

NORTH AMERICAN VEXILLOLOGICAL ASSOCIATION | ASSOCIATION NORD-AMÉRICAINNE DE VEXILLOGIE

MINUTES / PROCÈS-VERBAL Quarterly Meeting of the Executive Board April 16, 2015

Pursuant to the Association's Bylaws, the Executive Board of the North American Vexillological Association held a Quarterly Executive Board Meeting via teleconference, on Thursday, April 16, 2015.

1) Call to Order and Announcement of a Quorum. The meeting was called to order by the President at 6:03 p.m. Mountain 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; Hugh L. Brady, immediate past president.

2) Correction to minutes of Dec. 9

The president noted an error of fact in the discussion of the P.O. Box in Trenton. It was the President who brought the matter to the board's attention.

3) Review of motions passed by e-mail votes

Because the last board meeting was turned over to training on the new www.nava.org website, several pressing matters were voted on by the board via email. For the record, those motions are recorded in the minutes here.

- a. On November 17, 2014, the Board accepted the bid from Cambium Creative to web code the private login side of NAVA.org and provide NAVA admin training and pay a 50% deposit of the \$3,400 fee for services with the balance due upon completion.
- b. On March 1, the Board voted to approve the President's list of nominations to committees (shown in Appendix A)
- c. On March 13, 2015, the Board accepted the contract with the Ottawa Marriott to host the Annual Conference in October 2015 (NAVA 49)
- d. On March 25, 2015, the Board voted to authorize funds for the publication of the *NAVA News* issue and the *Flag Research Quarterly* issue already in the queue
- e. On April 8, 2015, the Board voted to approve the propose fee structure for NAVA 49

4) Officer reports

- a) President's preface

Hartvigsen reported his pleasure with the board's work collectively and as individual contributors to different areas of NAVA, and added that it is worth noting that the work has been done under difficult circumstances of a complete website redesign; now that the website is launched, he urged our focus to move to planning and executing an excellent Annual Meeting in Ottawa.

b) First Vice-President

Platoff acknowledged the help of Hartvigsen and Reynolds in planning the programming for Ottawa. She hopes to create a few topics within the forums on the new website, which will cultivate discussion on research and writing about flags. Hartvigsen noted that such threads would mimic other organizations like NAVA and encourages them. Platoff also hopes to prepare some free-standing "tips" on doing research, turning papers into talks, and similar topics. She will start an email thread among the executive board to solicit ideas, then seed the threads on the forums. Platoff is concerned that few paper proposals have been submitted for Ottawa, and hopes to issue a *Semaphore* reiterating the call for papers. Hartvigsen noted that the papers usually come toward the end of the call period.

c) Second Vice-President

Reynolds reports that *Raven 21* has been mailed, and he has more than enough material for *Raven 22*; he hopes to make *Raven 23* an all-Canadian issue.

Plans for NAVA 49 in Ottawa are well underway. The hotel contract has been secured, along with sites for the reception and the Whitney Smith dinner. All A/V contracts have been written keeping in mind the lessons learned from New Orleans. Registration materials will be hosted by PDC. Representatives of the Canadian Heraldic Authority will present the Preble Lecture, and the Canadian Museum of History will host a behind-the-scenes visit. The speaker for the Whitney Smith dinner is Robert LeBoute, the man who raises flags on the Peace Tower. Contracts for busses and meeting flag manufacture are also ready. After discussion, it was determined to allow Canadian registrants to pay in US\$ if registering online, but to pay in Canadian dollars if mailing a cheque.

d) Secretary

Knowlton reported that the Membership Committee is working through the list of former members who had not renewed, reaching out via email and telephone. The rate of post-contact renewal has been encouraging. He agreed to share the list of non-renewers with the Board. Hartvigsen encouraged Board members to personally reach out to any non-renewers with whom they had a relationship, and invite them to renew and to attend NAVA 49.

e) Treasurer

Bedwell reported that the Association's bank balance is around \$44,000, but that figure does not include any renewals or new memberships paid to PDC. He will investigate how NAVA receive payments from PDC.

Bedwell has also prepared a treasurer's report regarding last year's budget for distribution to the membership; he has submitted it to *NAVA News*. In addition, he is working to prepare the Association's tax return for 2014.

Discussion ensued regarding the distribution of work between PDC and NAVA officers. It was revealed that PDC's membership tracking system and the membership registry on NAVA.org do not share a database, thus requiring double-entry. Bedwell and Knowlton both would prefer PDC do more of the data entry.

f) President

Hartvigsen reported that he has observed a non-alignment between important tasks and officer's prescribed duties - for example, the Publications Committee is not headed by a Board member. He would like to revise the Bylaws to align the five standing committees so that each is headed by a Board member. To wit: First VP to oversee entire Annual Meeting, not just programs - and create an appointed officer to be Program Coordinator; Second VP to be chair of Publications Committee; Secretary to be chair of Membership Committee; Treasurer to be chair of Budget Committee. This would have the advantage of concentrating all the key duties of the association within the Board, so that Board meeting can address concerns without relying on others' input. Finally, he would like to make the Flag Design committee an advisory committee rather than a standing committee.

