

## **Board Meeting Minutes**

**Organization Name: Sun City Photography Club**

**Meeting Title: Board of Directors**

**Date: March 9, 2026**

**Time: 10:00 AM**

**Location: Club Studio**

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### **1. Call to Order**

- Meeting called to order at: 10:00 AM
  - Called by: Julia Parrish, President
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### **2. Attendance**

**Board Members Present:** Julia Parrish, Everett Denning, Ward Litzenberg, Rick VenDette, Gerry Fagan

**Board Members Absent:** Ellen Scott, Stan Holz, Shashi Cooduvalli

**Others Present (Guests/Staff):**

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### **3. Approval of Previous Minutes**

- Motion to approve made by: Ward Litzenberg
  - Seconded by: Rick VanDette
  - Result (approved/modified): approved
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### **4. Old Business**

President Julia Parrish provided update of issues from last meeting:

1. Members-at-Large - Gerry Fagan and Shashi Cooduvalli accepted
2. Membership Purge – 121 purged / 9 rejoined / 457 Current
3. Studio Door Code – will wait for spring purge of monitors
4. Studio Material Fees – posted and in effect

5. Equipment

- Facilities took the 65” LG TV, the Epson 900 that jammed was given to the 1<sup>st</sup> member who responded and the Epson 3880 that no longer functioned was taken to the Beaufort County recycle event in February.
- Equipment – Lifestyles retroactively approved the purchase of the new TV (CC96)
- John Burrack has been testing the WIFI print ability with the new Canon printer

6. SCHHCA Chartered Club Annual Meetings – Rick and Julia attended

7. Education

- Education Social – April 16th
- Education Laptop Request – Board tabled discussion

8. ISLC Charge – 2026 - \$100/yr - PAID

9. Competition System (JotForm) – on hold

10. Zoom Management – Meeting will be held as soon as Ellen can attend – 2026 Renewal paid

11. Hybrid Zoom – discussed pros and cons – cons outweigh pros

12. Operations Manual – In progress

13. Calendar Email – still in discussion

14. 2026 Events – Earth Day, Discover the Low Country, Creative Vision

**b. Treasurer’s Report:**

- Financial Summary

<b>PC 2 Month P&amp;L Report</b>		1/1/2026 - 2/28/2026	
1 Account, 215 Categories, All Tags, All Payees			
<b>Category</b>	<b>1/1/26 - 1/31/26</b>	<b>2/1/26 - 2/28/26</b>	<b>Total</b>
<b>Income</b>			
Dues	\$770.00	\$1,260.00	\$2,030.00
Studio Income	\$450.75	\$632.17	\$1,082.92
<b>Total Income</b>	<b>\$1,220.75</b>	<b>\$1,892.17</b>	<b>\$3,112.92</b>
<b>Expenses</b>			
Badges	-\$117.00	-\$112.50	-\$229.50
Bank Expense	-\$5.00	-\$5.00	-\$10.00
Office Expenses	-\$31.21	\$0.00	-\$31.21
Software Expense	\$0.00	-\$44.99	-\$44.99
Speaker Expense	-\$150.00	-\$242.17	-\$392.17
Studio Equipment	\$0.00	-\$30.98	-\$30.98
Studio Expense	-\$951.76	-\$184.38	-\$1,136.14
Website	\$0.00	-\$109.95	-\$109.95
Zoom	\$0.00	-\$169.49	-\$169.49
<b>Total Expenses</b>	<b>-\$1,254.97</b>	<b>-\$899.46</b>	<b>-\$2,154.43</b>
<b>Total</b>	<b>-\$34.22</b>	<b>\$992.71</b>	<b>\$958.49</b>

- Motions/approvals: None needed

### **c. Committee Reports:**

- **Education**

- Discussed the laptop request. It was determined not to be feasible. Each instructor will want different configurations, software, operating system, etc.
- It was determined that there is a need for instructions to connect tablets, PCs, etc to the new TV
- Reviewed the new Spring education session schedule
- Fundamentals for cell phones is going well. 9 are waitlisted
- Evaluations are being reinstated. Received 51 out of 178 requests in last session.

- **Vice President**

- Rick VanDette demonstrated the outline for the Operations Manual and gave an update on progress being made to collect data from leadership areas. The layout covered Roles and Responsibilities and Procedures with links to each within the document.

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## **5. New Business**

- Topic: Google Business Account
  - Discussion of cost and benefits of creating a Google Business account for the club to consolidate documents, forms and emails and increase security. This will resolve the calendar email also. Julia Parrish will create the account and test with Membership initially.
  - Account emails will need to be added to the listserv with ability to send emails
  - Everett made a motion to create the account and Rick VanDette seconded.
  - Voting results – Approved
- Topic: Listserv
  - We need to see who has email ability and see if we need to limit that privilege
- Topic: Studio exhibit feature Creative Vision photographs

- Discussed the ability to sell from the studio if we have special open hours
  - Topic: New Studio Charges
    - New charges did not include Mat Boards and Kool Tac
    - Need to verify with Corky
  - Topic: PSA Club Membership
    - Introduced the idea of the club joining PSA, the benefits. The concern is finding a coordinator that can manage the feature for the club.
  - Topic: Studio Staffing
  - Discussed concern with continuity of the studio as many have expressed wanting to step back from running the studio. Meeting to be scheduled to gather information for the operations manual.
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## **6. Action Items**

1. Google Business Account Setup – Julia Parrish
  2. List of listserv users with ability to email – Julia Parrish
  3. Verify studio prices for Kool Tac and Mat Boards with Corky – Julia Parrish
  4. Studio meeting to gather information for operations manual – Julia Parrish
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## **7. Announcements**

- None
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## **8. Next Meeting**

- Date: May 11, 2026
  - Time: 10:00 AM
  - Location: Club Studio
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## **9. Adjournment**

- Time adjourned: 12:00 Noon
- Motion made by: Everett Denning
- Seconded by: Ward Litzenberg

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**Minutes submitted by: Julia Parrish**

**Date: March 19, 2026**

**Minutes approved by: Board of Directors**

**Date: 5/11/2026**

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