



INTERNATIONAL BOARD OF DIRECTORS MEETING

Tuesday, December 6, 2016 – Conference Call

MINUTES

AGENDA ITEMS

1. Welcome and Call to Order...Alan Jones

- Alan Jones called the meeting to order at 4:00 PM Eastern Daylight Time. He conducted a roll call. Alan welcomed new alternate directors who have joined the meeting to learn what occurs prior to their start in January.

In Attendance:	Officer/Director	Alternate Director
Officers:	Alan Jones, Chair, Eastern Region	
	Ian Duncalf, President, New Zealand Region	
	Peter MacDonald, Vice-President, Europe Region	
	Jim Johnson, Treasurer, Eastern Region	
	Charles Heuser, International Editor	
	Terri Breon, International Secretary	
Australian:	Clive Larkman	
Eastern:	Paul Cappiello	Bob Geneve / Peggy Walsh-Craig
Europe:	Mike Norris	Richard McKenna
Japan:	Peter Waugh	
New Zealand:	Philip Smith	Lindsey Hatch / Jill Reader
Southern:	Donna Fare	Bill Turk
South African:	Hans Sittig	
Western:	Todd Jones	Gene Blythe / Dharam Sharma
New Regions:	Peter Lewis ABSENT	

- Alan Jones would like to keep the meeting to one hour, owing to the time differences among participants. He would like to limit the general meeting to 20 minutes and accept submitted reports, rather than review them. Hans will have 10 minutes to discuss the status of the website, after which there will be an executive session as there are a number of important items to be discussed regarding the Strategic Plan.

2. Approval of Minutes from October 4...Alan Jones

- The October 4, 2016, Conference Call meeting minutes were reviewed. Lindsey Hatch noted he was not in attendance at the meeting. The correction will be made.
- Alan Jones wanted to point out the discussion Hans Sittig regarding the status of Aftershock. There would need to be a change and there was some discussion about what that actually meant. Alan noted this has been explained in the minutes on page eight. Any other questions can be addressed to Hans.

- Peter Waugh moved to accept the minutes. Clive Larkman seconded the motion. A voice vote was made with no dissention. The motion carried.

Review of Outstanding Action Items

- Alan Jones noted there are still a number of outstanding items, some being more important than others are. Student participation in regional conferences has been good, but a welcoming package still needs created. There still needs to be additional discussion regarding our future relationship with ISHS. Employee structure and succession plans will be discussed later. A welcome package for new members was discussed. One was thought to have been created by cannot be found. A new one will have to be created. Paul Cappiello will discuss sponsorship. The remaining item is the website status.

3. International Office Report...Terri Breon

- The Office is waiting for books to be received from ISHS. They are on the press and should be received before the holidays, after which they will be distributed to members and libraries.
- There are 1,385 members. There was question about the European numbers at the last meeting, which Graham clarified, so they have been confirmed.

4. Editor's Report...Charles Heuser

- From his report, Charles noted he received a note from ISHS on Volume 65. The proceedings should be received soon.
- Regarding Volume 66, he has received papers from New Zealand, Japan, and South Africa.
- Charles will be assisting the European Region with their editorial duties for Volume 66.

5. Treasurer's Report... Jim Johnson

- Jim reported there will be a loss for 2016. The exact numbers are not fleshed out but will be between \$8,000 and \$12,000. The difference can be partially attributed to sponsorship income. Another part of the loss is the investment income was about \$1,100 but broker fees wiped that out so only \$87 was realized. Most of the money has now been invested into Vanguard accounts.
- The budget for 2017 is projected to be in the black. Jim expects larger investment income and sponsorship backing. 2018 should be even better.

6. Regional Directors Reports

- Allen noted that written reports were provided by the directors and included in the documents provided by the International Office. He requested not to have a review of these. If directors have any questions, they can raise them with the regional director.

7. Committee Reports

Sponsorship Committee...Paul Cappiello

- Paul Cappiello reported that the sponsorship information has been completed and uploaded to the website. Contact information is being directed to Paul, at present. As things roll on, other ways/contacts can be explored. He will send the sponsorship information out to the three potential sponsors. If others have potential sponsors, they can discuss with Paul the best way to approach them.

Membership Committee...Philip Smith

- Philip Smith recommended holding any discussion until March.

Education Committee...Bob Geneve

- Bob sent his report. It can be discussed in March.

8. Strategic Planning...Mike Norris

- Discussion will be saved for the executive session.

9. New Region Development Committee: China and India: Peter Lewis

- Alan noted Peter Lewis has been inundated with work and has no time to further the discussions with China. He has asked to step down as the director, so another director will need appointed. Alan had some contact with Julienne. Rebecca has had health issues, but is supposed to be okay. Dharam has been the contact with India and will continue as our contact. Malaysia is still interested in becoming a region.
- Every China region member from last year has re-applied this year.

10. 2017 Committees Memberships...Alan Jones

- Alan sent out the list of committee members for 2017. Directors are encouraged to review these so they know what their assignment is.

11. Election of Officers for 2017...Alan Jones

- Election of officers for 2017:
 - Alan Jones – Chairman
 - Jim Johnson – Treasurer
 - Peter MacDonald – President
 - Paul Cappiello – Vice President
- Clive Larkman moved to approve the slate of officers. Philip Smith seconded. Motion carried.

Marketing and Communication Committee...Hans Sittig

- Hans Sittig reported we have switched over to a new programmer, who is working on various website issues.
 - He is working with the American Regions regarding PayPal. There will be a receipt created so individuals know their payment was received.
 - They are also working on the invoice, as requested by Margot.

- For new members, they have created a full-page welcome announcement that will have the membership sign-in information along with the receipt for their membership.
- Also, he is working on changes to the renewal procedure. Prior to the expiree date, an automatic email will be sent to the member to remind them of the deadline. They will have the choice of paying then, printing out an invoice to pay by check, or go back to their profile page and click a link to pay using PayPal.
- In the event the programmer can't complete things in a timely fashion, there is back-up programmer from the hosting support team who can step in to complete the changes.
- The web instructional meeting with the regional secretaries is desired for the week of the December 12th. Need to get a notice sent to the secretaries ASAP so they can schedule the time.
- First of January will be the default date for start of memberships. This date can be customized by the regional secretary through the website.

12. 2017 International Tour...Peter MacDonald

- The Tour Committee is finalizing the costs. The program is complete. They hope to have the information up on the website by the end of this month or early January. There is some concern about the [English] Pound and Euro exchange rate at that time, as the rates have been fluxuating quite a bit.

14. New Business...Alan Jones

- The 2017 schedule of meetings will be sent out by the International Office for the Board to review.

The regular meeting was adjourned at 4:30 PM. Alan Jones called for the start of the executive session. Terri Breon signed off.

The next conference call meeting will be held March 7th, at US Eastern Time.

12/12/16 tgb