

**BONSAI SOCIETY OF PORTLAND
BOARD MEETING MINUTES
May 8, 2017**

The meeting was called to order by President Lee Cheatle at 6:30 pm.

Present were Board Members:

President	Lee Cheatle
Vice-President Programs	Michael (Lime) Allen
Vice-President Membership	Jan Hettick
Treasurer	John Thomas
Secretary	Patty Myrick

Review of Constitution and By-Laws and BSOP Policies & Guidelines -

These documents were reviewed for necessary updates, **Jan** will make the changes in the documents and send them to the board for comments and approval.

Minutes - the minutes for the April 17, 2017 Board Meeting were approved as presented.

BOARD REPORTS

President

Contract with Ryan - the contract is not finished yet, issue carried forward from April meeting. (Contract with Ryan - **John** will rewrite the contract for the Ryan Neil series of programs. He will send it to the other board members for review, then send it to Lee so he can personally present it to Ryan for his signature.)
Purchase of linens is complete, copy of email motion and approval is attached to these minutes.

Treasurer

John presented an Income Statement for April 2017 showing Net Revenue of \$156.87. Total Assets are \$40,393.86. He also presented the revised reports of the dedicated funds showing the Mentorship fund with a balance of \$836.55 and the Library fund with a balance of \$1,260.23. The financial reports were approved as presented.

Membership

Jan reported a total of 361 members. Over the past 12 months we have averaged a 78% retention rate. Jan has started asking guests to register, we had 15 guests at the April meeting, 6 of those 15 joined the club.

Programs

Ryan Neil Program - Lime is working on being able to show the live stream on a screen during the presentation. **Lime** needs to send the URL to the April program to Jan so she can set up the link on the club website.

Lime is working on getting Graham Potter to do a program and workshop in 2018.

Ceramic Workshops - The workshops will not be pursued at this time because of an injury to Vicki Chamberlain.

COMMITTEE REPORTS

Auction - Toni Martin

Databases - Jan Hettick - Jan reminded the Board that a backup person for databases needs to be found.

Fall Show - Needs Committee Head, suggestions were Reid Parham and Dean Runyan, **Lee** will contact them.

Heritage - Steve Leaming and Brandon Myren

Hospitality - Patty Myrick

Library - Barbara Devitt -The Board continued discussion regarding Library access during meetings. Barbara did not think the stanchions were necessary, but the Board agreed that they should be used to define access to the library and keep the film crew and equipment area and library area separated.

Mentorship - Lee Cheatle and George Biddle - George will do one of the Mentorship 101 classes, Lee is still looking for an instructor for the other 101 class. Reid wants to assist with both 101 classes. Andrew will do Mentorship 102 and Lee will do Mentorship 103.

Newsletter - Peter Pelofske

Photographer - Brian Lonstad

Raffle - Harold Yearout

Social Media - Scott Tice

Speaker Coordinator - Keith Wingfield

Spring Show - Scott Elser

Webmaster - Karl Holmes

2018 NW Bonsai Rendezvous - Lee Cheatle & Jan Hettick - Jan has set up a meeting for the general membership to get together with the committee members at Chevy's on May 18th.

OLD BUSINESS

Lease Negotiation - The Milwaukie Center is working on a proposal.

Dates for Picnic, Fall Show, Holiday Party - Need to confirm dates with Milwaukie Center. To avoid confusion Jan will be the scheduling coordinator with the Milwaukie Center.

On-site storage shed - Need steps or more gravel outside the door. Need to find someone with a pickup truck to haul the gravel. **Lee** will check with Steve Wilcox and George Biddle. **Lime** will put another coat of paint on the shed.

Additional storage cabinet - the Milwaukie Center denied permission for an additional cabinet.

Club Growth Issues - Moving the Membership and Cashier desks to the entry area worked well last meeting. Lime has asked Reid Parham to be the vendor coordinator. **Lee** will talk to Harold Yearout to see if he will help with meeting setup. **Lime** will ask Reid Parham if he will handle the raffle. **Lee** will call Keith Wingfield to see if he would be willing to coordinate people to handle the Question & Answer table. **Lee** will also write an article for the newsletter about the Question & Answer table. We will try moving the Q&A table in the corner opposite the Formal Display.

