# BONSAI SOCIETY OF PORTLAND BOARD MEETING MINUTES December 4, 2017

The meeting was called to order by President Lee Cheatle at 7:12 pm.

Present were Board Members:

President

Lee Cheatle

Vice-President Membership

Jan Hettick

Treasurer

John Thomas

Secretary

Patty Myrick

Vice-President Programs Michael (Lime) Allen was absent.

<u>Minutes</u> - the minutes for the November 6, 2017 Board Meeting were approved as corrected. The Amendment to the September 11, 2017 Board Meeting Minutes submitted Nov.12, 2017 were approved.

### **BOARD REPORTS**

### **Treasurer**

John presented the following documents:

- a finalized Income Statement for October 2017 showing:

Net Revenue \$645.68

Total Assets \$43,112.81

Mentorship Fund Balance (\$174.80)

Library Fund Balance \$1,088.73

- a finalized Income Statement for the Fall Show showing Net Revenue of \$2,231.54.
- a draft Income Statement for November 2017 showing Net Revenue of (\$782.38).

John and Patty need to work to reconcile the payments for Scott's Young Choe workshop.

The \$10,000 CD has matured and is now in a savings account.

## Membership

Jan reported a total of 369 members. There were 6 guests at the November meeting, and an estimated attendance of 135.

#### **Programs**

Discussion of the BSOP Mirai Video Archive was tabled until the January meeting.

# **COMMITTEE REPORTS**

Auction - Toni Martin - Jan will have 1,000 auction tags printed at a cost of \$104.

Databases - Jan Hettick

Fall Show - Patty plans to write a handbook on organizing the Fall Show.

<u>Heritage</u> - Steve Leaming and Brandon Myren - An amended *BSOP Heritage Program Guidelines, Organization and Policies* document was presented. The changes deal mainly with record keeping. Also, because of the amount of work involved in caring for trees the fee charged non-members for care and sale of bonsai trees and merchandise was changed to 40% of the sale proceeds.

MOVED - TO ADOPT THE AMENDED *BSOP HERITAGE PROGRAM GUIDELINES, ORGANIZATION AND POLICIES* AS PRESENTED. The motion was SECONDED and PASSED unanimously by the quorum of members present.

<u>Holiday Party</u> - Lime Allen - **John** needs to get the insurance certificate to the Milwaukie Center for the alcohol permit.

Hospitality - Patty Myrick

<u>Library</u> - Barbara Devitt - There are 5 boxes of magazines remaining in the shed to sell at raffle or silent auction. John has sold 2 of the five books he is selling for the club. Karen VunKannon is considering taking over the library database.

Mentorship - Lee Cheatle, George Biddle, and Brandon Myren

Newsletter - Peter Pelofske

Photographer - Brian Lonstad

Program Facilitator - Reid Parham

Raffle - Harold Yearout

Social Media - Scott Tice

Speaker Coordinator - Keith Wingfield

Spring Show - Scott Elser - Discussion is ongoing regarding scheduling of the Spring Show.

Webmaster - Karl Holmes

2018 NW Bonsai Rendezvous - Lee Cheatle & Jan Hettick

#### **OLD BUSINESS**

<u>Club Apparel</u> - Discussion of the possibility of selling club apparel was tabled until the January meeting.

### **NEW BUSINESS**

Imperial Bonsai book - this is a high-quality book held in the library that does not get checked out. The suggestion was made that we donate the book to the Pacific Bonsai Museum. **John** will do an appraisal of the book before we make a decision.

Rolling Carts - Harold Yearout thinks we need two additional two-tier carts, and the Board agrees. Jan has sent an email to Rachelle to see if there is storage available at the MC. If the MC could store them we would let anyone use them. Otherwise, they will probably fit in the storage shed. John has purchased one good quality two-tier cart for the club for \$50. MOVED - TO SPEND \$100 FOR ONE ADDITIONAL TWO-TIER CART. The motion was SECONDED and PASSED unanimously by the quorum of members present.

