

BOARD OF DIRECTORS MEETING
AFRICAN VIOLET SOCIETY OF AMERICA
Wednesday, May 31, 2023
Atlanta, Georgia

<Introductions> (9:04 AM)

Call to Order
PRESIDENT The meeting of the Board of Directors of the African Violet Society of America will come to order. *(One rap of the gavel.)*9:09

Invocation
PRESIDENT Our invocation and pledge of allegiance will be given by Sue Ramser.
Please rise and remain standing until after the Pledge of Allegiance to the Flag of the United States of America.

RAMSER *(Invocation)*

Pledge of
Allegiance
RAMSER Please join me in the Pledge of Allegiance to the Flag of the United States of America.

PRESIDENT You may be seated.

Roll Call
PRESIDENT If there is no objection, instead of a verbal roll call, the Secretary will circulate a roster. Please sign your name to indicate your presence and pass the sheet along. The following members have been excused:

Doug Allen
Scott Ammann
Trudy Brekel
Joe Bruns
Judy Carter
Mary Lou Harden
Kurt Jablonski
Dale Martens
Patricia Mattson
Linda Price
Sharon Shannon
Sandra Skalski
Dr. Jeff Smith

Quorum
PRESIDENT The quorum for the Board of Directors Meeting is fifteen (15).
Mister Secretary, is a quorum present?

SECRETARY Madam President, a quorum is present.

Courtesy Seats
PRESIDENT

Courtesy seats have been extended to the following:

Director Nominees:

Penny Eggleston, Washington
Anna Lammersen, California
Gail Podany, Minnesota
Carol Semrau, Minnesota
Nancy Sullivan, Colorado

Past Presidents:

Sue Ramser
Winston Goretsky
Ron Davidson
Linda Hall
Joyce Stork

AVSA Staff:

Amy Carruth, Office Manager (*or will join us later*)
Stephanie Travis, Secretary
Sophia Bennett, Editor

Special Committee Chairs were also invited to attend this meeting, and several have joined us today. Thank you.

The Atlanta Convention and Show Chairs were also invited. Some are busy with their convention and show responsibilities.

Randy G. Deutsch, Convention Chair
Candace Baldwin, Convention Co-Chair
Danny Tidwell, Show Chair
Suzanne Roberts, Show Co-Chair

Thank you, Everyone, for attending today to address the business of AVSA.

Adoption of
Standing Rules
PRESIDENT

Mister Secretary, may we have the reading of the Standing Rules for this meeting as well as any additional board meetings during this convention?

(Rich reads the rules.)

Board of Directors Meeting – Standing Rules

1. All remarks shall be addressed to the chair.
2. Members rising to make motions or debate shall come to the microphone and state their names.
3. Debate shall be limited to two (2) minutes for each speaker.
4. Main motions and amendments longer than a few words shall be written on one of the special forms for this purpose and given to the chair.
5. Substantive motions shall be voted on by written ballot.
6. All electronic devices should be set on silent during the meeting.
7. In the event of a ballot vote, doors to the room shall be closed and no one shall enter or exit the room during the vote and during the counting of the ballots except the Teller Committee.

SECRETARY Madam President, I move the adoption of the Standing Rules for this meeting and all subsequent meetings of the Board.
(Someone at the Head Table seconds the motion.
This is MOTION 1.

PRESIDENT The question is on the adoption of the Standing Rules. Is there debate?

PRESIDENT All those voting in the affirmative, please hold up your purple card..
(Pause, check votes, Secretary records voting) 20

Those voting in the negative, please raise your hand.
(Pause, check votes, Secretary records voting) 0

Thank you.

There is a two-thirds vote in the affirmative. The Standing Rules for this meeting of the Board of Directors are adopted.

Announcement of Recess and Time of Lunch
PRESIDENT If there is no objection, we will have a short break at about 10:30 AM and recess for lunch from 12:15 -1:30 PM. We hope to adjourn this meeting by 5:00 PM or sooner.

Adoption of Agenda
PRESIDENT The next business in order is the adoption of the Agenda. Mister Secretary, will you please report on the Agenda.