Storage area on the stage - Lee and Jan took everything off the top of the cabinets and everything off the floor and moved it out to the shed. Lee has formulated a policy regarding storage items which is attached to these minutes.

NEW BUSINESS

Field Trip to Pacific Bonsai Museum - Jan has made some calls regarding renting a vehicle for a field trip. She will explore further.

Future Board Meetings - June 5, no meeting in July, August 7, September 11.

The meeting was adjourned at 8:59 pm

Respectfully Submitted: Patty Myrick, May 12, 2017

BSOP INCOME STATEMENT Apr 2017		5/8/17		<u>Checking Account</u>	
				Beginning Balance	\$ 21,287.68
INCOME				Additions	\$ 3,009.16
Dues:		\$ 940.00		Payments Checks	\$ (2,564.00)
New	\$ 550.00			Payments Credit Card	\$ (4.95)
Renewal	\$ 390.00			Checks Outstanding	\$ (45.00)
Directory	\$ -			Ending Balance	\$ 21,682.89
Auction:		\$ 797.00			
General Fund	\$ 797.00			<u>CD Account</u>	\$ 10,651.11
Mentorship					
				<u>Savings Account</u>	\$ 3,999.86
Raffle:		\$ 108.00			
General Fund				<u>Total Cash On-Hand</u>	<u>\$ 36,333.86</u>
Mentorship	\$ 64.80			2018 Convention Loan	\$ 4,060.00
Library	\$ 43.20			<u>TOTAL ASSETS</u>	<u>\$ 40,393.86</u>
Payments:		\$ 11.00			
Mentorship					
Mentorship					
Donation	\$ 11.00			<u>General Fund</u>	
				Supplies	
Hospitality	\$ 39.00	\$ 39.00		WEB Page	\$ 4.95
	\$ -	\$ -		Total	\$ 4.95
TOTAL		\$ 1,895.00			
				<u>Mentorship</u>	
				Supplies (SM)	\$ 80.00
EXPENSES				Supplies (LC)	\$ 44.96
Rent		\$ 500.00		Total	\$ 124.96
General Fund	\$ 400.00				
Mentorship	\$ 100.00			<u>Hospitality</u>	
Speaker Fee		\$ 495.00		Supplies	
General Fund	\$ 495.00			Total	\$ -
Mentorship					
Expenses		\$ 129.91		<u>Library</u>	
General Fund	\$ 4.95			Books	
Hospitality	\$ -			Total	\$ -
Library	\$ -				
Mentorship	\$ 124.96			<u>Due Sellers</u>	
Fees		\$ 49.61		Baggett	\$ 105.60
Square	\$ 16.30			Erickson	\$ 17.60
Stripe	\$ 33.31			Feilmeier	\$ 240.80
Due Sellers		\$ 625.60		Kinzle	\$ 28.00
				Kramer	\$ 58.40
TOTAL		\$ 1,800.12		Lonstad	\$ 87.20
				Parham	\$ 46.40
NET REVENUE		\$ 94.88		Pirello	\$ 21.60
				Smith	\$ 20.00
NET REVENUE with Spring Show		\$ 156.87		Total	\$ 625.60
SPRING SHOW					
Revenue	\$ 115.00				
Expenses (CV)	\$ 53.01				
Net	\$ 61.99				

4/28/17	Apr PAYMENTS	Date	Vendor	Purpose	Amount
	Check Number				
	1624	3/28/17	Patty Myrick	Hospitality Sup	\$ 49.64
	1626	4/8/17	Michael Allen	Mar Seller's Share	\$ 148.00
	1627	4/8/17	Daniel Bateson	Mar Seller's Share	\$ 47.20
	1628	4/8/17	John Dale	Mar Seller's Share	\$ 1,099.20
	1629	4/8/17	Reid Parham	Mar Seller's Share	\$ 48.00
	1630	4/8/17	Harold Yearout	Mar Seller's Share	\$ 52.00
	1631	4/8/17	Steve Micek	Mentorship supplies	\$ 80.00
	1632	4/8/17	Lee Cheatle	Mentorship supplies	\$ 44.96
	1633	4/14/17	Milwaukie Center	Rent	\$ 500.00
	1634	4/25/17	Todd Schlafer	Speakers Fee	\$ 495.00
	TOTAL PAID				\$ 2,564.00
	OUTSTANDING				
	1619	3/11/07	International Bonsai	Back Issues	\$ 10.00
	1625	3/28/17	Karen Vunkannon	Library Book	\$ 35.00
	TOTAL OUTSTANDING				\$ 45.00
	Credit Card	4/11/17	Sentry Login	Web page	\$ 4.95
	TOTAL CREDIT CARD				\$ 4.95

