# NFSS Board of Directors Meeting
# 2nd Quarter 2007

PRESENT: Sally Huntington, Rebecca Mikel, Katy Dodd, Tom Keegan, John Wilson, Ron Castner, Danny Gonzales, Doug White, Lisa Murphy, Cecil Gunby, Brenda Josselet, Ginny Allen, Gail Benson, Terry Cox, Alfred Mion, Raspberry, Laura Bewley, Bob Peers, Paula Hansen, Sharon Dvorak, Bill Parlee. Harry Bryant

ABSENT: Roberto Rosa

**TREASURER REPORT – Lisa Murphy**

| Period | Income | Expense |
|---|---|---|
| January 2007 | $ 7,907.53 | $ 5,868.09 |
| February 2007 | 4,156.80 | 1,084.38 |
| March 2007 | 3,778.27 | 2,279.61 |
| | $15,032.60 | $ 9.232.08 |

| Department | Income | Expense |
|---|---|---|
| Bands | $ 5,638.20 | $ 3,283.76 |
| Membership | 6,848.49 | 208.46 |
| Advertising | 1,627.64 | -0- |
| Judge's Panel | 110.00 | -0- |
| Finch Shop | 10.38 | -0- |
| Affiliations/Awards | 639.00 | -0- |
| Journal | -0- | * 5,543.96 |
| Misc. | 158.89 | 206.10 |
| | $15,032.60 | $ 9,232.08 |

*$2663.11 (cost to print Nov/Dec 2006 Journal) + $2880.85 (cost for printing **and** postage Jan/Feb Journal) - both paid in January of 2007. Postage for the Nov/Dec Journal ($850.00) was paid in December 2006 and is not reflected in this total.

Bank Account
Beginning Balance (1/1/07): $ 5,243.72
Ending Balance (3/31/07): $11,044.24
Current Balance (5/1/07): $11,598.19

IRS Status
Notice from IRS rec'd on 4/27/07, fine assessed is $2,147.40 for late filing of 2005 Tax Return. The option of appealing the fine and requesting a refund is provided. Appeal submitted with check on 5/14/07; processing time may be up to four (4) months.

2006 IRS 990 form completed, filed, and mailed on 4/30/07 with the assistance of Sharon Dvorak (Finch Shop Manager). Several documents missing from that year and cannot be recreated. Contact with Bill Parlee, Parliamentarian, and Mark Phelps, 2005 Treasurer, in attempt to recreate as much information as possible. Concerns with our ability to conduct an actual "audit" – two are required per bylaws. Bill Parlee provides input regarding the difficulties in regaining records from a prior Treasurer; when they arrived they were incomplete. Sharon Dvorak will complete first audit; Paula and Raspberry the second. Lisa notes NFSS reimburses for postage only, anticipated time is 40-60 hours per person, and as audit is to be "Independent" she is limited in what assistance she can provide.

2005 Audit is in the process of being conducted. Sharon Dvorak will conduct first review; Tom Keegan the second. Lisa will notify the BOD when this is complete.

**MEMBERSHIP REPORT – Brenda Josselet**

January-March, 2007:

Single: 553
Dual: 212
Foreign: 21
Foreign Dual: 2
Junior: 11
Affiliates: 28
TOTAL: 827

39 new members since last report

**1st VP REPORT – Bob Peers**
Education Committee favors establishing a bird husbandry Q&A section in the Journal. Editor confirms available Journal space. Committee will field questions from membership - submitted via e mail, forum, or USPS. One to 2 per Journal in hopes of stimulating interaction between Members/Regional VP's/Board. Bob chairs committee as 1st VP.

Because Roberto Rosa has been unable to communicate with the Board, Bob will assist with representation of the members from Region 7 - Puerto Rico, with the help of Armando
Lee.

Concerns expressed about lost department information in the past - Bob recommends committee be formed to develop a plan for "Department Back-ups". Would include the exchange of information between departments on a regularly scheduled basis to insure redundancy in all NFSS data and records. Bob will chair, seek volunteers to sit on the committee, and report back to the BOD.

