

Anne Arundel Retired School Personnel Association

Executive Board Meeting Minutes-Draft July 13, 2020 and Approved

Free School Museum-1298 Lavall Drive, Davidsonville, Maryland

10:00- 12:00 p.m., Thursday, July 9, 2020 (July 21&23, 2020 edits)

This is an outdoor meeting! Bring your mask, hand sanitizer and we will be social distancing. If you are unable to attend, please send your report to Zetta Hart or me. Please bring a copy of this agenda with you to the meeting, since I do not have access to the BOE copy machine.

Members present: Rick Wiles, Tony Anzalone, Phyllis Cherry, Carla Duls, Leslie Schell, Brenda Gibson, Marge Smith, Karlie Everett, Max Muller, Tillie Barckley, Linda Poole, Debbie Ahalt, Brenda Gibson, Millie Gardner and Bob Kanach

Call to Order: 10:00 a.m.

Pledge to the Flag: Rick Wiles led the group with the pledge to the flag.

The Pledge as it appears in the U.S. Code - "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Minutes of the June 11, 2020 email meeting, edited June 12, 2020 (Electronically attached to the original agenda email)

Treasurer's Report: Max Muller presented a modification to the approved Proposed Budget for the 2020-21 fiscal year. Bob Kanach explained that because of the COVID-19 pandemic, the luncheon that the association provides for the people in the Print Shop, Mailroom and Front Desk could not be provided. It will hopefully be provided in September when the building allows guests. The approved proposed budget only provides funds for the Winter and Spring events and thus it was requested that funds be moved from Miscellaneous to Public Relations- Central Office to cover the third event in September 2020. After discussion, Max proposed the change and it was seconded by Tony. The change was approved by all present. Max then presented the June financial report. It was proposed by Leslie Schell that the report be accepted as presented and seconded by Debbie Ahalt. All present were in favor of filing the report as presented.

Important Note: After the meeting, a member of executive board shared an issue with the financial committee about calculations for the FY21 budget. Attached to the minutes email are a letter and a revised budget for FY21. To approve the attached revised FY21 budget, we will need a motion to accept the revised budget with a second. The revised budget will be approved, unless concerns are sent to Max by July 16, 2020. A copy of the proposed budget will be put in the August newsletter for the membership's review, and final approval will be at the next general membership meeting.

Committee Reports:

AARSPA Chorus, “Voices in Melody”: Rick Wiles shared that Lilly Caldwell will be the new representative for the Chorus on the executive board replacing Barry Fader. Barry, who has recently had some health problems will still serve on the executive board as a past president and will lead the group with the pledge. Rick shared that he doubts that the chorus will be able to meet to practice and perform until Spring, 2021 and that performance locations might have to change because of safe distancing.

Corresponding Secretary: Brenda Gibson stated that she had some new addresses from members that she forwarded to Leslie for change in the association’s database. She had no new correspondence since the last meeting.

Recording Secretary: Zetta was unable to attend the meeting.

Community Service/Consumer Education: Rick Wiles read a letter from MRSPA recognizing the service project of providing books for new teacher libraries and the awarding of \$100 from the state organization in support of our efforts to continue the work. Phyllis complimented her committee’s members for working so well together to make things happen.

Phyllis Cherry stated that she will continue to do her research to find information to share with the membership in *The Informer* to address consumer issues. She shared she recently learned about Seniors Safe Driving Program offered by AARP and AAA. The AAA program is completed totally online which may eliminate some of our membership. In the AARP program, a person comes out and shares information with the audience. However, this program is temporarily halted because of the COVID-19 pandemic.

Phyllis had gone through the MRSPA Annual Business Meeting booklet and pulled from it an extensive list of activities that local organizations have done this past year. She asked that we look through it to see if there is anything in the list that we should take up. She has also forwarded the information to our program committee.

Educator/Employee of the Month: Tony Anzalone shared that the number of nominations from the schools has dwindled the last few months before the pandemic impacted procedures to maybe one nomination per designation per month and that his committee had really not had a need to meet. He shared that the newly restructured Board of Education seem to be finding their way and that it has had some impact on the presentation of the awards. Tony also handed out a list of all the recipients for the two awards for the past year.

