

Grande Prairie Photo Club Executive Board Meeting- March 1, 2010

Present: Heather, William, Janice, Michele, Wendy, Chris, Pam and Lloyd as well as Penny

Regrets: Don

1. Heather called meeting to order at 7:02pm.

2. Agenda was approved.

3. Minutes from AGM on Feb 22, 2010 were presented and approved.

- Chris made the motion, William seconded.

4. Treasures Report:

- Chris gave us a quick review of the Treasurers report stating that we need to redo last year and get a good start on this year. Chris said there is an outstanding bill from the museum and that he is missing statements from May-Dec 2009. He also needs receipts for insurance and room rental.

- Penny has offered her help to Chris to get the Treasurers report up to date. Penny said sorting by day order would be a good place to start and Chris mentioned he would use the 07/08 paperwork as a model for the 2010/11 club year.

- Penny suggested we get a computer for the club and put some kind of accounting software on it so that all files can be in one spot and it can easily be passed from one Treasurer to the next. Simply Accounting software was recommended as it is easy to use. Penny offered to set the program up for us and get us going then she'll show Chris so he can take it over.

- Janice handed Chris Dec '09 and Jan '10 bank statements (at \$10 a piece) and a bill for the museum.

- Chris is still missing May '09 and it is important we get it as that month was a big spending month for the club.

- Chris requested that all receipts specifically state exactly what the receipt is for. Chris will do his best to stay on top of re-imbusement.

- The club carries insurance (\$600-\$650) and is due in May. Chris will tell Aon Insurance that nothing has changed and the insurance remains the same. Penny was thanked and left.

- Chris and Michele need to go to the Alberta Treasury Branch on 99 Ave and get signing authority, ask for Maureen.

5. Reviewed Roles and Responsibilities for each Board member:

- Heather stated that we are not limited to this list and that we all help eachother.

For the Membership role, Heather handed over membership slips and forms to Lloyd as well as the receipt book, she also said Lloyd will have to go through the forms and figure out who still needs to pay.

- We discussed that Lloyd will be in charge of emailing members and that Janice will help Lloyd with whatever he needs.

- Also discussed using the website more and notifying members by using a friendly email to direct them to the website for notifications and updates.

- Heather will continue to send out emails to the members until Lloyd is ready to take it over.

- Lloyd will have to update the members email list.

- Discussed keeping a certain few on the emailing list even though they are not current members, they are "family friends" of the club.

- Decided to go with sticker nametags instead of name badges.

- If Lloyd is unavailable to make a meeting, he needs to let someone know so they can get the receipt book from him.

- Heather needs to give Chris the dues for each member. Somehow Heather is \$5 short. The receipts are to go in the Treasurers box so Chris needs to get them from Lloyd when he's done with them.

- Sharlene Brown has paid \$25 for half a year but Candi has had it in her pocket since November. Lloyd will write up a receipt and file it until we know who she is. We need to pay close attention to whose

paid, whose paid twice, and whose unpaid.

For the Programming role, Pam will get help from the entire board for co-ordinating activities and events for the monthly meetings.

- Plans for the March club meeting will be to get the board up front for introductions.
- It was agreed that at least 6 club meetings will be dedicated to hands-on photography.
- Pam will ask the museum if we can take pictures of their exhibits.
- Pam is in charge of coming up with the monthly theme and she is open to suggestions.
- Pam will be in charge of receiving the submission emails for the monthly theme and putting them on a slideshow. In the event that Pam is unable to attend a meeting, Janice offered to put the slideshow on a flash stick and bring it to the meeting.
- Pam needs to tell Lloyd what the theme is for the month as well as any events going on and Lloyd will email William with an update for the website. Then Lloyd will send an email reminder to members to check the website.
- Briefly discussed workshop ideas for sometime in September as well as sponsors for goody bags, etc. It was decided that each board member would come up with one idea and we will present them all at the next board meeting and pick the best one. The workshop should accommodate at least half the club.
- It was decided that competitions will be put together by the entire board. Everyone was asked to think of a competition idea and bring them to next month's meeting. Instead of having a panel of judges, it was decided that the winner will be determined by a draw.

