

NOVAWE BOARD MEETING -AGENDA

Meeting by Google Meet Conference Call

Board of Directors: Sarah Drew, Laura Guillaudeu, Diane Hutchinson, Biddie Lowry, Stephanie Jennings, Nancy Wilochka

Nov 15, 2021 / 7:00 pm

Welcome! Meeting came to order at 7:02 pm

Oct meeting minutes passed.

Old Business

1. **Motion to approve minutes from Oct 19, 2021 meeting by Biddie Lowry.** [Motion passed.](#)
2. Update on Action List from Biddie
 - a. Notes for record: Both Biddie and Laura can sign & deposit checks. Biddie has the NOVAWE checkbook. Biddie did not visit Gainesville bank branch as unnecessary.
 - b. Recognizing Volunteers – In the last meeting, the discussion indicated that keeping track of volunteer hours was too labor intensive. Discuss and select one or more of these options to recognize volunteers:
 - i. For Clinics - \$5 gift card
 - ii. For Shows - \$5 gift card and/or name in “pot” to draw for a larger prize
(Diane approves of this option, agreement)
3. Both – Mention by name any volunteers at previous events in the next Rounding Post and/or Facebook post after the event. [We can do this, and we also put names in the show program, but this doesn't work for a clinic. For a clinic, give lunch and do a media mention.](#)
4. Update on Action List from Nancy
 - a. Does Google Meet require participants to have a Google Account? [People without Gmail account CAN join a meeting.](#)
5. Update on Action List from Diane
 - a. QuickBooks, Quicken, or Excel to manage finances – Update: [Once the software is on a laptop, it is not transferable. Our laptop is in West VA and is old. Is there another option? Do we go to a web version. Also: \[Best Free Accounting Software for Nonprofits | LoveToKnow\]\(#\)](#)
 - b. Collect up “How Tos,” related to financial / electronic processes and update/house on share-drive. (Coordinate with documentation in Operations Manual) [Diane will continue to work on this.](#)
6. Update on Action List from Laura
 - a. Status of NOVAWE 2022 membership letters-
 - i. New Individual -
 - ii. Renewing Individual
 - iii. Business

b. Status of NOVAVE 2022 logo wear Google Forms

Laura is putting out a Mailchimp reminder, had 4 sign ups so far. Still has to update the business ones. Mary hasn't called back regarding status of order items from website (logo wear).

Question: Who updates the website? Biddie does. Biddie is waiting to see who is renewing, if the Maryland crew are re-upping to see if their events will be included on site. Hopefully we can get one central location to the events on Region 6 FB page.

New Business

1. President Report – Biddie

- a. Welcome new Board Members Sarah Drew and Stephanie Jennings! **Motion to accept Sarah Drew and Stephanie Jennings as Board Members of NOVAVE was made and accepted by email vote on 10-26-21. (Recorded)**
- b. Member Meeting in January for Year End Awards and New Rules Discussion – More of a social event, very few obstacles rule changes.
 - 1) Recommend that we have a committee to plan this event. Biddie volunteers, but not Chair. Who else? *We haven't had one yet. We need a venue, could be catered, could be pot luck. Meet, eat, PowerPoint on rule changes, awards. Stephanie, Laura, and Sarah volunteered to help out, what is a central location? Any idea? Need to study membership addresses. Probably central is around Frying Pan. They have separate meeting rooms.*
 - 2) Committee will review, plan & report back to Board
 - i. Location – Meeting room
 - ii. requirements for Awards (Review "Year-end Awards Program_Flyer_2021")
 - iii. Food at meeting
 - iv. prizes for Champion & Reserve
 - v. Ribbons through 8th
 - vi. Develop power point deck on new rules
- c. Time to renew our AO status with USAWE. **Motion by Biddie to renew NOVAVE as an AO for cost of \$50. Motion Passes.**
- d. Monthly Report as AO to USAWE: Requesting a Board member to write this each month. (Prior submissions are found in Publicity folder>Region 6 USAWE Newsletter input.) Current method is to write the submission, send to Biddie to look over & edit, and then submission posted on our NOVAVE page with name of R6 Director and R6 USAWE page tagged. Photos can be added to FB post. *Laura volunteered to write the monthly reports, need to be done by middle of month.*
- e. SmugMug – Biddie received an email that autopayment for this service will automatically be drafted for \$55. Our account for SmugMug is: novawe.smugmug.com. (Action) She will double check with Smug Mug to make sure that NOVAVE pays the fee. **Motion by Biddie to continue Smug Mug service for \$55 for 2022. Motion passes, Biddie will look into renewing**
- f. Updates to website- by Biddie (Actions)
 - 1) New Board Members- please send Biddie a photo & short bio

- 2) **Bylaws updates made then submitted to Board for approval**
 - i. Names of new Board Members
 - ii. Diane's name moved to last section
 - iii. change required "odd number of Board Members" to "at least 3".
 - iv. Consider removing requirement of two Vice-Presidents to one.

3) Add Spotlight for Cavalor

4) 2022 NOVAWE Liability Release

5) Change Like us on FB link to our FB page, not group.

2. Membership Report -Laura

- a. Current Stats. will keep the Mail chimp notices out for membership
- b. 4 members have renewed

3. Treasurer Report – Diane

- a. Current Stats \$7,500 in bank
- b. Biddie paid 6-month Insurance premium to Moor Clemons, and Co. (Great American Insurance Group) on 10/24/21 for \$528.

4. Secretary Report – Nancy

- a. COI/Contracts Status on Doreen Atkinson – need to get with Biddie on particulars

5. Marketing/Publicity Report -Diane

- a. Wrote/published Rounding Post in October.
- b. Wrote Cavalor Spotlight article to Post on Website/FB -- Currently under review with Cavalor It's ready to roll, Cavalor approved it, we can put it on our website. Sooner than later, she is a 2021 Business member.
- c. Wrote Oct. USAWE Region 6 Newsletter Input

6. Events Report – Biddie

- a. Recommend that we form an Event Planning Committee to meet to determine plans and dates for 2022. Any volunteers? Biddie would also like to ask 2-3 non-Board members to be part of the committee. We are looking at 3 clinics, 3 shows, member meeting. Kristin, Michele? Kim Ellis? Stephanie will help.

7. Any other business or concerns

Biddie sent out an email to membership looking for feedback on participation for Doreen clinic in April, 2022.

Biddie got an email from Kim Hillyer about explaining Zone championships. Region 6 AOs should meet first, then Region 7 AOs meet. Looking for brainstorming for a central location on East Coast. There are several in Maryland and Virginia, also in North Carolina. In the past, NOVAWE sponsored Regionals.

Next meeting December 13 at 7 pm.
Meeting Adjourned at 8:10 pm.