



Humanists & Freethinkers of Cape Fear

Minutes of Executive Board Meeting, August 13, 2015

Members in Attendance: Mike Werner, President; Ron Cochran, Treasurer; Jane Nelson, Vice President; Anne Rose, Secretary; Nancy Bair and Susanne Werner.

Members Absent: Jamie Pond.

Call to Order: Mike Werner called the meeting to order at 12:37 p.m.

Approval of Minutes: Jane Nelson moved to ratify the earlier email vote approval of the July 9 2015 Board Meeting meeting minutes and the July 16 2015 Special Meeting of the Executive Board minutes. Susanne Werner seconded. The motion was unanimously approved. Anne Rose noted that both of those documents have been added to the HFCF website.

Treasurer's Report: Ron Cochran presented the Treasurer's Report which reflects an August 2015 checking balance of \$4429, capital account balance of \$1488, credits of \$393 and debits of \$89.

Jane Nelson confirmed that she will work with Ron on implementing Quickbooks for HFCF.

Ron stated that the activity for the month was primarily related to Meetup.com and Network Solutions debits and credits, which he had reviewed for accuracy with Anne Rose. He said that six memberships had been paid. Ron and Susanne reminded the group that HFCF debit/credit card information should be updated with any payees who have stored cancelled card data. Mike Werner said that expenses for items such as SEACC rental should be submitted to Ron for reimbursement from HFCF.

Anne Rose and Ron will followup on the filing and renewal of the North Carolina Department of Revenue Certificate of Registration, which was allowed to lapse.

Ron stated that both the HFCF cash boxes are in his possession.

Bylaws Committee Report: Susanne Werner reviewed the revisions to the HFCF Bylaws. Jane Nelson moved to approve the changes. Nancy Bair seconded. The motion was unanimously approved.

Anne Rose said that she would update all links and files including the HFCF Bylaws online with the new document. Susanne noted that the record and dates of amendments to the Bylaws is at the bottom of the document.

Membership Committee: Susanne Werner reviewed the membership report that she prepared after organizing and updating the member database. She reported that there are currently 83 HFCF members, 27 of whose dues have lapsed. She noted that lapsed dues notices had never been mailed. Susanne said due from paid members is approximately \$1325 and the lost revenue from lapsed dues that were not followed up is at least \$675.

Susanne also reported that there are 82 potential new members from event signups who had never been contacted.

Susanne shared the form letters she has prepared for: membership renewal, new membership, dues payment acknowledgement, nametags, membership directory and membership cards. Susanne will email a new event contact form to board members. Anne and Susanne will work on creating pdf and writeable pdf formats of these documents, and adding them to the HFCF website. Susanne said that she is continuing to work on an opt-in membership directory.

Membership renewal solicitation was discussed. It was agreed that members with lapsed dues attending the Sept Monthly Meeting will be given their membership renewal forms in person at that meeting. Those people who need to renew memberships but are not at the Sept Monthly Meeting will be emailed renewal forms after that date. It was unanimously agreed that this is the most positive method of securing renewed memberships.

Susanne will invite two or three members to join the Membership Committee. These people will primarily serve as greeters at the Monthly Meetings. Susanne noted that the job of Membership Coordinator has heavy data processing and record keeping responsibilities and that this job is most efficiently managed by a single person. It was agreed that Susanne will chair the Membership Committee, and that Jane Nelson, as Board Vice President, will be a committee member, per the Bylaws.

Carolina Secular Conference: Susanne shared information about the Carolina Secular Conference, Oct 2-3, to be held in Myrtle Beach SC. Anne suggested that it be added to Meetup as a potential group activity.

HFCF Master Calendar: Susanne Werner distributed a proposed calendar guideline for scheduled HFCF events. This will help avoid over-booking and poorly spaced events. Discussion ensued. It was agreed that, with the understanding that there will be exceptions to the format, HFCF monthly events and programs will be calendared as follows:

Week 1: Board Meeting (Wed or Thurs), Breakfast (Sunday), Freethought Flicks

Week 2: General Meeting (2nd Sunday), Humanist Happy Hour (weekday)

Week 3: International Dinner Club (weekday)

Week 4: Humanist Discussion Group (4th Monday), FLARES lunch (midweek)

Other Committee Reports:

Social Action Committee: Ron Cochran and Susanne Werner said that the group is meeting on Thursday and will report at the next Board Meeting.

Fundraising Committee: It was agreed that this committee will be on hold until January 2016. The general consensus was that the Flea Market should not be continued.

Publicity Committee: Nancy Bair said that she continues to pursue venues for reaching out to Brunswick County residents. Anne Rose noted that recently published meeting notices have resulted in new members and first time attendees.

Bylaws Committee: Susanne Werner said that a review of the HFCF Bylaws will take place annually. Mike Werner talked about Robert Rules of Order with respect to Bylaws updates.

Social Committee: Anne Rose reviewed the calendar of August events. She said that attendance, especially of new members, has been greatly increased. Anne said that the Social Committee will meet in Sept, prior to the next Board Meeting, and that she is looking for an additional committee member.

The Board convened in Executive Session for the discussion of personnel issues. The Board reconvened in General Session.

New Business: It was agreed that Nancy Bair will host the Sept discussion group and that Mike Werner will co-host if he returns from a previous engagement in time. Ron Cochran will host the August discussion group; Anne will arrive early to assist with setup.

Possible titles for Freethought Flix were discussed.

Upcoming Board Meeting: September 17, 2015 12:30 pm Main Library, room tba

Michael Werner adjourned the meeting at 2:18.

Submitted by,

Anne Rose, Secretary