MENTORSHIP(5/8/17):				
	Ending Balance	<u>12/31/14</u>		\$ 935.17
	2015	Revenue	\$	1,858.80
		Expenses	\$	1,076.15
		Net	\$	782.65
	Ending Balance	<u>12/31/15</u>		\$1,717.82
	2016	Revenue	\$	2,640.60
		Expenses	\$	(3,869.31)
		Net	\$	(1,228.71)
	Ending Balance	<u>12/31/16</u>		\$ 489.11
	2017	Revenue	\$	1,107.40
	Jan	\$	195.00	
	Feb	\$	455.40	
	Mar	\$	392.20	
	Apr	\$	64.80	
	Total	\$	1,107.40	
		Expenses	\$	759.96
	Jan	\$	200.00	
	Feb	\$	100.00	
	Mar	\$	235.00	
	Apr	\$	224.96	
	Total	\$	759.96	
		NET	\$	347.44
	Ending Balance	<u>4/30/17</u>		\$ 836.55

LIBRARY(5/8/17):				
Ending Balance	12/31/14			\$ 566.75
2015	Revenue	\$	723.20	
	Expenses	\$	87.93	
	Net	\$	635.27	
Ending Balance	12/31/15			\$1,202.02
2016	Revenue	\$	1,296.40	
	Expenses	\$	1,183.57	
	Net	\$	112.83	
Ending Balance	12/31/16			\$1,314.85
2017	Revenue	\$	131.60	
	Jan	\$	10.00	
	Feb	\$	23.60	
	Mar	\$	54.80	
	Apr	\$	43.20	
	Net	\$	131.60	
	Expenses	\$	186.22	
	Jan	\$	-	
	Feb	\$	-	
	Mar	\$	186.22	
	Apr	\$	-	
	Net	\$	186.22	
	NET	\$	(54.62)	
Ending Balance	4/30/17			\$1,260.23

Count of Membership

Monday, May 08, 2017

63 Family

9 Honorary

226 Individual

298 **Total Memberships**

361 **Total Members (Families counted as 2)**

Note: Some Family membership have more than 2, so count may be slightly higher.

From: Jan Hettick janhettick@comcast.net

Subject: Top of Cabinets and Use of Folding Cart Procedures from Lee

Date: May 2, 2017 at 6:16 PM

To: Lime Allen lime1299@gmail.com, Patty Myrick verdillia@comcast.net, Lee Cheatile LCheatle@bensonhotel.com, John Thomas Chaparralbooks@aol.com



Top of the Cabinets on the Stage, Use of Folding Carts

As stated in the previous email, Jan and I had a great meeting with the Center staff. One of the items brought up was the utilization of the stage space; nothing new but we want to be in compliance. Please read the following necessary procedures that will ensure we are being good tenants.

- 1) At the end of each meeting, we will leave nothing on top of the cabinets or on the stage, except the cabinets and what is in the cabinets.
- 2) The items that were on the cabinets and on the stage, were cleared off by Jan and myself, sorted through and organized for ease of transport and use. They are now in the BSOP shed.
- 3) The green folding carts were also put in the shed and are readily available for use to transport the general meeting items from the shed to the meeting space and then back again.
- 4) I recommend that one of the first things to be done upon arrival at the center is to send someone out to the shed and open the carts up and fill them both with the items needed for the meeting. We have estimated that the needed items will fit in both carts.
- 5) After the transport of meeting set up supplies, the carts should be put near the entrance to the Center for member use before meetings.
- 6) After meetings the carts should be reserved for breakdown. Therefore, when members are through loading in before the meeting, carts should be hidden behind the furthest pool table with signs that say Do Not Use/Reserved for Breakdown.
- 7) Immediately after the meeting, one cart goes to the raffle area to be filled first with raffle items and then it and the other cart go near the stage to be filled with whatever is left as quickly as possible.
- 8) Once refilled with the items to be stored, the carts are to be taken to the shed. If there is room, they should be left filled and staged for the next meeting. Once all necessary items have been stored in the shed, make sure it is locked.

