

MINUTES
NORTH AMERICAN VEXILLOLOGICAL ASSOCIATION
BOARD MEETING Friday, 10th October, 1997

The meeting was called to order at 20h11 in the NAVA Suite of the Blackstone Hotel, Chicago, Illinois by President Charles Spain. Present: President Charles Spain, Corresponding Secretary David Breitenbach, Treasurer Peter Orenski, Recording Secretary Michael Halleran and 2 non-board members in attendance. Vice-President Bill Trinkle, absent.

Minutes of the previous, October 11, 1996, Board Meeting were approved as circulated.

Moved: Charles Spain

Seconded: David Breitenbach

Carried

Treasurer's report submitted. There were 61 new members, most of whom learned of the organization from the Web Site. Current membership is now 369 members.

Discussion followed regarding the budget for 1997-98.

Corresponding Secretary's and Recording Secretary's reports submitted.

Vice President's report submitted by the President.

President's report submitted dealing with the goals of the organization and the FIAV meeting in Cape Town, South Africa.

No reports were received from the Protocol Officer or Parliamentarian.

Registered Agent's report submitted.

Report submitted regarding the NAVA Shopper.

Reports on the Audit and Budget Committees submitted by the Treasurer.

In the absence of Jack Lowe, who could not attend the meeting due to the Jewish High Holy Days, the President reported on the Membership Committee.

In the absence of the Vice President, the President reported on the work of the Program Committee and progress and problems regarding NAVA 32 in Québec.

John Purcell reported on the Publications Committee.

Jon Radel reported on the Publicity Committee. The Web Site is highly successful.

The following Informal Votes taken during the year were confirmed by unanimous vote:

1. Expense reimbursement policy and appointment of Ted Kaye and Anne Platoff to publications committee (mailed 7 Apr 97)
2. *NAVA News* advertising policy (mailed 28 May 97)
3. Partial reimbursement to Charles Spain for expenses connected With attendance at William Crampton's funeral (mailed 18 Jun 97)
4. Proposed slate for 1997-1998 nominating committee (mailed 17 Jul 97)

Discussion followed regarding the Flags of the World Web Site.

There was a point of information that only 10% of the institutions contacted regarding possible complementary subscriptions to **RAVEN** bothered to reply.

Discussion followed regarding proposed bylaw amendments.

Discussion followed regarding the question of simultaneous translation for NAVA 33/FAIV 18. Was it practical, if so what languages, and what alternatives existed.

Meeting adjourned.

Respectfully submitted,

Michael F.H. Halleran
Recording Secretary
1997 11 04

NORTH AMERICAN VEXILLOLOGICAL ASSOCIATION

I hereby certify that this is a true and correct copy, consisting of
10 ~~9~~ pages(s), as taken from the original on file in this office.
(8 Following)

Recording Secretary

Date



**REQUEST FOR INFORMAL ACTION
BY THE NAVA EXECUTIVE BOARD**

Pursuant to section 5.14 of the bylaws, I submit the following items to the executive board for informal action:

1. Approval of attached "NAVA Expense Reimbursement Guidelines," drafted by Lee Herold.
2. Confirmation of my nomination of Mr. Edward B. Kaye as a member of the publications committee and interim editor of volumes 3-4 of *Raven: A Journal of Vexillology*.
3. Confirmation of my nomination of Ms. Anne M. Platoff as a member of the publicity committee and webmaster of the web site.

Respectfully submitted,

Charles A. Spain, Jr.
President
April 7, 1997

Approved:



Printed name: Charles A. Spain, Jr., president

Date:

7 Apr 97

Please complete and return to: Mr. Michael F. H. Halleran
1228 McKenzie St.
Victoria, British Columbia V8V 2W5 Canada

NAVA EXPENSE REIMBURSEMENT GUIDELINES

1. *General.* The North American Vexillological Association (“NAVA”) appreciates the hard work of its many volunteers and is eager to reimburse all expenditures incurred on behalf of NAVA. Even so, the executive board has a responsibility to the members to ensure that every dollar is properly spent. The executive board, therefore, has adopted these guidelines to explain what is required for reimbursement and why we need this information.