Free School Museum: Karlie Everett shared that she does not see the Free School Museum opening up for tours for at least the remainder of this year because of the need for hands on learning and the fact that it appears that field trips will be cancelled this year. The last visitors to the museum was March 13, 2020, and were two guests from the Brewer’s Hill Cemetery Site.

Bob Kanach shared with the board that the company that installed the new HVAC unit will provide a service contract for \$191.40. If we go with their contract, it will extend the warranty on the unit for 10 years. If we go with another company, the warranty will only be good for three years. Bob

recommended that we go with the One Hour Heating and Air Conditioning contract. Tony made the motion to accept the contract and it was seconded by Max. The motion passed unanimously.

Historian and Editor of the *Informer*: Carla Duls shared with the members that all year end summary reports were due to her by July 31, 2020. She stated that she had a good number of them already and urged the others to submit their reports as soon as possible.

Newsletter:

Carla Duls reminded the group that all articles are due to her by August 1, 2020. She thought that we could move up the deadline for the C&D Canal trip to September 4, 2020. She would like to put some human-interest stories in the newsletter as they relate to how the membership has been dealing with the COVID-19 pandemic and urged people to share what they have been doing while in lockdown.

Legislative: Sharyn Doyle was not able to attend and thus there was no news.

Membership: Leslie Schell shared that we have 180 people who are AARSPA members only. Reminders have been sent out to them to pay their dues and as of this date, 163 have responded. Of that 180, five were also emeritus and thus do not have to pay dues. She reported that MRSPA sent out reminder letter to those members who pay their dues by check and 70 have renewed their memberships. There were also three new members that joined both organizations. She has been very busy updating the database information and talking with members from all over the Delmarva Peninsula and as far away as Florida. She and Marge Smith have also been working on updating the AARSPA Directory so that it can be even more accurate. She asked if it was time to include email addresses in the document. After much discussion, it was decided that we would ask the membership and that only those who give permission to include the email addresses would be included. This will not occur with the next directory because of time restraints.

Leslie shared that the printer that the association bought Carol Kirby 17 years ago is all but gone. She stated that she was willing to use her printer so long as the association purchased the ink which is what we have been doing for Carol all along.

Leslie shared that with her conversations with members from around the Delmarva Peninsula, it came up that since we go to Florida for an annual meeting, we might consider holding events on the Eastern Shore/Delaware, Western Maryland and possibly Virginia. She has done some research and we have a significant number of members in these regions that are not able to join us at one of the four general/business meetings but would like to be involved more. The executive board took this information under advisement and asked her to gather more information to share. Debbie suggested that a committee be established to further study this idea.

Pre-retirement: John was not able to attend but there has been no action by the Board of Education about future pre-retirement seminars.

Program: Charlie Gable has taken on more responsibility with MRSPA and has given up his position with the Program Committee. Dixie Stack and Bonnie Schmeltz have volunteered to take over this committee and will meet with Charlie to gather the information he has accumulated over the years. Rick shared that Bonnie is still in the hospital and is make slow, gradual improvement.

Publicity: Debbie Ahalt shared that she has been limited in what she has been able to share because of the pandemic. She was complimented for her work on the Brian Boru fund raiser. She asked that she be kept informed about the instillation of the Little Libraries so that she can put it on Facebook.

Raffle: Sandra Edmonds nor Louise DeJesu were able to attend the meeting.

Remembrance and Sunshine: Millie Gardner introduced Linda Poole to the executive board and shared that Linda will be taking Nina Griffith's position on the committee. Millie asked if the Memorial Service for the members who have passed away will be held at the November luncheon at Renditions. Rick shared that we could do that but that the chorus will not be able to perform. Nina would like to end her time on the committee with the service, if at all possible, and not have to recognize two years of lost members in May, 2021.

Scholarship: Tillie Barckley shared that the Brian Boru scholarship fund raised brought in \$800 for the fund. She asked if she should resurrect the fund raiser with Killarney House and the group felt that a September date should be arranged. Tillie asked how many scholarships she should report that we will offer this coming year and was told that in the budget we had planned on 3 scholarships. We have \$1648.00 being carried forward from this year and project \$8750.00 from dues. Tillie will put in a future newsletter the criteria that is being used to select the recipients of our scholarships.

