

Board Meeting Thursday, 15 December 2016

MAW Board Minutes 12/15/2016 started at 6:37pm

In attendance: William Needham, Elizabeth Hargrave, Connie Durnan, Thomas Roehl, John Harper, Tom McCoy, Mitch Fournet, Jared Urchek, Bruce Boyer, Agnes Demianski

I. Minutes Review - William went through key points of the September 15, 2016 minutes.

II. Reports of Officers

a. Treasurer- Hargrave

- This position is in transition. Elizabeth has access to accts and looked over 2016 stuff. She needs to be made a signatory (John is supposed to bring the checkbooks tonight). Between the two, should be able to close out books for 2016.
- William suggested Elizabeth learns how to do the audits. We haven't found anyone outside of the board to do it so William would like to change by-laws. Don't want to put it off indefinitely.
- William would like to present a budget at the February meeting w/membership.

b. Membership- McCoy

- Membership update: 303 active members, 6 pending waiting for payment. Tom sent emails to those folks.
- Website administration updates: updated email forwarding for board@mawdc.org to current board members.
- Wildapricot has 5 admins, including Chandler. Tom will remove him, the rest will remain.

c. Programs- Durnan

- Speaker set for March – June.
- Several suggestions for additional programs were brought up – Mushroom ID session, someone from the Native Plant Society.
- William wants as many programs filed in for February meeting so we can present it there, put it in the newsletter, and on web site calendar.

d. Forays- Urchek

- Jared talked with Chandler about ideas, wants feedback from everyone about forays.
- William shows tentative schedule and suggests that Jared wouldn't need to lead all. Instead, Jared can coordinate with individuals interested in leading forays about specifics.
- Connie mentioned that we have a number of members in Baltimore, they don't often come on forays. We could add a location there. William volunteers to lead those.
- Other ideas mentioned:
 - Patuxent Research Refuge – could be identification only if foraging not allowed.
 - Nature Centers in VA – Gulf Branch and Long Branch.

e. Newsletter Editor- Roehl

- Getting some cartoons for next year from member taking a cartoon class.
- The email notification for the last newsletter was made with a Wild Apricot template. These templates could be used for other MAW emails to make them more professional. It would be nice to look consistent throughout communications.

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f. NAMA Trustee- Boyer

- NAMA foray this year is in September in Wisconsin. Area that we haven't to in a long time and it is a resort area. Amenities will be upscale, but cost is not known yet. Transportation may be expensive.
- Finally got all our payments for NAMA. We have a list of refunds that Connie and I have agreed on, info has been sent to treasurer, once payments are made, will have final accounting.
 - We will have some profit, estimate \$2K for NAMA, \$2K for New River Valley club, \$6K for MAW.
- Probably won't have a final meeting, but Bruce will put together an agenda for a wrap up, could have a phone meeting. We owe some information to the next foray and foray committee.

III. New Business

1. Revision to Schedule to start in February with business/planning meeting - At last board meeting it was felt that the January meeting isn't productive, and neither is February.

- The January meeting is cancelled - Tom should send out email letting people know NO meeting in January.
- The February meeting will present budget, plan of events, and engage the people who are there about ideas.
 - Bruce recommends scheduling a program as well because listing it as a planning meeting would draw a small crowd.
 - William volunteered to give a presentation – will email title to Connie.

2. Making ourselves open to new members

- Name Tags - We used to have nametags, sign ups for new members. Board agrees that the paper sticky nametags for all are a good idea.
- Greeting new members – When William asks who is new, this is to encourage board members to talk to them later. We should do a better job of engaging with new people to make them feel welcome.
- Amplifier – microphone was left at 4H Center. Need to try to get this back.

3. Full 2017 Calendar with meetings, forays, culinary, Sequanota, Fair, etc. – William presented tentative schedule that should be filled in as quickly as possible. This can be presented at the February meeting. Giving people advance notice of activities is always helpful.