In essence, an expenditure needs to be authorized and verified. By following these guidelines, the treasurer and executive board will not have to delay and consider your reimbursement request on an individual basis, which saves time for both you and the executive board. Please remember that we are all volunteers!

2. *Authorization required.* No reimbursement is allowed unless the expenditure is authorized by the executive board.

a. *Ask before you spend.* Request authorization for a specific expenditure before you incur the expense.

b. *Budgeted expenditures by officers and committees.* A reasonable expenditure within budget and guidelines will be reimbursed if it (1) directly relates to an executive-board authorized activity and (2) is expended as part of your appointment in an official position to carry out this activity. Since general approval has already been given, specific prior authorization is usually not required for this type of normal expenditure.

c. *Extraordinary circumstances.* An expenditure on behalf of NAVA that is not authorized will not be reimbursed. However, you may petition the executive board for reimbursement. If the executive board finds that (1) the expenditure is reasonable, (2) the activity for which the money was spent is beneficial to NAVA, and (3) the expenditure is within budgetary limits, then the executive board may, in its discretion, authorize the treasurer to issue the reimbursement.

3. *Verification required.* Verification of an expenditure is required for reimbursement. The verification is needed to provide the membership with assurance that all funds are being properly handled and to satisfy the requirements of the United States Internal Revenue Service (“IRS”), which among other things regulates certain United States nonprofit, tax-exempt corporations such as NAVA.

a. *Receipts.* Receipts help eliminate questions and doubt and make the job of the treasurer, audit committee, and executive board much easier. Please be conscientious and supply a receipt and explanation when needed. A receipt is required for an authorized expenditure of US\$25.00 or more. An authorized expenditure accompanied by a receipt and clarification, when needed, will be reimbursed by the treasurer.

i. *If receipt lost.* If the receipt is lost or is not available, please supply a written explanation with the details that would have appeared on the receipt. The treasurer will determine if the documentation is acceptable and may reject a reimbursement request if the explanation is inadequate.

ii. *Small amounts.* A receipt is requested for *every* expenditure, even those under US\$25.00. The treasurer, however, can still reimburse an authorized expenditure submitted without a receipt if the request is accompanied by an adequate explanation.

b. *Explanation.* Please explain who, when, and what:

i. *Who.* Payee—to whom was the money paid.

ii. *When.* Date expenditure incurred.

iii. *What. Purpose of expenditure.*

Please provide enough information so that if a NAVA member or the IRS reviews the receipt, it will be clear that you are seeking reimbursement for a NAVA activity and not a personal expenditure for your own benefit. Examples: "stamps" is not clear, but "stamps for 1 Mar 97 NAVA News mailing" is clear; "long distance" is not clear, but "long distance to Whitney Smith re budget" is clear. Persons like the president or treasurer, whose duties require large amounts of correspondence and long distance telephone calls, are not required to itemized each receipt.

4. *Nonreimbursable expenditures.* NAVA's bylaws specifically prohibit compensation of executive-board members for anything other than out-of-pocket expenditures. In addition, NAVA generally does not reimburse for travel, meals, lodging, and convention registration fees. If you must incur a significant travel expense on behalf of NAVA, *e.g.*, the host travelling to the site in preparation for the convention, then NAVA may reimburse you for gasoline purchases.

5. *Expenditure made in non-US dollars.* If you incur an expense in a currency other than United States dollars, then please submit your reimbursement request and indicate what currency was used. If your reimbursement request is approved, then the treasurer will issue you a check in United States dollars using the exchange rate on the date the check is written. Please inform the treasurer in advance of incurring such an expense if it will work a hardship on you to be reimbursed in United States dollars.

6. *Bundle small amounts.* If you regularly incur small expenses, please try to bundle them for reimbursement. Several requests for small amounts, *e.g.*, under \$10.00, makes the treasurer's job harder as it takes four times the effort to process four \$5.00 reimbursement requests as it does for one \$20.00 request.

7. *Expense report form.* Please use the expense report form provided by the treasurer to request a reimbursement. This form guides you through the who, when, and what categories described above and helps both the treasurer and audit committee in their work.

8. *Submitting a reimbursement request.* NAVA's bylaws require committee members to submit a reimbursement request to the president for approval and transmission to the treasurer for payment. All other persons should submit a reimbursement request directly to the treasurer.