PRESIDENT *(Rich presents Agenda. There may be changes or amendments to the printed Agenda.)*

SECRETARY I move to adopt the Agenda as **amended (or as emailed)**. second - K Bell

*(Someone at the Head Table seconds the motion.
This is MOTION 2.)*

PRESIDENT The question is on the adoption of the Agenda (as amended).
Is there debate? *(Pause for debate)*

All in favor, say aye. *(Pause, check votes)* Thank you. **20**
Those opposed, say no. *(Pause, check votes)* Thank you. **0**

The ayes have it and the Agenda (as amended) has been adopted.

Appointment of Committee to Approve the Minutes
PRESIDENT The Chair appoints Sam Cunningham, Chair, Marge Farrand and April Van Ness to approve the minutes of this and subsequent meetings of the Board.

Appointment of Timekeeper
PRESIDENT The Chair appoints Leonard Re to serve as Timekeeper at this meeting and subsequent meetings of the Board.
How will you notify members of their time?

*(Leonard needs to give an answer - **sound from phone** bell, flag, or other.)*

Appointment of Tellers
PRESIDENT The Chair appoints Bill Patterson, Chair, Jackie Leitzel, and Joyce Stork as Tellers at this meeting and subsequent meetings of the Board.

Report of the Committee to Approve the 2022 Minutes
PRESIDENT Our next item of business is the approval of the 2022 Minutes.
Rich Follett, Secretary, will report.

SECRETARY Madam President, the minutes were approved.

PRESIDENT Thank you, Rich.

Election of
2023-2024
Nominating
Committee
PRESIDENT

The Executive Committee elected Winston Goretsky to serve as Chair of the Nominating Committee for 2023-2024. The other four members of the Nominating Committee shall be elected at this meeting. (This is Motion #3)

I would like to offer a few notes before we proceed with the election of committee members. It is important to have geographic distribution of committee members so that all regions are well represented.

This year the Nominating Committee will be recommending a new slate of Director Nominees. After serving as a Director, these candidates will be eligible for Officer positions. They are the future leadership of our society.

Lastly, a reminder that one member of the committee will be selected to serve as Chair of the Nominating Committee the following year in 2024, so by agreeing to serve on the committee, each member is accepting that potential responsibility.

Also, before nominating someone, please be sure that member is willing to serve on the committee.

The following individuals are not eligible because they served on the Nominating Committee last year: Linda Price, Sam Cunningham, Scott Ammann, and Vickie Crider.

The floor is now open for nominations for the members of the Nominating Committee.

(Repeat the name of each nominee and confirm his/her state. Make sure he/she consents.)

_____ Bill Patterson -nominated by S. Cunningham has been nominated.

_____ Steve Covolo - nominated by Winston Goretsky has been nominated.

_____ Gail Podany nominated by Ron Davidson has been nominated.

_____ April Van Ness nominated by Bill Patterson has been nominated.

Motion - Sue Ramser - nominations cease, seconded by R. Follett

_____ has been nominated.

_____ has been nominated.

Are there further nominations from the floor for the members of the Nominating Committee? If not, the Chair declares nominations closed.

(If only four nominees, take a voice vote. If more than 4 are nominated, recognize tellers and have a ballot vote.)

_____, _____,
_____, and _____ have
been nominated to serve on the Nominating Committee for
2023-2024.

All in favor of _____,
_____, and _____,
say aye.

Those opposed, no. The ayes have it and you have elected

_____, _____,
_____, and _____

to serve as members along with Winston Goretsky to serve as Chair
of the 2023-2024 Nominating Committee. **(This is Motion 3) 20**
in favor

To the members of the Nominating Committee, I would like to meet
with you briefly at the conclusion of today's Board meeting. Please
plan to stay a few minutes. Thank you.

Executive
Committee
Report
PRESIDENT

The Executive Committee met on Monday. The Secretary will
present the recommendations from that meeting and the Fall
Meeting. **Motions were distributed in advance.**
Is there any objection to considering the proposed Motions by
consent?

(If there is an objection, that motion(s) are voted upon separately.)

PRESIDENT

The question is on the motions as emailed. Is there debate?

