

## Board of Trustees

July 16, 2016

The meeting was called to order by Neil Kotas, Chair. Mona Kotas, PGG, gave the opening prayer.

Present at the meeting included: Neil Kotas, PAGG and Chair of the Board, Richard Hubert, PAGG and Grand Trustee, Larry Johnson, PAGG and GIG, Jen Blake, GGuide, Kathryn Sannes, PGG and Grand Trustee, Sandy Vanneman, PGG and GTres, Toni Richardson, PGG and GSec, Virginia Kaus, PGG and VGG, Herbert Cook, VAGG, Carrie Bunkowske, GG, and Shawn Peel, AGG. Also present included Mona Kotas, PGG and Karen Willis, PGG.

### **Approval of Agenda**

Toni Richardson asked to add Quickbooks Upgrade to the agenda. Neil Kotas added License Plate decals to the agenda as well. It was moved by Virginia Kaus to approve agenda as amended and seconded. The motion was carried.

### **Approval of the Minutes of the Previous Meeting - April 9**

It was moved by Rich Hubert to approve the minutes of the April 9<sup>th</sup> meeting as distributed and seconded. The motion was carried.

### **Approval of the Minutes of the Previous Meeting - April 10**

It was moved by Rich Hubert to approve the minutes of the April 10<sup>th</sup> meeting as distributed and seconded. The motion was carried.

### **Unfinished Business**

1. Line Officers Handbook – There was discussion about whether the Board should appoint a committee to review the handbook. Kathryn Sannes stated she believes the handbook is an issue for the Executive line of the GGC rather than the Board of Trustees. The other board members agreed.

Carrie Bunkowske stated that we need to review the handbook to make sure it is still pertinent. She doesn't believe there will be many changes needed but it should be reviewed.

Jen Blake asked that the handbook be emailed out to the officers. Toni Richardson will send it.

2. Session Sales – Neil handed out a copy of the "Guidelines for Session Sales through Ways and Means" document. Please see the attachment. We discussed if this was still the practice we wanted to use regarding session sales and the consensus was yes. Julie Bartekoske is keeping track of inventory through Ways and Means.

3. Increasing Income/Reducing Expenses – We have tightened our budget and will be watching very closely. We need to be better about meeting deadlines so we can better plan events.

The Board then had a lengthy discussion regarding Grand Session income and expenses. Mona Kotas stated that we need to have a discussion about meals at Grand Session. Many attendees do not eat the meals at Grand Session and the profit on meals is used to cover other expenses. Carrie Bunkowske offered that the meals are too expensive for most bethels to cover. The bethels don't have much money and they try to keep expenses down for the girls so Grand doesn't become too expensive for girls to attend.

We then discussed ways to increase income including increasing the registration fee and penalizing those who don't register on time. Larry Johnson suggested that we leave the meals as they currently are since we don't lose money on the meals. We should increase our registration fee, most recently set at \$10.00 per attendee.

Rich Hubert suggested that we may need to take a look at other options for Grand Session locations since many of the expenses are tied to hotels.

### **New Business**

1. The SD Grand Guardian Council is under contract with the Crossroads Hotel for 2016-2020 with an option to get out of the 2020 dates.

There has been discussion about seeking bids from other locations to try to get lower costs. After much discussion, the Board came to the consensus that anyone who wants to seek proposals from other facilities may do so. However, the contract with the Crossroads Hotel/Huron Convention Center **may not be shared** with any facility to attempt to "beat" the contract. Facilities should submit their best offer and we must bear in mind that there will be costs associated with breaking the current contract.

2. Quickbooks Upgrade – It was moved by Larry Johnson and seconded to upgrade the Quickbooks accounting system for the Grand Secretary and Grand Treasurer to be compatible with Windows 10. The motion was carried.
3. License Plate decals – There was discussion as to whether we should consider a new design for the license plate decals after the current supply is depleted. The consensus was to keep the same design.

The Closing Prayer was offered by Mona Kotas, PGG. It was moved by Kathryn Sannes and seconded to adjourn. The motion was carried.

Respectfully submitted,

Toni Richardson, PGG

Grand Secretary

# South Dakota Job's Daughters

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South Dakota Grand Guardian Council  
Board Meeting Agenda  
Saturday July 16, 2016  
Pierre, Masonic Lodge Building

## **10:00 P.M – Call to Order**

Opening Prayer

Approval of Agenda

Minutes of the Previous Meeting

## **Unfinished Business**

- Line Officers Handbook – Who is updating this? We need a committee of 3 to update this.
- Session Sales – Do we have a policy in place so that we no longer lose money on this, as well as Ways and Means?
- How can we increase our income or reduce our expenses?
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## **New Business**

- Grand Session Crossroads Hotel Contracts for 2017, 2018, 2019.
- Hotel Contracts for future years.
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Closing Prayer

Adjourn

These guidelines are to be followed to insure a good working relationship between the Vice Grand Guardian (VGG) and the Chair of Ways and Means. The guidelines are to prevent competition between Ways and Means and Session Sales.

The Vice Grand Guardian will be allowed to pick one shirt for her session. She will need to complete the following before meeting with the Chair of Ways and Means.

- Have a clear shirt design in mind.
- Determine the color of the shirt and style of shirt

The Chair of Ways and Means will be responsible for

- Setting up a meeting with the Printers and the VGG
- Ordering the shirts for the VGG (sizes of shirt)
- Inform the VGG of the total cost of the order.
- Making sure the VGG signs off on the final design of the shirt.

The Chair of Ways and Means will be able to advise the VGG on the most popular styles and colors and the items that she will be ordering for Ways and Means for her session. This is to insure that we have the maximum number shirts sold each year and we don't have overages for the product ordered at the end of the session. During the VGG's term as Grand Guardian (GG) she will be able to carry a minimal amount of shirts with her as she travels, but all moneys need to be turned into the secretary and the number and size of shirts sold given to the Chair of Ways and Means. If more shirts are needed the GG is responsible for contacting the Chair of Ways and Means and arranging a time to receive the shirts.

**Charms:** Charms and Tacks are the responsibility of the VGG to order and sell; **NOT** the Chair of Ways and Means. This item will not go through Ways and Means.

This was drawn up during GG Carrie Sanderson and AGG Dave Hosley's term (2013-2014).