

Umpqua Valley Beekeepers Association

P.O. Box 924, Roseburg, OR 97470

October 8th, General Meeting Minutes Held at the Lookingglass Grange @ 2:30 pm

1. **Call to order** - Adrian
2. **Welcome visitors and members** - Adrian
3. **Round Robin** (name, how many and what kind of hives, why beekeeping, how many years)
4. **Financial Report** - supplied by Kelly
 - a. \$3,924.07 Checking, \$1,946.92 Savings = \$5,870.99
 - b. Deposits - \$100 in dues. \$0.16 dividend in savings
 - c. Withdrawals - \$144 for weebly website (moved out of Cynthia's account), \$24 for google domains (we have 2; umpquavalleybeekeepers.org & umpquavalleybeekeepers.com. Again moved out of Cynthia's name as she paid for both last year).
5. **Potluck Time! - Everyone got their grub on!** It was great to have all the different dishes and some members brought their spouses too. We definitely want to do more of these in the future. The Lookingglass Grange was a great location with lots of room for more people too.
6. **Elections - President, VP, Treasurer, Secretary, Chair positions**
 - a. Copy of bylaws are attached if anyone wants to take a look.
 - b. We have a few new board members and chair positions!
 - i. President - Adrian Aramburu - Re Elected
 - ii. VP - Ivory LosBanos - Re Elected
 - iii. Treasurer - Kelly Heard - Re Elected
 - iv. Secretary - Serena Fink - Newly Elected
 - v. Membership Director - Still unfilled, for the interim this is disbursed between the acting Board members. - Unchanged
 1. Chair positions;
Website & Social Media Chair(s) - Vicki Craft & Timothy Ballenger
Education Chair - Sandy Wertz
Events Chair - Ivory LosBanos (unchanged)
Swarm Chair - Adrian, Ivory & Ian (unchanged)
Community Liaison - Tony Beerbohm (unchanged)
7. **Announcements** - Adrian/Ivory
 - a. OSBA 2023 Fall Conference - October 27, 28 & 29 @ Riverhouse Hotel & Convention Center in Bend, Oregon.
 - i. Pre-registration deadline has passed
 - ii. Check out the OSBA Website for the tentative agenda.
 - b. Lending Library
 - i. We have a list of books available to members. We will have the list online soon but we will also be bringing these to each of the meetings.
 - c. No December Meeting this year! - November meeting will be our last one of 2023. As the holidays get busy for everyone and beekeeping activities slow down we thought it best to keep it easy for everyone. We may have a board meeting to be sure the new board and chairpersons have what they need to continue into 2024. If so, those meeting minutes will be passed onto the group.
8. **Events** -
 - a. Douglas County Ag Day - Thursday, October 5th, 9am - 1:30pm

- i. Dean and Tony were wonderful. They set up the day prior at the fairgrounds for all the 4th grade classes.
- ii. Dean got his picture on the front page of the paper if anyone wants to read it we have it. They discussed bees/pollinator importance. There were five groups of about 25 kids. We were one station out of five they will rotate through.
- iii. The Grab bag stuffings included a seed packet, honey stick, our business card as well as some bee stickers that Adrian donated for the cause.

9. Education Events -

a. Beeks Academy

- i. "Winter is Coming" - Are your girls prepared for winter? We held the last 2023 Beeks Academy on October 8th @ Adrian's home.
- ii. What topics do you want to hear next year? We will start planning topics and dates to correspond so things are announced in advance.
Already on the docket - Minimum of 2 Beekeeping for Beginners,

10. Open Bee Discussion - Questions/Comments/Concerns?

- a. Ivory had a late removal out of a water meter box this morning. The city of Roseburg gave us a jingle, they had mentioned it to the homeowners months before but they didn't do anything about it. Ivory has left the box until dark so that any stragglers could make their way in.
 - i. Wondering how they will survive the winter, they went into a Nuc box with some stores and some drawn comb. They had little brood and little stores. They will be fed as much as possible throughout the season.

11. Adjourn and Clean-up!!!

Umpqua Valley Beekeepers Association Bylaws

**P.O. Box 924
Roseburg, OR 97470**

Article I – Name

The name of this association is Umpqua Valley Beekeepers Association, to be referred to as UVBA throughout the remainder of this document.

Article II – Mission Statement and Goals

MISSION STATEMENT:

The Umpqua Valley Beekeepers Association is a nonprofit, 501(c)(3) organization operating in the Umpqua Valley region of SW Oregon dedicated to the continued survival of honeybees through ethical and sustainable beekeeping practices based on the current apicultural science through mentoring and public education.

GOALS:

- a. Provide practical education to anyone interested in raising honeybees.
- b. Provide a forum for the exchange of information, ideas, and views of mutual interest to beekeepers.
- c. Foster cooperation between the UVBA and the Oregon State Beekeeping Association (OSBA).
- d. Mentoring new beekeepers through apprenticeships with seasoned beekeepers.
- e. Promoting safe removal and relocation of unwanted colonies or swarms in the Umpqua Valley.
- f. Supporting the ongoing presence of honeybees and other pollinators in the environment through community outreach and education.
- g. Promoting the use of honey, honey products, and other hive products.