Is there further debate?

All in favor, say aye. *(Pause, check votes)*

Those opposed, no. (Pause, check votes)

The ayes have it and the motion has been adopted.

OR

The nos have it and the motion has failed.

SECRETARY *(Rich reads the recommendation from the Fall and Spring EC meetings.) Present Motions ... see agenda....*

Madam President, by direction of the Executive Committee, I move the adoption of this recommendation. *(No second needed)*

Motion 4 – On behalf of the Executive Committee, I move that P&P Section 4, Office Information, E. Hurricane Policy, be deleted in its entirety and replaced with the following updated information.

E. Business Continuity/Disaster Recovery Policy

1. Purpose

a. AVSA requires acceptable methods and adequate protections be established to assure the continuity and recovery of the organization's business following the loss of business operations and/or information technology systems critical to the operations of the organization.

2. Scope

a. To prepare and direct organization officers, office staff (paid employees), and volunteer staff during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events, recovery).

3. Governance

a. Business Continuity/Disaster Recovery is a continuous lifecycle, subject to regular review and updates as needed.

b. All business activities and information technology systems will follow this policy.

c. The President and Executive Committee will work collaboratively with the Office Manager, paid employees (office staff), volunteer Committee Chairs, and other volunteer staff as needed and at a minimum, annually to develop and implement plans specific to their organizational roles in compliance with this policy.

d. The President, Executive Committee, Office Manager, and volunteer Committee Chairs are responsible for initiating, coordinating, and/or leading business continuity/disaster recovery activities specific to their organizational roles in compliance with this policy.

e. When a disaster event is declared, the President will designate an individual to act as the Disaster Recovery Coordinator for the duration of the event.

f. The President and Executive Committee are responsible for ensuring sufficient financial, personnel, and other resources are available as needed.

4. General Policy Guidelines

a. Identify and mark in the “**AVSA Records Retention Schedule**” as “Mission Critical” all organization original and/or current legal irreplaceable papers, electronic files, and other media (e.g., original charter/organization papers; insurance papers; copyright papers; other legal and/or original papers) needed in the event the organization suffers damage or needs to re-establish the national office location. The “**AVSA Records Retention Schedule**” should contain, but not be limited to:

i. Records Series: Group of similar/ related records normally used/filed as unit. Evaluated as unit for determining record retention period. All records in record series must have same retention period.

ii. Mission Critical: (Y/N) Indicates record should be readily accessible for relocation before/during/after event

iii. Asset/Document Name/Record Title: (e.g., AVSA Charter-State of Georgia; Release of Copyright for “Growing to Show” book by Pauline Bartholomew; etc.)

iv. Custodian: Person/Committee/location responsible for keeping records during course of business. e.g., Office Manager, Staff, Committee Name(s), etc.

v. Office of Record/ Record Owner: Who actually owns record, is ultimately responsible for record accuracy, in particular with regard to business decisions

vi. Original Record Location/ Offsite Location: Physical location where record can be found. e.g., Office, Fire/Water-proof safe, etc.

vii. Retention Period: Duration period for record storage/archival

viii. Date Ranges: Dates when records created/begin and cease to be created/end.

ix. Business Operation/IT System: Business System or IT System where records are stored & that uses records. e.g., iMIS, Financials, Publications, etc.

x. Storage/ Retention Media Format: Paper, USB, CD, Hard Drive, Computer System, cloud storage, etc.

xi. File Format: Paper, digital (electronic) record formats

xii. Paper Digitized Date: Date when record was converted to digitized media

xiii. Disposal/ Dispensation Instructions: Narrative describing destruction process (confidential recycle bin, onsite shredding, etc.)

xiv. Disposition Date: Date record was disposed of or dispensed with

xv. Retention Justification: Statutory, Constitution, Bylaws, Standing Rules where record governance is established, defined

xvi. Comments/Notes: Additional narrative, comments, notes about records

b. Store records and artifacts, including the **“AVSA Records Retention Schedule”** and a copy of this BC/DR policy in a fire/waterproof safe or file cabinet at the AVSA national office (hereby referred to as *“onsite”*) and a convenience copy/duplicate set of these artifacts at a designated offsite location(s) (hereby known as *“offsite”*) (suggested location is Office Manager's home or other pre-designated location approved by the President and Executive Committee should the original onsite information be unavailable for any reason.

c. Back up all AVSA electronic files to cloud and removable media (USB, CDs, etc.) as required by current AVSA technology systems backup policies.

d. Store all organization assets no closer to floor level than twelve inches (12”).

e. Archive files or other historical assets are to be stored no closer to floor level than two feet (2’).

f. File a current copy of this policy with the insurance carrier (as required).

