

**MINUTES OF (CALLED) SPECIAL BOARD OF DIRECTORS MEETING  
AFRICAN VIOLET SOCIETY  
OF AMERICA, INC.**

**June 4, 2022**

**“Violets Go Hog Wild in Arkansas” - Little Rock, Arkansas**

The special, called Board Meeting meeting of the African Violet Society of America, Inc. was called to order by AVSA President, Susan Anderson, at 4:10 PM CT. In lieu of a roll call. a roster was circulated.

Rich Follett, Secretary, reported that a quorum of 15 was present. President Anderson stated that the Standing Rules from the earlier Board Meeting would still stand and asked if any present would like to have them read again. Hearing no such request, President Anderson appointed Mary Thompson, Chair, Scott Ammann, and Douglas Allen to approve the meeting minutes. Leonard Re was appointed Timekeeper. President Anderson appointed Jill Jensen, Chair, Winston Goretsky, and Candace Baldwin to be the Tellers.

President Anderson stated the purpose for the special called meeting: “to revise the Policies and Procedures Manual so it is consistent with the Bylaw amendments that were passed at the Annual Meeting. called for Joyce Stork of the Bylaws to present proposed Bylaws Amendments previously approved by the Board of Directors.”

Policies and Procedures Chair Rich Follett presented the Board’s recommendations, as shown in the agenda. A copy of the recommendations is attached to this report. Following the presentation of the Board recommendations, Follett made a motion on behalf of the P&P Committee to amend the P&P to reflect the insertion of the TechWeb Committee into the bylaws.

President Anderson called for debate and, hearing none, called for a voice vote. Motion 1 was adopted.

Follett next made Motion 2 on behalf of the P&P Committee, as follows: having just adopted the motion to combine the Website and Technology Committees into the newly formed TechWeb Committee, motion to delete the existing text under Technology and Website committee, as follows P&P, Section KK, p. 94 to delete: Website Committee – Standing Committee in its entirety. P&P, Section HH, p. 90 to delete: Technology Committee – Special Committee in its entirety.

President Anderson called for debate and, hearing none, called for a voice vote. Motion 2 was adopted.

Follett next made Motion 3 on behalf of the P&P Committee to grant the P&P Committee permission to replace outdated references to the former Website and technology Committees with text updated to reference the newly created TechWeb Committee.

President Anderson called for debate and, hearing none, called for a voice vote. Motion 3 was adopted.

President Anderson asked for further business to be brought before the Board and, there being none, the meeting was adjourned at 4:28 PM CT.

## **Board Recommendations**

**1. Purpose:** Responsible for recommending, coordinating, implementing, and maintaining all hardware, software, suppliers, and support functions in support of AVSA's technology and websites as needed to run the Society.

**2. Duties of the Committee:** 2a. Shall support the staff in performing their duties from a technology perspective. b. Shall support the membership as needed with AVSA endorsed or distributed hardware, software or digital products within the scope of the committee's purpose. c. Shall evaluate suggestions brought by any member of the Board of Directors or Committee chairs as to the feasibility and efficacy of the suggestions from a technology perspective. d. Shall train officers, committee chairs, or committee members on the procedures necessary for them to maintain the section of website for which they are responsible. e. Shall monitor the health and performance of the technology systems. f. Shall design and maintain technology and websites as possible to accomplish the functional goals of AVSA. g. Shall communicate and coordinate with service provider(s) on matters of functionality, design, service, performance, and implementation of technology. h. Shall review and administer the access to AMVL for new software developers. The committee shall ensure that all specified Non-Disclosure agreements are in place before access can be granted. i. Shall monitor Internet copyright/legal issues.

**3. Duties of the Chair:** a. Shall be appointed by the current President for a two (2) year term to coincide with said President's term. b. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor. c. Shall keep the Third Vice President informed of the activities of the committee and shall submit written reports as requested. d. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. e. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be sent to the AVSA office and Treasurer. f. Shall submit to the Secretary by March 1, a written report of all work since the last Annual Meeting.