9. *Payment.* The treasurer will make all reimbursements by check. NAVA's bylaws require all checks in excess of US\$100.00 to be countersigned, so the check may have to be mailed across the continent before it is forwarded to you.

10. *Income.* All NAVA income should be sent directly to the treasurer with an appropriate explanation. General accounting procedures prohibit deducting expenses from income, *i.e.*, never pay yourself back with NAVA income for a NAVA expenditure.

Once again, we appreciate your patience and understanding as we conduct our financial affairs in a way that will satisfy the legitimate concerns of our members and the IRS.

Approved by the executive board: **

**REQUEST FOR INFORMAL ACTION
BY THE NAVA EXECUTIVE BOARD**

Pursuant to section 5.14 of the bylaws, I submit the following item to the executive board for informal action:

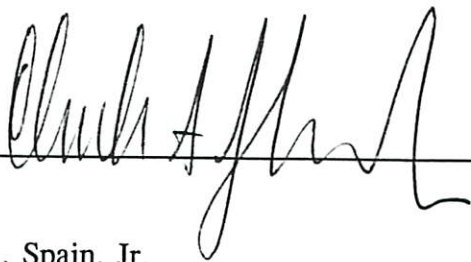
Approval of attached "NAVA News Advertising Agreement."

Respectfully submitted,



Charles A. Spain, Jr.
President
May 28, 1997

Approved:



Printed name: Charles A. Spain, Jr.

Date:

29 May 97

Please complete and return to:

Mr. Michael F. H. Halleran
1228 McKenzie St.
Victoria, British Columbia V8V 2W5
Canada

RECEIVED
29 May 97
NAVA PRESIDENT

NAVA NEWS ADVERTISING AGREEMENT

1. *NAVA News* is a newsletter published by and for the membership of the North American Vexillological Association (NAVA), a nonprofit, tax-exempt Illinois corporation. NAVA is apolitical and devoted to the serious, multidisciplinary study of flags and their history and symbolism. Only flag-related matters or items will be accepted for publication. No ads promoting a political or religious view will be accepted.
2. Payment for all ads must be made in advance in United States dollars. The treasurer will deposit all payments before forwarding the ad to the *NAVA News* editor for review, so deposit of the payment does not indicate the ad has been accepted for publication. The editor has the discretion to determine the acceptability of any ad. The treasurer will issue a refund for any ad that is not accepted.
3. All ads will be printed in black and white only and in such location as determined by the editor. All ads must be submitted camera ready or they will appear in a format and font as determined by the editor. Submission of an ad by a particular cutoff date does not guarantee its inclusion in that issue, but no ad will be considered for the next issue that has not been received by the cutoff date. When necessary, *NAVA News* editorial policy favors providing vexillological information to NAVA's membership over publishing ads.
4. Any taxes or other governmental fees or charges that may be imposed on any advertising is the sole responsibility of the advertiser. The advertiser's sole and exclusive remedy for any failure (act or omission) related to any ad shall be a refund of the payment for such ad. NAVA does not guarantee the publication date for any particular issue of *NAVA News*.
5. The advertiser agrees to and shall defend, indemnify, and hold NAVA and all of its representatives harmless from and against any demands, claims, and liability arising from the content of all ads submitted by the advertiser for publication.
6. Any modification of these terms must be in writing and signed by NAVA's president. This agreement is governed by the laws of the State of Illinois, and any lawsuit arising out of this agreement may only be filed in the Illinois state courts. The advertiser's submission of an ad for publication constitutes acceptance of the terms of this agreement.

ADVERTISING RATES

Free classified ad for NAVA members: NAVA members may run a free classified ad (maximum thirty words) in one issue each calendar year. After the initial thirty words, the rate is US\$2 for each additional group of ten words or less. For example, a sixty-three word ad would cost US\$8 (thirty words free and four groups of ten words or less at US\$2 each).

Classified ads (nonmembers and additional ads for members): US\$2 for each group of ten words or less. For example, a sixty-three word ad would cost US\$14 (seven groups of ten words or less at US\$2 each).

In calculating the number of words in a classified ad, an actual address counts as five words and a telephone number counts as one word. For example, the sentence "For more information, call (713) 555-1234." counts as five words. The sentence "For more information, write: Ms. Peggy Kahn, 504 Belair Dr., Vancouver, British Columbia V8V 3W4, Canada." counts as nine words.

