**Nomination Committee--Meeting Notes**  
**August 6, 2019**  
**7:00 p.m.**

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

Not in attendance: Angel Mitchell, Greg Bokan,

Meeting called to order: 7:00 p.m.

Meeting adjourned: 8:11 p.m.

**Mike, Chairperson:** I first want to thank the Committee for their participation. We do need every Committee member to participate by joining in on the Google Group conversations by expressing opinions and voting on proposals. This is the ONLY way we can have true representation.

First item on the agenda is the letter to nominees. Michele asked if the Sept. 15th deadline works with the OSBA Newsletter. Terry stated that date works, she will block out space. Mike has to get it to Terry, however, and Michele commented our nominees may not meet deadlines. Terry needs the bios by Sept. 15. If Mike wants to have a cushion to approve the bios and vet the bios for truthfulness, and letters of recommendation, etc. and we need to ensure the folks are bondable, but we are unsure of the process or length of time to do the background check we may need more time. Mike has two nomination forms, but one form has some omissions, and Mike has asked that person to correct it. Peggy asked if Mike can get this done if the forms come in by Sept. 10. Mike, yes, but it depends on how the document is sent to him. The letter is sent as WORD, and the nomination form is in WORD. Tim, continuing as Secretary should also complete a background check form to be fair. Are any of the nominees going to Apimondia? We could get the background checks done as soon they are nominated, then Michele will get the background checks done. Michele will get the background check form as an attachment for Mike.

For the bio deadline only Sept. 10 to Mike—then he can ask for help from the committee to review and vet the nominees’ bio, and the documents will be put in dropbox for all to review.

Peggy are you OK with the bio letter? Terry, cannot end a sentence with “for.” Michele and Mike are OK with the letter.
Second letter goes to Regional Dir and Reps.—all Board members must participate in 80% of all Board meetings . . . one of the committees.”

Peggy was asked to explain her proposal to Mike; it was a run on sentence. She wants to eliminate “and”. Michele suggested placing them as bullet points. Mike wants this added to the Constitution and Nominating Committee as SOP. Bullet points stand out better. Peggy thinks full sentences are better. Whatever form we want to make the point. Peggy can put it in bullet point format and send to Mike tomorrow. Vote on this letter: Peggy moves that we approve with the bullet points; Michele will second, all in favor-OK. Terry, please send the email to Mike through the Google groups for transparency and that there are side conversations.

1. **Letter to Nominees:**

   After receiving an OSBA Nominating Form, a Biography Question List will be sent out along with the OSBA letter describing the job duties and responsibilities of the Regional Directors and Regional Representatives. The text of the Biography Question List is as follows;

   Dear Prospective Regional Director and Representative

   You have received in an included, separate letter, information about the duties and responsibilities of the position you are applying for and being considered for. Additionally, this letter contains a list of questions that are 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 intelligent voting decision. This biography must be submitted to the Nominating Chairman no later than September 10 to meet the publication deadline. The six topics you are to use are as follows;

   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), what Committee(s) do you have willingness to be a committee member? Newsletters [http://www.ohiostatebeekeepers.org/resources/osba-newsletters/](http://www.ohiostatebeekeepers.org/resources/osba-newsletters/) and Committees [http://www.ohiostatebeekeepers.org/osba-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,

   Mike Doseck
Nominating Committee Chairman
Ohio State Beekeepers Association, Inc.

The letter that will go out to the Regional Directors and Regional Representatives contains Draft #3, which had a majority vote.

The letter in its entirety will need approved. Discussion of the above letter; motion(s) for changes / approval.

2. Nomination forms:
To date Nomination Forms have been returned to the Nominating Chairman. Do we continue this procedure? Peggy, yes. Michele, is there a reason you are questioning. Mike, just because it was always done that way. He wanted to ensure a procedure for an SOP. Mike, needs to draft the SOP and share it with the committee.

Do we have an update for any remaining open positions? Mike has received a form from Peggy for President. Mike will put that into the Google groups’ letter. He has one from Rodney Pritchard, but the form needs a correction. Rod is a nominee for Treasurer. As the process, is detailed and the Treasurer nominee needs to know the level of work.

There is a concern that Rod backed off as a Chair of a committee since he did not have time, this could be of concern for the Treasurer position as it can take 20 to 40 hours of work a week especially in the conference and membership renewal season.

Mike, it does not matter who the nominee is, but the nominee Treasurer needs to meet with the current Treasurer. Mike will check with Rod, and/or other nominees for Treasurer to meet with the current Treasurer.

