Minutes of the Tennessee Society of Mayflower Descendants

 Board of Assistants Meeting

October 10, 2022

Williamson County Archives

Franklin, Tennessee

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The meeting was called to order by Governor Karen Bauer at 10:30am. Karen requested a motion to suspend Roberts Rules for this meeting. Herb Gould made the motion to suspend. Dave Mensel seconded. The motion was passed without opposition.

In attendance: Karen Bauer, Governor
 Jon Kessell, Secretary
 Peggie Sides, Historian
 Herb Gould, AG
 Dave Mensel, Treasurer
 Lisa Lewis, Education

Topics discussed and passed without opposition.

1. Dropping members if they do not respond, via email or phone, by December 31 of the reporting year. Motion to approve the policy was made by Historian Peggie Sides. Seconded by Lisa Lewis. Passed.
2. Approval of the prior Board of Assistants Meeting Minutes. This meeting was held March 5, 2022, in the Green Hills Public Library, Nashville, Tennessee. These minutes were distributed to the Board prior to this meeting for their review. Copies of the minutes were also made available at the meeting. Dave Mensel made a motion to approve the minutes. Herb Gould seconded the motion. The minutes were approved.
3. Put 20% of any undesignated donation towards the Scholarship Fund. Herb Gould made the motion. Peggie Sides seconded. Passed without opposition.
4. Use investment funds to offset annual Life member dues. Dave Mensel made the motion to: At year’s end, calculate the total cost of Life Member dues (Life count X GSMD single member dues amount). Withdraw the calculate amount from the Investment fund to pay Plymouth. Lisa Lewis seconded the motion. Passed without opposition.
5. Assessment of dues for those transferring in to our society. Peggie Sides made the motion: Members who have successfully transferred to our society will be assessed current annual dues. [This is to cover Plymouth’s annual dues for that member.] Dave Mensel seconded. Passed without opposition.

2 Discussions and Decisions not requiring a vote:

Fall Meeting and Luncheon Contract.
 Referring to the proposed luncheon menu, emailed to the Board earlier, Karen asked if there were any objections to the prices and added 22% gratuity (Not included). There were no objections.
Karen noted that this was the first time Natchez Country Club required a contract. Both Captain John Manley and Karen reviewed and approved the contract.

Potential Meeting Venues.
 Since our last BOA meeting Karen has called, emailed and visited at least 25 potential meeting sites in the Middle Tennessee area. She had yet to find a suitable venue that would meet our requirements. Dave Mensel proposed looking into Cedar Creek Yacht Club in Mt. Juliet, Tennessee as a possible meeting place. Karen agreed to look into this new location. Later in the meeting there were further discussions on finding a suitable meeting location in West Tennessee.

New GSMD (General Secretary)
Quarterly audits: Regular, Drops, Transfers and Life Members
 The General Secretary’s Office (To become the Membership Office) has established four Quarterly Society membership audits. The data sent to Plymouth will be in the form of two spreadsheets. The first: a roster of (Tennessee) State members including their GS#, TN#, First and Last Name, Regular/Life status, and key dates. The second: a transaction count of New, Transfers-in, Transfers-out, deceased, and dropped members\*. Each transaction will include: GS#, TN#, First and Last Name, and key dates. \*Life and Junior member counts if applicable.
To begin each audit, Plymouth will send two spreadsheets containing the same categories, filled with their data.

Reporting dates:
The third quarter audit is due before November 1st of the current year. Counts will be as of October 31st.

The fourth quarter audit is due before February 1st of the next calendar year, reflecting the FINAL YEAR END counts as of December 31.

We assume the first and second quarterly audits will be due before May 1st and August 1st.

Use of tax exempt status, gifts and donations
An EIN number will be given to those officers needing to purchase tax exempt supplies, services and society related expenditures. (Example: a speaker’s gift.) Those wishing to donate/contribute money to the society must sign an agreement stating, “No gifts or Services were provided in exchange for this contribution”.

