



**Photography Club of Sun City Hilton Head
Executive Board Meeting Minutes
January 26, 2024, 10:00 am
In Studio**

In attendance: President Stan Holz, Past President Jim Smith, Vice-President Julia Parrish, Treasurer Everett Denning, Secretary Barbara Reeves, Education Chair Cindy Fiano

Stan opened the first meeting of 2024 and asked for feedback on how often Board meetings should be held in the upcoming year. It was proposed that a Board meeting be put on the calendar for every other month and a Leadership team meeting on the alternate months, excluding summer months. All Board members were in agreement with this.

Approval of Minutes

The minutes from the September 7, 2023, Executive Board meeting were reviewed before the meeting by the Board via the website. There were no additions or corrections. Everett moved to approve the minutes and Jim seconded the motion. The minutes were approved as written.

Review of Bylaws

Jim reminded the Board that the By-Laws are supposed to be reviewed annually and that it has been four years since the Club has completed this process. According to Jim, two issues need to be addressed: allowing for electronic meetings and voting, as well as resolving whether the Club must have a budget. Most Board members were in favor of an informal budget.

Jim volunteered to take the By-Laws and put them into the Community Association template. Julia moved and Stan seconded to appoint Jim as Chair of the By-Laws Committee to review the By-Laws and bring recommendations for revisions to the Board. The motion passed unanimously.

The Board also recommended that the current requirement of two signatures on a check \$200 and over be modified in our By-Laws to be any check \$500 or over.

Possible Addition of Members at Large to Board

Jim recommended that our Club consider adding non-voting members at large to the Board, citing advantages he has experienced as a member of the Hilton Head Club. For example, they can provide additional input to the Board and possibly get them more involved in Club activities and prepare them for future leadership roles. Stan moved and Jim seconded that two non-voting members at large be nominated and invited by the

Board to serve one-year terms starting this February. The motion passed unanimously. This policy will need to be added to the By-Laws when they are revised. Two members were nominated to serve as members at large for the current year: Ward Litzenberg and Doug Scott. All Board members agreed with those nominations. Barbara will develop wording for the invitation and send to Stan to send out.

Updating and Reordering of Club Brochures

The Board agreed that the brochure needs updating. Stan will let Joe Torrino know.

Education Report

Cindy presented the following for discussion:

1. Instructor Handout Reimbursement Policy

Currently there is no reimbursement allowed. Cindy presented a proposal developed by the Education Committee recommending a change in this policy (See full proposal attached). After much discussion, the following changes were recommended to #2 in the proposal:

"In the event the instructor feels the need to print the handout and expects reimbursement, a request for reimbursement must be emailed to the Director of Education with the reason prior to printing. If the Director of Education approves, the final approval will be done by the Board.

Cindy moved and Julia seconded to approve the policy as amended. The motion passed unanimously.

2. Update on Winter Semester classes.

Cindy provided the Board the statistics on the Winter Session Classes and dates for the beginning of Spring Semester (See Details Attached).

3. Financial question for education income/expenses.

Cindy inquired about the funds received from Education classes. Everett clarified that the money collected from Education went into the Club's general fund and that it is from this fund that instructors, and some Education Committee members, have received rewards, such as gift cards, as a thank you for their work. Cindy also asked about considering the purchase of online educational training classes, and Everett recommended that she do some research about cost, etc. and bring it back to the Board.

4. A suggestion was made to Cindy by one of the members of the Club to establish a Photography Book Club. It was suggested that this could be added as an item to the Newsletter to see if there is any interest with a point of contact as the facilitator.

Studio Items

Everett reported that the Club is using more supplies than it is getting payment for, leading to a discussion of possible solutions.

Stan recommended signs be posted reminding individuals to fill out CAM slip payments before they leave. He will ask Gracene if she would do those signs. It was also recommended to put a reminder to the membership through the Newsletter and make an announcement at the General meeting.

The issue was raised that the Club needed a user-friendly process for members to come in and print photos over the WIFI network from their own devices. Stan will ask Corky to report on the possibilities at the next Leadership Team meeting.

Julia reminded that there need to be some backup personnel for certain tasks that current members perform in the Studio for the sake of continuity.

Everett reminded the Board about a previous suggestion for adding a plaque with the names of all presidents of the Club, with new names added each year. Everett will contact someone from the Woodworkers Club to see if that is something they can do for us.

Website

Julia would like to encourage people to come more frequently to the website. She suggested adding a photographer of the month to the website, featuring their work. A suggestion was made to put more member photographs on the homepage, perhaps winners of the monthly competitions if possible.

Treasury

Everett reported that \$13, 316.92 is currently in the treasury. (See full report for end-of-month status)

Adjournment

Everett moved & Julia seconded that the meeting be adjourned. The meeting adjourned at 12:04 pm.

Respectfully submitted,

Barbara Reeves, Secretary

Instructor Handouts Reimbursement:

The SCHH Photography Club recommends the following procedures for Instructor Handouts.

- 1) Instructional handouts for classes should be emailed to class registrants via pdf prior to class. Registrants can review, print and bring to class.
- 2) In the event the instructor feels the need to print the handout and expects reimbursement, a request for reimbursement must be emailed to the Director of Education with the reason. If **approved**, the instructor may be reimbursed up to \$50.
- 3) If approved, the receipt and completed reimbursement form must be presented to the Photography Club treasurer with a copy to the Director of Education.
- 4) Reimbursement will be made via check.

Education Committee Report to the BOD - January 26, 2024 Cindy Fiano, Director of Education

The Winter Semester went live with registration opening on January 22, 2024.

35 Classes were offered with a total of 387 seats.

As of January 25, 2024, 255 or 65.89% seats were sold.

Thirteen classes are full and eight classes have a waitlist.

Plans for the Spring Semester are already in the works.

3/15/24 Spring Semester catalog will be emailed to members

3/22/24 Registration Link will go live

4/1/24 Classes start and will run through 6/15/24

1 Month Summary

Actual 1/31/24 bank balance is \$11,356.68

A/P - .00
A/R + 3,398.44
CV24 - 1,539.77
NET +13,215.35

Summary by Month (Cash No Sat or CV24)

Year to Date: 1/1/2024 - 1/28/2024
All Account, 208 Categories, All Tags, All Payees

Category	1/1/24 - 1/28/24
Income	
Dues	\$1,890.00
Education Income	\$810.00
Studio Income	\$647.14
Total Income	\$3,347.14
Expenses	
Badges	-\$72.00
Software Expense	-\$319.74
Studio Expense	-\$935.05
Website	-\$168.86
Total Expenses	-\$1,495.65
Total	\$1,851.49