Rebecca offers to compile "Events List" to include a list of events/ tasks NFSS/Officers responsible for throughout the year (example: IRS 990 Form, Professional Affiliation renewals, etc.). All BOD members requested to assist by forwarding information to Rebecca. Each item limited in length - task/event, person responsible, deadline date, pertinent details/fees, etc. All BOD members will be provided a copy when complete. It will then be reviewed at each Quarterly BOD meeting and posted as appropriate.

**2nd VP REPORT – Harry Bryant**
Prior discussions were held regarding Bonding of financially responsible Officers; committee was formed to investigate. This to be tabled until 3rd Qtr meeting. Continuing to gather information.

NFSS Informational Brochure updated but waiting to post to website until Pro-Tem elections complete as additional updates will be required at that point; NFSS Classifications are updated.; provided Katy Dodd, Editor, with all exchange magazines and newsletters received during prior Editor's tenure & a CD which contains articles for future Journals.

WEBSITE INFORMATION: Finch Save Census Report for 2006 & NFSS Judge's Handbook (some sections will be re-posted in a clearer version) posted to website. Request made to move Handbook from Finch Shop to website (no inventory or printing/shipping costs, can serve as educational tool, can be updated quicker & "modernized" by using color and/or photos as needed). "Shows and Clubs" section nearly complete and on line soon. Informational pages being written for various Finches and Softbills, will post along with photos. All are encouraged to help by writing a brief summary of any species not listed. Need to include a prominent link to any on-line vendors for Finch Shop items which also includes short description of available items; Harry Bryant and Sharon Dvorak will work collectively on this.

**3rd VP REPORT – Danny Gonzales**

Census is complete; Randy Taylor pulled together and forwarded to Katy Dodd, Editor. Vonda Zwick was asked to take a look at conducting the Finch Save on-line, including the stud book and compiling "who" has "what". Danny requested to chair a committee to include Vonda and Randy for the remainder of the year. 5/10/07 post to NFSS membership forums an announced new yahoo group for FSS and removal of any membership fees for Finch Save program.

**4th VP REPORT- Cecil Gunby**

Zebra Finch Standard revised several times over past few months, many suggested changes incorporated into final draft. Standard and point application is finished, only lacking silhouette. Waiting on prototype, when rec'd committee will evaluate and critique and then present new standard. Judges Panel is strong at present and looking forward to new show season. Cecil requests both electronic and hard copies of Judge's Handbook to assure most recent revisions can be incorporated to maintain integrity of show panel. Sally asks for volunteers to assist -Tom Keegan assumes responsibility for the update.

Champion Exhibitor of Section – Raspberry

Raspberry chairing a committee including: Cecil Gunby, Sally Huntington, Rebecca Mikel, Jim Heffernan, Doug White, Laura Bewley, Bob Peers, and Bill Parlee. A draft of ideas for the C.E.S., including points allocations and sample data sheets sent to all participants for review. Raspberry to contact each committee member & review the proposal/gather information and feedback. More information will be presented at the next BOD meeting.

Society Standard Perspective Article Written by Tom Keegan, Cecil Gunby, Raspberry – will be posted in Journal. Harry provided Tom a copy of The Bengalese Finch (Panjer & Wigmore) for reference during final edit of this article.

**BAND SECRETARY REPORT - Paula Hansen**

| PERIOD | INCOME | EXPENSES |
|---|---|---|
| January 2007 | $ 3,245.41 | $ 3,029.09 |
| February 2007 | 1,227.68 | 120.91 |
| March 2007 | 1,219.19 | 735.49 |
| TOTAL: | $ 5,692.28 | $ 3,885.49 |

In Comparison:

| PERIOD | INCOME |
|---|---|
| January 2006 | $ 1,113.27 |
| February 2006 | 1,428.78 |
| March, 2006 | 386.30 |
| TOTAL: | $ 2,928.35 |

**EDITOR REPORT– Katy Dodd**

Total cost for Mar/April 2007 Journal was $1614.56 to print 750 journals. Total journals shipped to members were 665, with extra copies sent to Editor. Breakdown of costs includes $1070 for printing, $544.46 for shipping – roughly $2.15 per journal-with shipping, or $1.43 per journal-without shipping.

