

Meeting Minutes

May 12, 2016

I. Call to order

Angela Isackson called to order the regular meeting of the Minnesota Dragonfly Society at 6pm on May 12, 2016 at Como Park Grill .

II. Roll call

Kiah Brasch conducted a roll call. The following persons were present:

Jacki

Mike

Ron

Crystal

Mitch

Angela

Curt

Kiah

Ami

Sally

III. Approval of minutes from last meeting

Kiah Brasch The minutes were approved as reviewed.

IV. Open issues

- a) Guest - Brett Ortler – Developmental Editor and Acquisitions at AdventureKEEN Publications
 - Dragonfly images – compensation
 - Adventure Quick Guides
 - December 2016
 - Dave Bosanko
 - out of Cambridge
 - Quick guide – spiral bound for Midwest area
 - 5%-5% split royalty
 - Florida State
 - Who would be on the contract?
 - File: JPEG is fine 300 dpi
 - 300x300 pixels
 - Author: Jarett Daniels
 - we could proof before
 - send feelers out to Jeff + Arne
- b) Treasurer's Report

-some checks are in the process of being cashed

-Curt purchased a tent for events ~\$300

- c) Sally Kephart Carlson – intro of education committee chair
- d) Newsletter- still need an editor
- e) Thank you cards – need template. Send one to homeschool group that came to TRPD – mention \$25 BioQuip gift card that was given to MDS
- f) Board Insurance – Ron – recommended to get 2 types of insurance – “directors & officers” and “UPLI”
- g) \$500,000 coverage - \$550 year + brokerage fee
\$1,000,000 coverage - \$648/year + brokerage fee

Are volunteers at events, etc. covered under the insurance plan?

Motion to grant executive decision powers to Angela and Ron to decide on an insurance plan; proposed by Crystal, seconded by Ami, passed

Need to decide if we'll pay in a lump sum, or break it down

h) Ecofootprint Update

-Tamarac – decision made to not have Enbridge-sponsored event at Tamarac – they don't want to use the Enbridge logo. Interested in doing another program with MDS separate from the EcoFootprint Grant

-Big Bog State Recreation Area for Enbridge workshop– Sat July 30

-do people need to pre-register? Yes, that's best but walk-ins are welcome

-need to find 2 more locations within project counties

i) Bylaws – some changes made at annual meeting- everyone should have a copy

j) Inventory of MDS Supplies – kits are organized and inventoried!

-Kits need to be dispersed

-Develop a sign-in/sign-out sheet as a Google Doc

-Develop Google Calendar just for kits

-Kits are missing forms for tracking volunteers, people contacted, volunteer waivers, etc.

-Event leads are responsible to taking care of kits and making sure they're well-stocked

-Education Committee will be in charge of printed materials

k) Committee Updates

-Research (Curt): meeting this week was cancelled; protocol for cleaning equipment is finished; survey policy needs to be developed—hoping to meet before the end of this month. Ami will send out a doodle poll, can meet at UMN to discuss

-Events Committee (Jacki):

-develop events protocol so volunteers know what to expect;

- calendar of events—Wiggio; first line is “NEED” or “FILLED” to let people know what events still need volunteers
- volunteer waiver form still needs to be created,
- incentives for volunteers – tshirt? Need to have a minimum commitment?
- meeting at MDG or before to hash out these things
- shirts for both volunteers and board members
- Dragonfly Gathering:
 - Ami – registration – max number?
 - Need agenda for day of activities
 - what to bring, food, schedule
 - Member appreciation! – discounted tshirts, potluck, bandana
 - establish outreach incentives to drum up support – let Ami know if you’ve sent the information to someone
- Education Committee (Sally)
 - make FAQ sheet for tabled events
- Communications Committee (Jeff): haven’t heard anything about new website/renewing domain name?
- Fundraising Committee (Vacant)

V. New business

- a) Updates from members/ other discussion items:
 - Crystal – do we have a contact list? Angela will make one

VI. Adjournment

Angela Isacksonadjourned the meeting at7:57pm.

Minutes submitted by: Kiah Brasch

Minutes approved by: 2T

<http://www.wildapricot.com/membership-articles/how-to-write-effective-meeting-minutes#writing-process>