# Future Board Meetings - January 8, 2018, February 5, March 5

The meeting was adjourned at 8:33 pm.

Respectfully Submitted: Patty Myrick, December 27, 2017

## BONSAI SOCIETY OF PORTLAND AMENDMENT TO BOARD MEETING MINUTES September 11, 2017

The meeting was called to order by President Lee Cheatle at 7:04 pm.

Present were Board Members:

President

Lee Cheatle

Vice-President Programs

Michael (Lime) Allen

Treasurer

John Thomas

Secretary

Patty Myrick

Vice-President Membership Jan Hettick was absent.

This business was omitted from the September 11, 2017 Board Meeting Minutes which are hereby amended to add:

### **NEW BUSINESS**

MOVED - TO ISSUE AN HONORARY MEMBERSHIP TO JAN HETTICK. The motion was SECONDED and PASSED.

Respectfully submitted: Patty Myrick, November 12, 2017

BSOP INCOME STATEMENT Fall Show	1	1/6/2017	7					-		
Corrected 11/28/2017; 12/4/2017								+-		-
INCOME	1		1					-	e appropriate propriate pr	
Auction:	1		\$	9,276.50						
General Fund	\$ 5	9,276.50	† <del>*</del>	5,270.30			***			
The second secon	1		-							-
	1		1							
Raffle:	-		\$	29.00						
Mentorship	15	17.40	-	29.00					~	
Library	riferon comme	11.60								
Library	3	11.00								
Admissions:	<del></del>		-			antine.				
Admissions:	\$	705.00	\$	705.00			WAS CONTRACTOR OF THE PARTY PROPERTY.	1		-
No. 1			1			1		-	The second second	
Vendors:	\$	360.00	\$	360.00			***************************************		**************************************	1
	-							1	THE RESIDENCE AND ADDRESS.	-
And the second s	-	-					-	1		1
Donations	-	THE RESERVE OF COLUMN 2	\$	-				1		-
General Fund	-							-		<u> </u>
Hospitality	\$	-	\$	-		-		1		-
Advertisting News Letter	\$	-	\$	-				-		
TOTAL			\$	10,370.50				+		1
					The second secon			-		ļ
					*****		CONTRACTOR OF THE PROPERTY OF	-		
EXPENSES								+-	many of the last supplying	-
Rent			\$	1,100.00				+-		
General Fund	\$ 1	.100.00						+		
					Supplies CF			-		ļ
	-	***************************************			Supplies GF			-		
Speaker Fee			\$	-	Myrick	\$	468.84	-	-	
General Fund					VunKannon	\$	23.54	-		
	-	-			Hettick	\$	-	-		
					Total	\$	492.38	1		-
Expenses			\$	402.20				-		1
General Fund	\$	492.38	3	492.38	Supplies Hospitality					
Hospitlity		- 492.38			Food Items(PM)					
Hospitaly	7				Food Items(BW)					
	-				Total	\$	-			
Fees	Y-01,000		,	440.00						
Square		140.00	\$	149.08	Due Sellers		SELLER	E	BSOP	TOTAL
square	\$	149.08		Section of the control of the contro	Biever	\$	1,108.00	\$	277.00	\$ 1,385.00
Due Sellers					Cheatle	\$	498.40	\$	124.60	\$ 623.00
Unaccounted for Revenue			\$	6,366.00	Dale	\$	300.00	\$	75.00	\$ 375.00
TOTAL			\$	31.50	Devitt	\$	100.00	\$	25.00	\$ 125.00
IUIAL			\$	8,138.96	Feilmeier	\$	396.00	\$	99.00	\$ 495.00
ET REVENUE					Hackenbruck	\$	48.00	\$	12.00	\$ 60.00
ET NEVENUE			\$	2,231.54	Jones	\$	394.80	\$	98.70	\$ 493.50
				With the format of the Colonia of the Astronomero, and the Colonia of the Colonia	King	\$	296.00	\$	74.00	
					McDonlad	\$	3,139.20		784.80	The second second second
					Raition	\$	23.20	\$	5.80	\$ 29.00
	or make two wheeps				VunKannon	\$	62.40	\$	15.60	
			-		BSOP		C. TO LUTE MARKET ARREST CONTROL OF	SALAND MANAGEMENT		\$ 572.00
					BSOP Library		NTC-1-10-10-10-10-10-10-10-10-10-10-10-10-1		747.00	
					TOTAL	\$	6,366.00			

