

**Minutes of the Board Meeting  
Richard III Society – American Branch  
April 14, 2024 4pm EST**

The meeting was called to order by Susan Troxell, Chair. The following were in attendance:

Mary Miller  
Wayne Ingalls  
Deborah Kaback  
Carole Bell  
Sally Keil  
Compton Reeves  
Joan Szechtman  
Liz Bateman  
Tara Kolden

The Minutes from the prior meeting needed to be corrected: Joan Szechtman was inadvertently left off of the attendance list for the February 11, 2024 board meeting. With that correction the minutes were approved.

The new volunteers for the American branch – Liz Bateman and Tara Kolden - were extended courtesy invitations to sit in on today's board meeting. However, they do not hold board seats.

**Update on Publications**

Susan reported that the Branch's Printer is now **PrintingCenterUSA** in Montana. For future reference their customer service number is 1-800-995-1555; our rep is Jazmin Mendez who can be reached at 844-370-7827. Susan reported that they charged us \$1,544 for 510 copies of the March '24 *Register* and sent the *Registers* directly to SunGraphics, our distributor. Favorable comments were made about the quality of the binding and the use of color in the interior of *The Register*. So far the experience with PrintingCenterUSA has been quite favorable.

The 2023 Annual Report is close to being completed: Tara reports that she only needs to convert the files to PDF for them to be completed. She felt this could be done in the coming week.

**Update from the Membership Chair**

Wayne Ingalls, Membership Chair, reported that we have a total of 510 people on our membership roster. This number consists of the total of the American branch 'Individual' memberships and our 'Family' memberships. The UK requires that we count all individuals in a 'household' individually; thus our total is 510 from the UK's perspective.

**Update from the Treasurer**

Deborah Kaback reports that she completed the 1099 form required by Noa Nikolsky and sent it to her. Deborah further reports that she has not yet received our 1<sup>st</sup> quarter P&L report from our accountants. Susan advised that we must make every effort to push them along and, most importantly, advised them

that we MUST have their report on the financial status of the Branch before the GMM for distribution to the membership.

Liz Bateman, Branch Coordinator, asked if the American Branch had a policy on check writing authority for volunteers in the branches; she wanted to know if two people in different locations may be authorized to sign checks. Various opinions were voiced but there is no formal policy on this and Liz was advised to proceed as she feels best.

### **Update from the Chairperson**

#### Edward IV Roll Project –

Total payouts for this project from 2023 to 2024 have been \$5,575. (\$6,000 had been budgeted) Emily Steiner hasn't yet signed the 2nd Honorarium Agreement for \$1,000; discussion ensued and it was agreed that she should be asked about it but that it was a formality and that she is due the Honorarium of \$1,000 as the work has been completed. Susan will contact her again regarding this.

Susan raised the question: should \$5,575 be withdrawn from the Vanguard account (an account that is intended to hold all donated monies) to repay our checking account (an account that is intended to be used for our standard operating costs)? Much discussion ensued but it was finally agreed by the Board to eliminate the various types of donations that are currently offered and combine them all into one donation category: "General Fund Donations". While Wayne Ingalls reported that when he was Treasurer he kept a manual list of donations by type, Deborah pointed out that she does not, and that we have no such system in place for this: "Money comes in and money goes out" she said. Wayne Ingalls will update the new member form to reflect this change; Susan will advise Cheryl Greer to update our web site with this change. A brief article about this creation of one donation type (General Fund Donations) and using the Edward IV Roll project as an example, could be put into the newsletter.

In support of the UK's 100<sup>th</sup> birthday celebrations, they have requested a "Video Testimonial" from all of the regional branches. Susan asked for volunteers to put a testimonial together for the American branch. No one raised their hand.

The UK has further requested a 'short write up on 'milestone events' in our Chapter's history to appear in the September issue of the Ricardian Bulletin. It was unanimously agreed that providing the funding for the restoration, transcription and translation of the Edward IV roll and the use of the Digital Mappa program to make it digitally searchable was an enormous milestone event for the American Branch. Our sponsorship of this project is a testament to our dedication to our mission of supporting educational initiatives relating to the times of King Richard III. Tara will do the write up; it is due July 1<sup>st</sup>. Susan will ask Emily Steiner to see if she will share with us the high res graphics they have on the roll. Tara would like to use these graphics in our various publications. Susan will also confirm with Tara the due date of July 1<sup>st</sup> for this work.

#### Medieval Academy contract

It was unanimously agreed to sign a 5 year extension of our contract with the Medieval Academy for the management of the Schallek awards. We do not wish to extend the specific time period of study that the applications must adhere to, as it relates specifically to the American Branch's mission (although it has been suggested to us that we should do so in order to solicit more applications). While the Academy gets

a good number of applications for the \$30,000 grant, there are very few applications for the \$2,000 grants. Susan will call Lisa Fagan Davis, Director of the Medieval Academy to ask if increasing the dollar amount of the smaller grants would be likely to increase the number of applications.

It was noted that the Branch may withdraw up to 4% of the funds in the Shallek account for its use in whatever fashion it requires. It was stated that the Shallek account began with a balance of \$1.3 million and that it currently is at \$1.7 million.

#### Kalamazoo Conference

Compton Reeves will be attending the the International Congress on Medieval Studies, an annual academic conference held for scholars specializing in, or with an interest in, medieval studies. It is sponsored by the Medieval Institute at the Western Michigan University in Kalamazoo, Michigan, and referred to as the 'Kalamazoo Conference'. Compton reports that in the past he has organized and chaired sessions at this conference and promoted the Branch's Shallek awards. He asked for Board approval for him to organize a session for 2025. He further stated that there would be no cost to the Branch to do so. It was unanimously agreed that he should do so.

#### Proposal to Increase Dues

A working party of Wayne, Deborah and Susan put together a comprehensive report on the Chapter's current fixed and variable expenses, as well as a forecast of future expenses. Against these expenses projected revenues from member dues were presented. This report can be found on our Google docs site. From this it is clear that the American Branch must raise dues. Unfortunately, the Board meeting was running long when this item on the Agenda was raised. Deborah Kapeck had to leave the meeting. This agenda item will have to be discussed in greater detail at the next Board meeting as the Board will need to vote on this no later than August 2024 and that we will need to get back to the UK with our decision before their October 1st billing cycle.

The next meeting of the Board will be on June 16, 2024 at 4pm.

Respectfully submitted,  
Sally Keil  
Secretary