

NCFC Board Meeting Agenda

January 21, 2018

- I. New appointed positions and formal naming of existing positions
 - [**A – D already done at last meeting]
 - A. Book Sales Chair – Gary Lewis
 - B. Hospitality Chair – Joanne Panek-Dubrock
 - C. Quarry Liaison – Linda McCall
 - D. Webmaster – Mike Bruff
 - E. Parliamentarian – Definition:
 - A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings. “Role of Parliamentarian: www.opertec.ca/Parliamentarian.html”
 - F. Outreach Coordinator
 - 1. Job description:
 - My thoughts on duties of such a position: (Mike Bruff 9/17)
 - 1. Central point of contact for all outreach requests through the club's new Outreach@ncfossilclub.org email address and personal requests to officers.
 - 2. Identify and keep list of members by region willing to do outreach.
 - 3. Track outreach by members to include primary contact, number reached, location, who provided outreach, etc.
 - 4. Respond to all requests for outreach and follow up with requestor.
 - 5. Send outreach requests to membership to identify person/persons to fulfill such requests.
 - I'm sure I missed a few duties. Feel free to add anything you can think of by hitting reply-all to this email.
 - Mike
 - 2. Criteria for job fulfillment: computer familiarity and coordination with Membership Chair and Webmaster
- II. By-Laws change or review? (last changed in 2014)
 - A. Why?
 - 1. Change how club votes in annual election
 - 2. Add director(s) to the board
 - B. How? Committee to do it?
- III. Field Trips
 - A. Clarify order of priority
 - B. Use a new system? Lottery?
 - C. Trip leaders need some kind of recognition, and shouldn't have to deal with incorrigible members who get closed out of particular trips
- IV. Financial – (quick review of completed tasks listed A – C)
 - A. Smithsonian wants books: Vol I, II, III. Cost ~\$130 + \$10 shpg = \$140
 - B. Bruce MacFadden gave NCFC \$250 as a donation. (How do we handle this?)
 - C. Website hosting fee; SFMS insurance (both were paid)
 - D. Budget process/review
- V. Stickers and Business Cards – Mike Bruff

