

**MEETING OF HLCCA BOARD OF DIRECTORS**  
**Sunday, November 17, 2002**

Participating Members:

Michael Rechel  
Nancy May  
Sandra Bond  
Fred Mutchler  
Linda Hedlund  
David Schaefer  
Becky Turner  
Matthew Whalen  
Vince Varia

The Board meeting, held via telephone conference, was called to order by Michael Rechel at 7:00 o'clock p.m. E.S.T. Sandra Bond, Secretary, recorded the minutes.

The first agenda item was the establishment of a protocol for Board voting in all future meetings of the Board, whether the vote is taken via telephone, e-mail, letter or in person for the purpose of documentation. Sandra made a motion to conduct voting by roll call vote, seconded by Nancy. Discussion was held. Call for vote was made. The motion carried unanimously.

A draft *Code of Ethics* was presented to the Board. Michael made a motion to accept the *Code* by exception. Fred called a point of order stating, since the *Code* was in draft form, he felt it should be reviewed line by line. The original motion was amended to incorporate reviewing the draft line by line, seconded by Becky. Review of the document commenced with discussion on each item held. Several changes were incorporated into the original draft. After changes to the *Code* were agreed upon, a roll call vote was taken. The *Code*, as amended, was unanimously accepted.

It was suggested that a Board member be designated to respond to questions pertaining to the HLCCA posted on various on-line message boards. It would be left to the discretion of the appointee which posts would require a response. Becky agreed to monitor the on-line message boards and respond when necessary.

At this point in the meeting, it was necessary for Vince to excuse himself. Vince designated his proxy to Becky.

The officers meeting scheduled for January, 2003 was discussed. It was decided this would be an Officers meeting only and other members of the Board would not be required to attend. A time will be set aside at the meeting for a conference call to include the entire Board. Attendance at the meeting by anyone other than an officer of

the Association will be at his or her own expense. Notification of the meeting will be made to all members.

A January date for the meeting could not be established due to conflicting obligations of the various officers. The matter was tabled and a date for the meeting will be decided upon via an e-mail discussion between the officers.

David brought the matter of advertising revenues before the Board. It is felt that the Association is losing revenue due to non-payment by advertisers. At the present time, only three advertisers have ongoing contracts (Van Hovens, FiestaPlus and Plum Fiesta). All other advertising contracts expire at the end of the year. It was decided an annual contract for advertisers would alleviate the situation of lost revenues. Fred and David will coordinate their efforts to draw up an advertising contract. A copy of the contract will be given to Nancy and Becky for their use.

David will act as Advertising Manager, with assistance from Becky in keeping track of advertising revenues. When payment for advertising is made, Nancy will notify both Becky and David. If payment is not made by an advertiser, their ad will be pulled.

It was brought to the Board's attention that HLC is seriously in arrears on its payment for advertising. Becky will research the actual arrearage and once this is established, prepare a current invoice and contact accounts payable at HLC regarding payment.

Nancy reported on job descriptions for members of the Board and officers. A general job description will be prepared for Board members. A job description, outlining their duties, will be prepared for each officer. The job descriptions will be discussed at the officers meeting to be held in early 2003.

Becky, as Treasurer, reported that the taxes for the previous year have been completed and filed. Current taxes were due November 15, 2002, a request for extension has been filed. Becky will make every effort to have a balance sheet prepared for publication in the next issue of *The Dish*. A detailed Treasurer's report will be given at the officers meeting to be held in early 2003.

The design for the 1935 pitcher was discussed. Three choices were presented (Monopoly, Amelia Earhart and the WPA). Matthew has been working to secure authorization to use the Monopoly decal but has been unable to obtain such authorization. Michael made a motion to use the WPA as a design for the pitcher, seconded by Linda. After discussion, roll call vote was taken. The motion carried unanimously.

There being no further business to come before the Board, Matthew made a motion to adjourn, seconded by Fred. The motion carried unanimously. The meeting adjourned at 9:30 p.m. E.S.T.

Respectfully submitted,

Sandra Bond, Secretary HLCCA