Trips and Travel: Bob Kanach reported for Lucy Travers that a reservation form will be included in the August newsletter for the C&D Canal Trip and Buffet scheduled for Wednesday, October 14, 2020. There is also a trip to Toby's Dinner Theatre scheduled for Wednesday, December 9, 2020 to see the musical "Elf." It was reported that currently Toby's is closed because of the pandemic.

Old Business: There was no old business to discuss.

New Business:

Florida Gathering 2021? At this time, it was asked the status of the annual Florida event. After some discussion, a motion was made by Bob Kanach and seconded by Phyllis Cherry to cancel the Florida event for this year. The measure passed unanimously.

Phishing Scams: Phishing Scams has been a problem for some time but has risen to a new level lately. After the MRSPA computers were hacked, we have had numerous scams presented. Rick shared that he has been in contact with MRSPA and they acknowledged they were invaded. Max shared that he noticed someone had tried to get into our association's online banking account, but that PNC blocked the attempt. He contacted MRSPA about insurance they might have and was told that we could not piggyback on their liability insurance.

Executive Board Members 2020-2021: Rick provided for the executive board members an updated list of the 2020-21 executive board. Bob was reminded to be sure to give our accountant/CPA a copy of the list with the books that she will review for us.

Executive Board Member Items: The October 8, 2020 executive board meeting is scheduled to be in room 2A which is a very small room. Bob will see if he can get it moved to a larger room for social distancing purposes.

Adjournment: With no further business, a motion was made by Debbie Ahalt and seconded by Millie Gardner to adjourn. It was approved by all present

July 13, 2020

Approved July 21&23, 2020

Dear Members of the AARSPA Executive Board,

When the Finance Committee prepared the budget in March, prior to CO-19, projections for income and expenditures were based on life as we knew it then. Since CO-19 has come to be a way of life, we realize that many of the projections for income will not be realized due to limitations placed upon all of us as we gather for AARSPA events. We are told that our September luncheon will be limited to 50 attendees. The amount of money collected for the scholarships at luncheons this year is probably not be anywhere near what we had projected in March. Visits to the Free School are on hold and unlikely to occur even when schools open. We also realize that members of the chorus may not feel comfortable resuming practice for quite some time and it's doubtful that they will have venues at which to perform for quite some time as well. The Florida Luncheon has been cancelled for this year, reducing anticipated expenses for our President. You will see that many income projections for this year have been decreased from the previous proposed budget, as have the amounts for expenditures.

Please read the attached revised proposed FY 2021 budget for the Anne Arundel Retired School Personnel Association. We would ask you to review it carefully. If you have questions or concerns call Max at 443-502-5120 or email him at maxedward@aol.com.

We need a motion and a second to accept the revised budget and then approval of this budget by the majority of the Executive Board members.

Please send your vote to Rick regarding the acceptance of this proposed budget.

Max Muller

Sharyn D. made a motion to accept the revised budget and it was seconded by Carla D. The Executive Board approved the emergency revised budget by a majority vote with these minutes via email.

**Proposed and Approved FY2021
Budget**

		FY 2020		FY 2021	
		2020 budget	Cum. Activity Thru 6/30/20	Proposed	Revised
1	Membership Projection NNNN	1750	1,738	1,750	
2	<u>Dues</u> - General (\$9.00xNNNN)	\$ 15,750.00	\$ 15,642.00	\$ 15,750.00	
3	Scholarship (\$5.00xNNNN)	\$ 8,750.00	\$ 8,690.00	\$ 8,750.00	
4	Free School (\$1.00xNNNN)	\$ 1,750.00	\$ 1,738.00	\$ 1,750.00	
5	<u>Dues</u> - Total (\$15.00 x NNN)	\$ 26,250.00	\$ 26,070.00	\$ 26,250.00	
6	MRSPA - Legislative lunch	\$ 200.00	\$ 200.00	\$ 200.00	
7	50/50 Drawings	\$ 400.00	\$ 323.00	\$ 100.00	
8	Scholarship Contributions FY 2021	\$ 3,500.00	\$ 4,407.50	\$ 2,000.00	
8a	21st Century Scholarship Contributions	\$ 4,000.00	\$ 2,730.00	\$ 2,000.00	
8b	Excess Scholarship Cont - FY 2020	\$ 5,393.00	\$ 5,393.00	\$ 1,648.50	
9	Interest	\$ 300.00	\$ 294.63	\$ 50.00	
10	Voices in Melody donations	\$ 700.00	\$ 525.00	\$ 550.00	
11	Miscellaneous/Community Service		\$ -	\$ 100.00	
12	TOTAL REVENUE	\$ 40,743.00	\$ 39,943.13	\$ 32,898.50	\$

