A meeting of the Board of Directors (BOD) of the Pasadena Lapidary Society (PLS), a California corporation, was held on Thursday, April 6, 2017 at 7:10 P.M., Pacific Time, at Matt Denny's Ale House Restaurant, 145 Huntington Drive, Arcadia, CA 91006.

Present:
Officers - Ellen Ferrell, President; Mark Nelson, Secretary; Linda Nelson, Treasurer.
Chairs & Trustees - Carolyn Duncan, Chris Kyte, Cindy Lamarche, Joan Harrison, Elizabeth Weston and Philip Lahr.

Officers/Chairs/Directors Absent: Jennifer Jang, Mona Ross, Joe Goetz and Marcia Goetz.

Also Present: Victor Castellano
Counsel Present: There was no counsel present
Attendees participating via telephone or electronically: None

Call to Order: President Ellen Ferrell called the meeting to order at 7:10 P.M. There was no request to electronically record this meeting. Of the 11 voting Officers and Directors, 7 were confirmed present and a quorum was declared.

REPORTS

Secretary's Report:
- Minutes:
  The minutes of the board meeting of February, 2017, had been previously distributed to Board members via email prior to this meeting. Linda Nelson moved approval, second by Carolyn Duncan and approved as submitted.

  The minutes of the board meeting of March, 2017, had been previously distributed to Board members via email prior to this meeting. Linda Nelson moved approval, second by Elizabeth Weston. Corrections were addressed and the minutes were approved as corrected.

- Correspondence:
  - Mark Nelson reported that the contents of the post office box had been removed in March by Mona Ross, as directed by President Ferrell, for the reason of assisting Marcia Goetz with membership. The contents which were removed have not been received by the Secretary or the Treasurer. Accordingly, it was not possible to present an accurate report to the Board. He asked that, in the future, the contents of the post office box be removed by the Secretary, and that, if it is deemed of such urgency that the post office box be opened by another, a detailed accounting be provided within 24 hours of any contents removed from the box.

  - Ellen Ferrell read a letter that she received from Joe Goetz which urged that the bulletin contain a message from the president.
Vice President's Report:
Mona Ross was absent. Ellen read a written report from Mona, stating:
• Rock Of The Month: Mona is looking for members to give the Rock Of The Month Talk. For April, either Mona will talk about beryl or Mark Nelson will talk about the website.
• Program: The April program will feature Ed Imlay’s talk that he has presented to schools.

Treasurer's Report:
• Linda Nelson distributed a preliminary report. Mark noted that she has not received the contents of the post office box, including checks and invoices that are needed to provide a report.
• Linda said that she is ready with the 2016 audit material when an Audit Committee is formed.

Federation Report:
• Federation Director Joe Goetz was absent and there was no report.

Field Trip Report:
• Joe Goetz was absent. Mark relayed the field trip information that Joe had sent him for the bulletin. April’s field trip will be to Stoddard Wells, May’s to Kramer Junction.

Trustees Report:
• There was no report from the Trustees.

Bulletin Report:
• Mark Nelson stated that copies of the PLS bulletin had been mailed to recipients via USPS, and requested that the directors’ reports be submitted by the 15th of the month.
• Mark asked Joan Harrison for photos and copies of “thank you” cards associated with school presentations.

Webmaster Report:
• Mark Nelson reported that the website has been updated to reflect current activities.

Display Report:
• Ellen Ferrell reminded the board that our new Display Table coordinator is (Junior Member) Paolo Sanchez. She will ask that Paolo attend the monthly board meetings.

Education Report:
• Joan Harrison, our new Education Director, recapped some of the presentations scheduled for future months.

Membership Report:
• Marcia Goetz was absent and Ellen Ferrell had items for the board’s approval:
  • Ellen gave Mark copies of the membership applications that had been removed from the post office box.
  • Members Catherine Considine and John Doyle were submitted for approval. Mark moved approval, second by Carolyn and they were approved.
  • A list of members in process was distributed for board review. Mark noted that Margo Farrin’s name was not on the list. He had previously sent the application to Marcia and he asked that it be submitted for approval by the board at the May meeting.
Show Report:
- Marcia Goetz was absent and there was no report
- It was noted that Society cases were loaned to Mark Nelson, Linda Nelson and Rex Nishimura for their use in entering the CFMS/AFMS Show at Ventura in June.
- Ellen will speak with Ferdie Sanchez about his interest in having a Club Case at the Federation Show.
- Ellen said that a wrap-up meeting will be scheduled for a future date.