Comparison for prior 3 journals:

| ISSUE | PRINTING COSTS | SHIPPING COST | TOTAL COST |
|---|---|---|---|
| Nov-Dec 2006: | $ 2,663.11 | $ 850.00 | $ 3,513.11 |
| Jan-Feb 2007 | $ 2.030.85 | $ 850.00 | $ 2,880.85 |
| Mar-April 2007 | $ 1,070.00 | $ 544.56 | $ 1,614.56 |

Some of Mar/Apr issues were damaged and NFSS membership lists were polled for complaints. Rec'd complaint from 1 member with a damaged copy. Printer contacted & noted they perform spot checks. Will monitor quality of paper used and address as necessary. Can maintain lower postage costs if Journal is 40-50 pages – can't always be the case and is dependent on content provided. With lower page count, can give consideration to including some color photos. Goal is to keep journal production cost and mailing at or below $2000 per issue. Large number of documents rec'd for inclusion in May/June issue. Layout for July/Aug issue has started and schedule for prepping future journals is 4 months prior to printing. Request made to remember deadline dates so no more last minute crunching than necessary. Those members who reported missing Journals and thus missing Pro-Tem Election Ballots have been provided with numbered, watermarked replacement ballots via e mail – Brenda Josselet confirmed each were current members.

**ADVERTISING REPORT– Gail Benson**

| PERIOD | INCOME | PAY PAL FEES | TOTAL |
|---|---|---|---|
| January 2007 | $ 943.00 | $ 9.92 | $ 933.08 |
| February 2007 | $ 306.00 | | $ 306.00 |
| March 2007 | $ 396.00 | $ 7.44 | $ 388.56 |
| TOTAL: | $1,645.00 | $ 17.36 | $1,627.64 |

There were no Advertising expenses during the 1st quarter 2007 except for the Pay Pal fees listed above.

**FINCH SHOP REPORT – Sharon Dvorak**

Finch Shop is ready; Sharon reviewed list of items/costs each & requests BOD review/approval. Re-opening is at no cost to NFSS as all items are "drop shipped". Inventory of items offered by Café Press, Victory Engraving, and Victory Design will be purchased and maintained by those vendors rather than the NFSS, although this does not preclude NFSS from inventorying some items in the future. Items offered include: shirts (golf, polo, t-shirt, twill) sweatshirts, ball caps, totes, mouse pads, coffee mugs, beer steins, aprons, clocks, name badges, luggage tags. Some apparel items offered with embroidered NFSS logo, others screen printed. Question about stocking sales tables at NFSS events. We want to stay with no inventory for now. There will be a full page ad in the next Journal.

**CLUB LIAISON – Doug White**

Affiliates – Doug White 28 affiliated clubs at this time.

Awards – Bob Peers To date 9 orders for a total of $739. If BOD members are aware of affiliated clubs who conduct shows, Bob encourages us to speak with them about ordering their awards through the NFSS.

**MODERATOR REPORT – John Wilson**

John suggests Larry Baum serve as back-up Co-Moderator; he has agreed to assist; there were no dissenting opinions expressed. In the past/and continuing, John has/will add and delete various individuals as moderator both to perform functions requiring access to list controls (i.e. Membership Director for subscription approval), and/or to work on list related projects (databases, polls). This position would be a true back-up moderator with authority to take over in John's absence. The suggested candidate is a thoughtful contributor, willing to press for changes he believes benefit NFSS while contributing to a civil community, and a long-time NFSS member. He will participate on the BOD when John is not available and when temporary arrangements and approvals need to be made.

