Meeting minutes
August 22, 2019
6:00 p.m.

Attendance: Terry Lieberman-Smith, Michele Colopy, Peggy Garnes, Mike Doseck, Greg Bokan

Peggy stated she spoke to Greg a little bit ago and gave him the phone number and call in information. When Greg joined the call Michele asked if Greg was getting the nominating committee emails, he stated he was. Michele stated she wanted to make sure his email was part of the Google group as a reminder of this meeting with the conference call-in information was in that email.

Meeting called to order: 6 p.m

Mike: Changed all of the edits in the SOP to black colored font, and sent an updated SOP to everyone. We have new information, but nothing conflicting in this living document. The last document that was emailed to the committee is listed as Edit #3.

Michele: I will highlight the changes in the SOP edit #3. Mark up copy will be included with highlights for the meeting minutes.

Terry stated, Mike, you have been very thorough. Mike stated, It takes everybody’s help. Mike is pleased with where we are at, so we can present the SOP to the Board soon. Michele stated, this committee could send the SOP to the OSBA Executive Committee for their Sept. 15 meeting, and then it could go to the full Board for the Oct. 20 meeting.

Terry to create the Table of Contents. Michele to make the changes in the SOP from this meeting, send to Terry for making the Table of Contents, and Terry will send the final SOP document to Mike.

Mike will then put the SOP in the dropbox, and the committee is to review the SOP once more, share any critique via the Google group email to Mike and the committee, and then we can all finalize the SOP. We can vote by email for the final version. All final comments to Mike and the committee by Sept. 10 via the google group email.
Nominee bios due to Mike by Sept. 10 so we have them in time to review, ensure we can open the documents, and to vet the information. Mike will compile them and put them in the google group email.

Do we want to consider cancelling the 9-12 meeting or hold it another date? The group decided to cancel the Sept. 12 conference call.

Still need to review forms coming in; still have the awards to review and design of the ballot.

Next meeting is Thursday, Sept. 26—6 p.m. we will keep this date on the schedule. Does anyone else have anything else to add? (Silence) Next meeting is Sept. 26 at 6 p.m. Mike will keep the committee informed, please review any documents sent to the group in a timely manner.

Peggy motion to adjourn; Greg seconds, all in favor—“aye.”

**Meeting adjourned at 6:48 p.m.**

Mike asked if Terry needed any information from him for the table of contents? She stated she would use the headings in each section to comprise the Table of Contents. Easy enough for Mike to change if he does not like some title. Mike stated he appreciates Terry and believes whatever she will do with the Table of Contents it will be professional. Terry stated she appreciated all Mike has done on this committee.

**Nomination form questions relative to IRS and Unified Business Registration form:**

-------- Original Message --------

**Subject:** Re: OSBA policy and forms question  
**Date:** 2019-08-19 10:14  
**From:** OSBA Treasurer <treasurer@ohiostatebeekeepers.org>  
**To:** Dave Komer <dkomer@dkc-cpa.com>  
**Cc:** president@ohiostatebeekeepers.org  
**Reply-To:** treasurer@ohiostatebeekeepers.org

Dave,

Thank you for the clarification.

Just a reminder the OSBA Board has a scheduled conference call with you to review the 2018 audit:
On 2019-08-19 07:38, Dave Komer wrote:

Michelle,

I do not see any issue with leaving this question on the form.

1. It makes perfect sense that the organization does not want an individual with this history. Not only from the point of view of possible impact on the public's perception but also from the potential that this individual might perpetrate actions against the organization for their own gain.

1. The fact that this question is there protects the organization due to ...

   a. If the answer falsely, any impact on the organization due to their actions can be buffered by the fact that they most likely lied when they completed the application.
   b. If it is found that they have lied on the application, then the organization has the option to dismiss the individual immediately.

So, in short, keep the question.
Dear Dave,

Just a quick question on our Board member nomination forms that were in the policy and procedures packet I gave you for the audit.

In 2016 I came across a list of questions from the Unified Registration Statement for Board members (http://multistatefiling.org/urs_webv402.pdf), so to alleviate any issues, I had them placed on the OSBA Board nomination form. **Should we retain these questions on the Board nomination form?** (see below)

Are you under investigation/been convicted of a crime related to:
Corruption

Irregular or unauthorized use of public resources

Substantial unauthorized or irregular use of, or substantial mismanagement of public resources

Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety, or harm to the environment.