Michele- we still have no one for Buckeye Hills? Mike, it is important, but the officers are most important, and Regional Reps. are appointed, so Mike says he has time to secure that Rep. He will try to set up meeting in Sept. Peggy was supposed to follow-up with Buckeye Hills. Hard to get anyone to commit from down there; Peggy was busy and called Kathi down there and people did not return phone calls. Mike spoke to people, and phone service and internet service is bad in the Buckeye Hills, so it is the situation down there. Mike is glad to go down there if he can reach some leaders; he will make a serious effort to fill that position.

3. Voting process:
Voting and Ballot counting this year will occur in a little different manner. It has been discussed with Tim and Dawn Arheit to set up a voting table which will have all the ballots and the locked ballot box. Name tags will have a number on them that corresponds with a 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 to
go to the OSBA table and get the new members’ name prior to handing out a ballot. In the past it has been the Nominating Chairman and two other individuals counting the ballots over the lunch hour. After the ballots are counted and recorded, the ballots are placed back into the ballot box, locked up and returned to the Treasurer. This procedure needs to be approved if we are to use it. Peggy wants to know if a new member wants to vote. If a new member wants to vote it will be necessary to go to the OSBA table and get the new members’ name prior to handing out a ballot. Mike we need a voting process with one vote per member, and record that they got a ballot. Mike does not want blank ballots floating around. Peggy, eventually can we vote per your area. Tim has to work on sorting that. Terry that becomes a Constitution. All are in favor of this process of voting.

4. **Background checks for bonding of specific nominees:**
Michele has spoken with the insurance company and has information to share about the bonding of Board Members who have access to OSBA funds. Mike have the background check forms sent to Mike, then he will send it to Michele to send to the insurance company. Have to be sure a blank form does not get sent to us. Michele to see if Andy will accept the forms from people directly. Ask if Martha at Hummel and Plum can receive it. Michele will let Mike know where the forms can be sent at Hummel and Plum tomorrow morning.

5. **Additional topics for future discussion are:**
a. Submitting the Job Duties and Responsibilities to the Constitution Committee for consideration to be added.
b. #3-Creating an SOP for the Nominating Committee, which would include a. above
c. # 2-How are the OSBA Awards to be handled (Beekeeper of the Year, Propolis Award, Hall of Fame)? Is that part of the nominating cmte responsibility? Please all think about this. This notice was in last quarter’s newsletter. This is a private voting thing not for the main membership. In the past it was always the President and past winner deciding –so a rather closed club. Instead, it could now be through the nominating committee.
d. #1- There needs to be a procedure for doing a write-in ballot to avoid contesting a ballot. This is one that may be a priority, and write-in candidates can be challenging. What if there are two John Doe/Dough’s. We need to make sure there is no question as to who is being written in.
e. Suggestions for other topics or issues.
f. Have voting of people in their region vote for the regional director and regional rep. in their area. That directive has to be added to the Constitution. And Tim needs to be involved in that process.

Everyone think about this list and we can work on the process. At this point let’s put a priority so we can think about it and discuss it at the next meeting. Absentee ballots have not been a problem, in 3 years he has had only one absentee ballot, and that was last year. No problems in the past. It was for those folks for transparency. Michele we need to look at those task that impact this year’s election.
6. **Assign tasks and set a due date.**
   Peggy is doing the bullet points ddl. by tomorrow
   Michele will insurance people and get process to Mike
   Michele to send background check form to Mike tonight.
   Mike will reach out to Buckeye Hills to schedule a meeting between now and Sept.

   Terry- we have two members who have not been participating; are they really on the committee. We are dedicating our time and input, and they are to be active on committees, and if we are willing to give our time, all committee members need to be active. Mike will contact them and ask their intentions and encourage them to participate. Having their name as not attending on committee notes continuously make OSBA look bad and those committee members as well.

7. **Set the date and time for the next Committee meeting.**

   Phone conference call for a short call Friday, August 16-Mike, Peggy, Terry, Michele at 4 p.m.
   Motion to adjourn: Peggy made the motion, 2nd Mike; all in favor yes.

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**OSBA Nomination Committee meeting minutes**

Meeting date 7-12-19

**Attendance:** Mike Doseck, Chairperson; Michele Colopy, Peggy Garnes, Terry Lieberman-Smith, ex-officio member of all committees per the OSBA Bylaws

**Angel Mitchell, Greg Bokan - not in attendance**

**Meeting called to order at: 7:00 p.m.** by Mike Doseck, Nomination Committee Chairperson

*Michele continues to take the meeting notes, so Mike could focus on leading the meeting.*

**Agenda**

1. Six questions for nominee bios

   *Mike stated He got a hold of Alex, and he has confirmed to continue in his position. So, that just leaves Buckeye Hills vacant. Mike was able to get into dropbox. These are things that need to be done right of way. We need to have the nominee questions narrowed down.*
Mike: Attached is the list of Nominee questions used to create a biography by the Nominee and used in the Fall Newsletter. I have composed a brief list that combines repeated questions. Only five members submitted questions which gives a possible total of 30 questions. The number associated with each question shows the number of times that question or similar question was given by the Committee members.