5. Duties of the Office Manager

a. The Office Manager will work collaboratively with the President, Executive Committee, paid employees, and volunteer staff as needed and at a minimum, annually to develop and implement plans specific to their organizational roles in compliance with this policy.

b. Notify the President and Executive Committee when this policy is activated of office closure and office staff evacuation plans, including a contact number where the Office Manager can be reached at any time during the event.

c. Provide office staff with a copy of this policy and all contact information needed before, during, and after an event.

d. Direct and assist staff and volunteers during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events, recovery).

e. Store a convenience copy/duplicate set of organization records and artifacts (including the “Records Retention Schedule” and a copy of this policy) at a designated offsite location (Editor’s home) should the original information stored onsite be unavailable for any reason. (includes all paper and electronic files under the governance of Office Manager required to recover business operations at the office).

6. Duties of Staff

- a. Assist Office Manager during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events, recovery).
- b. Follow all policies as defined in the General Policy Guidelines Section which relate to the role of this position.
- c. Provide timely notification to the President, Executive Committee, and Office Manager of implementation of any activities associated with this policy.
- d. Shall assist as directed with the securing of the office.
- e. Shall keep in touch with Office Manager during evacuation.
- f. Shall return to work after the evaluation is made by the Office Manager and a date and time has been determined.

7. Activities During a Disaster Event

- a. Take paper and/or electronic copies of the Business Continuity/Disaster Recovery Policy documentation and all removable media backups, insurance papers, and any other important work when leaving office.
- b. Retrieve the offsite stored, current, and convenience copy of organization paperwork, “AVSA Records Retention Schedule” and a copy of this policy in the event the original information onsite cannot be retrieved.
- c. Cover all assets stored in the Archives and all the Library materials with protective water-resistant/water-proof materials.
- d. Clean off top of all desks and box important work, place in plastic storage containers, and secure in safe area such as the Archive or Magazine room.
- e. Move mission-critical electronic equipment (computers, printers, universal power supply (UPS), fax machines, etc.) to safe onsite area. Cover all assets with protective water-resistant/water-proof materials; secure to minimize movement throughout event.
- f. Release the office staff as soon as a voluntary evacuation order is given by the city to ensure their personal safety.

g. Work with building management as appropriate to ensure all utilities are turned off and secured where applicable. Secure building by locking all doors and windows.

h. After the all-clear is given, an evaluation of the status of the office is made, and the office is determined to be safe, notify office staff when they can return to the office.

Motion 5 – to modify the P&P on p. 17, Section 7, Standing and Special Committees, C. Affiliate Committee – Standing Committee, b. as follows: ~~Send “Startup Checklist for New Affiliates” to growers who request information on how to start a club.~~ For growers who request information on how to start a club, send instructions to find the “Guide for Starting a New Club” information on the AVSA website. Follow up with growers who are starting a club.

Motion 6 – to modify the P&P on p. 8, Section 2, Awards, F. Special Society Awards, 7. Honorary One Year Memberships, c. to read: No more than five (5) may be awarded each year when there is one (1) convention chair and one (1) convention show chair. When there are convention co-chairs and convention show co-chairs then there may be up to seven (7) awarded.

PRESIDENT The question is on the motions just read. Is there debate?

Is there further debate?

Joyce Stork - detail on motion 4 is excessive - places a lot of responsibility on an Office Manager who is already working hard in the face of an emergency. What is the rationale for so much detail?

