

**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.

Minutes - 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.

Heritage - 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.

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

Hospitality - Patty Myrick

Library - 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**

Club Apparel - 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 OCT 2017		11/6/2017			Checking Account	10/31/2017
CORRECTED 11/28/2017					Beginning Balance	\$ 17,737.74
<b>INCOME</b>					Additions	\$ 8,286.01
Dues:		\$	1,460.00		Payments Checks	\$ (2,584.28)
	New	\$	250.00		Payments Credit Card	\$ (193.06)
	Renewal	\$	1,210.00		Checks Outstanding	\$ (45.00)
	Directory	\$	-		Ending Balance	\$ 23,201.41
Auction:		\$	1,387.00			
	General Fund	\$	1,387.00		<b>CD Account</b>	\$ 10,652.31
	Mentorship					
Raffle:		\$	73.00		<b>Savings Account</b>	\$ 4,000.47
	General Fund					
	Mentorship	\$	43.80		<b>Total Cash On-Hand</b>	\$ 37,854.19
	Library	\$	29.20			
Payments:		\$	463.00		2018 Convention Loan	\$ 5,258.62
	Mentorship	\$	226.00		<b>TOTAL ASSETS</b>	\$ 43,112.81
	Mentorship	\$	160.00			
	Mentorship	\$	31.00			
	Library	\$	46.00		<b>General Fund</b>	
Hospitality		\$	-	\$	Geeksquad	\$ 99.99
		\$	-	\$	WEB Page	\$ 4.95
		\$	-	\$	Hettick, Pool Table Cov	\$ 255.84
<b>TOTAL</b>		\$	3,383.00		Total	\$ 360.78
<b>EXPENSES</b>					<b>Mentorship</b>	
Rent		\$	500.00		Supplies -Trees	\$ -
	General Fund	\$	400.00		Total	\$ -
	Mentorship	\$	100.00			
Speaker Fee		\$	1,000.00		<b>Hospitality</b>	
	General Fund	\$	1,000.00			
	Mentorship					
Expenses		\$	448.90		Total	\$ -
	General Fund	\$	360.78			
	Hospitality	\$	-		<b>Library</b>	
	Library	\$	88.12		Books	\$ 88.12
	Mentorship	\$	-		Total	\$ 88.12
Fees		\$	41.22			
	Square	\$	12.41		<b>Due Sellers</b>	
	Stripe	\$	28.81		Devitt	\$ 52.00
Due Sellers		\$	-		Eads	\$ 4.80
		\$	747.20		King	\$ 120.00
					Kramer	\$ 20.00
<b>TOTAL</b>		\$	2,737.32		McDonald	\$ 120.00
					Parham	\$ 12.80
<b>NET REVENUE</b>		\$	645.68		Watari	\$ 417.60
					Total	\$ 747.20

SEPT PAYMENTS					
Check Number	Date	Vendor	Purpose	Amount	
1685	9/26/2017	Liberty Mutal Ins	Annual Ins Payment	\$	481.00
1686	9/26/2017	Jan Hettick	Supplies	\$	186.86
1688	10/9/2017	Myrick	Supplies/Seller's Share	\$	101.32
1689	10/9/2017	Milwaukie Center	Rent	\$	500.00
1690	10/10/2017	Jones	Seller's Share	\$	94.40
1691	10/10/2017	Kramer	Seller's Share	\$	28.80
1692	10/10/2017	Laws	Seller's Share	\$	33.60
1693	10/10/2017	King	Seller's Share	\$	36.00
1694	10/10/2017	Kinzle	Seller's Share	\$	32.00
1695	10/24/2017	Cheatle	Plack	\$	90.30
1696	10/24/2017	Bonsai Mira	Speaker Fees	\$	1,000.00
Prevoious Outstanding	Paid			\$	-
<b>TOTAL PAID</b>				\$	2,584.28
<b>OUTSTANDING CHECKS</b>					
1619	3/11/2017	International Bonsai	Back Issues	\$	10.00
1625	3/28/2017	Karen Vunkannon	Library Book	\$	35.00
<b>TOTAL OUTSTANDING</b>				\$	45.00
<b>Credit Card</b>					
	10/11/2017	Sentry Login	Web page	\$	4.95
	10/13/2017	Amazon	Book	\$	88.12
	10/25/2017	Geeksquad	Web page	\$	99.99
<b>TOTAL CREDIT CARD</b>				\$	193.06
<b>2018 Convention Loan</b>	9/1/2107			\$	5,060.00
	9/26/2107	Hettick	Supplies	\$	98.62
	11/6/2017	Hettick	Cover-PT	\$	100.00
<b>TOTAL</b>				\$	5,258.62

<b>MENTORSHIP(11/28/17):</b>			
<b>Ending Balance</b>	<u>12/31/2014</u>		\$ 935.17
<b>2015</b>	Revenue	\$	1,858.80
	Expenses	\$	1,076.15
	Net	\$	782.65
<b>Ending Balance</b>	<u>12/31/2015</u>		\$ 1,717.82
<b>2016</b>	Revenue	\$	2,640.60
	Expenses	\$	(3,869.31)
	Net	\$	(1,228.71)
<b>Ending Balance</b>	<u>12/31/2016</u>		\$ 489.11
<b>2017</b>	Revenue	\$	2,087.05
	Jan	\$	195.00
	Feb	\$	455.40
	Mar	\$	392.20
	Apr	\$	64.80
	May	\$	66.00
	Jun	\$	59.40
	July	\$	-
	August	\$	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
	May	\$	100.00
	Jun	\$	465.00
	July	\$	374.00
	August	\$	-
	Sept	\$	1,052.00
	Oct	\$	-
	Total	\$	2,750.96
	NET	\$	(663.91)
<b>Ending Balance</b>	<u>10/31/2017</u>		\$ (174.80)

<b>LIBRARY(11/28/17):</b>			
Ending Balance	<u>12/31/2014</u>		\$ 566.75
		\$ 723.20	
2015	Revenue	\$ 87.93	
	Expenses	\$ 635.27	
	Net		\$ 1,202.02
Ending Balance	<u>12/31/2015</u>		
		\$ 1,296.40	
2016	Revenue	\$ 1,183.57	
	Expenses	\$ 112.83	
	Net		\$ 1,314.85
Ending Balance	<u>12/31/2016</u>		
2017	Revenue	\$ 479.20	
	Jan	\$ 10.00	
	Feb	\$ 23.60	
	Mar	\$ 54.80	
	Apr	\$ 43.20	
	May	\$ 44.00	
	Jun	\$ 39.60	
	July	\$ -	
	August	\$ 147.20	
	Sept	\$ 30.00	
	Oct	\$ 86.80	
	Net	\$ 479.20	
	Expenses	\$ 705.32	
	Jan	\$ -	
	Feb	\$ -	
	Mar	\$ 186.22	
	Apr	\$ -	
	May	\$ 193.49	
	Jun	\$ -	
	July	\$ -	
	August	\$ 171.00	
	Sept	\$ 66.49	
	Oct	\$ 88.12	
	Net	\$ 705.32	
	NET	\$ (226.12)	
Ending Balance	<u>10/31/2017</u>		\$ 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.