BSOP INCOME STATEMENT OCt 2017 CORRECTED 11/28/2017	-	11/6/20	1/		The same of the sa		Checking Account		10/31/20
INCOME							Beginning Balance	\$	17,737.7
William and the second of the	-						Additions	\$	
Dues:		The second second second second second	- P. SERVICE	\$	1,460.00		Payments Checks	recognitional and annual con-	8,286.0
The state of the s	N \$	-					Payments Credit Card	\$	(2,584.2
Renewa	THE PERSON NAMED IN	1,210.0	0		and the second s		Checks Outstanding	Charles Company of the Company	(193.0
Director	y \$	-					Ending Balance	\$	(45.0
Auction:				\$	1,387.00		Chaing balance	\$	23,201.4
General Fun		1,387.0	0	and the second s			CD Assessed		
Mentorship	)		1		Additional (in the contract of the contract		CD Account	\$	10,652.3
Raffle:	-		+	4			Savings Account	\$	4,000.4
General Fund	1	The second section is a second second		\$	73.00	The second secon			The second secon
Mentorship	. 1	42.00	-	The state of the s	The decree of the company of the com		Total Cash On-Hand	\$	37,854.1
Library	· reference area in a	43.80		and the statement of th	Marine Marine Marine Marine (Marine)				The second section is the second second second second section of the second second second second second second
Cinidi	7	29.20	,				2018 Convention Loar	\$	5,258.62
Payments:	-		+			- Parket	TOTAL ASSETS	\$	43,112.8
Mentorship	-	226.00		\$	463.00				10,112.0.
Mentorship		226.00					The second secon		managerial and parketing at the second secon
		160.00	-						
Mentorship	-	31.00					General Fund		Street and the second street of the second street o
Library Hospitality		46.00			***************************************		Geeksquad	\$	99.99
Hospitality	\$	-	\$		-		WEB Page	\$	4.95
TOTAL	\$		\$	and the second s	-		Hettick, Pool Table Cov	\$	255.84
TOTAL	-		\$		3,383.00			7	255.84
		The same of the sa	-				Total	\$	360.78
(PENSES		The second secon	-	and the second s					The Park Control of the Control of t
Rent			\$		500.00	The second secon	Mentorship		Marie Carlo, 18 C Sept. on M. Marie Control of Control
General Fund	Ċ	400.00	>		500.00		Supplies -Trees	\$	-
Mentorship	\$	100.00	-	Maria de la companione			Total	\$	-
The state of the s	<b>y</b>	100.00	-						*
Speaker Fee	AA STANKER OF BEHIND	The state of the s	\$	1	,000.00				
General Fund	\$	1,000.00	-	-	,000.00		Hospitality		
Mentorship									
F					The state of the s			+	
Expenses			\$	Wanted to the second of the se	448.90		Total	\$	-
General Fund		360.78						۲	-
Hospitality		-				1	Library	<del> </del>	The state of the s
Library		88.12					Books	ć	00.12
Mentorship	\$	-					Total	\$	88.12 88.12
Fees			\$		41.22	The second secon		7	88.12
Square		12.41					Due Sellers		
Stripe	\$	28.81			and the latest and th		Devitt	\$	52.00
Duo Sollani			\$		-	1	Eads	\$	The second secon
Due Sellers			\$		747.20		King	\$	4.80
TOTAL	- Personal - Proposition		March				Kramer		120.00
TOTAL	-		\$	2,7	737.32		McDonald	\$	20.00
PEVENUE	CT-1/TE/A/OR			The second secon			Parham	\$	120.00
REVENUE			\$	(	45.68		Watari	\$	12.80
			-				vvalaii .	\$	417.60

