

**NCalsBA BOARD MEETING MINUTES**

January 18, 2020, 1:20 p.m. to 3:35 p.m.  
UCBG, Conference Room, Berkeley, CA

Kaye Herbranson called the 1st Quarter NCalsBA Board meeting to order at 1:20 p.m. The following 14 board members and 1 guest attended.

Present		Absent
Nins Antze	Deni Manning	Betsy Chovanes
Mary Batchelder	Lee McCaffree	Elaine Goldstone
Celia Bakke	Judy Paris	Bernard Halliwell
Beatrice Bergemont	Sally Petru	Dorothy Hunter
Ruth Cox	Liz Stroh-Coughlin	Kristin Jakob
Catherine Dellor	Danny Swanson	Susan Mark-Raymond
Kaye Herbranson		Catherine Watters
Nancy Wheeler Klippert	Elizabeth Peyton – Guest	

**A. PRESIDENT’S BUSINESS: Kaye Herbranson**

See Kaye’s Agenda (sent to all board members via email) for details.

Everyone should have received email reports/minutes from Kaye for Agenda and Board Contact List/Treasurer/Secretary/Activities/Web Communication/Membership/Communications/Exhibits/Education/Procedure for Events Announcements/2020 Activities Calendar.

**Board Contact List**

- Kaye has updated and reworked the format of the NCalsBA Board Contact List.

**B. OFFICERS’ REPORTS**

**1. Secretary: Catherine Dellor**

- Discussions took place about several corrections requested to be made to the November 23, 2019 board minutes that came in too late to take care of prior to this meeting.
- These included some rewording for clarity and differences between policies and procedures.
- Most of the discussion revolved around the role and duties of the Members at Large board positions. Initially, they were board training positions for new board members. The position has also been a kind of gradual retirement from other roles but remaining active in more limited ways.
- Celia noted the by-laws state that the job is to represent the general Chapter membership, to provide advice to the President and Board on membership related matters and to assist in matters involving the Chapter.
- Catherine will rework the minutes and send the post draft to the board for final minutes approval so Deni can post them to the web site.

**2. Treasurer: Nancy Wheeler Klippert**

**a. Income**

- Nancy provided an Income Statement for the full year 2019.
- She noted that nearly all of our events provided income.

- As we are raising our dues from \$10 to \$20 for 2021, the National organization needs to be notified prior to November. Beatrice will let Leanne know and copy Denise.
- Nancy would like proposed budgets for income for 2020 from Activities so she can prepare a more realistic Annual Budget Plan.

#### **b. Catalog Inventory**

- Alcatraz Catalogs are now consolidated to two locations: Sally and Catherine Watters though Lyn Dahl may have a few. Sally suggested we leave several at any exhibits as give-away promotions. She did this at Marin Art and Garden Center with our exhibit and will check with them to see if they would like to have some around for non NCalSBA exhibits.

**Post Meeting Update:** Sally and Catherine Watters have distributed all their supplies. Ruth has 2 cases for Alcatraz when they request more. Kaye has the remaining 369 catalogs in storage.

#### **c. Tax Help**

- Nancy has requested professional help with the complex payroll tax issues involved in hiring Master Artists. It isn't just the international artists, there are payroll tax complications with domestic artists also. This work is outside Nancy's expertise and she thinks we need to hire an accountant on a contract basis for this work.
- Judy, Sally and Nancy will pursue outside accountant possibilities.
- Nancy will define the job to the best of her abilities.
- Judy will call BAGSC to see how they handle this.

A big thank you to Nancy for wrestling with this huge job!

### **3. Vice President: Mary Batchelder**

- Kaye has been working with Mary who is recovering from surgery to plan the General Membership Meeting. Kaye brainstormed with Catherine Watters about using Woodhall which can hold up to 110 people but we don't expect to surpass 75 which allows for the use of tables. We would go to theater seating if necessary. The cost is \$315 for the day for up to 75 people plus \$80 for set up and take down. Kaye has determined that April 25th is available.

**Motion:** to approve the Woodhall location for the next Annual General Meeting on April 25, 2020. **Unanimously approved**

- We will be sending out hard mail invitations with email follow-up.
- Discussion around whether to provide packets or not. Mary will help Kaye with these.
- Discussion around speaker on California native plants and possible viewing of the Valentin Florilegium from San Diego as a draw for meeting.
- It was suggested that several offered activities are always appreciated by the members. A good sequence is portfolio sharing > demos > meeting > lunch > speaker. The timeline will be included in the invitations sent out by Kaye.
- Kaye to email proposed budget for the event to the board.

**Post Meeting Update:** Budget was approved by the Board via email on January 31, 2020.

- Discussion around possibility of raising the price of attending the meeting to help cover costs resulting from sending out hard copy invitations and creating packets. Sally pointed out we don't try to break even on this meeting as it is our way of giving back to the membership. We would like to keep to \$25 cost to attendees for meal and could cover any other expenses. The final cost will be determined after the caterer has been chosen.

### **4. Parliamentarian: Celia Bakke – no report**

### **5. Membership: Beatrice Bergemont – new roster list**

- We have 112 members currently, including 7 new members. Last year we had 214 by year's end.