- **Monthly meetings** – on the first Tuesday of the month (February 7, March 7, April 4, May 2, June 6, July 11*, August 1, September 5, October 3, November 7, and December 5).
*NOTE: July 11 is 2nd Tuesday because of Fourth of July, need to make sure we can the library for that date.
- **Foray schedule** – can leave it at weekend level, don't need exact dates for now.
- **Culinary** – spring and fall events are possible if Corinne wants to do that.
 - William will email Corrine to get tentative plans set before February meeting.
- **Sequanota** – because there are five Fridays in September we have the option of two weekends, September 23 or 29.
 - Pennsylvania club's foray is September 16 and NAMA is September 8-10.
 - We flipped a coin, it was tails (Shawnee) and that means the 29th of September.
 - This means we could bring sequanota mushrooms to mushroom fair.

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- The board meeting will still be September 28. If too cumbersome, can reschedule.
- **Mushroom fair** – John will organize this with help from William. Brookside Gardens is already booked (this should be confirmed).

4. **Board rules** - William edited them and presented the changes for consideration. The four main points were discussed:

- Notice, notification, and nature of meetings (i.e. When are we going to have meetings)
 - Location should be convenient.
 - We usually have meetings on months that have 5 Thursdays - March 30, June 29, September 28, and November 30. Tom will schedule these on Wild Apricot.
- Delegating duties – Bruce and John requested some revisions to this section.
 - Add instruction to NAMA trustee regarding what to convey to NAMA. Intent is to listen to board members.
 - Need to add a provision for special events organization.
 - Language about budget should be changed from “formulation of the budget” to “preparation of proposed budget”.
- Money - Individual board member can spend up to \$50, board as a whole can spend up to \$400, without membership approval.
- Communicating business of the board to members – communication of meeting minutes was discussed. Meeting minutes should be reviewed within one week and are currently announced at the next monthly meeting with a paper copy available for review.
 - John suggested to do this all electronically. Add link to area with minutes of last board meetings in the email announcing the next monthly meeting.
 - William proposed motion – web master and Wild Apricot administrator, Tom, should devise a means to provide electronic link.
 - William will revise board rules to codify the electronic distribution of minutes.
 - Thomas will add blurb to newsletter that meeting minutes are available online.
 - Web site has the by-laws and archive of Sporophore, meeting minutes can be archived here as well. This should be available to member only.

NOTE: William will revise and send out new document to board members for review.

5. **Science Advisor** - Shannon Nix has agreed to serve. She has been at Sequanota as a guest mycologist. Members will vote on this selection at the February meeting.

- The by-laws suggest that the science advisor is a voting board member, gets free membership, and is excluded from event fees.
- If approved by membership in February:
 - Thomas will list her name as board member in newsletter.
 - Tom will ask her if she wants to be on the board email list and will give her the list of dates to the meetings.
 - We will ask her if she wants to lead any forays.
 - We will ask her if she could help with the mycoflora project.

6. **Budget for 2017**

- John Harper put together a summary of 2016 budget expenditures.
- William needs new budget before February meeting so that board can approve it and it can be presented to membership in February.
- New treasurer, Elizabeth, should come up with budget for 2017. People responsible for different areas should tell Elizabeth what they need based on previous year's actuals.

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- **Programs** - speakers are coming from further distances, so that cost is increasing.
 - Elizabeth can help estimate if Connie sends her the locations.
- **Hospitality** will go down because food is no longer served.
- **Wild Apricot** is \$70 a month now.
- **Newsletter** – savings possible if not mailed.
- **Paypal**- efficient for membership. Fees are 2.2%, should be budgeted in, and then encourage people to pay through paypal. Right now a separate line item in budget.
- **Forays**- no expenditures last year. This usually includes items such as bags.
- **Meetup**- Meetings and forays are communicated to public here. Meetup has value and should be retained.
- **Mycoflora project**- Martin was running it, has a line item in the budget, but no funds have ever been used for this activity. William suggests that 2nd VP (Mitch) could take over and could coordinate with science advisor. Jared and Agnes are also interested in helping.