Glenda: It is not a list to be followed point-by-point - it is an attempt to take what we learned from Imelda and codify. Insurance carriers are impressed by such a policy, which may result in a savings on insurance. This is a standard best practice policy, based on what we have learned. There is a checklist to be followed which distills the policy into simple steps. Previous policy was for hurricanes only this broadens the range.

Stephen C-H: This is standard for insurance purposes.

Glenda - I am FEMA - 1 certified and brought that experience to his policy.

Winston: Many of these risks have been mitigated by actions we have already taken. We just need to be aware and make plans for how to mitigate risks that have not already been addressed.

Glenda: We have a UPS system now that allows Amy to shut things down in 45 minutes,

Intention is not to point a finger at anybody - it just reflects lessons learned and the need to do our job better.

Leonard Re - worked for an insurance agency for 35 years - this is an excellent plan.

Glenda - we are in a much better position than we were in 2019.

All in favor, say aye. *(Pause, check votes)* **20**

Those opposed, no. *(Pause, check votes)* **0**

The ayes have it and the motion has been adopted.

OR

The nos have it and the motion has failed.

(Repeat for remaining Executive Committee recommendations.)

- 1. Hurricane Policy
- 2. Affiliate Committee
- 3. Society Awards Committee
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Reports of
Officers
Committee Chairs
Directors
PRESIDENT

The annual reports of the Officers, Committee Chairs, and Directors were **distributed in advance**. If there is no objection, we will dispense with the reading of the reports.

(Pause to see if there is any objection.)

The Officers, Committee Chairs, and Directors who have stated they have additions to their reports will be called upon.

Reports of
Officers
PRESIDENT

Terri Post, Treasurer and Finance Committee Chair, will address the 2023-2024 budget.

Treasurer/Finance
Proposed Budget
POST

The 2023-24 Proposed Budget was sent to you by e-mail.

OR

(You have in front of you the Proposed Budget.)

On behalf of the Finance Committee I move the adoption of the 2023-2024 Budget as emailed *(or printed.)*
(Does not require a second.)

PRESIDENT

The question is on the approval of the Proposed Budget.

Are there changes to the Proposed Budget?

Is there any further debate? *(Pause for debate)*

All in favor of the Proposed Budget (as amended) say aye. **20**

(Pause, check votes.) Thank you.

Those opposed, no. *(Pause, check votes)* Thank you. **0**

The ayes have it and the motion has been adopted

OR

The nos have it and the recommendation has failed.

Director
Reports
PRESIDENT

(No Directors have stated they have addendums to their reports.)

Reports of
Standing
Committees
PRESIDENT

The Standing Committee Chairs who have additions to their reports will be called upon.

Standing

Convention Chair Report – Kathy Lahti – Motion – The Committee Convention Committee moves that the AVSA Board approve the Reports following individuals to lead the 2024 Phoenix, Arizona Convention:

Candace Baldwin (AZ), Convention Chair;
Joyce Stork (NV), Convention Co-Chair;
Susan Anderson (AZ), Convention Show Chair; and
Bill Patterson (AZ), Convention Show Co-Chair.

PRESIDENT

The question is on the motion just read. Is there debate?

(Is there further debate?)

All in favor, say aye. *(Pause, check votes)* **20**

Those opposed, no. *(Pause, check votes)* **0**

The ayes have it and the motion has been adopted.

OR

The nos have it and the motion has failed.

Standing

Marketing Committee Chair Report – Joyce Stork – New Brand Mark available for use. *(Discussion only.)*

New Brandmark in AVSA Portfolio



AfricanVioletSocietyofAmerica.org



Comment from Stephen C-H - People do not want to type out the whole words - suggest AVSA

K. Bell - computer will not accept AVSA.org

Rich - same

Winston - some browsers filter out redirects to prevent fraud. Our domain had to be re-registered in the longer form.

Reports of
Special
Committees
PRESIDENT

Next we will hear updates from the Special Committee Chairs.

ENT

The next item of business is for the Board to approve the motions of the Bylaws Committee so they may be presented at the Annual Meeting to the membership. The

motions were published in the March-April AVM and I am certain you have all read the proposed motions in preparation of this meeting. They are included on the agenda.