EXPENDITURES		budget	thru 6/30/20	Proposed	Revised
13	Officers' Expenses - President	\$ 1,000.00	\$ 20.00	\$ 250.00	
14	Past President/President Elect	\$ 300.00	\$ -	\$ 100.00	
15	Program	\$ 1,200.00	\$ 540.00	\$ 800.00	
16	Preservation/Records	\$ 100.00	\$ -	\$ 100.00	
17	Community Service	\$ 400.00	\$ 177.53	\$ 600.00	
18	Legislative Committee	\$ 650.00	\$ 834.95	\$ 800.00	
19	Membership Directory	0	\$ -	\$ 475.00	
20	Hospitality/ Centerpieces	\$ 125.00	\$ 96.85	\$ 125.00	
21	Remembrance / Gift Cards	\$ 500.00	\$ 402.59	\$ 500.00	
22	Pre-Retirement Workshops/social(s)	\$ 500.00	\$ 154.00	\$ 200.00	
23	Pre-Retirement Reception	\$ 750.00	\$ -	\$ 750.00	
24	Public Relations-Central Office	\$ 250.00	\$ 156.53	\$ 450.00	
25	Newsletter & Directory Printing	\$ 4,400.00	\$ 3,504.77	\$ 4,400.00	
26	Postage	\$ 3,500.00	\$ 2,837.95	\$ 3,125.00	
27	Photography	\$ 50.00	\$ -	\$ 50.00	
28	Senior Citizens Hall of Fame	\$ 725.00	\$ 489.00	\$ 725.00	
29	MRSPA Endowment Fund	\$ 100.00	\$ 100.00	\$ 100.00	
30	Voices in Melody	\$ 1,200.00	\$ 1,091.13	\$ 800.00	
31	Bonds & Legal Fees	\$ 100.00	\$ 25.00	\$ 100.00	
32	Scholarships (@ \$4,000)	\$ 16,000.00	\$ 14,607.00	\$ 12,850.00	
32a	Scholarship funds carried from 2020	\$ 5,393.00	\$ 5,393.00	\$ 1,648.50	
33	President's Award Cup	0	\$ -	\$ 150.00	
34	Free School	\$ 1,750.00	\$ 1,737.00	\$ 1,750.00	
35	Web site renewal/Constant Contact	\$ 400.00	\$ 395.99	\$ 400.00	
36	Miscellaneous	\$ 350.00	\$ 81.22	\$ 200.00	
37	USM Membership/ Ad/Leg, Forum	\$ 200.00	\$ -	\$ 550.00	

38	Archives	\$ 100.00	\$ -	\$ 100.00
39	Auditor Fee	\$ 700.00	\$ 800.00	\$ 800.00
TOTAL EXPENDITURES		\$ 40,743.00	\$ 33,444.51	\$ 32,898.50
line 17 includes \$100 from MRSPA				

Dates to Remember:

- Th., July 9, 2020 Executive Board Meeting – Free School Museum @ 10:00am – 12:00pm (Outside)
Rain date: Tuesday, July 14, 2020
- Wed., July 29, 2020 MRSPA Local Presidents’ Meeting to be done by Zoom
- Th., Sept. 10, 2020 General membership meeting and luncheon – Two Rivers Restaurant @ Lake Shore Plaza off Mountain Road: registration,9:45am & meeting at 10:30am
- Th., Oct. 8, 2020 Executive Board Meeting – AACPS Board of Education in Center 2A @ 10:00am – 12:00pm
- Wed., Oct. 14, 2020 C&D Canal Boat Cruise & Seafood luncheon at Schaefer’s Canal House in Chesapeake City, MD
- Th., Oct. 22, 2020 Maryland Senior Citizens Hall of Fame Awards Luncheon @ Michael’s Eighth Avenue, Glen Burnie, MD (Tentative)
- Th., Nov. 12, 2020 General membership meeting and luncheon – Renditions Golf Course, Davidsonville, MD 9:45am registration & meeting 10:30am
- Wed. Dec. 9, 2020 “Elf” The Musical at Toby’s Dinner Theatre, Columbia, MD.