Future BOA and General Meeting dates
The Spring BOA meeting will be held on Saturday, March 18th.
The Spring Regular meeting and luncheon will be held on April 15th.
Dates are tentative and subject to change.

3 Ex-officio and Advisory Commitees
Discussion… The Governor may establish an advisory committee and choose members to be on that committee. The Governor may establish a committee without Board approval. This would be a way to bring in past officers and current members to Board meetings.
 Fall General Society Board of Assistants Meeting – DGG Attendance
Prior to the Fall General Society Board of Assistants meeting, held in Minneapolis, Minnesota, Karen Bauer was designated acting Deputy Governor General in place of DGG Jon Kessell. Jon was unable to attend. On her way to Minneapolis Karen became sick and subsequently had to return home. Karen noted that the minutes of the GBOA meeting were published on the General Society website for all members to read.

 Facebook Page, Selling, Fundraising and Donations
Karen proposed the idea of creating a second Public Facebook Page. Currently, Karen cannot manage the private members Page. There were no objections to her creating and managing the new Page.
The subject of selling items, either on or offline was introduced as a possible way of raising money. Dave Mensel counseled the Board on the difficulties of managing Sales Tax in conjunction with selling. The discussion moved on to Fundraising. Karen requested ideas for fundraising. Several venues were:

1. Casino Party
2. Fishing Tournament
3. Golf Tournament

Donation buttons have been incorporated into our website. It was suggested that a donation button be placed on every web page. Jon noted that when making a donation there is an option to help pay for the fee PayPal charges to process the donation.

Treasurers Report – Dave Mensel

Current bank balance: ………………………………………..$10,400.00
Investments: ………………………………………………………$28,000.00
Income Statement:
 Designated Scholarship Donation..………………….$ 160.00
 Undesignated Donation…………………………………..$ 1,675.00
Dues Billed …………………………………………………………..$ 9,225.00

Dave noted an unresolved error in the un-deposited (Receivables) fund (negative) amount. He is working on a solution. From an operations standpoint, we are in the black. Of the dues billed, not all have been collected. Investments continue to “tank”, with a five figure loss. Contact Dave for more detailed information. Please see topic / motion #4.
Dave was asked to look into the following donation sources:
 - Giving Tuesday
 - Amazon Donation Program
Other Treasurer topics discussed:
 - The Budget presented needs to be re-visited due to its’ age.
 - Dave continues to work on validating member contact data.
 Please see topic / motion #1.
 - The importance of using an expense report with attached receipts.

4 Historians Report – Peggie Sides
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Approved applications: 19
Transfers IN: 4 (3 – California / 1 – Colorado)
Supplemental: 2
Waiting in Plymouth: 4
Working: 1

Peggie was concerned our society was being short changed when processing those transferring IN from other states. Currently we do not charge dues for incoming transfers, but we do pay an assessment to Plymouth. See topic / motion #5.

Peggie stressed that any new or potential Historian SHOULD own document generating software (I.e. Microsoft Word; Adobe PDF reader, etc.), purchase annual subscriptions to genealogical data sources (I.e Ancestry.com; American Ancestors, etc.) and have access to key genealogical books (I.e. Silver Books)

 Finance Committee

The decision to move investment funds to Raymond James has been placed on hold. The decision was based on current market volatility.

 Scholarship Committee

Karen noted that the template for the Scholarship Program was borrowed from the Oregon State Society. The initial scholarship amount is to be $1000.00. Roger Young requested to be in attendance at the Spring general meeting and luncheon. Karen requested Jon add a special Scholarship section (Pages) to our website. A vote to fully approve the Scholarship Program was deferred until Karen completes looking into 501c3 guidelines.
Karen has formed a new “75th Anniversary Committee headed by Lisa Lewis. Kari Bernier has also been asked to be a committee member.

New Business: None

Old Business: None

Closing Prayer

Herb Gould.
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The Board Meeting was adjourned at approximately 1:15 pm.

Submitted by Jon T. Kessell
Secretary, The Tennessee Society of Mayflower Descendants