Do we need to take the time to read each motion individually?

Unless there is objection, we will dispense with reading the motions in their entirety. Is there any objection?

Hearing none, I ask Joyce Stork to present the motions from the Bylaws Committee related to strategic planning roles between the EC and Marketing Committees, and the Membership Committee name correction.

BYLAWS *(Joyce reports on several motions as presented in AVM.)*

NOTICE OF PROPOSED AMENDMENTS TO AVSA BYLAWS

NOTICE IS HEREBY GIVEN that the following proposed amendments to AVSA Bylaws Articles VIII and X will be voted on at the AVSA 2023 Annual Convention at Atlanta, GA:

Proposed Motions to amend AVSA Bylaws, Article VIII, Executive Committee, and Article X, Committees, Section 1 Standing Committees as noted below.

Bylaws, Article VIII, Executive Committee:

Motion 9: Motion to amend Article VIII, Executive Committee, by **adding a new paragraph 2** and renumbering the remaining paragraphs (changes highlighted in red). The proposed new paragraph 2 reads as follows:

2. The Executive Committee shall establish the strategic vision and direction of the Society.

If adopted, Article VIII will read:

Article VIII

Executive Committee

1. The Executive Committee shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and the Immediate Past President, provided that that person has completed the full term as President of the Society. Otherwise, the President, with the approval of the Executive Committee, may appoint another Past President to serve in this capacity. The Finance Committee Chair shall also be a member of the Executive Committee but will not have voting privileges.

2. The Executive Committee shall establish the strategic vision and direction of the Society. 3. It shall have the authority to conduct any necessary business of the Society during the interim between meetings of the Board of Directors including authorizing emergency action. 4. The Executive Committee shall have the authority to hire an Editor and an Office Manager, as well as such other employees who from time to time may be

deemed necessary, and shall set the terms of employment and salary, with approval by the Board of Directors and upon the recommendation of the Salary Committee

5. A vote by mail is authorized.

6. A two-thirds (2/3) affirmative vote of the Executive Committee is required for action. 7. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of the Board of Directors.

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Bylaws, Article X, Committees:

Motion 10: Motion to amend Article X, Committees, Section 1, Standing Committees, paragraph 10, MARKETING, by **striking the words “and shall guide AVSA, notably the website team, committees, and affiliate chapters, in creating a unified vision, mission, look and feel of AVSA.”**

Paragraph 10 currently reads:

10. MARKETING: shall develop and organize a Marketing Plan for AVSA to enhance the visibility and reputation of AVSA and shall guide AVSA, notably the website team, committees, and affiliate chapters, in creating a unified vision, mission, look and feel of AVSA.

If adopted, Article X, Section 1, paragraph 10 will read:

10. MARKETING: shall develop and organize a Marketing Plan for AVSA to enhance the visibility and reputation of AVSA.

Rationale: To place governance of establishing the AVSA strategic vision and direction of the Society as a responsibility of the AVSA Executive Committee.

Bylaws, Article X, Committees:

Motion 11: Motion to amend Article X, Committees, Section 1, Standing Committees, paragraph 11, MEMBERSHIP AND PROMOTION, by **striking from the committee’s name the words “AND PROMOTION” and the word “promotion” in the text.**

Paragraph 11 currently reads:

11. MEMBERSHIP AND PROMOTION: shall be responsible for expansion, development and promotion of the Society to increase membership.

If adopted, Article X, Section 1, paragraph 11 will read:

11. MEMBERSHIP: shall be responsible for expansion and development of the Society to increase membership.

Rationale: Promotion is now assigned to the Marketing Committee.

PRESIDENT Is there any objection to adopting the bylaws amendments related to strategic planning roles between the EC and Marketing Committees, and correction of the Membership Committee, as published in the AVM? (Pause) Since there is no objection, the motions are approved.

Thank you, Joyce.

Scholarship
PRESIDENT Now, I would like to invite Dr. Charles Ramser to report for the Scholarship Committee.

