

## **HRBI MEETING MINUTES**

19 January 2018

The meeting was called to Order by Melissa Carlson at 6:04pm PDT

### **In Attendance:**

Brian Bell, Barb Blankenship, Melissa Carlson, Melissa Deitrich, Babs Galkowski, Christina Hacking, Stacey Konency, Barb Semb, Samantha Sessamen

**Absent:** Tamlyn Overmier, Laurie Staley-Jones, Kim Sugden

### **Approval of Previous Minutes:**

None to approve

### **Old Business:**

#### 1). Communication

How often President and Vice President touch base with Board

- At least one time per month
- 24 hour turn around with communication requests
- President gives Vice President permission to act on her behalf when President cannot be reached
- HRBI Facebook Executive group will be for main business
- Contact info of full board will be added to file Section by Secretary

#### 2). Commitment of Board to Club/Membership

Secretary to post calendar reminders on HRBI FB Executive group

Newsletter deadlines are Jan. 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and Oct. 1<sup>st</sup>

Secretary to post club duties to file on HRBI FB Exec sight

- A). Motion made by Melissa Deitrich to move that this meeting counts as February Executive Committee meeting; seconded; approved.

#### 3). Status of Incorporation/Bank Account/CB&L's

Club needs to create/submit State level Articles of Incorporation and then IRS Federal 501(c)5

Discussion of hiring Lisa Long to consult on creation of incorporation and 501(c)5

- Cost for accounting would be between \$100-\$200
- Cost for lawyer consultation would be approximately \$600
- Total accounting and lawyer fees would be less than \$1000

- A). Motion made by Stacey Konency to hire accountant and lawyer for 501(c)5; seconded; approved.

HRBI will be able to use cheaper IRS 1023 EZ form for 501(c)5

The Articles of Incorporation will conform to State and Federal requirements

Sweepstakes Chair will be lead on coordinating with Lisa Long and the submission of State/Federal level documentation

B). Motion for Sweepstakes Secretary to be State Agent and to file in Pennsylvania; so moved; seconded; approved.

Capital One Spark Business for HRBI checking account once club has EIN

C). Motion by Brian Bell to allow Secretary to use Capital One; seconded; approved

4). Dissolution of Club

Nothing to dissolve

Don't need LLC or INC in name

International in name is fine

Create and use HRBI Policy Manual

- Policies and procedures for communication, elections, committees, board duties, conflict resolution, etc.

Club will first clean up CB&L's, then make changes to them as needed through proper procedures

**New business:**

1). Unpaid Expenditures

JJ Story-Veale owed \$171.27 from May 2016

Secretary may pay normal operating expenses: shows, website, postage, etc. under \$250

- A). Motion by Brian Bell to approve adding to CB&L's expenditures payable up to \$250 by Secretary without prior Executive Committee approval; seconded; approved

Webmaster due 2016 and 2017 website server fees

- B). Motion by Barb Semb to pay Webmaster for 2016 and 2017 fees; seconded; approved

2). Membership dues payable Jan. 1<sup>st</sup> through Dec. 31<sup>st</sup>

During transition to new annual membership renewal, charge full price for renewal, no proration – e.g. member due to renew in July will pay full year renewal that expires Dec. 31<sup>st</sup>, 2018

Secretary send Board new member(s) info to share in welcoming incoming members

3). Secretary's proposed resignation

Secretary withdrew resignation

4). Paying for Hotot National and ARBA National Shows

National Awards: how to pay, fees, how much, etc.

- Typically hosting club pays for expenses
- Put in Policy Manual
- A). Vice President will put together for HRBI Policy Manual
- Adding a consistent small subsidy for both shows

**Motion by Brian Bell to adjourn; seconded, approved – Time 7:44pm PDT**