

New Mexico State Poetry Society Open Board Meeting Minutes, October 17, 2020
Location: Zoom

Meeting called to order by Vice President Dino de Leyba at 3:00 PM.

NMSPS board members present

President: Bernadette Perez
Vice President: Dino de Leyba
Treasurer: Terri Klein
Secretary: Cyvil Burks, Sr.
Kuan Tikkun, Rio Grande Valencia Chapter Chair
Scott Wiggerman, Albuquerque Chapter Chair
Elise Stuart, River Poets Chapter Chair
Basia Miller, Santa Fe Chapter Chair

NMSPS board members absent

Phil Peach, Chancellor

Membership Report - (Terri Klein)

Membership was 75 last year, not meeting the target of 150. Missing the target was due in part to a fall-off from a year in which we hosted at the NFSPS National Convention (which brought in a lot of members which we had trouble retaining) and in part to the delay in sending out reminders (because of COVID and intense work on new website). This year's membership target is 100, which we feel is more realistic.

Website Update (Terri Klein)

Website is up and running. Members have begun to notice it and to utilize the expanded information available there. The "Meet Our Members" page is starting to take off, with 17 members currently listed. Four of those listings are from new members, who may have been incentivized to join because of the benefit of the member listing.

Bernadette: Questioned if we are doing a fund raiser?

Terri: We are doing one this year with book sales: journals and sketchbooks. We have 135 books left to sell (9 at Ginny Gaskill's house and 126 at Bernadette's) at \$10.00 each. Books may also be purchased through Amazon (link on our website).

Treasurer's report:

Starts with the budget versus actual report for the year just ended (FYE083120). See attached. We budgeted for 150 members and received 73 members. NMSPS made approximately \$3,000 from hosting the 2019 NFSPS National Convention and used it to set up the new website. A \$2,700 shortfall of revenue versus expenses was expected, but the shortfall was only about \$1,500, mostly due to cancellation of planned programs due to the pandemic. The shortfall was taken from savings.

Proposed budget for FYE 083121. See attached. The proposed budget is for \$4,400 of income against \$6,937 with a shortfall of \$2,537 to be taken from savings. We are currently planning to have an in-person State Convention in 2021. The budget for Convention is revenue neutral. A \$500 donation came in to NMSPS. Can renew the \$10,000 CD we had last year (comes due 10/21/20). It cost to have Paypal account. Chapter support for room rental and \$50 stipend for speakers is being offered. We purchased a Zoom account at the end of FYE 083120 and plan to share it with the chapters for their meetings. The Zoom account carries an annual fee of approximately \$175. (Fee can vary, depending on how many extra services we need to purchase for State Convention or other large meetings.) Discussed the cost of the website

domain name, forms, and ongoing consultation on the website (volunteer running it has little IT experience).

Dino: moved for budget to be approved. Budget passed unanimously.

Chapter reports:

Scott Wiggerman, Albuquerque Chapter Chair report: three meetings—March, April, and May—had to be canceled due to Covid-19. Two of those meetings were to include workshops. Albuquerque resumed meeting in September, via Zoom. September and October meetings featured a two-part workshop on ekphrastic poetry. The workshops were recorded and links are posted on the website. November's meeting will feature members' poetry written in conjunction with the workshop.

Kuan Tikkun, Rio Grande Valencia (RGV) Chapter Chair report: RGV is meeting via Zoom, but not many people are showing up. Meetings are set for the first Wednesday of the month.

Basia Miller, Santa Fe Chapter Chair report: using Zoom for meetings since April on the first Monday of the month. There have been 9-15 people in attendance. The meeting is announced on Facebook and posted on the NMSPS website. Meeting format is always open mike.

Elise Stuart, River Poets Chapter Chair report: meeting in person October 19 at the new Tranquil Buzz coffee house.

Project reports:

Megan Baldrige, Poets in the Classroom project report: Had poets in middle school. There were 15 poets in the classroom for grades 6-7. In January, readings were done in the classroom and the kids given poetry in your pocket.

Terri Klein, Speak with the Poet (SWTP) project report: SWTP was designed to be an in-person project (interview people on the spot and make instant poems for them), so it had to be shut down due to the pandemic. We had collected about 40 poems when we shut down, out of which we plan to make a small chapbook and some kind of performance/play. We are not sure when these plans will come to fruition.

Vice President: Dino de Leyba spoke on the need of NMSPS Board positions to be filled:
Youth Chair
Fundraising/Publications/Contests Chair
Communications Chair
Convention Chair
Membership

Next NMSPS meeting of the board will be the third Saturday in January.

Meeting closed by Dino @ 1557 hrs.

