

Minutes for [Date] bi-monthly Board Meeting

4:00 pm (Eastern) by Zoom

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

[Meeting notes are highlighted.]

**New/Time-Sensitive Business** (*Italics indicate most time sensitive*)

Annual Reports – confirm all have been submitted to Joan: **Confirmed.**

Treasurer's Report - expense allocation errors corrected? **Expense allocation corrected but need clarification.**

Annual report—is accounting firm fixing the spreadsheet so it makes sense? **Joan will send Deborah email showing where it needs clarification.**

*Filing Tax Return – November 15 – are we all set?* **Taxes have been filed.**

*Any continuing issues with CLG or CES Direct Mailings or Incorrect Emails/Addresses?*

*CES ballot closes end of September* **Wayne will send out email blast to remind people to vote.**

John Whiting (CLG Treasurer) has been told that they need to include State CES ballots emailed to Am Branch members – host of resolutions to vote on

*Should Board issue recommendations to Am Branch members on how to vote?* **We should remain neutral and refer members to Matt Lewis' letter.**

CLG AGM – October 2 in York (In-person and by Zoom)

*Am Branch submitted report, someone want to read it "live" at AGM?* **Should encourage members to register and plan to attend the business meeting. Susan to read American Branch contribution, but is unsure of whether she will be able to attend this meeting due to a scheduling conflict. Both Deborah and Joan plan to attend and either of us could read it in Susan's stead if necessary.**

Updating Am Branch profiles on CLG website & form letter to New CLG Members. **Joan submitted profile update, and Helena Smith approved. Her reply follows and gives a complimentary shout out to the article about our 60<sup>th</sup> anniversary:**

**Thank you for your email and your entry for the American Branch to replace your current entry in the letter to new members. I was very interested to read it and to see all your Branch does and would like to thank you, if I may, for all you do in the cause of King Richard's reputation. It was very interesting too to read the article in the September Ricardian Bulletin about the Branch's anniversary and to see a lovely picture of members.**

Google Shared Drive for Board Documents and Master Calendar

Would the Board find these helpful? **Might be good for keeping active documents, document templates, and for added continuity as boards change. Some open questions are who would maintain it and how does this work with the R3Board google group?**

**Open/On-Going Business (10 minutes total)**

*Website Redesign Project – update from Cheryl* Project is well under way. **Cheryl demonstrated the new design which is "live" at [newr3.dream.press](http://newr3.dream.press). We are encouraged to explore it on our own and to report suggestions/question to Cheryl. Old site will be archived so that any missing elements could be retrieved as necessary.**

*Approximate date for announcing to Members:* It's a bit too soon to announce now, but should be ready to be announced by December.

*Article in Newsletter?* The next newsletter (Ricardian Chronicle) is scheduled for December, so the announcement should coincide with the Chronicle's publication.

Letter to Pauline Calkin re: her charitable donation to Fiction Library: Sent.

2022 GMM – In-person or by Zoom? Who will organize?

We gave ourselves a deadline of December 2021 to decide zoom vs in-person. Currently leaning "ZOOM" because of the unsettled state of the COVID-19 pandemic. To be determined at next meeting.

Bylaws provide for Chapter Coordinator to determine location/date. Need to reach out to Nita Musgrave, Chapter Coordinator, as to coordination and how to handle if Zoom.

Sales officer & web content manager positions are still open: Sales has been dormant for several years. Maybe should wind down and just work out how to handle sales for Zoom and in person GMMs.

Wayne to find out from Bob Pfile how much space the sales inventory requires / Just prior to this meeting, Wayne heard from Bob that he suffered a minor stroke and is slowly recovering. Discuss sending him a "get well card" and should anything go with it? Susan will send Bob a card. Is there a sales sheet?

What exactly is web content manager?

Need brief job descriptions to attract suitable volunteers

Editor assistants for getting articles for both Register and Chronicle: Susan suggested an assistant could establish a quarterly column that includes interviews, media reviews, etc.

Blast email inviting members interested in volunteering to attend board meetings: Planned, details not worked out.

Compton – please forward Chair's File to Susan T: Done, Susan has received file.

Reports from Officers/Committees – at your discretion: Not covered.

Do we want to extend free memberships to Schallek winners again? Need to figure out so it now works with CLG.

### **Tabled from previous meeting:**

Bylaws need to be Revised – Susan will draft her recommendations and will communicate directly with each officer for their input: Will we be able to establish a tiered system—honorary/student/etc?

Angel Award for Large Donations – threshold amount, plaque: Tabled.

Creation of On-Line Event Programmer position (non-voting, committee level): Need to determine restricted vs. unrestricted. Letter to Pauline Caulkin was first baby step. Tabled for further discussion.

Five-year Strategic Plan: Tabled.

Gift/Donation Policy: Tabled.

Meeting concluded-5:35 pm (Eastern).

Next Zoom meeting Sunday, 11/14/2021 at 4:00 PM (Eastern).