

Houston Bonsai Society Board Meeting Minutes

May 6, 2015

I. Call to Order

The President, Hurley Johnson, called the meeting to order at 6:45 p.m.

II. Roll Call

Present: Hurley Johnson, Scott Barboza, Dean Laumen, Anthony Cutola, Nandita D'Souza, Vern Maddox, Wayne Malone, Clyde Holt, Brian Gurrola, Ron Ahles and Barbara Adams. Also present were Ray Gonzalez and Donald Green. A quorum was present.

III. Read and Approve Meeting Minutes

Minutes for the meeting of April 1, were read and approved.

IV. Treasurer's Report

Anthony Cutola presented the Treasurer's Report:

Expenses:

Reimbursements:

C.J. Everson - refreshments for April	\$ 44.78
Nandita D'Souza - parking for Home Show	10.00
Anthony Cutola - parking for Home Show	17.00
Barbara Adams - parking for Home Show	20.00
Clyde Holt - parking for Home Show	10.00
Wayne Malone - parking for Home Show	<u>12.99</u>
Total Expenses	\$ 184.76

Deposits:

Seven Memberships	\$ 195.00
Outstanding Checks - City of Houston	\$ 257.00

Anthony also explained that the balance in the Membership Checking account includes maintenance fees charged in error. He will communicate with the bank to get the charges reversed.

Wayne Malone asked if Anthony could include check numbers on the paid out items so that he might book all items through Quickbooks which he is in the process of setting up. Anthony said he would include check numbers in the future. A motion was made to accept the Treasurer's Report. The motion was seconded and all voted in favor.

V. Expenditures

Expenses to be paid include \$47.92 for refreshments for C.J. Everson for the meeting this evening, \$51.07 for Anthony to print fliers for the Japanese Festival and \$54.16 to Scott for supplies for this evening's demonstration. A motion was made to pay these expenses. The motion was seconded and all voted in favor.

VI. Unfinished Business

Wayne Malone presented the Audit Committee Report. Their findings include check # 1949 to Eldon Brandon for \$38.44 not approved by the Board, \$150.00 approved to Hurley Johnson for door prizes for which no check had been issued and a check to Pete Parker including \$900.00 for Texas Tour event fees for which there was no receipt of invoice. The report also indicates that there is no tracking verification for members' dues being paid resulting in members having paid but not getting credit. The report listed recommendations to ensure such discrepancies don't happen in the future.

VII. Routine Business

Barbara Adams reported that 59 members have paid dues to date. Per the audit report mentioned above, this number does not reconcile with total deposits for memberships paid to date. Mention was made that follow up reminder letters should be sent to those members that haven't paid 2015 dues. Barbara Adams reminded the Board that Alan Raymond gave a draft of such a letter to Hurley to approve at a previous meeting and had volunteered to send reminder letters. Hurley will talk to Alan about sending out letters.

VIII. LSBF Activities

As Pete Parker was not present, Hurley reported that the 2015 learning seminar will be held on Friday and Saturday, Oct. 9th and 10th and is to be held at the Kingwood Community Center. Matt Reel is the artist. Content will include display and bunjin and is to include raffles and vendors.

The touring artist for 2015 will be Owen Reich. He will conduct a lecture demo on Friday evening, July 17th and hold workshops on Saturday, July 18th. The lecture demo venue is yet to be established. The workshops will be held at Tracy Gee Community Center on Richmond at the West Belt. Hurley said that we need to find out what Owen wants to work on and he will purchase the tree at the upcoming Brussels event in 3 weeks.

IX. New Business

Alan Raymond is to draft specific wording for changing the By-Laws to include a web designer/maintenance individual as a Board Member.

Brian Gurrola mentioned that he has not been able to produce the club banner and table covering in that he has not received the club logo electronically. Hurley said he would provide Brian with the logo.

X. Adjournment

A motion was made to adjourn the meeting. Motion was seconded and all agreed. The meeting was adjourned at 7:20 p.m.

Minutes of the meeting were taken by Barbara Adams.