In addition, Hartvigsen would like to poll the membership to see what advisory committee they would like to see and participate in.

The raising of this issue is just for the Board's consideration at this time; no action was proposed.

5) Report of the Digital Librarian

Platoff reported that Philosophy Documentation Center has agreed to make issues of *Raven* older than two years "open access." She would like to post them on NAVA.org rather than using a redirect to PDC; this will make them web-crawable and may draw in new members. She is also planning to write an explanation of historical materials such as *Good Flag Bad Flag* that have been moved; she will redirect readers to the newest standards as jointly issued by NAVA and the Flag Institute.

Upon discussion, it was determined that the historical materials will remain in the digital library, but not under the "Flag Design" section. She would also like to give the PDFs stable URLs instead of attaching them to a webpage; upon discussion, it was

determined that the Digital Librarian does not need the Board's permission to speak with Cambrian about any webpage issues. Platoff also proposes to write a policy defining how the Digital Library is managed - it differs from the current publication policy.

7) Appointment of editors

Per the Publications Policy, there were two editor positions that needed to be filled.

Annie Platoff was appointed Digital Editor.

Steven Knowlton was appointed Semaphore Editor.

8) NAVA archives

The NAVA Archivist, Jack Lowe, may be moving soon to a smaller house. When that occurs, NAVA may need to find a new home for its archives and perhaps to rationalize them as well. Discussion revealed that some archives may also be housed in the offices of Dixie Flag Company in San Antonio.

Future discussion will be required to address these matters, including the question of digitally preserving some material, and depositing others in a library, such as the Briscoe Center. A record retention policy may be required.

8) Standing Meetings schedule

The standing meetings schedule is adjusted so that they will occur on the second Thursday of every other month. The next meeting is June 11.

12) Adjournment. There being no further business coming before the Board and without objection, the President declared the meeting adjourned at 8:22 p.m. Mountain time.

APPENDIX A

NORTH AMERICAN VEXILLOLOGICAL ASSOCIATION / ASSOCIATION NORD-AMÉRICAINNE DE VEXILLOLOGIE

2014–2015 OFFICERS, COMMITTEES, AND BOARDS / OFFICIERS, CONSEILS ET COMITÉS

Appointed officer positions, editor-in-chief positions, special committees, and advisory boards listed in red must be created by the executive board. Persons listed in red are appointed by the president and must be approved by the executive board.

Illinois General Not For Profit Corporation Act of 1986 (GNPCA) § 108.40(a) requires that a majority of voting members on a standing committee be corporate directors.

Executive Board / Conseil d'administration¹

President / Président

John M. Hartvigsen

First Vice President / Premier vice-président

Anne M. Platoff M.S., M.A., FF

Second Vice President / Second vice-président

Kenneth W. Reynolds Ph.D.

Secretary / Secrétaire

Steven A. Knowlton M.L.I.S.

Treasurer / Trésorier

Christopher P. Bedwell

President Emeritus / Président émérite

Whitney Smith Ph.D, LF, FF, WSF, FFI, FVAST²

Past President Consultant / Président sortant consultant

Hugh L. Brady J.D., FF²

Nominating Committee / Comité des mises en candidature³

Scot M. Guenter Ph.D., LF, FF, WSF, FVAST

Chair / Directeur Hugh L. Brady J.D., FF

H.P. (Pete) Van de Putte, Jr. FVAST

Appointed Officers / Les officiers désignés⁴ Archivist / Archiviste

John A. Lowe M.D., FF

Auditors / Vérificateurs

Gustavo Tracchia FF, Charles A. Spain J.D., WSF

Parliamentarian / Parlementaire

Hugh L. Brady J.D., FF

Registered Agent / Représentant légal

Ernest E. Aitchison J.D.

Flag Research Quarterly Editor-in-Chief / Rédacteur en chef

Kenneth J. Hartvigsen Ph.D. (2013–2018 term)⁵

Raven: A Journal of Vexillology Editor-in-Chief / Rédacteur en chef

Kenneth W. Reynolds Ph.D. (2013–2018 term)⁵

FIAV General Assembly Delegate / Délégué de l'Assemblée générale de la FIAV⁶

Kenneth W. Reynolds Ph.D. Anne M. Platoff M.S., M.A., FF (alternate)

Appointed Officers / Les officiers désignés⁷

Director of the Digital Library / Directrice de la bibliothèque numérique

Anne M. Platoff M.S., M.A., FF

Information Technology Officer / Directeur des technologies

Michael Platoff

Media Relations Officer / Directeur des relations avec les médias

Edward B. Kaye

NAVA News Editor-in-Chief / Rédacteur en chef

Byron DeLear (2014–2017 term)⁸

Protocol Officer / Agent du protocole

James J. Ferrigan III

Shopkeeper / Responsable des ventes

Al Cavalari

Standing Committees / Comités permanents⁹

Budget Committee / Comité du budget

Christopher P. Bedwell Chair / Directeur

Hugh L. Brady J.D., FF, Lee L. Herold, Steven A. Knowlton M.L.I.S.

