

Minutes of the CTACF Board of Directors Meeting

6 messages

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Tue, Sep 20, 2005 at 10:45 PM

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Minutes of the CTACF Board of Directors Meeting

Saturday - September 17, 2005

Present: Marshal Case, Rod Longley, Pat Van de Kamp, Bill Adamsen, Gayle Kida, Charles Dobos

Not Present: Paul Wagner, John Anderson, Garrett Smith, Nancy Cebik

It was noted that 6/10 members of the Board of Directors was present constituting a quorum by meeting the requirements of Article V Section 6, that at least half the Directors be present.

Meeting called to order at 11:15am

Annual Meeting

We discussed the Draft Agenda for the November Annual Membership Meeting. It was agreed that the meeting should be scheduled from 9:30am (reception) to end no later than 1:30 for lunch. The meeting would include Chapter business (President's, Treasurer's, Secretaries reports, election of Directors, modification of Bylaws), and formal scientific lectures including hopefully an overview by a representative of Yale on the vision of the next 50 years of the forest. Lunch will be brought in. There will be scheduled a Directors meeting. There will be an optional CAES orchard tour, following lunch, and lasting for perhaps 1.5 hours. Lecturers approached to participate include: Sara Fitzsimmons, Fred Paillet, Charlotte Zampini. Duration would be 40 minutes each with breaks between. The final agenda is to be reviewed by Marshal for approval. Agenda to be advertised in the Newsletter and web site. Expenses based exclusively on mileage for presenters was reviewed and agreed to. **A motion was made** to accept the approach as discussed, that motion was seconded and the vote to approve was unanimous. **Motion Carries.**

Newsletter Mailing

We discussed production of the newsletter. Linda Bowen has agreed to help make 300-2 sided copies of 11x17 sheets on color paper, fold down to 5 ½ x 8 ½, affix 1 wafer seal, CASS certify and presort list for maximum standard mail discounts, address & barcode newsletters (using Linda's permit imprint out of New Milford), deliver to New Milford PO. Design would be extra. We agreed to allocate \$400 to this expense. We discussed content and agreed the Newsletter must contain: Nominating Committee Slate, an appeal for donations, a membership application\renewal form, news, line art from Fred Paillet, a new name (or recycled old name), an article with Marshal and Jimmy Carter if available. **A motion was made** to accept the approach as discussed, that motion was seconded and the vote to approve was unanimous. **Motion Carries**

Changes to the Bylaws

It was discussed that the Bylaws needed amending to allow the meeting to be held at a time other than March. It was discussed that an amendment needed to be written that could be voted on at the annual meeting. No one agreed to write the amendment. **A motion was made** to accept the approach as discussed, that motion was seconded and the vote to approve was unanimous. **Motion Carries**

Treasurer's Report

Bill Adamsen presented the current fiscal status. The books have been reconstructed to show the status of all income and expenses for the past 5 years. This was required to maintain our federal tax status as

a 501c3 organization and move from provisional to permanent status. The current bank balance is \$7058.81. This year the organization expects to close its books with over ~\$10k and income as much as ~\$5,500. The books are scheduled to be audited by John Baker, Treasurer of the Litchfield Audubon Society and prior CTACF Treasurer. **A motion was made** to approve using John Baker as auditor, the motion was seconded and unanimously approved. **Motion Carries.**

Web Site Presentation

Bill Adamsen, at the written request of Marshal Case, prepared a report for a Chapter Web site. He recommended acquiring a single domain, www.ctacf.org for two years, and funding a web site for 3 months. He sought approval from the board for the web site to include such content as Director contact information, absentee ballots, annual meeting agenda, news, and more. He also sought \$68 to acquire the domain name and 3 months of hosting. **A motion was made** to accept the approach as discussed, that motion was seconded and the vote to approve was unanimous. **Motion Carries.**

Adjournment

A **Motion to adjourn** was made at 12:35am, the motion was seconded and the vote to adjourn was unanimous.

Most of us stayed and enjoyed pizzas with fresh ingredients cooked in Bill's wood-fired pizza\bread oven. They tasted even better with the clear sky and view over the lake.

Action Items\date due\Owner

- Forward Newsletter material to Linda Bowen. 9/25 (B.Adamsen)
- Look up name of old newsletter 9/21 (Marshal Case)
- Discuss open Event Chair Position. 9/20 (B.Adamsen)
- Secure Annual Meeting Lecturers. 9/21 (B.Adamsen)
- Ask Yale to provide a lecturer for the Intro 9/21 (B.Adamsen)
- Touch base with Gus Speth regarding meeting ?10/5 (Marshal Case)
- Create Agenda for Annual Meeting – forward to Marshal for approval 9/23 (B Adamsen)
- Incorporate discussed newsletter "features" into newsletter 9/25 (B.Adamsen)
- find someone to write the amendments to the Bylaws 10/25 (B.Adamsen)
- send Treasurers report to auditor before annual meeting 10/25 (B.Adamsen)
- acquire domain name, launch web site and distribute url to Directors 10/1 (B.Adamsen)

Please review for accuracy and provide corrections to errors and omissions via e-mail circulated to entire group.

Mail Copy to Rod Longley, Charles Dobos

- Bill Adamsen