determine if she is still going to continue as Branch Coordinator. Since Nita is in the Chicago Chapter, Wayne will contact another member of that chapter if he is unsuccessful in contacting her. Hopefully, someone there will know the status.
- Positions can be shared by 2 people if too burdensome
- Note: Ricardian Bulletin gives our Secretary as Branch point of contact, need someone to monitor that inbox. **Joan will monitor the secretary's email.**

2022 GMM (10 minutes)

- Where? in-person or by Zoom?
 - o Should we seek a member poll on this? Or Board executive decision?
- Who will lead the event coordination?
- **Deadline of April 2022 to publish the final details. We will take a pulse on the status of the pandemic next meeting, but need to resolve whether virtual or in-person by year end. Will have to know by December whether the GMM will be in person or Virtual..**
- Someone MUST ask Nita Musgrove if she is able to step up on this, as Bylaws say it is the Branch Coordinator who is tasked with this duty. **Wayne will contact her.**

Open/On-Going Business (10 minutes total)

Fiction Library

- Pauline has replaced all but 2 lost items at her own expense, she is asking for charitable contribution recognition for tax purposes, will submit receipts to Deborah K. for an IRS Income Tax Charitable Contribution letter. **Pauline has estimated that she has so far spent about \$1,200 to replace all but two of the missing books.**

Report from Branches & Group Conference in UK CLG

- Wayne to identify any issues pertinent to Am Branch going forward. **The overarching message for the branches around the world is the CLG plans to have a light touch to not be controlling and to be understanding of each branch's requirements and needs..**

Status of CLG Registrations & Direct Mailings from UK

- Wayne is working with Business Manager of UK CLG to fix erroneous addresses. **We are still having problems with the CLG addressing and there's a significant number who have yet to receive the June publications but because it's too cost prohibitive to bulk ship to the US, Wayne will work with the CLG to work out the addressing issues.**

Sales of Carson's Mancini Book

- **What to do with unsold books? There are 18 unsold books from the original order of 75 books. May save some for the 2022 GMM. In in preparation for a virtual GMM, we should think about a way to have virtual sales before the next meeting..**

Angel Award for Large Monetary Donations

- Still needs decision on amount, plaque—**tabled to next meeting.**

Brief reports from Officers, Committee heads (10 minutes total)

Discussion as to anything that an officer or committee head would like to address

Joan Sz. would like to discuss, briefly, the need for Regular Feature Articles to the Ricardian Chronicle, and for the Board to keep an eye out for anything that might be suitable for publication in the Ricardian Register. + Annual Report (all annual reports can be found on the about us page of r3.org. Joan put out a request to maintain regular article such as report from Chair, “ex libris” column on the status of the libraries (non-fiction, fiction, and articles and media. In addition, we the annual report generally coincides with our tax filing and consists of statuses from chair, vice chair, treasurer, secretary, membership chair, libraries, editor, chapter coordinator. This year, because of the extension in filing taxes, the report will go as an insert to the September Register and the individual reports need to be submitted to the editor by August 15th. It will also be published on our website on the “about us” page.

Things we “tabled” for discussion at last Board Meeting (continue to next meeting): Tabled to next meeting.

- Creation of new On-Line Event Programmer
 - o Susan T had proposed a new committee position for someone to create/admin Zoom meetings and webinars; volunteer needs to use event programming tools (Eventbrite) for ticketing
- Five-Year Strategic Plan
- Creation of Gift/Donation Policy
 - o It is desirable to have one in place, especially for our Librarians

Meeting concluded. 5:30 PM, edt.

Next Zoom meeting Sept. 19, 2021 at 4:00 PM, edt.