For the Social Coordinator, Wendy will be in charge of coffee and water, keep it simple and keep receipts to be handed in for re-imbusement.

- If Wendy can't make a meeting, she needs to let us know. Wendy will check the inventory and keep it stocked.

For the Communications Role, William is in charge of the website.

- Heather discussed re-inserting the quarter-page ad in the Community Connections magazine. William will need to give the form to Michelle Gardner to get the ad in the magazine.
- Decided that William will keep the website up to date.
- Hosting the website is \$119.40 for the year. William has covered that cost and needs to be re-imbursed.
- Discussed presenting prizes for the monthly photo submission as an incentive to enter, and the winner will be determined by a draw or vote. March's submissions will go to Janice.
- Projector will go to William.

6. Old Business:

- Lobergs' is beautiful! Chris needs to bring a cheque to the Loberg's for the field trip to Saddle Hills Ranch. Heather will send out a reminder email to all members.
- "Life Through The Lens" is going to be amazing. Opening gala is Friday night from 7-9pm at the Centre for Creative Arts. It's free and family and friends are welcome. We need to put the proposal in to the Centre so we can do it again in 18 months.
- The museum is booked for club meetings until June. They charge \$50 while the Centre for Creative Arts is free. The only issue is parking at the CCA. The Board will decide which venue to go with upon viewing of CCA meeting space. April's club meeting will be on April 26th at the museum, Janice will call the museum and let them know.
- March's theme is magical and there will be a demonstration called *Digital Asset Management and Backup Strategies* presented by Steve and Dwayne.

7. New Business:

- Discussed renting a mailbox for the club where all correspondence will go. It will cost \$144 a year to rent. Michele made a motion to rent a mailbox for the club, Lloyd seconded. Heather will make it happen.
- The Society's Annual Return will go to the new mailbox. A mailbox key will go to Heather and the other to a board member.
- April's meeting will be a demonstration on *Low Budget DIY Photography Equipment* presented by Michele with help from the Board. The theme for April will be fire and smoke.
- Heather suggested using the Library for future Board meetings. It was decided they will be

the 4th Monday of every month- a week after the club meetings.

- For the Community Connections ad, the contacts will be Heather and Pam.

- Heather said there is a good amount of money in the bank and that we should put accounting software and photo-imaging software on a club-owned computer. Chris said a computer under \$1000 should be good. Pam made a motion to have William and Chris put together a list of recommendations for a computer to be purchased by the club. Janice seconded. The Board will discuss putting which software on the computer at a later date. The computer should stay with the Treasurer with the password known to the Board only.

- Janice will call the museum and ask them to open the doors at 6 instead of 6:30. When the club computer becomes available, members can ask a Board member to use it for the image editing software.

- William gave us a quick presentation of the newly renovated website. Good work, William!

William reviewed how the new email system will work. To email the whole Board:
executives@lists.gpphotoclub.com.

- Lloyd will give the list of member emails to William who will insert them into an blind directory on the website. So to email members: members@lists.gpphotoclub.com. This email address will be for announcements only and if a member would like to reply they can email one of the executive alias emails posted on the website or Lloyd. William will put together a sheet describing the process.

- A Buy, Sell or Trade post will be added to the website by William.

8. Open Mike:

- The bylaws need to be re-written but no rush on that, it just has to happen before next year.

- Michele mentioned getting Photographer's vests for the club that will say "GP Photo Club" on them, she will look into it and bring information to the next Board meeting.

- Quick review: March 15, 2010 will be a Club meeting at the Museum.

- March 22, 2010 will be a Board meeting at the Library.

- April 19, 2010 will be a Board meeting at the Library.

- April 26, 2010 will be a Club meeting at the Museum.

9. Wendy adjourned the meeting at 8:50pm.