

**Western Massachusetts Sacred Harp Community, Inc.
Meeting of Board of Directors**

Meeting Minutes for October 9th, 2006

Present: Paul Butler, Sheldon Finlay, Jenna Strizak, Rosie Wojcik.

Regrets: John Holbrook

Meeting Convened at 6:15pm at the home of Rosie Wojcik in Brattleboro, VT.

1. **Approved Minutes** of August 14th, 2006 board meeting as submitted by Sheldon Finlay.
2. **Review of “To-Do” List Items**

At the last meeting, the board created a list of tasks for each board member to pursue (*see To-Do Items in August 14th, 2006 minutes*). The board revisited the list to see what items had been completed and which items were still pending, recommitting to the outstanding items.

- Paul: Closed out Bank of America bank account. Also requested Peter Irvine review the document retention policy. Peter had no suggestions.
- Jenna: Emailed Kate and Amy regarding the board’s discussion of PVAD’s donations being held as donor restricted funds in WMSHC bank account. Emailed Kelly, Jeff and Tim about Northampton Harmony reissue but did not hear back from them. Updated CD Baby.
- Sheldon: Updated WMSHC email aliases on server. Updated credit card on file with GoDaddy. Reviewed bylaws and began announcing membership renewals and annual meeting at weekly sing. Received member list from Rosie.
- Rosie: Sent WMSHC member list to Sheldon.

3. **Financial Report Review**

Paul presented the financial report which includes the WMSHC budget and expenses and revenue through to September 2006.

- A \$1,000 donor restricted (travel grant) contribution was received.

- Convention donations and expenses have remained unchanged since last financial report.
- CD sales have increased and WMSHC should make a budget for any upcoming CD projects.
- Only \$72 below budget overall and not much change expected between now and the end of WMSHC's fiscal year (12/31).

4. WMSHC.org Business Page Review

Sheldon queried the board regarding which documents should be made available to the membership on the WMSHC.org web site leading up to the annual meeting.

- The board agreed that previous approved minutes from this year's board should be made available on the web site as well as last year's annual meeting minutes.
- The board agreed that financial reports and WMSHC business policies should not be made public and can be made available to members on request. The travel grant policy, once finalized, should be made public.
- The board agreed that older minutes can be removed or archived or somehow kept separate from newer content.
- Sheldon agreed to make the necessary updates to the WMSHC.org business page.

5. Bylaw Discussion / Annual Meeting Discussion

- The board wishes to present a bylaw amendment to the membership to be voted upon at the annual meeting. The bylaw amendment would be to section 6, article 9 and would clarify the election procedures, specifically addressing the problem of a tie-vote for any elected position.

- The proposed election method would be a simple majority (51%) with members voting by ranking candidates by preference which would allow for an instant run-off election in the event of a tie.
- No other bylaw amendments have been suggested. However, Rosie recommended that the bylaw review committee should be ongoing and perhaps should meet earlier in the year (long before the 2007 annual meeting) to review the current bylaws and present proposed amendments to the board and membership.
- Current members of the bylaw review committee are Rosie, Paul and Ed Smith and Jenna.
- Paul will work on the wording of the section 6, article 9 election and prepare to discuss the nuances of the voting procedure changes with the membership at the annual meeting.
- In light of WMSHC's success in awarding travel grants in 2006, it was recommended that the travel grant committee make a brief presentation at the annual meeting.
- The board agreed that we should have a review of all active WMSHC committees.
- The current officers (president, treasurer, and clerk) acknowledged that they will be submitting reports for the annual meeting.
- Sheldon acknowledged that he was familiar with the preparations and procedures leading up to the annual meeting and would check in with Rosie (previous WMSHC clerk) if any issues arose.

6. Miscellaneous Topics

The board discussed further a public acknowledgement of Peter Irvine and Dan Richardson for their contributions to WMSHC. The board agreed upon a gift budget of \$150 – 200 for Peter and \$100 for Dan and would bring this point up with the membership at the annual meeting.

To Do Items:

Paul Butler: Finalize financial report of 3Q. Work on language to present the bylaw change to the membership.

Sheldon Finlay: Contact nominating committee regarding their work leading up to the annual meeting. Suggest to the nominating committee that board recommends a member running for a convention role to choose their preference and not run for multiple convention roles. Continue announcing membership renewals and annual meeting at weekly sing. Update WMSHC.org business page for annual meeting. Send out annual meeting notice 10 days before meeting date. Prepare clerk's report and compile officer reports into the annual report handout and create copies of handout.

Jenna Strizak: Work with Anna Maria, Linda and Meredith to implement travel grant policy. Check with John on status of travel grant policy. Email Eliza regarding CD stock. Remind Allison to submit a convention officers report to Sheldon for annual meeting.

The meeting closed at 7:57PM

Respectfully submitted by Sheldon Finlay