

AIS Board meeting, Wednesday, February 28

Meeting called to order at 5:05 PM PST

1. Welcome everyone.

Roll Call: **Officers:** Gary White, president; Jody Nolin, 1<sup>st</sup> VP; Andi Rivarola, 2<sup>nd</sup> VP; Jim Morris, immediate past president. **Administrative Officers:** John Ludi, publication sales director; Claire Schneider, recording secretary. **Directors:** Al Elliott, Anita Moran, Bob Pries, Claire Schneider, Dawn Boyer, David Cupps, Howie Dash, John Ludi, Lois Rose, Phyllis Wilburn. **Committee Chairs:** Advertising Editor: Dawn Boyer, Affiliation Liaison: Jody Nolin; Electronic Services: David Cupps; Encyclopedia Manager: Bob Pries; Exhibitions: Lois Rose and Wayne Messer; Honorary Awards: Jim Morris; Image Coordinator: Neil Houghton; Iris Program Resources (digital): Neil Houghton; Iris Program Resources (speakers): Al Elliott; Policy: Susan Boyce; Public Relations & Marketing: Bob Pries; Public Relations & Social Media: Andi Rivarola; RVP Counselor: Howie Dash; Section & Cooperating Societies Liaison: Phyllis Wilburn; Strategic Planning: Andi Rivarola. **Visitors:** Susan Grigg, Jeanette Graham.

1) Meeting called to order at 5:05 PST.

2) Minutes of November 29, 2017 electronic board meeting

**Motion 1** to accept the November minutes by Anita Moran. Seconded by Jim Morris. Discussion: the minutes were posted in the Fall 2017 Board documents. Approved unanimously.

3) Minutes of January 24, 2018 electronic board meeting

**Motion 2** to accept the January minutes by Jim Morris. Seconded by Howie Dash. Approved unanimously.

4. Database Password Documentation and access. (Gary White)

The issue of passwords and databank protection was forwarded to the Board by John Jones. John suggested that AIS have a policy where every manager of a password protected database be required to document the location, ID and password of that database as well as provide a system to backup that data. In addition John recommended that a databank overseer be appointed to periodically canvas the managers of each database to ensure that their security information (i.e. passwords and backups systems) is up to date and has been registered with the AIS secretary. The overseer would report the status of each database and their security information at the Spring and Fall Board meetings.

John also recommended that the AIS secretary be authorized to purchase an annual subscription to 1Password or similar program to store security information. The secretary and AIS President would have the ID/Password for that file.

Discussion: Thank you, John Jones for bringing this important issue of database protection to the Board and we agree that AIS needs a policy regarding passwords and database security. A question was asked about backup files for the AIS databases: where are they stored and who

maintains them? Neil reported that he will be using an external hard drive as a backup for storing AIS images. According to the AIS Disaster Plan on page 2, all operational activities kept on computer will have two backup files and the First Vice President shall check on a random schedule to see if the backup files are being maintained. Bob Pries has a process for backing up the electronic Encyclopedia. In addition to images and the Encyclopedia other databanks include the membership roster, the iris registry and judge's records.

Gary appointed Jody Nolin, David Cupps and John Jones to construct policies for AIS passwords and databank backup schedules. The policies should include instructions for the transfer of duties during regime changes. In other words when a database manager or other password guardian leaves the AIS, there needs to be a prescribed method for transferring those passwords to a new guardian. We would like to hear an update on these policies at a future Board meeting this year.

#### 5. AIS Photo Contest Follow-up (Gary White)

The Strategic Planning Committee has recommended that the Photo Contest not be terminated. Amberlee Pick, a candidate for chair of the Photo Contest, has offered a set of contest guidelines, many of which coincide with proposals made by the Strategic Planning Committee.

#### Discussion:

AIS should consider purchasing an external hard drive for the next Photo Contest chair. There was a question about the distinction between landscape, home garden and field categories in the Photo Contest. Perhaps these categories could be clarified or combined. Amberlee is a youth member of AIS. We want to involve youth in the AIS and the Photo Contest is a great way to do that. After much discussion Gary has postponed the Photo Contest for one year or until new guidelines, a new chair and the new website are in place. He asked for volunteers to join the Photo Contest Committee to work on the contest guidelines with Amberlee. Anita Moran volunteered to be a member of that committee. There was a suggestion that Cheryl Deaton, Youth Chair, be considered for this committee, also.

#### 6. Updates, Announcements, Miscellaneous

- The Spring Board Meeting, Sunday April 8, is scheduled to begin at 6 PM in New Orleans. Because of transportation issues, a request was made to delay the start time on Sunday. An update on the start time will come later.
- It is time to start thinking about giving committee and officer reports at the teleconferences. Doing so will reduce the number of reports at the Spring Board Meeting. In years without a Fall Board Meeting, all reports will be presented at a teleconference. Reports volunteered for the upcoming March teleconference: 1) Jody Nolin's reports and 2) Jim Morris' Honorary Award Report.
- Update on the 2018 New Orleans Convention. Dwayne Booth reported there is \$51,000 in the bank from Convention registrations. The ala carte registration format has been very popular and Paul Gossett recommends that other societies use it. Paul reported that there are 250 registrations so far, well beyond expectations. To meet the terms of the contract, AIS needed 512 guest room nights and 640 have actually been reserved. Limitations have been placed on the bus tours due to limited space at the Wednesday gardens and sitting spaces at the luncheons.
- As of today two hundred of the 2019 calendars have been sold. (John Ludi)

- “Today I received my first image registration of a new iris!” (Neil Houghton)
- The Nomination Committee has received many recommendations for director. (David Cupps)
- 62 shows have been approved so far. Cathy Egerer of HIPS sent informational brochures about HIPS to all the show chairs. Based on the positive feedback from the show chairs and HIPS, a suggestion is that other iris sections supply information about their respective societies to the show chairs. Here’s an opportunity to publicize the respective societies. (Lois Rose)
- A follow-up idea regarding publicity: instead of publishing a 2-fold brochure to promote your iris section, affiliate club or upcoming event, consider creating a bookmark on cardstock. These are inexpensive to make: the cost of printing 250 bookmarks was about \$30. For ideas on how to create a publicity bookmark, look for samples at the New Orleans convention. (Jody Nolin)
- Thanks to all who participated in the AIS affiliate survey. There have been lots of comments and great ideas. Another reminder regarding the survey will be in the next News & Notes. (Wayne Messer)
- We enjoy seeing everyone’s face during these teleconferences. Everyone is encouraged to try using their laptop computer or iPhone. And not to worry about your hair do; this is not the prom. The new website is coming along. The preliminary design is being evaluated. Yes, the timeline is a little delayed, but the website should be up before the show season begins. (David Cupps)
- The deadline for the next Bulletin is March 10. The editor could use three or four more articles for the next issue. (Jim Morris)
- An update on the G. Percy Brown papers which are extensive iris hybridizing records from decades ago. After several attempts to contact the Westport Massachusetts Historical Society via letters and phone calls, Gary has finally heard back from the executive director. She has given permission for the records to be copied. She doesn’t have the staff to copy all the records and invites AIS to help. (Gary White)
- The next teleconference will be March 28, regular start time: 8 PM EDT, 5 PM PDT.

Respectfully submitted,  
Claire Schneider