



**HUMBOLDT COUNTY BEEKEEPERS ASSOCIATION
BOARD MEETING MINUTES
Tuesday, 2 February 2016**

Location: Conference Room, Humboldt County Agriculture Department, 5630 South Broadway, Eureka, CA 95501

Time: 6:00 pm

Board members: Jamie Bucklin, President (707-845-3362), (jamiiebucklin@yahoo.com), Janelle Bucklin, Treasurer (mommy2anni@gmail.com), Laurie Neville, Secretary (QMR_Bees@iCloud.com);, Brad Woodward (707 496-9707); Justin Reeve (justinmreeve87@gmail.com),

Board members absent: Melissa Lee Krein (Busymissybee@yahoo.com), Robin Gereck (bizzybawdy@yahoo.com),

Public members present: John Winzler

Reference documents: (1) 2 Feb 2016 Meeting Agenda, (2) Jan Board Meeting Minutes for approval, (3) Meeting Presentation Calendar worksheet (4) Swarm Response handout

Action Items:

1. Review/approve agenda for this meeting:

The Agenda (2/2/2016) for this meeting was approved.

2. 9 January 2016 Board Meeting Minutes were submitted for approval, a motion was made to delay and approve these minutes at the Board meeting of 1 March 2016, as some people needed more time to review the document.

3. Public Comment - None

4. Treasurer's Report (Janelle Bucklin):

- a. Please refer to the HCBA Bank balance sheet and "Transaction Detail by Account" for details on the HCBA expenditures/balances. The ending balance on 2 February was \$6003.48
- b. A motion was made and seconded to remove Joy Thomas from the Coast Central Credit Union checking (hereafter referred to as CCCU) account. The Board unanimously approved to authorize the bank to remove Joy Thomas as a signatory and request that the CCCU update the account to reflect this.
- c. It was stated to the Board and it was acknowledged that the CCCU account was changed a single signatory checking account (Initially approved and included in the Bylaws, but not included in the Minutes of the November 2015 meeting); thereby, removing any conflict of interest with regard to reimbursement to officers of the Board that may be related.

- d. A motion was made and seconded to add the Secretary, Laurie Neville, to the Coast Central Credit Union (CCCU) checking account as an additional signatory. The Board unanimously approved this action. To summarize, the following authorized signers to the CCCU account are as follows: Janelle Bucklin (Treasurer,) Jamie Bucklin, (President of Association and Chair of Board); Laurie Neville (Secretary).
- e. The Treasurer requested the Board consider a debit card for the checking account in addition to checks. This will allow payment for specific expenditures online in particular. Some of the Board Members expressed concern over the security and potential abuse of a debit card (loss, theft, etc) and the issue was moved for discussion at the 1 March 2016 meeting.

5. Insurance status update (Janelle Bucklin, Treasurer)

- a. Janelle Bucklin provided an update on the process to resolve insurance issue for Association (Board, etc) and events liability. It was reported that independent broker, Rob Schroeder Insurance has provided the Treasurer, Janelle Bucklin with an application for insurance coverage. She circulated a sheet to obtain updated information from each Board member and requested clarification on a number of questions asked in the application.
- b. The insurance coverage application opened a discussion and some questions were raised as to liability at schools where the observation hive is to be presented. The HCBA may need to consider a “school policy document” to present to teachers/school representative regarding what to expect, clarification as to whether anyone is allergic to bee stings and notification to parents that live bees would be part of an event.

6. BeeFest 2016 – Update on planning (Justin Reeve):

- a. **The coordinator of BeeFest, Justin Reeve presented the current status** of the event, and noted that the date at the venue, Bayside Grange will be Friday (evening), May 6 and Saturday, May 7 (Mother’s Day weekend), The Bayside Grange was reserved for those dates and requested a \$200.00 refundable security deposit and a \$100.00 “donation” to cover utilities. He noted that the first planning meeting for the event will be Saturday, Feb 13 at 4pm. At the Redwood Lily B&B in Arcata. He will announce this meeting via the HCBA Yahoo Group Listserve and FaceBook. Justin noted that an application to the Fire Department is pending and asked about insurance coverage for the 1 day event.
- b. **It was clarified that the Board approve all designs of posters/artwork** that are representative of the HCBA and the event prior to the material being circulated in the community.
- c. **It was noted that the HCBA cannot sell alcohol at the event**, but may be available to the public with a donation in a specific amount served per person by the vendor. The provision of alcohol needs to be further clarified with Paul Leslie, of Humboldt Honey Wine as to amounts served, and if there might be a one time license to serve at the event. It was suggested that alcohol and food from other vendors (Slice of Humboldt Pie, etc) be made available on Friday 6 May with the film event that is planned.
- d. **Lorna Brown has already prepared the Art Show flyer/poster** “Call to Artists” to be circulated and posted around towns to encourage participation. The Board had a limited viewing of the announcement. Final approval pending circulation of the design over the

next 2 days. The secretary will post to media outlets (print and radio) to further the announcement.

