



*Steering Committee Meeting Minutes
August 16, 2010, Dinosaur State Park, Rocky Hill, CT*

Attendance: Janet Stone, Jelle de Boer, Mark Lewis, Mike Wizevich, Gail Batchelder, Randolph Steinen

1. 2010 annual meeting. Results from Survey Monkey (attached) were received from Margaret Thomas (in absentia) and discussed. 119 people responded but only first 100 responses are available on the free survey. Of those, 75% responded that they would be attending. Oct 22nd edged out Oct 15th (dates speaker, Bob Wintsch is available) by 4 votes, but 52 people said they had no date preference. A potential site for the meeting was discussed and the Wesleyan site was chosen, but that is not available on the 22nd. The 15th was chosen for the next meeting date which will be held at the Wesleyan site (pending final confirmation of its availability). Meg Enkler said she would check potential caterers for the event, including Wesleyan dining services. (De Boer excused himself and left the meeting).

2. Minutes from June 28, 2010. Mike Wizevich pointed out that the details about the potential 2012 NE-GSA meeting should not be included in our minutes because they are still being negotiated by GSA. With that amendment, the minutes were approved.

3. Treasurer's report. Steinen reported that a meeting is being set up with John Purtill, CPA, to fill out income tax and non-profit forms. Gail Batchelder will attend. The committee received and approved the July and August spread-sheet and the 2009-2010 balance sheet.

4. Final changes to proposed Constitution and By-Laws.

a. Election of Officers and Directors. It was agreed to hold elections before the Annual Meeting but considerable discussion ensued about proper protocol and timing. Specifically, it was agreed that election of Officers and Directors should not occur until after the Society's Constitution and By-Laws were presented to and approved by the membership.

b. Nomination process: considerable discussion ensued about how potential candidates would be identified and nominated. It was decided to reword Art. IV, Sec. 2 to read:

The Nomination and Election Committee shall solicit volunteers and nominations from among the Members to serve on the Board of Directors and shall present the names of candidates to the membership at least 30 days prior to the Annual Meeting. The Nomination and Election Committee shall select at least one nominee for each

vacancy. Additional qualified nominees submitted from the membership may be added to the ballot subsequent to the presentation of the committee's candidates and before the election period.

c. Art. IV, Sec. 3 was changed to read that Officers and Directors would assume their duties at the time of the Annual Meeting.

d. Vacancies on Board. Art. III, Sec. 4 was amended to read:

Any vacancy occurring on the Board of Directors must be filled within 90 days. The Nomination and Election Committee will select a candidate to serve for the remainder of the Director's term. A majority vote of the Board of Directors shall confirm the selection of that candidate.

e. Committees. Rewording of Art. VII suggested by Wizevich was amended and accepted.

f. Publications. Changes were made to Art. IX and Art. VII, Sec. 1, Paragraph 2 regarding the types of publications anticipated and the committee responsible for Society publications. Paragraph 6 was added to Art. III, Sec. 5 explaining the responsibility the Board of Directors to approve Society publications.

g. Consistency of Constitution and By-Laws. Several changes were accepted to make Constitution consistent with amended By-Laws.

5. Approval of Constitution and By-Laws. Amended Constitution and By-Laws were approved by Committee. Wizevich will get a draft of the amended documents to the Committee ASAP. The proposed *Constitution and By-Laws* will be posted on the Society's website not later than September 1, 2010, and notification sent to Members of the Society. It was proposed that ratification of the proposed Constitution and By-Laws be conducted on-line using the Survey Monkey (a license must be obtained) some time period that includes September 10.

6. Election of Officers. An election will be held some time on or about October 1 so that newly elected officers can assume their duties at the Annual Meeting on October 15th. It was decided that Randy, Gail, Janet, Mike, and Mark would be the Nominating Committee, with Gail as chair. The Committee will propose a slate of officers by September 15th. Society members will have the opportunity to propose additional nominations. The election will be held on-line using the Survey Monkey.

7. Next meeting was set for September 13 at 4:30 pm in the Marriott in Rocky Hill.

Submitted by R. Steinen