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Michele Colopy
Treasurer
The Ohio State Beekeepers Association, Inc. (OSBA)
1624 Idlewood Ave.
Akron, OH 44313
OSBA phone: 567-703-6722
Direct contact: 832-727-9492 (my work phone)
treasurer@ohiostatebeekeepers.org
www.ohiostatebeekeepers.org

"Connecting Beekeepers Across Ohio"

SEE NEXT PAGE FOR EDITS TO THE SOP DURING THE COMMITTEE MEETING
Ohio State Beekeepers Association, Inc.
Nominating Committee
Standard Operating Procedure (SOP)

Last Edited: August 22, 2019
Table of Contents

Terry will complete this
Purpose
Ohio State Beekeepers Association, Inc. (hereafter known as OSBA) created the Nominating Committee for the purpose of seeking and submitting names for Board positions and OSBA delegates to Heartland Apicultural Society (HAS), Eastern Apicultural Society (EAS), and American Beekeeping Federation (ABF) as those positions expire and as positions become unoccupied. The Nominating Committee will be responsible for managing elections, developing and monitoring the campaign and election process, and the counting of ballots. OSBA has several award programs (i.e. Beekeeper of the Year, Hall of Fame and Propolis Award) of which it will be the responsibility of the Nominating Committee to make a deserving and appropriate selection.

Nominating Committee Members
The Nominating Committee will consist of a Chairperson and a minimum of four members. Members to the Nominating Committee must be OSBA members in good standing.

Nominations
Nominations to the OSBA Board positions can be made by the nominee, by OSBA members, and by the broader Ohio beekeeping community. (The broader Ohio beekeeping community includes county extension agents, researchers, non-OSBA members, and anyone who knows a beekeeper who has the skills needed by OSBA. You do not need to be an OSBA member to nominate an individual to the OSBA Board.) Nominees to the OSBA Board still must meet the guidelines of Board membership per the OSBA governing documents. Completed Nomination Forms will be required by everyone per IRS guidelines. In the event of successfully being elected by write-in votes, that elected person will be required to submit a completed Nomination Form. The following letters and forms will be sent to the nominees:

- A blank Nomination Form
- A Nominating Committee Letter
- A Nominee Biography Questions for OSBA Newsletter
- A Nominee Background Check with OSBA Insurance (for financially responsible positions)

The above Letters and Forms can be found later in the sections titled Letters and Forms.

Background checks of Specific Board Nominees based on Financial Access

The Form
The attached Form is for background checks that must be conducted for those nominees for Board positions directly responsible for OSBA bank accounts, Paypal, accounts payable and receivable, deposits and check writing.

**Determination of Eligibility for Bonding**

The OSBA insurance company determines who is bondable for the OSBA insurance coverage to protect OSBA. The background check form was/is created by the insurance company, and will be sent by the Nominating Committee to applicable nominees. The Nominees will send their completed background check form directly to the OSBA insurance agent to forward to the insurance underwriter for review. The OSBA Insurance agent will provide an answer of “yes” or “no” to verify if the nominee is “bondable” according to the OSBA insurance coverage. The OSBA Nominating Committee will not have access to the insurance underwriter’s background check review, nor to any social security number of any nominee.

**Board Positions with Access to OSBA Financial Activities / Services**

There is no guarantee any officer or Administrator can/may have access to the OSBA funds based on skill set, easy access to the bank, or competence with Paypal (or similar online payment process). At this time, the OSBA webmaster is the Administrator of Paypal, the OSBA Treasurer must have access to all financial aspects; and one other officer or Administrator who meets the requirements of: close to a bank, computer competence, and adherence to OSBA (and Generally Accepted Accounting Principles) financial policies and procedures.

**Responsibilities of the Entire OSBA Board**

- **Duty of care** – This involves being active in the organization’s activities and understanding its mission.
- **Duty of loyalty** – Board members must acknowledge that the interest of the charity and its work must be the top priority. Charitable boards should develop and follow conflict of interest policies to avoid transactions that unfairly enrich the charity’s leaders.
- **Duty to manage accounts** – A charity must be fiscally accountable. Board members must track budget data and establish and monitor internal controls.
- **Duty of compliance** – Charities have important legal obligations. Board members must ensure that their charity follows registration requirements, solicitation laws and tax provisions. [https://www.ohioattorneygeneral.gov/Business/Services-for-Charities/Resources-for-Nonprofit-Board-Members](https://www.ohioattorneygeneral.gov/Business/Services-for-Charities/Resources-for-Nonprofit-Board-Members)

