

NORTH AMERICAN VEXILLOLOGICAL ASSOCIATION | □ ASSOCIATION NORD-AMÉRICAINNE DE VEXILLOLOGIE

MINUTES / PROCÈS-VERBAL □ Quarterly Meeting of the Executive Board □ December 9, 2014

Pursuant to the Association's Bylaws, the Executive Board of the North American Vexillological Association held a Quarterly Executive Board Meeting via teleconference, on Tuesday, December 9, 2014.

1) Call to Order and Announcement of a Quorum. The meeting was called to order by the President at 9:31 p.m. Eastern time and the following were present:

Present: John M. Hartvigsen, president; Anne M. Platoff, first vice president; Kenneth Reynolds, second vice president; Steven A. Knowlton, secretary; Christopher Bedwell, Treasurer; Charles A. Spain, chair of Publications Committee.

Hugh L. Brady, immediate past president, was not present.

2) Information Items

a. NAVA Website Update

(Note: due to the desire to allow our guest, Mr. Spain, to leave the meeting early, his agenda item was moved to the beginning of the meeting.)

On November 17, the board voted by email to approve two contracts for Cambium Creative to "rebuild" the NAVA.org website - one to "re-web code public side" and one to "web code private login side."

Spain reported that work on the "rebuild" of NAVA.org is proceeding. Once both phases are complete, NAVA members will have new user ID numbers, which will be based upon the database of the Philosophy Documentation Center (PDC). It is expected that the work will be complete between Christmas and New Year's Day; after which PDC will generate an email to all members inviting them to renew for 2015. There will not be a seamless integration of NAVA.org and the PDC database; the treasurer will be required to manually prompt PDC to update its membership list. The new NAVA.org will be hosted at a server independent of PDC or Cambium.

Platoff reported that many of the fixes she identified as necessary have not yet been addressed. Spain will relay them to Cambium.

b. Other Publications News

NAVA News 223 will be distributed next week.

3) Extempore remarks by the president

Hartvigsen encouraged board members to retain a positive attitude in speaking within board meetings and to NAVA members at large.

4) Maintaining our former P.O. box

Former NAVA secretary Ted Kaye brought to the board's attention the fact that the organization is still receiving mail at the Trenton P.O. box. The board asked Bedwell to investigate whether we can pay for six more months of service.

The discussion turned to the question of how to dispose of publications received from international vexillological organizations. It appears that in the past, they have been retained by former secretaries Kaye and Peter Ansoff. Platoff suggested that the bylaws require the historian to keep them on file. Hartvigsen will reach out to Ansoff and Kaye to ascertain the extent of our holdings, and will contact the Briscoe Center for American History at the University of Texas to determine whether they have an interest in donations of such materials.

4) Approval of minutes

The minutes of the board meetings on October 5 and October 21 were approved, with the exception of noting that meetings in the spring and summer will be on Eastern Daylight Time.

5) Adjustment of scheduled meeting time

The board meeting on February 10, 2015, will begin at 8:30 Eastern time.

6) Officer reports

a) President

Hartvigsen reports that he is still working through the list of presidential appointments, and will present the full list at the February meeting.

b) First Vice-President

Platoff reports that she has notified the recipients who are to share this year's Cannon grant. Only one has acknowledged the terms of the award. She is waiting to hear from both winners before requesting the treasurer to disburse the award.

She has attempted to review the coding behind the new website but was unable to gain access. In order to ensure that all the content on the old website migrates successfully, she plans to recruit volunteers to review both sites once the new site is up.

She is reviewing notes left to her from the past first vice-president, Gus Tracchia, particularly regarding programming for the NAVA Annual Meeting.

c) Second Vice-President

Reynolds reports that *Raven* 21 has gone to layout, and will undergo one more proofread. He has received a quote for printing, and expects the issues to be mailed in early January.

Platoff reminded all editors that NAVA is entitled to a master PDF of all publications.

d) Secretary

Knowlton reported on plans of the Membership Committee to reach out to former members whose dues have lapsed. This will occur after the new website is working and the 2015 renewals are mailed.

e) Treasurer

Bedwell reported that the association's combined bank account balances are around \$53,000. The current year's expenditures have exceeded the budgeted amount by around \$14,000. Because three prior years had surpluses, this means our account is down to where it was about two years ago.