Ways & Means:
- Carolyn Duncan reported:
  - There are no special events scheduled.
  - Philip Lahr said that he received slabs from Armando Pedroza that did not sell at the Show and he will take them to the Workshop.

Librarian Report:
- As Director Jennifer Jang was absent, there was no report.

Hospitality and Refreshments:
- Cindy Lamarche reported that she still needs refreshment sign-ups and will circulate a sign-up sheet at the next meeting.
- Cindy reported that her committee is working on a location and details for Society’s 4th Annual Picnic on June 25th.

Sunshine:
- Cindy Lamarche asked for members to provide information for the column in the bulletin.

Workshop:
- Carolyn Duncan reported that the next workshop will feature a chain-making project by Philip Lahr. Philip showed a sample of the chain that he is planning to teach.
- Elizabeth Weston suggested that one or two months be set aside for instructing on how to make jewelry repairs, and that members could bring their broken jewelry to learn how to repair it.
- Mark Nelson suggested that beading classes be a part of the workshop on a regular basis.
- Elizabeth noted that the Society’s Facebook page receives inquiries about classes.

Historian/Publicity:
- Elizabeth Weston reported that our Twitter and Facebook accounts were very active.
- She asked for copies of any historical material that members may have or find.
- Elizabeth discussed the need for articles to be submitted to Pasadena Now and to the Pasadena Independent newspapers. The board asked her to request them as needed.

Old Business
A. Operating Regulations
- Chris Kyte and Mark Nelson said that they had never received a copy of the document that was approved by the OR Committee. They requested that a copy of the document be distributed with sufficient time to review and discuss prior to approval.
New Business
1. Society “Thank You” cards –
   • Ellen Ferrell distributed a sample card designed by Marcia Goetz to be sent to show volunteers.
   • Cindy Lamarche suggested that a thank you also be sent to the dealers.
   • Linda Nelson suggested changes to the font of the card.
   • Mark Nelson suggested that the pre-printed “Thank You” be removed from the front of the card so that it could be used for other occasions.

2. By-Laws Committee – tabled until a future date

3. Web Site
   • Ellen Ferrell reminded the board that Mark Nelson had agreed to select two people from the Society to leave the password with in the event that he should become disabled or otherwise unable to carry out the responsibilities of web site management. Mark said that he will do that and will notify the Board of the people who have agreed to accept that responsibility.
   • Ellen asked Mark that Philip Lahr be given access to certain features of the web site. Since it was unclear as to what those features might be, Philip and Mark agreed to meet to discuss what these features might look like and how they would work.
   • Philip Lahr announced that he had turned off the “Notifications” feature of the Yahoo Group.

4. Raffle Ticket Data – Mark Nelson reported that he attended a class designed to increase membership and interest in volunteer organizations. Most of the participants were historical societies. They overwhelmingly used the data from raffle tickets to invite the people who bought the tickets to their upcoming events. Mark reported that he had also consulted an attorney who donated his time to research the legality of using the raffle ticket data and cited two federal laws the specifically exempted non-profits from restrictions for using otherwise private data. He asked that the raffle ticket stubs from the 2017 Show be used to develop a data base for inviting people to our future shows. Carolyn Duncan said that the raffle ticket stubs had already been destroyed.

5. T-Shirts – Ellen Ferrell said that the Society needs (10) XL size T-shirts. Mark will order them and bring them to the April meeting.

6. Meeting Records – Elizabeth Weston noted that there are transcription services that can be used to record and track meeting information.

7. Membership Changes – A page of suggestions proposed by Marcia Goetz was distributed. The changes proposed included:
   A. Deposit application fees in the PLS bank account at the time the application is received, in lieu of holding them until the person is approved for membership.
   B. Don’t order membership badges for new members. Let them order their own badge later.
   C. Order a membership badge when a person applies and send it to them whether or not they become a member.
   D. Change the current requirement that a prospective member attend 3 Society events (meeting, workshop visit, field trip, show, etc.) with a workshop visit being one of those optional events – to only 2 events and exclude a workshop visit.
Comments from the directors indicated favorable responses to A (depositing the application fees) and expressed surprise that this was not being done already. Responses to the other three items were that the current procedures be left in place and that no changes be made at this time.

8. Next Meeting – It was recognized that the next PLS Board Meeting will be Thursday, May 4, 2017 at 7:00 P.M. in the same location as this meeting. Mark Nelson made a motion to adjourn, seconded by Carolyn Duncan. President Ferrell declared the meeting to be adjourned at 9:30 P.M. Pacific Time.

Respectfully submitted by

Mark Nelson
Secretary