This system may be somewhat confusing for this first month, the May meeting, because we don't know what is needed or where everything is. It would be helpful if we could all arrive a little early on May 23rd to sort through items in storage and prepare boxes for transport. Obviously care will be needed in preparing the boxes to go back into storage so the next month goes without problems.

Thanks, Lee

Lee Cheadle

April 25, 2017 at 4:27 PM

LC

deal of a life time

To: Jan Hettick, John Thomas, Michael (Lime) Allen, Patricia Myrick

Team, my company is not going to self-serve our laundry any longer. Because of that we have the opportunity to purchase each linen at \$1.00 each. The ones I want to pick are pretty darn new. The cost new is \$16.00 to \$25.00 each. I am seeking approval by email to spend no more than \$200.00.

This will give us linen for:

Holiday party

Rendezvous

All shows

Our monthly meetings

And any other need

We would have to request several members to launder as needed or send out to be done...I prefer requesting help from members.

If it is a yes, then also decide if you want to purchase any linen napkins. I could possibly get them for 4 for a dollar or even less.

We can figure out storage later as this is not going to come our way again.

The colors of the tablecloth linens I feel would work best for us is:

appx 50 or more black

appx 50 or more ivory

appx 25 burgundy...for holiday party

200 Ivory napkins

Any suggestions????

I am staying away from white.

Please let me know via email or at the meeting tonight.

Michael (Lime) Allen

Yesterday at 9:24 AM

MA

Re: deal of a life time

[Details](#)

To: John Thomas, Cc: Lee Cheatle, Jan Hettick, Patricia Myrick

Lee I think we need to jump on this.

Sent from my iPhone

[See More from John Thomas](#)

Found in Sent - Comcast Mailbox



Patricia Myrick

Yesterday at 8:24 AM

PM

Re: deal of a life time

[Details](#)

To: Lee Cheatle, Cc: Jan Hettick, John Thomas, Michael (Lime) Allen

For the record, I will reiterate what I told you at the meeting . . . I think we should take advantage of this opportunity to purchase the tablecloths and feel totally comfortable letting Lee decide the numbers and colors. A Yes on this motion from me.

Patty

[See More from Lee Cheatle](#)

Jan Hettick

April 25, 2017 at 10:10 PM

JH

Re: deal of a life time

To: Lee Cheatle, John Thomas, Michael (Lime) Allen, Patricia Myrick

I would vote to spend \$200. That would equal 200 linens, right. Don't know why we would want 400, but if there is a real reason for 400 I'll reconsider upon hearing it. Not sure about linen napkins, either. I don't like 'em. So yes on \$200, I'll defer to others on the napkins.

Jan

[See More from Lee Cheatle](#)

John Thomas

April 25, 2017 at 4:49 PM

JT

Re: deal of a life time

To: Lee Cheatle, Jan Hettick, Michael (Lime) Allen, Patricia Myrick

Lee, et all;
I would move to purchase up to \$400 worth of items as Lee see fits.
and I vote yes on this motion.
John Thomas

[See More from Lee Cheatle](#)



From: Lee Cheatle LCheatle@bensonhotel.com

Subject: linens

Date: May 4, 2017 at 4:01 PM

To: Jan Hettick janhettick@comcast.net, John Thomas Chaparralbooks@aol.com, Michael (Lime) Allen Lime1299@gmail.com, Patricia Myrick verdillia@comcast.net

The linens we approved of for the BSOP are now in my garage. I am going to use the plastic tubs I took home from the shed to store them. Currently, I have 3 and may need to purchase a few more. I do not think that cost will exceed \$30.00. I will label them. After that, I will see if we have a member in good standing that has room to store them.

If you have input on this, please let me know.

Thanks, Lee

John, the check to be made out to Benson Hotel, should be in the amount of: \$225.00