Terry: can I make a recommendation, considering any topic with 3, 4, or 5 is agreed upon by the majority of the questions, so those should be a given toward the six questions. Name and address is not a question.

Mike: That is my recommendation also.

Terry: Anything with a one had no consensus, so let’s discuss the 2s. Terry likes “willingness to be on a committee,” so does Mike.

Mike: Everyone was supposed to come up with a job description, and he only received two draft job descriptions from Terry and Michele. There should be a percentage of attendance to attend meetings. Willingness to be on a committee is important, and they should define which committee. Everyone on the Nominating Committee needs to reply to the google group for transparency. In the future we all need to use the google group email. Mike is still learning how to use the google group. All current Board members know how to use the google group, so you can share it with the whole group.

Mike: Our task is to review the Bio questions and be able to narrow the list down to 6 questions that each nominee should incorporate in their biography.

The number next to each topic area denotes the number of committee members who suggested similar questions.

Topic areas
2 Name and Address
2 Reason to be on the OSBA Board—last item- not too specific, why is OSBA important to you? Just being asked to be on the Board is not an answer.
5 Past experiences and bringing a project to completion
5 Skills useful to OSBA
4 Beekeeping Club, Committees and Leadership involvement
3 Time commitment and accessibility as a Board member
1 Understanding of job and responsibilities
2 Willingness to be on a committee (see OSBA Committee List), and what is the committee (a subquestions)
1 Have you worked with a budget and its challenges
2 List of strengths and weaknesses- is this similar to skills useful
1 Thoughts about OSBA budget and financial statements
1 View of OSBA in 5 years
1. How can you improve OSBA

Can I get a motion from the group for the six questions (in yellow highlight). Is there anyone who does not want any of the six. Motion- Terry to accept the six we discussed, Michele will second, vote- all in favor.

Mike will give the task to write the questions in a proper form. And email the suggestions to all for review.

2. Job description: Regional Director and Regional Representative

Each Committee Member should have contributed to this list of Job Descriptions. With the descriptions submitted, be able to comprise a list that will be used in creating the job description for OSBA Regional Director and Regional Representative. The two draft descriptions are in the drop box. We need to get the rest of the committee to submit a job description for these positions. We need to complete this task by July 24th. Please send all drafts through the google groups. And then Mike will have time to review and compare the documents.

Is everyone agreeable to August 6th at 7 p.m. Yes, all agreed.

3. Prior to the meeting, review the Bonding issue and be able to ask any questions and be able to make a motion on this item so it can be presented to the Executive Board, if this is desirable to the Nominating Committee. Mike, thanks Michele for taking care of this. OSBA should have in the budget, and agree to do background checks needs only be. Insurance company will have final say with the insurance company to review and nominee can appeal.

Mike wants a motion made, to show he is not dictating on the committee, and he wants the committee to be involved. Terry motion to share this with the exec. cmte. Peggy second. All in favor.

Update on the background check by Michele

Per the first nominating committee meeting, I was tasked with contacting the OSBA insurance agent to determine the process of "bonding" for the treasurer and any officers who would have check signing /debit card use authorization.

During the annual renewal of the OSBA insurance, and/or when officers change, the insurance company will ask for the officers’ information and the insurance underwriters will conduct their own review to determine if all persons in contact with the OSBA funds can be bonded. If the insurance review finds an OSBA person(s) is unable to be bonded they will advise us.

Andy Cupp at Hummel and Plum Insurance (see email below) advised securing a background check of all prospective board officers who would have contact/access with OSBA funds during the nomination process.
OSBA does not want to embarrass any prospective volunteer, so, per the insurance company, it would be best to conduct the background check during the nominating process. Per the insurance underwriting, it appears that if an individual running for treasurer and other officer positions that would have access to OSBA funds as an officer or committee member refuses to have a background check, then:

- Treasurer nominee could not run for the Treasurer position;
- Other officers or committee members possibly could run, but would then have their access to OSBA funds restricted;
- **Or**, other officers or committee members could not run for any position that typically has access to OSBA funds.

Per the insurance company, OSBA volunteers who have access to the OSBA funds must be able to be bonded. If the underwriter’s review would determine an elected OSBA Board member cannot be bonded, then that elected Board member may have to step down from their position, or have access to funds restricted, and the reason(s) would have to be explained to the Board and possibly the OSBA membership; causing embarrassment to all parties.

The insurance agent’s suggestion to conduct background checks during the nomination process, alleviates any embarrassment of prospective candidates, and ensures candidates can be bonded and fulfill their duties as elected representatives of OSBA.