Article III – Association

UVBA is to be associated with the Oregon State Beekeepers Association (OSBA). Members are encouraged to become members of and to support OSBA.

Article IV – Registered Agent

UVBA is registered as a Domestic Nonprofit Cooperation under the laws under the state of Oregon, with the principal address of P.O. Box 924, Roseburg, OR 97470.

Article V – Membership

Definition of an active member: Anyone who pays their dues for the year is considered an active member. (“Active member(s)” will be referred to as “member(s)” for the remainder of this document.)

Section 1: Levels of Membership

- a. Membership is open to anyone in the Umpqua Valley who is interested in honeybees, whether they have hives, want hives, or just love bees.
- b. The fiscal year of membership runs from January 1 through December 31. c. Dues breakdown for the year:

\$20 is required to be placed on swarm list.

\$20 due for new members after October 1, but this includes the next year's dues. d. Lifetime membership is the equivalent of ten years of dues, paid yearly or as one lump sum.

Section 2: Benefits of Membership

- a. Voting rights in the yearly general election for officers, and any other voting matter brought before the membership by the board at any time. Must be present to vote; no proxy voting is possible at this time.
- b. Member roster of current members.
- c. Members-only section of any future UVBA online workspace.
- d. Swarm call list: members may opt in or out.
- e. Training and mentoring from experienced beekeepers.
- f. May attend Winter and Summer Beeks Academies.
- g. Access to wholesale pricing at GloryBee through UVBA's account.

Article VI – Anti-discrimination and Harassment

UVBA is committed in all its meetings, programs, functions, and social areas (including online activities and publications) to provide an environment that is free from discrimination and harassment. This includes but not limited to race, religion, color, sex, marital status, age, mental or physical disability, gender, and sexual orientation. All members and any attendees at any UVBA activity are expected and required to abide by this policy.

Article VII – Meetings

- a. General membership meetings will be held the first Wednesday of the month in a predetermined place from 6-8 p.m.
- b. The annual election will be held during the October general membership meeting.
- c. Board meetings may be held at the discretion of any member of the board or any member when an issue involving the entire club surfaces. Emailed notice of the time and location of the meeting will be sent to all members within 7 days of a scheduled meeting so they may attend.
- d. Special meetings and events will be held at times and places determined by the board of directors with adequate notice to members.
- e. The president, or other person designated by the board, will preside over all meetings. The secretary shall take the minutes, which then become part of UVBA records.
- f. The Order of Business at any general membership meeting is as follows:
 1. Call to order
 2. Address comments on and vote to accept the minutes as written or corrected
 3. Recognition of visitors/guests
 4. Board of directors' report
 5. Treasurer's report
 6. Reports of officers
 7. Reports of committee chairs
 8. Old business
 9. New business
 10. Beekeeping questions & answers
 11. Election at October meeting

12. Adjournment

- g. Guests are always welcome at the general meetings.

Article VIII – Officers and Chairpersons

- a. The elected officers of UVBA will include: president, vice president, secretary, treasurer, and a membership director for a total of five (5) members who will act as the board of directors for the association.
- b. Responsibilities of the board include governing the association, fairly representing all members of the association, establishing sound policies and procedures, determining the use of funds, and planning all extra activities after consulting with committee chairs.
 - c. Anyone who runs or is nominated for an office will also need to be/become a member.
- d. Officers will be elected every year by a majority vote of the present members (in person or through video chat if arranged in advance) at the October general membership meeting.
- e. Term of office will be one year, from the next Jan. 1 to Dec. 31.
- f. All officers may serve successive terms at the discretion of the membership without limitation, subject to their willingness to serve, to the satisfaction of the membership.

Section 1: Officers/Board of Directors

1. PRESIDENT

- a. Preside over board meetings and general membership meetings.
- b. Provide leadership and inform the board on matters that may affect the association.
- c. Fill vacancies for the board or committee chair for the remainder of the year by appointing another member.
- d. Must be a member of the Oregon State Beekeepers Association (OSBA).

2. VICE PRESIDENT

- a. Preside at any meeting in the absence of the president and act with all the powers granted to the president in their absence.
- b. Assist the president with setting agendas and programs for the coming year.
- c. Review all bills presented for payment to the treasurer not already approved by the board, that need payment before the next board meeting. If the VP denies the bill, it must be presented for review to the members for a vote.
- d. Must be a member of the Oregon State Beekeepers Association (OSBA).

3. SECRETARY

- a. Record the minutes of the board, general membership, or special meetings and make these reports available to members through email within one week.
- b. Maintain the meeting sign-in sheet, confirm attendance at meetings, and update the membership roster to be shared with the membership director.