Scholarship
Motion –

RAMSER On behalf of the Scholarship Committee, I move that Mr. Adam Joseph McCabe, pursuing first a Biology Degree and then a Doctor of Veterinary Medicine (DVM) with a cumulative g.p.a. of 3.87, be awarded a Boyce Edens AVSA Scholarship for the academic year 2023-2024, of \$1,000.

Motion –

Secondly, on behalf of the Scholarship Committee, I move that Mr. Jesse Lawrence Potts, pursuing a Ph.D. in Horticulture with a cumulative g.p.a. of 4.0, be awarded a Boyce Edens AVSA Scholarship for the academic year of 2023-2024, of \$1,000.

Rationale: Both of these gentlemen show in their applications passion about, are involved in growing and working generally with African Violets. Mr. McCabe has over 400 African Violets and Mr. Potts works extensively in the area of plant resistance to diseases including violets.

PRESIDENT The question is on the motion just read. Is there debate?

Is there further debate?

All in favor, say aye. *(Pause, check votes)* **20**

Those opposed, no. (Pause, check votes) **0**

The ayes have it and the motion has been adopted.

OR

The nos have it and the motion has failed.

Reports of the *(No one on the Staff has requested to add to their reports.)*

Staff amy - please sign up for the registration table - several slots still open - see AMY

PRESIDENT

Reports of *(No Special Appointees have additions to their reports.)*

Special

Appointees

PRESIDENT

New Business Is there any new business?

PRESIDENT Announcements

Are there any announcements?

PRESIDENT Publication, Finance TechWeb, Library and Membership will not be holding their meetings at the appointed time

Sue Ramser - should I be elected secretary, please note any changes in committees on sheets which have been distributed so you can be contacted efficiently and in a timely manner. Thank you to those who have already completed this information, including directors.

Remind all – mandatory attendance at the Annual Membership Meeting, Open Forum and the Called Meeting of the Board on Saturday. The Called Board Meeting is being held immediately following the Open Forum. We will need everyone’s attendance to satisfy quorum.

Nominating Committee – Please stay a few minutes after this meeting for the purpose of setting a Nominating Committee time and date. Thank you.

Are there other announcements?

Gail - Carol and I are showroom hosting chairs - we desperately need people to fill some time slots - it is an easy job and a good excuse to sit down for an hour and rest. Job involves greeting the public and taking their 5.00 fees; encouraging them to join AVSA.

Mary Corondan - re-circulate roster so those who did not sign may do so.

Recognition The Chair would like to recognize the Directors and Committee
of Retiring Chairs who are retiring this year:

Directors

and

Chairs

PRESIDENT

Retiring Directors:

Douglas Allen, Michigan, excused

Dr. Minh Bui, Maryland

Winston Goretsky, Alberta, Canada

Sandra Skalski, New Jersey, excused

Nancy Hayes, Connecticut, in Memoriam

Retiring Committee Chairs:

Jeri Anderson, Affiliate Committee

Linda Price, Nominating Committee

Dale Martens, Editorial Board

Joe Bruns, Plant Registration & Master Plant List

Vickie Crider, Convention Show Awards

THANK YOU ALL FOR YOUR SERVICE TO AVSA.

Adjournment Is there any further business to come before this meeting?

PRESIDENT *(Pause)*

If there is no further business and no objection, the meeting will be
adjourned. The meeting is adjourned *(one rap of the gavel)*. 10:10 AM

AFRICAN VIOLET SOCIETY OF AMERICA, INC.

Board of Directors Meeting – Standing Rules

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4. Main motions and amendments longer than a few words shall be written on one of the special forms for this purpose and given to the chair.
5. Substantive motions shall be voted on by written ballot.
6. All electronic devices should be set on silent during the meeting.
7. In the event of a ballot vote, doors to the room shall be closed and no one shall enter or exit the room during the vote and during the counting of the ballots except the Teller Committee.

PROCEDURES FOR MOTIONS AND AMENDMENTS FOLLOW

MOTIONS

The question is on the recommendation just read. Is there debate?

Is there further debate?

All in favor, say aye.

(Pause, check votes)

Those opposed, no.

(Pause, check votes)

The ayes have it and the recommendation has been adopted.