John M. Hartvigsen (ex officio)

Flag Design Committee / Comité de vexillographie

Christopher P. Bedwell Chair / Directeur

Anne M. Platoff M.S., M.A., FF

Edward B. Kaye

John M. Hartvigsen (ex officio)

Membership Committee / Comité d'adhésion

Steven A. Knowlton M.L.I.S. Chair / Directeur

Anne M. Platoff M.S., M.A., FF Vanessa Van de Putte Catherine Wright

John M. Hartvigsen (ex officio) Edward B. Kaye (adviser / conseiller)

Program Committee / Comité de programme

Anne M. Platoff M.S., M.A., FF Chair / Directrice

Peter A. Loeser Kenneth W. Reynolds Ph.D. Charles A. Spain J.D., WSF

John M. Hartvigsen (ex officio)

Publications Committee / Comité des publications

Charles A. Spain J.D., WSF Chair / Directeur

Kenneth J. Hartvigsen Ph.D. Anne M. Platoff M.S., M.A., FF Kenneth W. Reynolds Ph.D.

John M. Hartvigsen (ex officio)

Luc V. Baronian Ph.D. (adviser / conseiller)

Special Committees / Comités spéciaux

Awards & Honors Committee/ Comité des prix et honneurs¹⁰

Scot M. Guenter Ph.D., LF, FF, WSF, FVAST Chair / Directeur

Kevin Harrington M.A. (T.), FF, Charles A. Spain J.D., WSF H.P. (Pete) Van de Putte, Jr.
FVAST, Steven A. Knowlton M.L.I.S.

John M. Hartvigsen (ex officio)

Award Judges / Juges des prix¹¹ Christopher P. Bedwell

Scot M. Guenter Ph.D., LF, FF, WSF, FVAST John M. Hartvigsen. Steven A. Knowlton
M.L.I.S. Anne M. Platoff M.S., M.A., FF Kenneth W. Reynolds Ph.D., Dean C. Thomas

Grants Committee / Comité des bourses¹²

Anne M. Platoff M.S., M.A., FF

Chair / Directrice

Perry Dane J.D.

Scot M. Guenter Ph.D., LF, FF, WSF, FVAST Kenneth W. Reynolds Ph.D.

John M. Hartvigsen (ex officio)

Flag Conservation Committee / Comité de conservation des drapeaux¹²

Laura K. Kidd Ph.D.
Chair / Directrice

James J. Ferrigan III

Kenneth J. Hartvigsen Ph.D. Gwen Spicer M.S.

John M. Hartvigsen (ex officio)

Organizational Members Advisory Committee / Comité consultatif des membres de l'organisation¹²

H.P. (Pete) Van de Putte, Jr. FVAST
Chair / Directeur

Susan Braverman

Paul B. Swenson M.A.

John M. Hartvigsen (ex officio)

Editorial Boards / Comités de rédaction¹³ *Raven: A Journal of Vexillology* Editorial Board / Comité de
rédaction

Scot M. Guenter Ph.D., LF, FF, WSF, FVAST Chair / Directeur (2013–2016 term)

Perry Dane J.D. (2013–2016 term) Anne M. Platoff M.S., M.A., FF (2013–2016 term)

John M. Hartvigsen (ex officio)

Flag Research Quarterly Editorial Board / Comité de rédaction Charles A. Spain J.D., WSF

Chair / Directeur (2013–2016 term) Steven A. Knowlton M.L.I.S. (2013–2016 term) John A. Lowe M.D., FF (2013–2016 term) David B. Martucci (2013–2016 term)

John M. Hartvigsen (ex officio)

NAVA News Editorial Board / Comité de rédaction Charles A. Spain J.D., WSF

Chair / Directeur (2013–2016 term) Anne M. Platoff M.S., M.A., FF (2013–2016 term)

John M. Hartvigsen (ex officio)

¹ Bylaws § 5.02(a).

² Nonvoting; title conferred by the executive board based on Bylaws § 5.16(a).

³ Bylaws § 6.02(a).

⁴ Bylaws § 6.04(a).

⁵ Bylaws § 6.16(a); five-year term for editor-in-chief established by Bylaws § 6.16(b) and executive board policy 2013-001 (Publications Policy) § 3.5.

⁶ Bylaws § 1.04(b). ⁷ Offices created by the executive board under Bylaws § 6.04(a). ⁸ Three-year term for editor-in-chief established by Publications Policy § 3.6. ⁹ Bylaws § 7.01. ¹⁰ Bylaws §§ 7.02(a), 7.12. ¹¹ Bylaws §§ 2.05(e), 2.06(c). ¹² Committee created by the executive board under Bylaws § 7.02(b).

¹³ Committee created by the executive board under Bylaws § 7.02(b) and executive board policy 2013-001 (Publications Policy) § 5.1; three-year terms for editorial boards established by Publications Policy § 5.2.