**Duty to Manage Accounts**
Board members are responsible for the charity’s financial stability and accountability. They accomplish this primarily by establishing procedures to help the organization operate in a fiscally responsible manner. Trustees or board members should:

- Develop policies and procedures that protect the organization’s business interests and operations.
- Develop annual budgets that provide clear direction for all organizational spending. The budget should be a blueprint of the board’s program plans and should be routinely monitored, tracked throughout the year and revised as necessary.
- Ensure maintenance of accurate records of all income, expenditures, transactions and activities throughout the year — for the board and in all organizational operations.
- Establish appropriate internal accounting systems, including checks and balances, so one staff member or volunteer does not have total control over finances and so theft and improper spending can be identified quickly.
- Prudently invest and reinvest assets.
- Develop fundraising goals and policies and assist the organization in acquiring resources for its programs.
- Make certain that fundraising appeals are presented honestly and fairly by monitoring the performance of fundraising professionals and volunteers.
- Insist on the best value for goods and services through comparisons and an informed bidding process.
- Ensure that board minutes are kept to indicate board approval of expenditures and investments and to show that informed discussions were held before approval of such transactions.

https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Business/GuideforCharityBoardMembers.aspx

**Absentee and Write-in Ballots**

1) Absentee ballots are permitted. Completed absentee ballots will be mailed directly by the voter to the Nominating Committee Chairperson’s address. This address will be listed in the OSBA Fall Newsletter on the absentee ballot. If the Nominating Committee Chairperson is seeking election/re-election the Nominating Committee will determine the applicable mailing address for the absentee ballots.
2) Write-in ballots are permitted under the following guidelines;
   a) The name on the write-in ballot must be spelled correctly using first and last name
   b) The home address or name of home club or home city of the write-in candidate must be used to avoid any like named persons.
   c) The candidate must be an OSBA member in good standing

**Campaigning for Board Member positions**

Campaigning prior to the OSBA Fall Conference will be permitted on the perspective candidate’s time and place. Campaigning during the OSBA Fall Conference is not permitted. **Campaigning during and at** the OSBA Fall conference may subject you to removal from the conference.

**Timeline of Nominating Committee Events**

1- Beginning in July, the Nominating Committee will hold its first meeting to assess the needs for Board members and begin the search. OSBA has several award programs (i.e. Beekeeper of the Year, Hall of Fame and Propolis Award) of which it will be the responsibility of the Nominating Committee to make a deserving and appropriate selection. Also, OSBA delagates to regional and nation groups will be also be reviewed by the Nominating Committee.

2- August and September should be the time to submit names for ballot printing and sending the Nominee biographies to the OSBA News Editor for Fall Newsletter publication.

3- Fall Conference will require the Committee to assign responsibilities for staffing the voting table and counting ballots.

4- At the January Board meeting the President will submit to the Board names to be confirmed for appointment for the Regional Representatives as presented for consideration by the Nominating Committee.

5- At any time during the year, should a Board position become vacant, the Nominating Committee will assist in finding a replacement. The replacement will be made by the Board of Directors according to Article VII, Section 3 of the Constitution.
Election Process

A voting table will have all of the ballots, an OSBA membership list and the zip-strip secured ballot box. OSBA Fall Conference name tags will have a number on them that corresponds with the membership list. When a member goes to the voting table to vote, that number on the name tag will allow the name to be checked off of the membership list and the member will be given a ballot. If a new member wants to vote it will be necessary for the voting table staff to go to the OSBA table and get the new member’s name prior to checking off the new member’s name and giving the new member a ballot. Three OSBA members will be needed to count the ballots over the lunch hour. Anyone running for an office will be ineligible to participate in the counting process. After the ballots are counted and recorded, the ballots are placed back into the ballot box, secured with zip strips, and returned to the Treasurer. Announcement of the election will occur at the final session of the OSBA Fall Conference by the Nominating Committee Chairperson, if not running for an office, or one of the counters. Should a tie occur, the tie will be announced as such and the winner will be determined by the OSBA Board at a special meeting prior to the final session of the OSBA Fall Conference. In addition to announcing the election results during the final session, the results will be posted on the OSBA website, and put into the next issue of the OSBA Newsletter.

Letters

The following letter is to be sent to all Regional Directors and Representatives.

