

# OCBA Executive Committee Meeting Minutes, January 15, 2017

Cynthia Speed

Our 1<sup>st</sup> executive committee meeting for the year was held at the home of President John Rintoul. All members attended: John, Walter Starks, Mark Powers, Mary Leonhardi, Cynthia Speed, Randall Austin, Chris Apple, and David Eckert.

Discussion of agenda items as emailed to members prior to the meeting:

## **Item 1 – Incorporation and Next Steps**

Discussion: Forming the nonprofit

Each member was emailed a draft of the proposed Articles of Incorporation of OCBA, Inc. for review. John will draw up a finalized copy, have the current officers sign, and then submit. He agreed to review for accuracy and oversee paperwork for exemption under Section 501(c) (3).

Discussion: Bylaws

Inclusion of the Bylaws is not required but they will need to be updated. John will develop a framework from the current Bylaws and distribute to the officers for suggestions. He was successful doing this for the Master Gardeners. We will decide what items we want to preserve with a 6 months deadline in mind for completion. We will consider officers as permanent positions and add more director positions which may be temporary. Randall suggested a nuts and bolts basic document for the Bylaws that would not be altered and suggested setting policies that would be separate and would define working practices to be amended as needed by the executive committee.

## **Item 2 – Budget and Bee School Enrollment**

Mary distributed copies of expenses, assets, and income sources for 2016 and asked for corrections or changes and additions for the 2017 budget. See attachment Budget.

- Budget an additional filing fee of \$550 for 501(c)(3).
- \$2,500 will be donated to NCSU Bee Research again.
- Bee school is full with 75 students enrolled.
- Market Bee School 2017-1018 by using "Give the gift of bees" at Christmas.

Discussion: Division of speaker funds

An honorarium of \$70.00 to include gas and dinner will be provided to monthly speakers. Honorarium owed to speakers who are David Tarpy's associates will be donated to his research less the cost of dinner.

## **Item 3 – Encouraging Membership Retention**

Even though Lewis Cauble's experience throughout NC indicates that the average bee club member has been keeping bees for 0-2 years, John's tally at the monthly meeting indicated more experienced beekeepers.

Discussion:

- Advertise occasional meetings that would appeal to the more advanced beekeeper.
- Glean information from current members about strengths or skills they are willing to share.
- Start a separate members only listserv with a more complete profile of each.
- Slip raffle tickets into name tags to encourage membership renewal and attendance.
- Solicit raffle prizes from Radius, David's, 5<sup>th</sup> Season Garden Center, donated hive pieces, hats, patches, etc.
- Create a membership committee.
- One of the members suggested a membership card to help members remember to renew.
- Make it possible for members to print their own membership cards.

#### **Item 4 – Outreach**

An education committee will be assigned to Chris as Outreach Coordinator.

Discussion: How to bulk up the Education Committee

- Tap students in the study group as they have shown a commitment and have a need for service credits.
- Inform the listserv and monthly meeting attendees of pending outreach dates/opportunities and ask assistance.

#### **Item 5 – The Gift Hives**

Allocation. Nancy to get back to Ryan Chamberlain to get back to John.

Discussion: A lot

- Move boxes out of storage to eliminate fee.
- Consider supplying a hive to Gold Park.
- John will send an email to members regarding a clean and sort day or a frame cleanup workday? Sale price of hives = \$75.00 discounted to \$50.00 if you are present. He will consider a weekend day and possibly a week day for retirees.

#### **Item 6 – Access to OCBA's Storage Unit**

John handed out information about storage unit location, hours, access code, key holders, rent as well as Unitarian Church info. See attachment Storage Unit

#### **Item 7 – Compilation of OCBA Policies and Procedures**

Not much discussion on mechanism or logistics for maintaining P & P. They should be listed on the website separate from the Bylaws. We need to add the policy about honoring service by OCBA members.

See attachment Policy Drafts.

## **Item 8 – Prioritizing Assistance**

It was unanimously agreed that new mentees must have attended a Bee School.

### **Additional Items:**

a) National Honey Bee Day (August 19, 2017):

John showed us a bee decal that he suggested selling to local farmers' markets, Weaver Street Market, Whole Foods Market, etc. to indicate bee friendly establishments as a fundraiser. Chris will contact Geneva Green about designing a decal.

b) Extractor Policy:

It was suggested that we reach out to different counties to see how they handle their extractor rental. We need a volunteer to handle the extractor possibly one in northern and one in southern orange. Membership needs a reminder that if dues not paid by April 1<sup>st</sup>, extractor will not be available to them.

c) Website and computer matters:

Todd Walker registers our domain. Budget an additional \$250.00 to host a domain. David will touch base with Todd again regarding moving our web site to a web press site. Reach out to membership ASAP to locate those with appropriate skills to assist.

d) Bee School and Mentor Program evaluation:

David will quiz the mentees and Randall will question the past year's students to try to gauge the value and/or success of both programs. Investigate web hosting service as a solution. Pair.com at around \$15.00/mo., WordPress oriented service.

e) Swarm Patrol:

Chris Richmond wants to continue as Swarm patrol contact. The group agreed unanimously.