SEPT PAYMENTS				1	
Check Number	Date	Vendor	D.		
1685	9/26/2017	Liberty Mutal Ins	Purpose	A CONTRACTOR OF THE PARTY OF TH	ount
1686	9/26/2017	Jan Hettick	Annual Ins Payment		481.0
1688	10/9/2017	Myrick	Supplies		186.8
1689	10/9/2017	Milwaukie Center	Supplies/Seller's Share	***************************************	101.3
1690	10/10/2017	Jones Jones	Rent		500.0
1691	10/10/2017	Kramer	Seller's Share	\$	94.4
1692	10/10/2017	Laws	Seller's Share	\$	28.8
1693	10/10/2017	King	Seller's Share	\$	33.6
1694	10/10/2017	Control of the Contro	Seller's Share	\$	36.0
1695	10/24/2017	Kinzle	Seller's Share	\$	32.00
1696	10/24/2017	Cheatle	Plack	\$	90.30
Prevoious Outstanding	The state of the s	Bonsai Mira	Speaker Fees	\$ 1,	000.00
	Paid			\$	_
TOTAL PAID					584.28
OUTCTANDING					
OUTSTANDING				***************************************	
CHECKS					
1619	2/14/2015				
1625	3/11/2017	International Bonsai	Back Issues	\$	10.00
1072	3/28/2017	Karen Vunkannon	Library Book	\$	35.00
TOTAL OUTSTANDING				\$	45.00
Credit Card					
	10/11/2017	Sentry Login	Wohner	4	E-Paragraphic Street
The second secon	10/13/2017	Amazon	Web page Book	\$	4.95
and the second s	10/25/2017	Geeksquad	The state of the s		88.12
TOTAL CREDIT CARD		оссизции		PROPERTY AND ADDRESS OF THE PARTY AND ADDRESS	99.99
				\$ 1	93.06
2018 Convention Loan	9/1/2107			\$ 5,00	50.00
	9/26/2107	Hettick			98.62
	11/6/2017	Hettick	And Annual Control of the State		00.00
TOTAL			and the second s	and the second second second second	
				, 5,23	58.62
					to the (I) of I) manufacture.

\*

MENTORSHIP(11/28/17):	and the state of t		a v V abbout		A COLUMN TO THE PERSON NAMED IN COLU	
Ending Balance		12/31/2014		The state of the s	\$	935.1
						the first distribution and only and with thing of \$1000, which plays have
2015	-	Revenue	\$	1,858.80		
	-	Expenses	\$	1,076.15		
	-	Net	\$	782.65		
Ending Balance		12/31/2015			\$	1,717.82
2016		Revenue	\$	2,640.60	The state of the s	
		Expenses	\$	(3,869.31)	- Indiana	
	-	Net	\$	(1,228.71)	A SECTION ASSESSMENT OF PERSONS	*** ** *** *** *** *** *** *** *** ***
Ending Balance		12/31/2016	<b>Y</b>	(1,220.71)	\$	489.11
						and bridge requirement amounts of the Advantages, the printer state of the State of
2017		Revenue	\$	2,087.05		
Jan		195.00				
Feb		455.40		erge and to the first the fair fair of the second s	1	
Mar	\$	392.20				
Apr	\$	64.80			1	
May		66.00			-	
Jun	\$	59.40				
July	A STATE OF S	The second secon				
August	COUNTY CONTRACTOR OF THE	220.80				
Sept		155.25				
Oct		478.20				
Total		2,087.05				
		Expenses	\$	2,750.96		
Jan	\$	200.00				
Feb		100.00				
Mar	\$	235.00				
Apr		224.96	A CONTRACTOR OF THE PROPERTY O	of the Art - 10 at a state of the contract of		and the second second second
May		100.00				
Jun	\$	465.00				
July		374.00				
August		-	A. W			To the same of the
Sept		1,052.00		tit tillta i et til tit klast välta maal (maalija, jä kjena, paraja,		
Oct			······································			
Total	\$	2,750.96			PERSONAL PROPERTY AND ADDRESS.	tina and a superior of the sup
		NET	\$	(663.91)		
Ending Balance		10/31/2017			\$	(174.80)