- Sally noted that ASBA phones members who haven't renewed and that it is a really big job. Some people renew for ASBA and forget to include the chapter renewal. She will send Beatrice the ASBA renewal list so Beatrice can check for missing chapter renewals.
- Beatrice noted that a lot of people renew at the last minute by the February deadline. Nina will send out an email reminder before the deadline and Beatrice will do phone calls after the deadline to hopefully reduce the number of calls needed. She can ask for help with the phone calls.

#### 6. Communications: Nina Antze

- Kaye thanked Nina for the concise, informative email announcements to the membership.
- No questions on Nina's report.

#### 7. Web Communications: Deni Manning

- No questions on Deni's report.

#### 8. Exhibitions: Sally for Catherine Watters

##### a. 2020 Plants Illustrated: Rare and Endangered Plants of the World

- We have 30 entries which is a smaller number than usual, probably due to a more restricted theme. Sally would like the theme decided and announced much earlier so people have plenty of time to choose an appropriate subject.
- It was noted that prices are not posted on the pieces, an oversight on the part of Garden staff. Sally has drawn up a couple of spreadsheets and placed them in the room and in the binder but she is going to see if we can't get this corrected.
- Lee suggested we have 2 labels so there isn't too much information on one: plant description on one and artist name and price on the other.
- Sally would like to encourage more themes involving social consequences. She will suggest the UCBG piggy-back on ASBA's Triennial Exhibit, 'Heirlooms and Wild Crop Relatives' and the Mt. Tam Florilegium California Natives project.
- Kaye would like to ask the garden if we could decide the theme by the March 28th Board meeting and provide a tour of the garden around the subject. We could then invite the membership to the board meeting and join the tours. Sally will ask Deepa if this can happen.

**Policy:** to require a donation of \$40 from those exhibit entrants who are unable to gallery sit in all chapter exhibits where gallery sitting is an obligation. **Unanimously approved**

#### 9. Activities: Liz Stroh-Coughlin

##### a. Calendar

- Liz notes that this committee starts in August and finalizes the calendar during the Thanksgiving/Christmas holiday time in order to have it ready by January.
- There is one date change on the calendar: May 2nd "Rose Delight" with Bernard is moving to May 16th.
- Liz will add the location and time of the General Membership Meeting.
- Liz will work on the budget proposal for all events with fees and would like a vote to approve the calendar.

**Motion:** to approve the NCalSBA 2020 Activities Calendar with above changes and additions. **Unanimously approved**

- Deni will send the electronic version to Nina who will send it out to membership with a notation that anyone wanting a hardcopy should contact Danny who will mail needed copies.

##### b. Regional Reps

- We currently have no East Bay Regional Reps. As we have several people helping with Catherine Watters' events and our general meeting, this may be enough activity for the East Bay for now. We can begin the search for someone in the meantime.
- Bernard, in the North Bay, is covering for Kristin Jakob who's mother has recently passed away after a time in hospice.

**c. Procedures and Forms**

- Catherine Dellor will create a file containing procedures and forms.
- Liz wrote a Workshop Procedure after several mishaps occurred organizing a recent event. The Procedure is to help the Chair and the Reps think through the process.
- She also wrote a Request Form intended for Non-Activities Committee members wanting to submit a proposal for a workshop.
- It was agreed to make a change in the notes on the Request Form to indicate any workshop needs board approval, not just those requiring a fee.
- There was a request to add waitlist information on the Workshop Registration online form. Deni will take care of it.

**d. Co-Chair**

- Liz requested a co-chair for her position. She needs some help and she would consider it a training position so someone could take over in a year or two. She is asking around and wants the Board's help finding someone.

**e. Community Outreach**

- Liz suggested the idea of pop-up events – something organized quickly. If we hear of a garden event, we could have a few demos but no sales. Board approval needed if our name is used.

**f. Denver Botanical Garden School of Botanical Art and Illustration**

- Liz has met with Mervi about transferring her Filoli credits to the Denver program. Mervi will try to create something specific for Filoli students who want to complete their certification.
- Mervi asked her to let our membership know of several art and culture tours to Mexico sponsored by their school.

**C. OTHER REPORTS/NEW BUSINESS**

**1. Certificate Programs**

- Sally let the board know she has written a letter to the Filoli Board expressing our disappointment at their discontinuing our Certificate Program. She composed it very carefully with Suzanne Wegener. She also wrote about our regret at the lack of support we are beginning to see across the nation as several Botanical Gardens have discontinued their programs. She tried to keep the door open to a possible relationship in the future.

**2. Day of Art with UCBG**

- Deepa has asked that we do an event that includes their (UCBG) membership and ours. Sally will work with Kaye. Kaye is going to postpone this discussion to the next Board Meeting.

**Second Quarter 2020 Board Meeting will be at 10am, March 28, 2020 at the Conference Center at UCBG.**

**Post Meeting Update:** Board meeting postponed due to Covid19 health crisis. New date TBD

Board Meeting Adjourned at 3:35 p.m.

Submitted by Catherine Dellor, Chapter Secretary