Nonclassified ads: Full page US\$200, half page US\$100, and quarter page US\$50.

Full page insert: US\$225, plus the advertiser must pay for the cost of additional postage, if any, for mailing that issue (NAVA will notify you about the additional postage charge). Since an insert has two sides, two or more individuals may agree to share the cost for a front-and-back insert.

NAVA NEWS ADVERTISING FORM

Please publish the accompanying ad in the following issue(s) of *NAVA News* (maximum of six issues in advance; note ad submission cutoff dates):

Jan/Feb_____	(Nov 15)	Jul/Aug_____	(May 15)
Mar/Apr_____	(Jan 15)	Sep/Oct_____	(Jul 15)
May/Jun_____	(Mar 15)	Nov/Dec_____	(Sep 15)

Next available issue_____

Print the ad in the following size:

Full page_____ Half page_____ Quarter page_____ Full page insert_____
Classified ad_____

If classified ad, list number of words: _____

Advertiser is: NAVA member_____ nonmember_____

Enclosed is a check or money order payable to "NAVA" in the amount of US\$_____
(see rates on reverse). In submitting this ad, I/we agree to the terms of NAVA's advertising agreement (see text of agreement on reverse).

Signature: _____

Date: _____

Printed name: _____

Company/organization name: _____

Street address/post office box: _____

City: _____ State/province: _____

Postal code: _____ Country: _____

Telephone: _____ e-mail: _____

Mail with typed text of ad to:

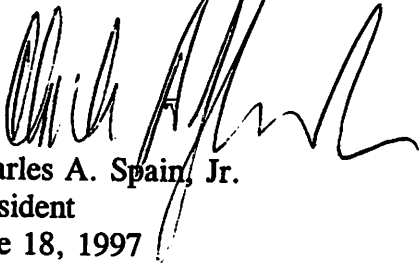
North American Vexillological Association
1977 N. Olden Ave. Ext., Ste. 225
Trenton, New Jersey 08618-2193 USA

**REQUEST FOR INFORMAL ACTION
BY THE NAVA EXECUTIVE BOARD**

Pursuant to section 5.14 of the bylaws, I submit the following item to the executive board for informal action:


Approval of reimbursement to Charles A. Spain, Jr. of US\$1,039.10 for travel, lodging, and meal expenses related to representing NAVA at the June 10, 1997 funeral of Dr. William G. Crampton in Chester, England.

Respectfully submitted,



Charles A. Spain, Jr.
President
June 18, 1997

Approved:



Printed name:

Charles A. Spain, Jr.

Date:

18 June 97

Please complete and return to:

Mr. Michael F. H. Halleran
1228 McKenzie St.
Victoria, British Columbia V8V 2W5
Canada

**REQUEST FOR INFORMAL ACTION
BY THE NAVA EXECUTIVE BOARD**

Pursuant to section 5.14 of the bylaws, I submit the following item to the executive board for informal action:

Proposed slate for 1997-1998 nominating committee:

Kevin Harrington, chair

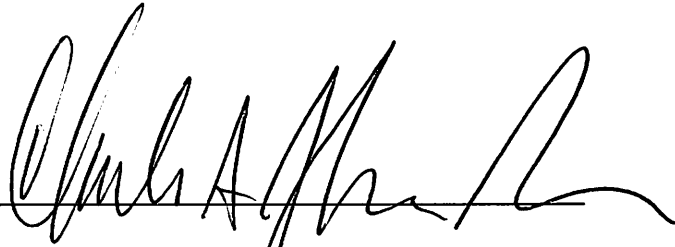
Whitney Smith

Pete Van de Putte

Respectfully submitted,

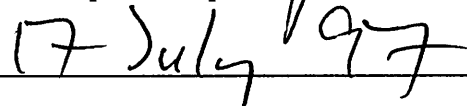
Charles A. Spain, Jr.
President
July 17, 1997

Approved:



Printed name: Charles A. Spain, Jr., president

Date:



Please complete and return to:

Mr. Michael F. H. Halleran
1228 McKenzie St.
Victoria, British Columbia V8V 2W5 Canada