Pro-Tem Election Have rec'd a fair amount of ballots; they are being logged for eventual count.

**TRANSITION COORDINATOR REPORT – Ginny Allen**
The responsibilities for each BOD position have been compiled from questionnaires sent to past and present BOD members. After reviewed and edited by a BOD committee and approved by the BOD, these were included in a General Election article the BOD has sent to the Editor to be printed in the May/June NFSS Journal. Each present BOD member was asked to prepare a comprehensive step-by-step description of their position, including contacts and schedule of procedures pertaining to their office. All information gathered should be included in a Policy and Procedure document for each position.

With regard to mailing of ballots for General Election we will have to establish a deadline for memberships which are up-to-date in order to allow Membership Director to process any memberships and get labels ready for the mailing of the ballots. We will accommodate those who renew at a later time, but need to remember the deadline for the post-mark on the returned ballots. Those who renew late but wish to rec'v a ballot and cast their vote in the election may pay to have their ballot delivered to the firm counting the votes.

The July/August issue of the Journal will carry the Bios of all those running for office in the General Election – the deadline for submitting information for that issue is July 1st.

**REFUND POLICY – Lisa Murphy**
We need to establish a "Refund Policy". Options were discussed and a formal policy will be developed. All refunds should be processed through the Treasurer to assure they are processed correctly and to minimize any fees related to refunds.

**BY-LAW CHANGES – Doug White**
Discussion regarding the appropriateness of current procedure for changing by-laws. Current process requires 2 letters be submitted and then a membership vote, with 2/3 majority to pass. Voter turn-out is minimal so changes can be enabled by a minimal representation of members. Process to change shouldn't be too difficult or too easy. Should there be a specific percentage of membership participation? Should the requirement for the number of letters submitted be increased? A committee is to be formed to discuss by-law revision and present at next meeting. Several have volunteered. Suggestion made to have by-laws reviewed by an outside firm who have legal counsel available– further discussion and pricing to be presented at 4th quarter meeting.

**POLICIES AND PROCEDURES**
A Policies and Procedures Committee has been formed in order to investigate the appropriateness of the creation of policies for specific processes conducted by the BOD. Also discussed was creation of step-by-step procedures for duties of individual Officers/Departments. Each Officer would be responsible for writing procedures for their duties, submitting to the Committee for final review, and eventual inclusion into a manual which contained all procedures for all Offices. Newly elected Officers to the BOD in the future would be presented with a copy of those relating to the responsibilities of their office.

**GENERAL ELECTION – Sally Huntington**
Rebecca volunteered to Chair the Election Committee. The committee is to construct a ballot which will be mailed via USPS – we have a donor for the postage – no worries with Journal conflicts. Official results will be mailed to two (2) BOD members – the President and President Emeritus. We need a minimum of 1 and maximum of 3 candidates for each office.

Election document regarding officer duties and responsibilities is in "files" section on BOD forum web page; all BOD members have provided input in the form of responses to questionnaires as well as throughout the revision and approval process. It will be posted with other General Election information.

Also representing the BOD on the Committee are Sally Huntington and Tom Keegan. Member representatives include Larry Baum, Gwynne Willison, and Andrea Mordoh.

**VOLUNTEER CLEARING HOUSE – Tom Keegan**

Tom offers to serve as Chair to coordinate volunteers - members who want to get involved but don't know how to or don't have time to serve as an Officer. It would assist with bringing in help for Officers who have heavy workloads, to help with special projects that are a lot of work at particular point in time. Volunteers would fill out application to include skills, interests, availability. Coordinator would match up volunteers with officers making request for assistance. BOD Officers utilizing volunteer services would be responsible for what gets done and that policies are followed. Do we need to consider "Non-Disclosure Statement" to assure volunteers acknowledge they are serving in a voluntary capacity only and not entitled to compensation beyond approved expenses? Tom will make announcement in Journal via an ad which may be included in each issue and work with John to post info. on forum(s). Tom will collect and hold applications & report progress at next meeting.

