# PIONEER DISTRICT, SPEBSQSA, INC. MINUTES BOARD OF DIRECTOR'S MEETING August 9, 2003

<u>CALL TO ORDER:</u> At President Al Bonney's direction and in his absence, Executive Vice President Bruce Smith called the meeting to order at the Comfort Inn, 2209 University Park Drive, Okemos, Michigan 48864, at 2:20, p.m.

**ATTENDANCE:** Secretary Skupski reported that a quorum was present. The total attendance was 12 Board Members.

MINUTES OF THE PREVIOUS MEETINGS: Submission of the minutes of the April 25, 2003 Board of Directors Meeting was postponed until the October 17, 2003 Board Meeting pursuant to prior notification.

**TREASURER'S REPORT:** Submission of the Treasurer's Report was postponed until the October 17, 2003 Board Meeting pursuant to prior notification.

**CONSENT CALENDAR:** Submission of the Consent Calendar Reports was postponed until the October 17, 2003 Board Meeting pursuant to prior notification.

## **BUDGETING ISSUES**

<u>DISTRICT FINANCES</u>; VP Finance Robb Smith explained the review and analysis that was done of the District's finances and indicated that district dues must be increased or convention registration fees must be increased. After discussion VP Dave Anderson moved that it be recommended to the House of Delegates at the Fall Convention that beginning in 2004 convention pre-registration be increased from \$20 to \$25, that late convention registration be increased from \$25 to \$30, and that single event fee be increased from \$12 to \$15, second by VP Doran McTaggart; after further discussion motion carried. (No Troubadour prior to convention so Secretary Skupski to send explanation for increase to the cpres Yahoo group for relaying to the membership.)

<u>DISTRICT HISTORIAN:</u> Chapter Counselor (and also Past President) Clay Jones advised of the process being administered and monitored by District Historian Dale Bekker to have a properly trained active historian in every chapter in Pioneer District. After discussion VP Doran McTaggart moved that for the year 2004 \$300 be budgeted for the Historian Training Program, second by Dave Anderson; after further discussion, motion carried.

VP Dave Anderson moved that Dale Bekker be reimbursed up to \$300 for past justifiable expenses in initiating the Historian Training Program, second by IPP Don Bazely; after further discussion, motion carried.

**EVP ATTENDANCE AT OUT-OF-DISTRICT MEETINGS:** Discussion regarding EVP attendance at Leadership Forum. No formal action taken at this time.

<u>VP FINANCE TO LEADERSHIP FORUM:</u> After discussion VP Dave Anderson moved that the 2003 Budget be amended to include \$350 for the VP Finance Robb Smith to attend the 2003 Leadership Forum, second by VP John Szewc. Motion carried.

**COTS 2004 PLAN BUDGET:** This agenda item was passed over.

**GRANTS 2004 PLAN BUDGET:** This agenda item was passed over.

### **POLICY ISSUES**

**<u>POLICY MANUAL:</u>** Policy Manual sections in print and on disk given to various VPs for rewriting.

COMP REGISTRATIONS: This agenda item was referred for Policy Manual re-write.

**FOOD STIPEND FOR TRAVEL:** This agenda item was referred for Policy Manual re-write.

**OUT OF POCKET EXPENSE:** This agenda item was referred for Policy Manual re-write.

# **CONVENTION ISSUES**

<u>CONTRACT REVIEW</u>: Secretary Skupski reported that other than the convention auditorium sites Pioneer District does not normally have written contracts. We do sometimes have "Letters of Understanding" which are sometimes interpreted to be contracts. Without formal motion it was determined that we should have written contracts whenever possible and that all contracts should be given to the District Secretary for safe-keeping.

<u>CONVENTION ADVERTISING:</u> Presentation by VP Greg Humbel and Secretary Marvin Skupski. Without formal motion it was determined to keep the convention program in its current form and to prepare program flyers or stuffers to insert in the convention program for merchant advertising.

### **OTHER GOVERNANCE ISSUES**

**NOMINATING COMMITTEE:** Committee Chairman Don Bazely's slate of nominees was included with the Notice of Meeting. Chairman Bazely announced the spots, substituting the name Al Fisk for C & J Vice President in place of Ed Fritzen. No formal action needed. **Nominations list to be sent to chapter e-mail contacts with First Notice of Meeting for the Fall 2003 Convention.** 

HARMONY FOUNDATION CHAIRMAN: A replacement is still being sought to replace Alex Willox as Chairman. EVP Bruce Smith reported how the focus and direction of this job is and will be changing as a result of policy changes in Kenosha. IBM Raleigh Bloch indicated availability for training by Kenosha would be a requirement of the candidates.

**990 AUDIT:** VP Finance Robb Smith indicated he would be following up on three chapters who had not yet submitted their audits.

**INCORPORATION AUDIT:** Secretary Skupski reported he is still attempting to get on the Ontario web site to check out Pioneer's two Canadian chapters.

Of the 25 Michigan chapters, 21 are incorporated and current. One of the remaining four, one has filed, and Secretary Skupski is in contact with the others to get them working on it and have it cleared by the end of the year.

**<u>DISTRICT MISSION AND VISION STATEMENTS:</u>** New versions passed out by VP Dave Anderson to be discussed at next meeting.

**CONTEST PHOTOGRAPHER:** Report by VP Greg Humbel on three photographers bidding for the job.

Without formal motion PV Humbel and Secretary Skupski were instructed by the Board to contact Jim Miller as a possibility and then get written contract with low bidder with specified delivery time. Secretary Skupski to notify current photographer of the change.

**TREASURER AND VP FINANCE JOB DESCRIPTIONS:** Written job descriptions distributed by VP Robb Smith. After discussion VP Dave Anderson moved that the job descriptions as submitted by accepted, second by VP Ed Fritzen. Motion carried.

<u>DISTRICT OFFICER CHAPTER CALLS:</u> Officers present who had made calls reported. Without formal action it was decided that the **District Officer calls to chapters will continue.** 

**ADJOURNMENT:** VP Dave Anderson moved that the meeting be adjourned, second by Secretary Marvin Skupski. Motion carried. Meeting adjourned at 4:52, pm.

Respectfully submitted,

Marvin Skupski, Pioneer District Secretary