

03-13-2022 Bimonthly Board Meeting Minutes  
Started at 4:05 pm (Eastern) by Zoom

---

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

[Added notes to agenda are highlighted.]

### New/Time Sensitive Business

New Website launched

How has it been received? # of visitors? Very positive feedback so far—no flames. Limited analytics revealed high traffic at first, settling down to about 2000/mo. visitors. To date, there has been one query for “Oh Tey Can You See” (an out-of-date suggested study curriculum). This is no longer on our website. The UK website has up-to-date material for referral.

What can Board do to support it? We need to create promotional material to support it. Its content can be derived from our website’s “About Us” page. Susan will also include the website URL as part of her bio for the Stratford Festival.

Update on Medieval Academy of America

They didn’t notify anyone of Schallek awardee

Susan sent reminder to them: In addition to the fellowship, four applicants received a \$2,000 award.

Susan added a paragraph in the congratulatory letter to each recipient, offering an opportunity to learn more and immediately heard back from Christine Vitale at UCONN.

Endowment Fund’s current financial status (11.4% ROI, \$1.9M as of 12/31/21)

Our Branch Report to UK’s Branches & Groups Liaison Officer (BGLO, Helena Smith)

They will be asking for this report each year - due Feb 28

This was submitted with input from Wayne & Board

Question: BGLO asks to be “honorary member” of all Branches—do we agree? Yes, but email to Branches and Groups Liaison Officer email instead of personal email.

Would entail mailing Register to UK: no, email publications.

CLG charges per American Branch member: Currently, CLG charges us £22 per member per year that includes all CLG publications, Zoom presentation, and event and site discounts in the UK. We are charged £13 per member per year to mail the print publications (4 *Bulletins* and 1 *Journal*). In the past, we had the publications shipped to our distributor (Sun Graphics) who mailed them through the US Postal service along with the *Registers*. This ceased to be cost effective as the shipping costs skyrocketed. This is actually a bargain and we are getting the UK publications much faster than if we had persisted with the bulk shipping.

Annual Report for 2021—this must go out ASAP

Have we collected reports from all? No.

Are there any specific issues needing to be addressed before published?

Will be uploaded to website’s “Governing Docs”—to avoid printing costs

Tax Returns - must be filed with Federal & NY State

Are we “on schedule” with this? Yes.

GMM - Board decided the Registration Costs for each Attendee

\$200 for GMM; \$70 for dinner; \$30 for Sunday; \$10 for Zoom

GMM Formal Program Announcement & Registration Form: Using EventBrite for all, has a 6% convenience fee that each participant who uses it will have to pay. Our website will also provide

instructions on how to pay by check or via PayPal directly (lower convenience fee) to connect the payment to the registration. Checks and Registration form will be sent to our Registrar, George Usher and he will mail the checks to our treasurer, Deborah Kaback. Our Membership Chair, Wayne Ingalls will know which PayPal payments are for the GMM and will let George Usher know that he received a payment of \$\$\$ for the GMM from member so it can be tied to the Registration.

We are charging a nominal Zoom fee to encourage members to attend with a bit of commitment and also include a donation line to the registration forms.

George Usher - Registrar and primary point of contact  
Publication in March *Register* (Printing costs for inserts \$ \_\_\_\_\_)

Branch Website - Upload Form & Program

EventBrite - What does this offer us?

Email blast to Branch members: Registration and program documents will be printed by Sun Graphics to be distributed to our members with the Registers. Email blast and registration form should include information about handicap rooms for those who need it.

Announcement in UK's June *Ricardian Bulletin*? *Who will write up?* Liz Batemen volunteered and Susan pointed out that the length of the announcement should be no more than 200 words. Needs to be submitted by April 1 to Alec Marsh.

Second payment to hotel of \$2500 due June 1<sup>st</sup>. Deborah will wire the money by that date.

GMM Board Obligations in upcoming months:

call for nominations to Board (Bylaws say must be done in July) Will do a separate email blast to members with a link to the bylaws in July. The bylaws will be on a password protected page. Have Sun Graphics print for distribution in September Register. Include a brief description of why the revision.

Call for nominations for Dickon Award & create plaque for winner: TBA at GMM.

Circulate GMM Registration Materials (include proposed Amended Bylaws?): Include a summary page with the September Register with a link to the Bylaws on our website.

Circulate proposed Amended Bylaws, with Proposed Resolution to Pass them

Circulate Ballot to Elect Officers & Directors (must be done in mid-September)

Circulate proposed 2022-2023 Budget along with GMM Report

GMM Report is about "Trends & Lessons Learned over past 2 years" AND what the Goals should be for the next 2 years - this is not to duplicate the 2021 Annual Report

Bylaws: Review Sections IV-VII - If we can't get to this today, we'll have to have a separate Board meeting to run through my proposed Amendments. There are quite a few, and they are necessary IMHO.

Changes:

- Flipped the order of Offices and Directors to Directors and Officers to match US style. Will add three elected Director at Large voting positions with no specific duties. Elected Officers will maintain their assigned duties and will also be voting Directors. The Directors at Large will also need to attend meetings and vote on policy, etc.
- Moved GMM to occur close to Nov. 1<sup>st</sup> in order to not conflict with the UK's AGM and religious holidays that are sprinkled all through October. In addition, Richard III was made Duke of Gloucester on Nov. 1<sup>st</sup>.
- Upped the maximum term to 8 years (from 4)—elections still to be held every two years.
- Treasurer allowed to be a non-member (e.g. Accounting Firm) with a member Treasurer for oversight, accountability, and reporting to board. (Secretary's note: if the member Treasurer

vacates, perhaps a director could step in until another Treasurer is found?) Need best practices for non-member “treasurer.” Susan will contact UK to find out what they’re doing for best practices.

- Duties of offices basically copied from current bylaws. Added that Chair is primary contact for the Medieval Academy.
- Election process copied from current bylaws, but consolidated into a single “chapter” of the bylaws. Added potential of a shared position to bylaws.

Future changes:

- Standing committees—added standing committee for GMMs that will support the local person.

### **Open/Ongoing Business**

Plantagenet Angel award plaque - status; website announcement: Cutter is our first Plantagenet Angel, Wayne has the plaque and will take a picture for announcement and will send it after the 1<sup>st</sup> of April when they are back in the office. The announcement will go up on our website shortly.

Shared Drive for Board - status

### **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, allocating their efforts, and recruiting appropriate volunteers

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

---

Next Meeting: May 22, 2022

Time 4:00 PM Eastern