**COMMUNICATION WITH MEMBERSHIP – Tom Keegan**

Need to set up system for communicating decisions/announcements to membership. Minutes are available once approved – but immediately available only to those who have internet access; others must wait until they are published in the next issue of the Journal. Posting to forums does not reach all members but will be utilized to improve & increase communication lines.

Vacancies on the Board: Vacancies will be announced on the PP & Husbandry forum(s) with request that interested parties submit bio/resume. All BOD members provided with copies and a vote taken. Additionally, we will ask for bios before positions open and maintain them in a "stand-by" file for a pool of those willing/qualified to fill positions as needed. An ad will be placed in the Journal and on both forums notifying members of this option with a request that all bios be sent to Tom Keegan.

Posting Meeting Agenda: Agenda "evolves" up until time meeting begins – occasionally some items added after meeting is convened – business needing to be conducted dictates this. Agenda posted one day may be changed significantly by the next. Cannot assure "final" agenda would be available in sufficient time prior to meeting to allow members time to review and provide comment. Members are encouraged to contact any BOD member with items they wish to have added to agenda. BOD needs to be able to have flexibility to conduct business of the society & care should be taken to not make policy that restricts the course of action future BODS might need to take. Members can attend/participate in the Annual meeting – posting this agenda might be more appropriate. Regional VP's are free to discuss with those members in their Region what areas of discussion are occurring/up-coming and bring concerns/comments back to the BOD.

Board Announcement: Periodic reports of discussions and activity outside the Quarterly Meetings & subsequent minutes will be compiled and posted to the membership forums. Intent is to report on the progress of Board activity on particular projects.

John Wilson, Tom Keegan, and Rebecca Mikel will work jointly on all communications made to the membership via the Forums, the Journal, or the minutes from Quarterly Board Meetings. Any forms developed in the process of this communication will be provided to Harry Bryant so they may be included on the web site.

**UPCOMING EVENTS**

AFA August 22-25, 2007, Los Angeles, California. NFSS will have a complimentary booth, Sally is doing a presentation; Rec'd advertising information and specs – deadline for submitting an ad is June 15th. Suggestion made we use new logo, include Mission Statement and a Membership Application. The name of the new Membership Director can be dropped in after the election.

NCBS (& Afternoon of Aviculture): We need to develop ad for this event also – suggested we use the same one developed for AFA. There is a silent auction at NCBS – we need to begin collecting items for this. Anyone interested/available to make a presentation (at least 50 minutes) should contact Sally immediately.

**LIFETIME MEMBERSHIP**

It is determined that the price of Lifetime Membership is $1500. This price was not established to serve as any great benefit, but more to serve as a donation brought in during the year in which it was paid. The biggest value for the member is not having to renew their membership again. A 5 year membership saves the member money, but is more difficult for the Treasurer and Membership Director to manage and we lose money if our costs increase during the 5 yr period. Raspberry will investigate ideas which might generate more interest in the Lifetime Membership and report back during the 3rd Quarter BOD meeting.

**MOTIONS**

| MOTION # | MADE BY | 2nd | COMMENT | RESULT |
|---|---|---|---|---|
| 2007-13 | Rebecca Mikel | Lisa Murphy | Accept current revision of Election Document | Pass |
| 2007-14 | Lisa Murphy | Bob Peers | NFSS to purchase a full page ad in the AFA Convention Journal which includes new NFSS Logo, Mission Statement, and Membership Application ($275.00) | Pass |
| 2007-15 | Rebecca Mikel | Lisa Murphy | Accept the new NFSS logo as “official”; include it on website, all forms, and FInchShop Merchandise | Pass |
| 2007-16 | Brenda Josselet | Tom Keegan | Accept the revised meeting minutes as submitted by Rebecca Mikel | Pass |
| 2007-17 | Bob Peers | Lisa Murphy | Adjourn the 2nd Quarter BOD meeting | Pass |