- c. Write letters or cards as directed by the board.
- d. Handle all notices required by law, these bylaws, the president, or the board. **4.**

TREASURER

- a. Keep full and accurate records of all UVBA financial transactions. The records will be available for review by the president or board at any time.
- b. Pay all needed bills and routine expenses for the association with board or vice president approval in the event that it's between board meetings and the amount is less than \$300.
- c. The president and the treasurer shall be the signatories on the association's bank accounts.
- d. Be the legal custodian of all funds that may come into possession of UVBA from dues, donations, sales, or any other source.
- e. Deposit funds immediately into a reliable bank agreed upon by the board of directors, and keep the bank account in the name of the association.
- f. Report on the financial condition of the association at the monthly general meeting.
- g. Maintain a complete list of the association's physical equipment and digital assets owned by the association, including locations of said property and the member responsible for the property.
- h. Single expenditures in excess of \$300 must be approved by the general membership by a majority vote of those members present.
- i. Prepare a yearly budget based on projected expenses, to be passed by the board of directors in February.
- j. Prepare a yearly financial review to be presented to the board of directors in January.
- k. Prepare all pertinent yearly legal financial records to the state of Oregon and the Internal Revenue Service.

5. MEMBERSHIP DIRECTOR

- a. Work with the secretary to maintain the membership roster.
- b. Welcome new or potential new members who attend a meeting as a guest or contact the association inquiring about membership.
- c. Conduct intake interviews (in person or on the phone) to determine the level of assistance/mentorship they might be looking for by joining UVBA.
 - d. Provide a welcome packet which includes resources and intro to beekeeping information.
- e. Send email reminders regarding membership renewal every December/January and October election reminders every September.

Conditions of the Board of Directors:

- 1. Any officer may be removed by the membership at any meeting with respect to which notice of such intent is given to the members at least thirty (30) days prior to the meeting.
- 2. A vacancy in any office because of death, resignation, removal, disqualification, or for any other reason, may be filled by the board for the unexpired portion of the term at that office.

Section 2: Committee Chairs

Committee chairs will be appointed at the October general membership meeting through nomination or self-nomination and approved by a majority vote of the members present.

WEBSITE/SOCIAL MEDIA ADMINISTRATOR

- a. Develop and maintain the association's website (UmpquaValleyBeekeepers.org) with information approved by the board.
- b. Maintain any Facebook Page or Group, and/or online workspace used by members to communicate with each other or to share information to the public.
- c. Monitor the social media reach and contacts made from any public outlets.
- d. Monitor any potential online store and other online submission forms, and fill swag orders when they are received.

EDUCATION CHAIR

- a. Take the lead on monthly topics for the general membership meetings.
- b. Lead the educational activities for the membership including the UVBA Beeks Academy.
- c. Line up presentations and guest speakers.
- d. Prepare handouts for meetings and the Beeks Academy.
- e. May have an assistant chair or education team to be approved by the board at any time.

EVENTS CHAIR

- a. Schedule events during the festival season. Number of festivals to be determined by the membership through discussion and approval by the board of directors. Changes to the schedule may be fluid, depending on the volunteers available to work the booth and willingness to staff additional events.
- b. Confirm with all festival coordinators a nonprofit spot or a vendor spot, depending on if there is product to sell as it will affect the cost of the booth space, and this can be adjusted on a case-by-case basis as the season progresses, dependent on possible member-produced product and association swag.
- c. Schedule volunteer shifts for each festival and provide the festival information needed – set up and break down times, entrance/parking fees, whether to bring chairs, food, etc.
- d. Restock the booth storage boxes with supplies, handouts, freebies, and swag.
- e. Ensure all volunteers know how to use any payment mobile device to accept payment for anything the membership may decide to sell at the booth, including UVBA swag, items offered for donation to the association, or any bee-related products any active member would like to offer for sale.
- f. Ensure all volunteers know how to successfully run a raffle.
- g. Return all physical monetary donations to the treasurer to be deposited into the bank account.

COMMUNITY LIAISON CHAIR

Distribute the UVBA welcome packet or association business card to individuals and businesses such as: pest control, EMTs, police, fire, Realtors, other clubs, construction companies, water, and power companies to get our contact information out there in the event anyone in the community discovers an active beehive or swarm on their property. All members may ask for club business cards for distribution to the community.

SWARM ALERT CHAIR

- a. Receive swarm alerts from the public.

- b. Keep records of all swarm calls: who, when, and approximate address of swarm.
- c. Post swarm alert to members on swarm alert text list.
- d. Pass potential cutouts to members within the UVBA to handle. The club chooses to not take on the responsibility of cutouts at this time due to liabilities.
- e. Follow up with members who received swarms as to viability before and after winter. Turn in the survival information to the secretary to enter into club records and for OSBA annual survival census.

Article IX – Affiliations

The Umpqua Valley Beekeepers Association is an affiliate of the Oregon State Beekeepers Association, and agrees to uphold and support the OSBA in their work of promoting sustainable and ethical beekeeping practices according to the latest apiary science.

The UVBA will also work closely with the Oregon State University College of Agricultural Science's Honey Bee Lab and the Master Beekeeping Program.