OR

The nos have it and the recommendation has failed.

AMENDMENTS

The question is on the **AMENDMENT**. Is there debate?

Is there further debate?

All in favor say aye.

(Pause, check votes)

All opposed say no.

(Pause, check votes)

The ayes have it and the Amendment has been adopted.

OR

The nos have it and the Amendment has failed.

**NOTE : If an amendment passes, then the vote is taken on the Motion as amended.
SCRIPT FOR NOMINATION FROM THE FLOOR**

MEMBER #1 Madam President, *[chair recognizes member]* I nominate _____ for the office of _____.

MEMBER #2 Madam President, *[chair recognizes member]* I nominate _____ for the office of _____.

MEMBER #3 Madam President, *[chair recognizes member]* I move the nominations cease.
[a second is needed]

PRESIDENT The motion has been made and seconded that the nominations cease. All those in favor say aye. *[pause, check votes]* Thank you.

Those opposed say, no. *[pause, check votes]* Thank you.

PRESIDENT I will read the list of nominees. Will each candidate please stand as your name is read:

PRESIDENT: *(READ LIST OF ALL NOMINEES, including write-in candidates.)* Thank you. You may be seated.

(IF THERE HAVE BEEN NOMINATIONS FROM THE FLOOR, YOU MAY WANT TO HAVE NOMINATING SPEECHES AT THIS POINT.)

The person who is nominated from the floor may speak first. The Nominating Committee Chair or other member of that committee may give a summary of the candidates' qualifications.

(doors are closed, no one enters or exits during voting)

PRESIDENT

Give instructions for ballots:

- Bill Patterson, Chair; Jackie Leitzel, and Joyce Stork have been appointed as tellers. They will distribute, collect, and count the ballots.
- Use "X" to mark the ballot.
- Write in the candidates' names under the appropriate office. Vote for **ONLY ONE CANDIDATE**.
- When finished, fold the ballot in **HALF**.
- Pass the ballots to your **RIGHT** and hand to teller.

PRESIDENT

The tellers will distribute the ballots.

PRESIDENT

The tellers will collect the ballots.

After all ballots have been collected, President asks:

PRESIDENT

Have all voted who wish to vote?

(if no response)

PRESIDENT

The polls are now closed.

(If, before you have stated that "the polls are now closed," a member moves to close the polls, the motion must be seconded and requires a 2/3 vote to close the polls. If a member moves to re-open the polls, it requires a second and a majority vote.)

PRESIDENT

The tellers will retire to count the ballots.

(After tellers have counted the votes, they all sign the Teller's Report. The Chair signs first. They return to the meeting room and president asks:)

PRESIDENT

Are the Tellers ready to report?

Bill Patterson, Chair, please report the results of the ballot.

*(Bill Patterson, Chair, reads the Tellers' Report and hands it to the **PRESIDENT**. Bill Patterson, Chair, does NOT declare the*

*result of the ballot vote – that's for the **PRESIDENT** to do – he/she simply reads the numbers.)*

TELLER CHAIR

Madam President, the tellers report the following results:

_____ eligible to vote

_____ to elect

_____ votes cast

_____ received _____ votes

_____ received _____ votes

_____ received _____ votes

PRESIDENT

Re-reads the Tellers' Report and announces the results for each office:

_____, having received a majority of the votes cast, is elected Director.

(If there are 2 (or more) nominees for the same office and **no one receives a majority vote**, the president states:)

PRESIDENT

Since no candidate has received a majority of the votes cast for the office of Director, the vote must be retaken.

(Tellers should be prepared for such an event. They can use a blank piece of paper and the **PRESIDENT** will repeat the names of those nominated and instruct members to write the **NAME of ONLY ONE candidate on the paper. FOLD IT IN HALF and PASS IT TO THE RIGHT and continue as before.**)

PRESIDENT

Will the tellers please distribute the ballots for the office of

PRESIDENT

Will the tellers please collect the ballots and count the votes.

PRESIDENT

[restates votes] The Chair declares _____ has been elected Director. Congratulations, _____.

[someone from the head table should move the ballots be destroyed]
[The remaining election or business continues.]