7. Speaker/Other requests

- Montessori School request for speaker (Connie)
 - Connie can resend request. It was about cultivation and eating.
 - Possible speakers suggested:
 - Danny and Ophelia
 - William or Jared could do it if Danny and Ophelia cannot.
- Mitch- speaker request from Greenbelt Gardens.
- Mitch- high school student working on mushroom project wants help. Mitch will reach out to her for additional details.

8. Funding request for Mushroom Observer (Harper)

- **Original motion:** “I move that MAW make a grant to Mushroom Observer, Inc. in the amount of \$1,730.00 to cover its organizational expenses and other operating expenses related to the continuation and improvement of its internet presence and platform.”
- John provided some background information:
 - The previous Mushroom Observer organization, Consortium of Digital Mycological Resources, Mycological, was dissolved. Mushroom Observer has now applied for new certification of non-profit status (submitted to IRS already).
 - John took contributions from the previous organization on the premise that MAW’s board has discretion about what to do. Once another organization is going, we can approve contribution.
NOTE: the contribution should go into the budget for 2017.
 - John wants to grant approval to give them the money before they are approved as a 501(c)(3) non-profit. Mushroom Observer has laid out a budget for their expenses. We can approve transfer before they are approved. Recommend funding of Mushroom Observer regardless of status of organization.
- Other board members would prefer to wait for approval of tax exemption 501(c)(3) status from the IRS.
- **William amended motion:** when the Mushroom Observer organization has obtained 501(c)(3) status, transfer the money to Mushroom Observer. If they don’t get approved, this topic will return to the board for discussion.
 - John Harper seconded the motion
 - **Board voted: 9 aye, 1 no.**

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9. **Dinner with Willow and Steve** – Email was sent. Anyone who can join, vote on the day, and suggest location.
10. **Joint Appalachian forays should continue (Boyer)**
Bruce and Connie will contact West Virginia club to see if they need help with their foray this year. Bruce will contact other clubs to see if they want to continue joint Appalachian forays, will ask if anyone else will take the lead.

IV. Reports of Special Committees, Projects, and Forays

- a. **Sequanota** – Connie will be lead.
- b. **Mushroom Fair** – John will be lead, William will help. Brookside gardens reserved.
- c. **Mycoflora** – Mitch will lead, possibly with help from science advisor.

V. Special Orders

1. **Audit- At February meeting?** - William would like to change the by-laws because currently auditor cannot be a board member. Would like the by-laws to state that it is an event that board will do as part of normal yearly duties.
 - a. There was some debate about the wisdom of this change. Bruce believes the audit instructions in the by-laws are simple and should not be changed because reason why it is not a board member is sound. Bruce has found someone in the past.
 - b. William still requests that Elizabeth perform the audit in preparation for February and then the change in by-laws will be discussed further.

VI. Unfinished Business

1. **By-Law adjustments - Clear descriptions of duties, term limits/minimums** – William will put together a draft for next meeting that includes rolling membership renewal instead of annual, auditing as described above, and changing voting on board members annually.
 - Elizabeth has some ideas will send to William.
2. **Addresses for members and ‘opt out’– Harper, Roehl**
 - Thomas has spreadsheet with data acquired by pulling info from web site and email clicks. Found that we communicate with 75% of our members.
 - We would like to get many people reading the newsletter; we want to effectively get it to them.
 - Thomas should send out personal email to the missing people; a one time query to make sure they are not unwittingly opting out (because when we originally imported the data to Wild Apricot, there was not opt in / opt out question).
3. **Communications, E-Mail alerts to members and the world – Harper**
Tom said he could do communication for programs. Jared may take over foray communication. Mitch confirms that that it is easy and there are templates.
In order to provide access to administrative functions of Wild Apricot, a board member user ID has been created. A confidential password for this user ID is provided to board members.
4. **Foray planning and alternative leadership 2017 plan – Ellifritz, Fournet**
(discussed above) coordination with Jared.

Adjourned 9:03pm – William will send out email about next meeting.

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Set up 2017 meeting dates: 30 March, 29 June, 28 September, and 30 November