	1	· · · · · · · · · · · · · · · · · · ·	T		1	<del></del>
LIBRARY(11/28/17):		o Mariguettianning, sentere (redpressionalesensionalese d'un automobile de contrate de l'activité (d'Albertani			and the second	the state of the s
Ending Balance		12/31/2014			\$	566.75
			\$	723.20	Control and Control	
2015		Revenue	\$	87.93	-	
	-	Expenses	\$	635.27	1	
		Net		THE RESERVE OF THE PROPERTY OF	\$	1,202.02
Ending Balance		12/31/2015			-	
			\$	1,296.40		
2016		Revenue	\$	1,183.57		to any transfer on the first of the purposes and the control of th
		Expenses	\$	112.83		restalantes de Cora por Coran (del VI) establisha de Carlo Corac d'Assanta
		Net	-		\$	1,314.85
Ending Balance		12/31/2016				
2017						
	<u>^</u>	Revenue	\$	479.20	ļ	
Jan		10.00				the later to the second se
Feb Mar		23.60	-			
Apr		54.80			-	ett till de indistribution of the seek one frameworks and
May		43.20 44.00		3,20%	-	
Jun	COLUMN TOWNS AND ADDRESS.		ļ			
July		39.60			ļ <u>.</u>	
August		147.20	1			
Sept		30.00				
Oct		86.80				
Net	and the second second second second	479.20			-2-22/-2-2	
		Expenses	\$	705.32		
Jan	\$	-				
Feb		-				
Mar	\$	186.22				
Apr	\$					
May		193.49				
Jun		-				
July						
August		171.00			Tanah sanjuan tanah sanjuan	TO MAKE BE THE PROPERTY OF THE CONTRACT OF THE
Sept		66.49				and the section of th
Oct		88.12				
Net	\$	705.32				
	Percentage and the second	NET	\$	(226.12)		
Ending Balance		10/31/2017			\$	1,088.73

. .

# BSOP Heritage Program GUIDELINES, ORGANIZATION AND POLICIES

### The Goal:

The Heritage Program is formed under the auspices of the Bonsai Society of Portland (BSOP) to provide care for members' bonsai collections in the event of an emergency, sickness, age deterioration, or death. On occasion, this service is also provided for non-members for a fee.

### How It Works:

- 1. A member in need (or their designated representative) contacts the Heritage Program committee via the BSOP Board.
- 2. The member (or representative will be visited by the Heritage Program and a plan will be composed. The member will always be in complete control.
- 3. Once an agreement is reached, the Heritage Program will carry out the plan.

# Requirements for Participation:

- 1. Must be a member of BSOP in good standing. Decide what is to be fully donated and/ or what is to be sold at the rate of 80% of sales proceeds to the member and 20% to BSOP.
- 2. If not a member, decide what is to be fully donated and/or what is to be sold at the rate of 60% of sales proceeds to the member and 40% to BSOP.

# **BSOP Obligation:**

The BSOP agrees to provide, through the Heritage Program, the services as outlined in this document. The Heritage Program assumes the responsibility for the care of the member's trees, but neither the BSOP nor the Heritage Program assumes any liability in the performance of these services.

## Member Obligation:

The member agrees to assist the Heritage Program in caring for the trees of members in need to the best of their ability.