Michele also advised per the last committee meeting she is scheduling a meeting with the treasurer nominee: The current Treasurer has proposed 4 dates for the nominee to meet with the current OSBA Treasurer. Waiting to hear which of the dates suits his schedule.

All of the directors not up for re-election have confirmed they will remain. That just leave three directors Maumee, Top of Ohio, Erie Basin for a true election. The question where there was only 1 person, then the rest of the committee did not see that person’s input. We do not need private conversations from committee members. If Peggy goes to Buckeye Hills she must keep Mike, the Chairperson, up to date. As the last committee meeting requested: As anyone reaches out to the Buckeye Hills region, please copy the nominating committee on the email, update the committee to any phone conversations with prospective nominees, and provide a date and time of any meetings attended in relation to the Buckeye Hill prospective nominee(s) when you make the contact(s). In that way we are respectful of the committee chairperson, our fellow committee members, and we are being transparent.

Would be good to have additional nominees for a true election. We need to fill the vacant spaces. Michele asked if anyone communicates with the nominating committee, that again they use the google group email. I am not trying to make anyone feel uncomfortable, but we all answer to each other and must get the complete work done following the same group rules. It makes me feel uncomfortable when not all of the committee members communicate with the entire committee. It is not being transparent.
The nomination committee has to vet the answers to ensure people are not misrepresenting themselves, it is the duty of the nominating committee to vet, and to be fully transparent.

We need to get these things done for the Newsletter so we can keep in line per the guidelines in the governing documents.

If answers by nominees are too long, we can include a link to a PDF on the website.

4. Assign and understand assigned tasks for next correspondence or meeting.

5. Assigned tasks due by July 24th and next phone conference call will be August 6th at 7 PM. Phone number 605-472-5744, code 732110.

Peggy logged off of the call due to another meeting.

Vacant position:
Mike will talk with Peggy about Buckeye Hills. Mike will go to Buckeye Hills, but Mike should let them know ahead of time he wants to come and talk to the members before he goes there. Mike should talk with the leadership of that area first.

Michele asked if Mike wanted some suggested future agenda items for the committee. Certainly, the priority is getting the nominee bios completed for the next newsletter deadline.

- Campaigning at the conference
- Ballot counting process, and ballot counters
  - Write in candidates must have full name to be eligible
  - Put in Newsletter the rules for write in candidates
- Separate table at OSBA Conference just for the ballot box and a nominating committee member to staff it.
- Archiving the ballots-policy for what to do with the ballots—scanned, originals stored with the Treasurer’s records.
  - Who prints the ballot, where will they be dispersed, and verified someone can vote.
    - Code on name tag as a valid paid member
    - Check off on main sheet who picked up ballot, or do a hand stamp
      - Mike to talk with Tim and Dawn about where the table will be for the ballot box.

Terry praised Mike, and said he was doing a great job, putting a lot of time into this process. For future Boards, this is the direction we should have gone in, and Terry appreciates his work. Mike stated he is just doing what is best for OSBA.

Aug 6 is the next phone conference call. July 24 is when the job descriptions are due.

Terry motion to end meeting, Mike seconds the motion, all in favor. Yes.
Meeting adjourned at: 8 p.m.

From Mike’s email announcing the July 12 meeting, the updated list is below:

Dear Committee Members,

The following is an updated list of positions on the Board and the most current commitments by current members.

**BOARD POSITIONS**

President - Terry Lieberman-Smith (no response)
Vice President - Peggy Garnes (continuing)
Treasurer - Kyle Kovacs (nominee)
Secretary - Tim Arheit (continuing)

Maumee Valley Director - Jamie Walters (nominee)
Erie Basin Director - Sonny Ward (nominee)
Top of Ohio Director - Dwight Wells (nominee)
Western Reserve Director - Allyson May (continuing)
Heart of Ohio Director - Nina Bagley (continuing)
Crossroads Director - Joe Heider (continuing)
Miami Valley Director - Alex Zomchek (continuing)
Ohio Valley Director - Kelly Morse (continuing)
Buckey Hills Director - Don Crock (continuing)

Maumee Valley Representative - Dwight Wilson (nominee) Dwight would like to see someone else take this position.
Erie Basin Representative - Angel Mitchell (continuing)
Top of Ohio Representative - Ty Shelby (nominee)
Western Reserve Representative - Greg Bokan (continuing)
Heart of Ohio Representative - Rod Pritchard (continuing)
Crossroads Representative - Rick Blessing (continuing)
Miami Valley Representative - Geoffrey Hultgren (continuing)
Ohio Valley Representative - Jim Hopkins (continuing)
Buckeye Hills Representative - (vacant)

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