



**Board of Directors Meeting, Approved at March 6 meeting 4
Geological Society of Connecticut,
January 9, 2013. Dinosaur State Park, Rocky Hill, CT.**

Present: Meg Enkler, Ralph Lewis, Margaret Thomas, Janet Stone, Harold (Fritz) Moritz, Peter LeTourneau, Camille Fontanella, Mark Lewis, Mike Wizevich, Drew Hyatt

1. Call to order by J. Stone @ 4:30pm

- Approval of Minutes from Board meeting Dec. 5, 2012
 - Motion to accept minutes as amended (3 minor changes received through email), seconded and approved unanimously.
- Treasurer's Report and approval
 - Present funds in all GSC accounts total \$4,887.43 distributed as follows:
 - Checking account: \$1,125.72 (This includes recent membership payments except those paid to the GSC PayPal account)
 - Savings account: \$1,851.46
 - In GSC PayPal account: \$1,910.25
 - The treasure's report was received, moved to accept, and accepted by unanimous vote.
 - Related Discussion: It was noted that at present only \$500 can be transferred out of the PayPal account per month. As such, it is important to move these funds to the checking account on a regular basis so that those monies are available for GSC business if needed. Also, in balancing the books, it is important to recognize that PayPal charges a convenience fee of approximately 2% per transaction.

2. Old business:

- No old business

3. New Business

- Election of Officers
 - President: Ralph Lewis was elected.
 - Vice-President: Peter LeTourneau elected.
 - Secretary: C. Fontanella and D. Hyatt elected as co-secretaries, with M. Thomas providing advice as needed.
 - Treasurer: J. Stone elected.

- Immediately following the elections officers assumed their duties and Ralph Lewis took over leading the meeting

Discussion related to the position of secretary

- M. Thomas provided an overview of the duties of the secretary which include:
 - (1) Notifying all members of annual meetings and field trips, and notifying board members of upcoming board meetings (on occasion the latter has been done by the president).
 - (2) Recording and circulating minutes from meetings.
 - (3) Conducting official correspondence of the Society, which entails frequent logins to the Society email account to respond to email messages to ensure we keep regular communication with the membership.
 - (4) Notify directors and standing committee members of the outcomes of elections
- M. Thomas and others indicated that there are some additional duties performed by the secretary including: working with and maintaining active contact with the treasurer, program chair, membership chair, president, and other board members to ensure an accurate and updated membership list is available. Regular updating of members from the PayPal account is also important. Accurate membership becomes very important at the time of the annual meeting when people renew memberships or join the society.
- Informal discussion ensued. C. Fontanella indicated she would be responsible for internal correspondence with the membership committee and treasurer as well as coordinating the tracking of membership. D. Hyatt indicated he would be responsible for board meeting minutes and communications with the GSC community at large. M. Thomas indicated that she would provide guidance on items that are likely to arise. A more thorough discussion will be held by C. Fontanella, D. Hyatt, and M. Thomas.

4. Roles of our Committees (Communication and Education, Membership, and Program), determination of committee membership

- Charge to Committees from R. Lewis In advance of the next board of directors meeting on Wed. March 6:
 - Committees should arrange to meet, elect chairs, and determine what they intend to do to be effective. The committee chair should report back to the board of directors at the next board meeting.
 - Prior to the next meeting of the board, committee chairs should communicate to R. Lewis as to what they will raise on behalf of their committee. This will help R. Lewis prepare his agenda for the next meeting.
 - Secretaries should meet and discuss how they will cover duties and develop a better understanding of what the role entails.
- C. Fontanella indicated that she had contacted several members who had indicated interest in serving on a committee on their membership form. Some had indicated a

willingness to serve, and her communications with these people may be useful for committees to view.

- **Overview of Committees (and Self Nominations):**
 - *Communication & Education Committee*
 - Although remaining as one committee, as per GSC bylaws, this group will consist of two subcommittees, one focusing on communication and the other on Education.
 - The communication subcommittee (**Camille, Fritz, Meg, Peter**) will work on the newsletter, website, and day-to-day communication matters
 - The education subcommittee (**Matte, Mike, Meg, Drew**) will focus on publications, educational outreach, and related activities.
 - The full Communication and Education Committee is planning to meet at 5:00 p.m. on Feb. 7 at DSP.
 - *Membership Committee (Mark, Janet)*
 - The primary emphasis for this committee is to focus on attracting new GSC members.
 - *Program Committee. (Janet, Drew)*
 - Working closely with the president and other committees, the program committee plans logistical matters related to the organization of the annual meeting and field trip.

5. Discussion of a proposal to make all GSC Board Directors, honorary members of the Society for the duration of their service on the Board

- M. Thomas explained that this proposal arose in part because making board members honorary members will simplify maintenance of accurate membership lists (since it would not be necessary to know when board members have paid their dues). As well, it was noted that board members could still pay, by way of donations, if they wished to do so. Moreover, board members do commit considerable time to the performance of board activities, so an honorary membership seems reasonable.
- This proposal was put forth as a motion (M. Thomas), seconded (J. Stone) and approved unanimously.

6. Correspondence/Other Business

- Field trip – Glacial Geology in the Quinebaug Valley, Saturday April 20th, with Saturday April 27th serving as a rain-day alternate date.
- Newsletter – a first draft of a winter newsletter was circulated. Any additions or suggestions for change should be conveyed to P. LeTourneau as soon as possible.

7. Next Board Meeting

- Wednesday March 6. (DH will not be able to attend due to a class conflict)

- Motion to adjourn – 5:52 p.m.