# The Plan: Three general alternatives:

- 1. Short-term temporary care: the Heritage Program will arrange for care at the member's home.
- 2. Tree care at the owner's home by the Heritage Program; disposition by owner or family.
  - A. The Heritage Program will arrange for care at the owner's home.
  - B. All donations or sales will be the responsibility of the owner.
- C. The Heritage Program will assist owner in any way possible as needed, including announcement in BSOP newsletter, if requested.

- 3. Relocation, care and sale of trees by the Heritage Program.
  - A. The Heritage Program will identify, number, and record the collection.
- B. The Heritage Program will be in charge of getting the trees picked up and cared for until sold.
- C. The Heritage Program will organize an auction at a regular BSOP meeting or BSOP function.
- D. A sales report will be provided to the owner and proceeds distributed to the owner; or, if material is donated, to the organization receiving the donation.

### Cost to Member:

- 1. BSOP members in good standing no charge for the care of trees. A rate of 80/20 will be used for bonsai material sold at auction plus any other direct expenses incurred by BSOP, e.g. Visa/MC expenses, etc.
- 2. For non-BSOP members, if trees et al are not donated to the club, a rate of 60/40 will be applied to all items sold plus any other direct expenses incurred by BSOP, e.g. Visa/MC expenses, etc.

## Organization:

- 1. Chairperson
  - A. Overall responsibility
  - B. Act as contact person
  - C. When contacted, meet with person in need
  - D. Reach agreement as to what is to be done
  - E. Refer to Emergency Care Committee and/or Records Committee
- F. Assist Records person in setting up inventory and assuring accurate records are kept.
  - G. Arrange pickup and care of trees
  - H. Refer to Auction Committee
  - I. At the end of each sale verify the accuracy of sold price to item number.
- 2. Emergency Care Committee
- A. Responsible for getting volunteers to give emergency care at the member's home.
  - B. Comprised of the number of people appointed by the Chairperson.
- 3. Records Committee
  - A. Responsible for naming, numbering, and recording the collection.
  - B. Responsible for recording and reporting disposition of each item in the collection.
  - C. Comprised of the number of people appointed by the Chairperson.
- 4. Auction Committee
- A. Responsible for organizing an auction at a regular BSOP meeting or BSOP function.
  - B. Keep accurate record of each item sold and report sales to Records Committee.
  - C. Comprised of the number of people appointed by the Chairperson.
- 5. Caregivers: When assigned, Heritage Program caregivers assume responsibility, but not liability, for the trees. They will be given a list of trees and will be responsible for an accounting of all trees or bonsai related materials involved.

6. Addendum regarding record keeping: at times the size of a donation is such that it becomes necessary to group items, i.e., 100 magazines or books or pots. These should be reviewed to see if there are any high value items to be singled out and recorded individually. The remaining should be grouped; for example, 100 assorted magazines, 35 assorted books, 62 assorted pots.

## Policies:

- 1. Urgency is a key issue. Contacts must be followed up as soon as possible and plans carried out with diligence.
- 2. Collections are to be disposed of as rapidly as possible.
- 3. The usual method of disposal would be to have a silent auction at the earliest possible regular BSOP meeting.
- 4. The owner, member, or representative does not lose control and will be able to make changes up to the time of disposition. Any changes are to be reported to the Heritage Records Committee.
- 5. Since the owner has control, if he/she should offer to make a gift to the caregiver, it is permissible to accept; however, this should not be encouraged. Any gifts are to be reported by the recipient to the Heritage Program Records Committee for accounting purposes.
- 6. It is the goal of the Heritage Program to keep the trees alive and healthy, not to groom or style them.
- 7. Accurate records will be kept of all trees and bonsai related items with each identified and numbered at first contact. At each level of Care and Disposition, it is imperative to relay accurate information to the Records Committee so that an accounting can be provided to the owner if needed.

Revised 12-4-2017