The areas of over-expenditure were primarily general administration, particularly on fixing the website. The 48th annual meeting also lost around \$4,000, as expenses exceed registration fees and auction revenues. The costs associated with the conference hotel, particularly audio-visual equipment, were higher than anticipated. As well, registrations for the meeting were lower than in previous years. This may be due to the change in venue from Chicago.

The Budget Committee met and approved a budget of \$24,800 for 2015.

The audit body led by Mary Ann Docktor-Smith reviewed NAVA's banking records and found no issues of concern. They are still awaiting a review of our PayPal records, pending closing of the books for the annual meeting.

Bedwell encouraged all members with reimbursable expenses for 2014 to forward them to him ASAP, so he can issue the checks during the same calendar year.

7) Governance Issues

It was proposed that the Digital Editor for NAVA have expanded purview, so that he or she may digitize items such as ephemera from annual meetings (programs, menus, etc.) or informal publications such as the old NAVA Handbooks.

The board unanimously approved this resolution:

"The Digital Editor has the discretion to identify items other than official publications for digitization and publication."

In related discussion, Platoff will draft a resolution for future consideration, stating NAVA's policy that authors may post copies of NAVA publications in personal or institutional digital repositories.

8) Conference Planning

a. Hartvigsen identified the following sites for future conferences:

- i. NAVA 49 (2015): Ottawa, Ontario
- ii. NAVA 50 (2016): San Jose, California
- iii. NAVA 51 (2017): Boston, Massachusetts
- iv. NAVA 52 (2018): Consideration of Possible Sites
- v. NAVA 53/ICV 28 (2019): San Antonio, Texas

Platoff urged that sites in North Carolina be considered, per a frequent request from members.

Hartvigsen noted that Pete Loeser is reviewing hotels in San Jose. Reynolds plans to review the after-action report from New Orleans and apply lessons learned to Ottawa. He has reviewed bids from hotels, and narrowed the list to three. Shortly he will be working with their representatives to learn more information on costs and facilities. He will be seeking hotels within walking distance of sites of interest to NAVA members.

Bedwell urged that NAVA do away with the discount for "expressing interest" early, and resume the former registration fee structure of early registration, regular registration, and late registration, all requiring payment at the time of registration. The board agreed unanimously to restore the former registration fee structure.

Reynolds raised the question of how the flag for a NAVA meeting is chosen. Discussion showed that there is no formal process; in some years a competition has been held, but not always. Reynolds will determine his own choice and forward it to the planning committee and the board for consideration.

9) Meeting Attendance Grants

At the 2012 NAVA meeting in Columbus, Jack Lowe offered a proposal to support travel for younger members who can't afford to attend NAVA, and solicited pledges to that end.

The board discussed the desirability and possible guidelines for this effort.

Hartvigsen suggested it should be aimed at students, from high school through graduate school. Platoff urged that the funds should be organized so that it is a sustainable program.

A committee will be formed to determine the administration of this grant program. Hartvigsen will contact Lowe to see if he is willing to chair the committee.

10) Flag Dealers' Advisory Committee

Hartvigsen expressed an interest in forming a committee of institutional members of NAVA, who would be charged with recruiting more flag dealers and manufacturers to become members of NAVA, and placing NAVA materials, including application forms, in the showrooms of flag dealers. Pete van de Putte is favorable to the idea.

Platoff moved, and Bedwell seconded, a motion to create an "Organizational Members Advisory Committee." The motion was approved unanimously.

11) Members' Advisory Committee to the President

Hartvigsen expressed his interest in having a group of members-at-large to advise the president about the concerns of the membership of NAVA. He solicited discussion at this point, and is not ready to formally propose it. It may be unnecessary if the new NAVA.org website has a functional "forum."

12) Adjournment. There being no further business coming before the Board and without objection, the President declared the meeting adjourned at 11:18 p.m. Eastern time.