

Bimonthly Board Meeting Minutes

November 14, 2021 – 4 pm (Eastern) by Zoom

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

[Added notes to agenda are highlighted.]

New/Time Sensitive Business

2022 GMM – is it going to be in-person or by Zoom?

Considerations:

Risk of another Covid outbreak in 2022

Four years without in-person GMM seems undesirable

No chapter has stepped up to host (yet)

Contacting Nita Musgrave, Chapters Advisor, to set up a meeting on Dec. 4th or 5th, or Dec. 11th or 12th, or Dec. 18th or 19th and to invite the Chapter Chairs to see if it will be possible to have a hybrid in-Person and Zoom.

Wayne will map out membership distribution, hopefully by region, at a minimum by state.

Hybrid Zoom + In-Person? Too complicated?

Preference is to have a hybrid Zoom + in person, will require a chapter to organize and will require an A/V knowledgeable technician, possibly available at a cost with the selected hotel. If we are unable to find a chapter to work with, then it will have to be Zoom only.

The Detroit chapter seems to be our most active chapter, and would be a good choice logistically for an in person GMM if they are willing to do the heavy lifting.

Bylaws require that the date and location of GMM be announced in March 2022 (at least 6 months in advance). Bylaws need to be updated so the date should not conflict with the UK's AGM since we can now attend via Zoom

Need to schedule a GMM Planning meeting in December or January. Meeting should include Chapters Advisor and invite all chapter leaders.

Set up a Zoom meeting with Nita Musgrove, Chapter Advisor, and the chapter chairs this December to make a decision.

Meeting will determine who will lead the planning (If no one volunteers, should we retain Event Planner?). Unresolved pending December GMM planning meeting.

Theme or Speakers for GMM – any ideas?

Branch's 60th anniversary celebration

Sharon K Penman "summit" / Ricardian Fiction? (Penman archives/Stephanie Churchill)

Include other historical fiction?

Would Annette Carson be interested in being a Zoom speaker?

Plantagenet Angel Awards – we need to decide the donation amount criteria and how much we're willing to spend on the physical prize – we can announce in 2022:

Plantagenet Angel "membership tier" is set at \$500/year, Fotheringhay is \$75/year, Middleham is \$180/year, and Bosworth is \$300/year.

The criteria should include \$\$ donations & donations in kind -right? Perhaps a total contribution of \$2000 either spread out over no more than 3 years. Only one award/donor.

Pauline Calkin (\$1,295 donation in 2021) and Dr. Bowman Cutter (\$2,000 per year)

Jonathan Hayes recommended the following language: "In recognition of your commitment to the future of The Richard III Society, American Branch, the award of Plantagenet Angel is hereby made to (whoever)." Any further ideas?

JH also made an attempt at designing the award plaque – need volunteer to complete task of getting Trophy Arts to make up awards once Board decides awardees

Dickon Award plaques had cost \$75/per (costs may have increased now)

Must ensure we protect donors who prefer anonymity. Should the request for anonymity be opt in or opt out?

Reports from officers – please identify any developments or issues:

Membership Chair: Wayne will contact Trophy Arts about creating a plaque for Cutter.

Treasurer: Deborah was finally able to get our Chair, Susan Troxell, linked to the Bank of America account. Still trying to resolve online access for Susan. Deborah noted that there is no oversight regarding cash withdrawals specified in the bylaws and since the treasurer has an ATM card which is useful for deposits at an ATM and certain bill paying but that should not be used to withdraw cash.

Fiction librarian: Pauline updated fiction library inventory.

Editor: Diana Rubino, assistant editor, will now be doing a member experience column for the newsletter.

Shared Google Drive – Board needs to approve the maximum cost we're willing to pay (the annual rate is modest & depends on how much storage is needed, plus we get discount as non-profit)

-does someone want to take on looking into how we set this up? Joan will look into setting up a non-profit Google drive for the American Branch to be ready by the January, 2022 Zoom meeting.

-how does this work with our Google Group?

-what types of documents should the drive be used for?

For example: (1) governance docs (2) minutes of meetings (3) procedure manuals, policies and SOPs (4) job descriptions for various roles (5) gift donation letters and lists of major donors (6) templates for documents/emails that are routinely used by officers (7) bylaws and documents related to them (8) Medieval Academy of America stuff / Schallek Awards (9) CLG documents (Articles of Assoc, Rules for Branches & Groups, Rules of Conduct) and correspondence with CLG; (10) Rules of Conduct for American Branch and grievance resolution process (11) GMM event planning documents (12) Agreements and Contracts with third parties

-and who should maintain it (current officer or new position)?

Revised Bylaws Project – we need to have a draft prepared and ready to be shared with members, so they can vote on them at the 2022 GMM

Susan will run through Articles I, II, and III and collect suggested changes to those areas:

Article I: will have to add CLG mission statement and update our mission statement to agree with CLG) we are a corporate affiliate of the CLG). Also identify our founding year and milestone anniversary years.

Article II: no changes.

Article III:

3.3.3 Clarify if dues are deductible.

3.3.5 change "mail" dues to "send" dues

3.8 leave as is but need to add an option to share name for chapters

Need to add “3.10” Board has power to create code of conduct and grievance practices.

Add Article regarding insuring board. Susan will look into what’s involved.

Open/Ongoing Business

Sales Officer – did someone connect with Bob Pfile to get a sense of inventory size? If we decide to wind down and eliminate this officer, what do we do with the existing inventory (there are some items in there from Sally Keil that are Educational Boards from prior AGMs or library displays)

Website Redesign – how many years of Registers are going to be behind “paywall” (1, 2, or 5 years)? Cheryl says it won’t be ready until early 2022

Add Student tier and if so what should it look like and what should the dues be?

Should there be a “pay wall” for published Registers and if so, which Registers should be behind the paywall—current year/most recent two years, three, four, or more? Would people not join if all digital copies of Registers were available to the public?

Tabled But Not Closed

5-year Strategic Plan/member survey – this is considered a best practice for all non-profits and will help future Boards in setting priorities and allocating their efforts

Gift Policy – we need one, it can be very basic

Meeting ended at 6:02 PM (est)

Next meeting scheduled for Jan. 9, 2022