

Outline for Meeting Minutes¹

Board Meeting
Date:[07/22/2018]

Attendees

- President: Demetria Marsh
 - First Vice Presidents: Lori McDermott and Timothy Choltco
 - Treasurer: Janet Greenberg
 - Secretary: Lance Chevront
 - Directors: Don Ammon & Kim McClellan
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- Call to order: The meeting was called to order at [2:03pm] by Demetria Marsh, President

 - 2:20pm Janet Greenberg, suggested that the OSWP should offer vendors emailed newsletters and a list in the directory, as well as an ad in the back of the member directory. A motion was made by Janet Greenberg to implement this decision.
 - Motion was seconded by Lance Chevront and passed unanimously.

 - Demetria moved to increase Memorial Donations from \$25.00 to \$50.00
 - Passed unanimously.

 - Demetria announced that she had made the decision to raise OSWP liability insurance from \$500,000 to \$1 million because of a request from a venue as a possible show site. The increased cost is small and the society gets more protection.

 - 2:30 After discussion about the tentative 2019 contracts from Phipps, Janet Greenberg moved to move OSWP Annual Show to a new location, Tim seconded.
 - Passed unanimously

 - Discussion was heard concerning possibly shortening the show to three days, a decision was going to be held off until Taylor Slaughter could be consulted.

 - 2:35 Demetria discussed the Location Taskforce's findings concerning possible locations for the 2019 OSWP Annual Show. The Taskforce had narrowed it down to four locations
 - The Kingsley Association in East Liberty
 - The Crown Plaza Hotel
 - The Home Ec Building at South Park
 - Artsmith in Mount Lebanon

 - After discussing the high and low points of each of the locations, Demetria informed the board that the Taskforce vote had gone with Artsmith.

 - 3:28 Demetria moved that the board vote on locations and the results were Six in favor of Artsmith, One in favor of The Crown Plaza. Motion passed and Artsmith was chosen as the location for the 2019 OSWP Annual Orchid Show.
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- Janet Greenberg ~ Treasurer presented the budget for the 2018-2019 fiscal year. Lance Chevront moved to accept the budget, Lori McDermott seconded, budget passes unanimously.
- Discussion concerning asking for a suggested donation for attendees of the OSWP Orchid Show and how to make the donation vessel more obvious and appealing.
- Discussion was had concerning offering repotting services at one of the meetings, Lance and Tim offered to take charge of researching and setting up a possible future date.
- 3:54 Janet moved to adjourn the meeting, seconded by Lance, motion passed.

Member Meeting

Date: [Month/Day/Year]

- Call to order: The meeting was called to order at [hour, minutes] by ____ [include title]
 - Example; The meeting was called to order at 1:15 by Demetria Marsh, OSWP President.
- Welcome: Introductions
 - Demetria Marsh welcomed the participants. New members [names] and visitors introduced themselves to the audience.[You may opt to include names here]
- President's Report [Only report the most important highlights]
- Officer and committee chair reports [Minutes, Treasurer, Newsletter, Program committee, Hospitality: Phipps, P-OSI, AOS rep, Library, other ad hoc committees [e.g. Holiday party, Show chair]
 - Reports were given by [Name,] Secretary and [Name,] Treasurer and by the heads of X, Y, Z committees. Do NOT mention of any committee that was not represented at meeting by the committee Chair/ or their designees.
 - Add bulleted brief statement if some important or unusual fact is given by a committee chair.
 - The next POSI meeting will be Jan 1.
 - The following books have been added to the library
 - We are looking for someone to speak at a garden club
- Other announcements
- Show and Tell
- Speaker Introduction
 - Mary Smith of Smith Orchids talked on the subject of "How to Grow Orchids".

Adjournment

- X moved that the meeting be adjourned. The meeting was adjourned at 4:15 pm

Sign off:

- Secretary or note taker's name and signature
- Date submitted
- Date approved [this last should be added after the minutes have been approved at next meeting] REGULAR MEETING MINUTES NEED TO BE APPROVED BY BOARD AT THEIR MEETING.