- e. **The proposed initial budget** for 2016 BeeFest is \$2500.00
- f. **It was suggested that for expenses such as printing** of posters/flyers that competitive bid be made to ensure best prices for services. The Central Office Copy printers in Eureka are very competitive in pricing and should be considered in the bidding process.
- g. **The Seed Exchange was mentioned to be invited to the BeeFest without being charged a vendor fee** in exchange for the HCBA to be represented at a Seed Exchange event in April 2016. Motion for action was made by J Bucklin (Treasurer) and seconded by the President to approve this request to waive vendor fee to The Seed Exchange – the Board voted unanimously in favor of this request.
- h. **The cash prize(s) for the art contest were added as an action item** for consideration, motion made and approved at \$400.00 – The BeeFest Committee will determine the allocation of funds to first and second place winners. Entry fees for artists to participate in the BeeFest Art Show will also be determined by the BeeFest Committee. Further efforts on volunteer recruitment, timeline, budget, insurance and vendors, media/outreach, posters, shirts etc will follow.

7. Swarm Response Plan/Swarm List management (Brad Woodward)

- a. Brief review of the policy of charging a fee of \$5.00 for individuals who would like to be included on the Swarm Response List - but not able to attend the 4 Feb 2016 or 1 March 2016 General meetings, The Board also acknowledged the response of some individuals on the Yahoo Group Listserve who expressed negative and positive comments regarding the Swarm list plan and \$5.00 donation fee. Documents suggested for the Swarm Protocol: (1) “Report a Swarm” handout for community and agencies (see attached), (2) release of liability form for beekeeper/property owner.
- b. A list of the public agencies” that should receive the Swarm Response/Recovery contact list and circulation/posting “Report a Swarm” handouts as well as a Guideline for Swarm Responders still needs to be determined and completed.

Action items for consideration at next Board Meeting (Tuesday, 1 March 2016)

- 1. **BeeFest 2016** – Event update
- 2. **Status of Swarm Response/Recovery sign up** and documents to be made available to community and Beekeepers on swarm list.
- 3. **Continue discussion on the following issues, particular, completing the comprehensive events calendar for 2016:**
 - a. **Identify special events and other activities** for participation (specifically community events, ENF, Fairs etc) where HCBA is represented with booth or educational materials, demo hive, etc. with initial timelines. (see ref doc “Events Calendar”)
 - b. **Outline and schedule workshops for 2016** Continue discussion on special topics: i.e. safe honey processing/handling, topbar building, fundamentals of beekeeping (2-day “Beekeeping 101” workshops etc.

- c. **General Meeting presentation calendar Update** and continue advance planning for monthly meeting program (**booking guest speakers**, films, etc) and finalize seasonal beekeeping management issues. (see Meeting Presentation Calendar 2016 Worksheet)
4. **Media planning:** Address opportunities for community education using the media (Support local honey, gardening for pollinators, bee swarms, general bee issues etc)
5. **Ongoing organization of 2016 proposed activity budget** considering all events and planning in progress (Treasurer)

GENERAL MEETING SUMMARY – 4 February 2016

Location: Auditorium, Humboldt County Agriculture Department, 5630 South Broadway, Eureka, CA 95501

Title: “Beekeeping 101: Back to Basics”

Total members who have attended previous meetings: 36

New to HCBA attendees= 13 (of which 7 individuals are non-beekeepers but interested in keeping bees)

Total attendance = 49

1. Jamie Bucklin opened the General Meeting at 6:10 pm for the New Beekeepers Q&A
2. Justin Reeve announced BeeFest 2016 and requested sign ups for event volunteers – there were no sign ups.
3. Jamie Bucklin and Brad Woodward presented slides illustrating aspects of beekeeping management practices and engaged the audience in discussion The Woodwards and J Bucklin had brought a diverse array of hive woodware and equipment for the audience to view. The presentation went from 630 to 830 pm which included discussion afterwards.
4. Brad and Linnette Woodward managed the Swarm Response/Recovery List signup from members in attendance. The fee of \$2.00 paid upon entry to the meeting established swarm list responders as HCBA members – which is required as per the current HCBA Bylaws. Those not attending meeting will be required to contact Brad and pay a \$5.00 donation to be included on list.
5. The Woodwards also provided a preliminary sign up for ordering package bees.