Put date here

Dear Prospective and Current Regional Directors and Representatives:

The OSBA Board and membership would like to take this opportunity to thank you for volunteering your service and time in committing to the continued endeavors, programs, policies and procedures of OSBA. It is individuals like yourself and your dedication and passion for beekeeping that OSBA will continue to be an asset to the Ohio beekeeping community.

Each of the nine regions in Ohio have one Regional Director and one Regional Representative. Both the Director and Representative have the same job and responsibilities. The only difference is the manner in which each acquire their position and their term of office. The Director is elected by the OSBA membership at the OSBA Fall Conference and is elected for a three year term. The Representative is appointed by the OSBA President, and confirmed by the OSBA Board, at the January Board meeting, for a one year term.

The Constitution of The Ohio State Beekeepers Association, Inc. will contain more information about OSBA and, specifically, the duties and responsibilities of all Board members. Article VII of the
Constitution has information on the Director position. Article VIII of the Constitution has information on the Representative position. Both of these positions can be found at the following link. [http://www.ohiostatebeekeepers.org/about-osba/constitution/](http://www.ohiostatebeekeepers.org/about-osba/constitution/)

As easy reference to both of the Articles, the Sections about Job Duties and Responsibilities is included and follows.

An OSBA Board Member’s duty is to support OSBA’s mission, programs, Constitution, and Bylaws. Representation of local beekeeping associations and beekeepers will include; visiting local associations, promoting cooperation, collaboration and support of OSBA.

- All Board Members must participate in a minimum of 80% of Board Meetings in each calendar year
- Become a Chairperson of one of the Committees when available
- Become actively involved in Committees

Monthly reports to the OSBA Treasurer will be necessary for any reimbursements or in-kind donations. Monthly reports to the OSBA President should also include Regional activities. Quarterly reports must be submitted for the OSBA Newsletter per publishing deadline. Finally, Board Members are expected to exercise ordinary and reasonable care in the performance of duties, be willing to recuse themselves due to conflict, and exhibit honesty and good faith of conduct.

Thank you again,

OSBA Nominating Committee

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The following letter is to be sent to candidates running for the offices of; President, Vice-President, Treasurer, Secretary, Regional Directors and Regional Representatives.

**Put date here**

**Dear Prospective OSBA Board Member:**

You may have received a separate letter containing information about the duties and responsibilities of the OSBA Board or delegate position for which you are applying. Additionally, this letter contains a list of questions to be used in creating a biography that will appear in the OSBA Quarterly Newsletter. The biography you create will allow the OSBA membership the opportunity to get to know you and make a more informed voting decision. This biography must be submitted to the Nominating Chairman no later than September 10 to meet the publication deadline. Please share information about yourself and why you want to be on the OSBA Board or as a delegate by responding to the six topics and questions below:
1. List any past experiences you might have in bringing a project to completion.
2. List any special skills you might have that would be useful to OSBA.
3. List any Beekeeping Clubs you belong to and committees and leadership roles in which you have been involved.
4. Will you be able to make the necessary time commitment and be accessible as a Board Member?
5. Have you read and do you understand the job and responsibilities of your position?
6. After looking at the OSBA Committee List (in the Newsletter and on OSBA’s website), on what Committee(s) do you have willingness to be a committee member?

http://www.ohiostatebeekeepers.org/resources/osba-newsletters/ and Committees
http://www.ohiostatebeekeepers.org/osba-committees/

From the OSBA Nominating Committee, the OSBA Board and beekeepers throughout Ohio I want to thank you for becoming involved. Your involvement will greatly benefit you, your area and OSBA.

Respectfully submitted,

OSBA Nominating Committee

Forms

All forms are subject to change due to change of insurance carriers, technology, IRS guidelines, Generally Accepted Accounting Principles, and similar.

The following Form is to be sent to all prospective Board members.

Add the actual WORD document or add a link to the actual nomination form document? The snippets of the forms are difficult to read. The original form has a check box that was eliminating some text. Do we want to have a link to the form in the SOP which links to the form on the OSBA website? Need to talk with Tim about placing the form on the website. A fillable PDF would be best so we reach across everyone’s technology. It was decided to put the WORD form here at this time, but replace it with a link to the website when that can be accomplished.
The attached Form is for background checks that must be conducted for those nominees for Board positions directly responsible for OSBA bank accounts, Paypal, accounts payable and receivable, deposits and check writing. This form may change next year, and enlarging it here distorts it, as the original form from the insurance company was not the best quality.