Respectfully submitted
Cyvil B. Burks, Sr, 2019-2021 NMSPS Board Secretary

NMSPS Budget vs Actual: 9/1/2019-8/31/2020

MONEY IN	BUDGET	ACTUAL	OVER/ (UNDER)	%
Membership Dues (net of any refunds; target = 150 @\$20.00)	\$3,000	\$ 1,460.00	\$ (1,540.00)	-51.3%
NMSPS State Convention (40 ppl. @ \$30)	\$1,200	\$ 0.00	\$ (1,200.00)	-100.0%
Fundraiser	\$1,400	\$ 170.00	\$ (1,230.00)	-87.9%
Donations (net of any refunds, including contributions for mailed newsletters and members book market)	\$50	\$ 20.00	\$ (30.00)	-60.0%
Interest on all accounts	\$130	\$ 146.75	\$ 16.75	12.9%
PayPal Income	\$110	\$ 30.88	\$ (79.12)	-71.9%
Directed Donations: Speak with the Poet	\$0	\$ 100.00	\$ 100.00	
TOTAL INCOME	\$5,890	\$1,927.63	-\$3,962.37	-67.3%

MONEY OUT	BUDGET	ACTUAL	UNDER/ (OVER)	%
NMSPS State Convention (room is \$100)	\$2,250	\$ 107.44	\$ 2,142.56	95.2%
Quarterly Board Meetings	\$400	\$ 25.00	\$ 375.00	93.8%
Sponsor National Poetry Contests 2020 (NM poetry contest + "Poets in the Classroom" youth contest)	\$350	\$ 250.00	\$ 100.00	28.6%
Chapter Support (ABQ has to pay \$120 for room + \$250 stipends; other chapters may want as much support)	\$1,500	\$ 336.70	\$ 1,163.30	77.6%
Poetry Picnic	\$250	\$ 0.00	\$ 250.00	100.0%
Poetry in the Classroom (materials for students)	\$100	\$ 0.00	\$ 100.00	100.0%
Speak with the Poet (can go over budget by \$100 - the amount of directed donations in revenue above)	\$250	\$ 237.78	\$ 12.22	4.9%
Other Outreach	\$500	\$ 200.00	\$ 300.00	60.0%
National Convention pres. stipend	\$1,000	\$ 0.00	\$ 1,000.00	100.0%
National Convention delegates stipend	\$300	\$ 0.00	\$ 300.00	100.0%
National Dues (150 members x \$3=\$450. We actually over budgeted by \$150=50 members)	\$600	\$ 465.00	\$ 135.00	22.5%
"Membership Drive" Trip	\$500	\$ 0.00	\$ 500.00	100.0%
Website (hosting + domain names - We voted in February to upgrade to a new website for \$1350 in design & training. We spent \$40 more than that—to buy a form-making plugin)	\$245	\$ 1,609.67	\$ (1,364.67)	-557.0%

MONEY OUT	BUDGET	ACTUAL	UNDER/ (OVER)	%
Postage + PO Box rental	\$200	\$ 180.00	\$ 20.00	10.0%
Advertising (Facebook Boost, printing, etc.)	\$100	\$ 42.10	\$ 57.90	57.9%
PayPal Expense	115	\$ 28.89	\$ 86.11	74.9%
TOTAL EXPENSES	\$ 8,660	\$ 3,482.58	\$ 5,177.42	59.8%

INCREASE / (DECREASE) IN SAVINGS	BUDGET	ACTUAL	DIFFERENCE	%
Total Income minus Total Expenses	-\$2,770	-\$1,554.95	\$1,215.05	-43.9%

INCREASE / (DECREASE) IN SAVINGS	CHECKING	SAVINGS	CD	TOTAL	%
Balances on books (8/31/20)*	\$ 311.35	\$ 4,091.01	\$ 10,112.01	\$ 14,514.37	
Balances on books (09/01/19)	\$ 1,450.04	\$ 14,619.28	\$ 0.00	\$ 16,069.32	
Increase / (Decrease) in balances	\$ (1,138.69)	\$ (10,528.27)	\$ 10,112.01	\$ (1,554.95)	-9.7%

*Note: the "ACTUAL" amount of "Total Income minus Total Expenses" equals the "Total Increase or Decrease in balances" in the two tables above. In other words, the money we took in, minus the money we spent, equals the change in the amount of money we have.

NMSPS Budget: 9/1/2020-8/31/21

MONEY IN	
Membership Dues (target = 100 paid @\$20, plus one life member)	\$2,000
NMSPS State Convention (40 ppl. @ \$30)	\$1,200
Fundraiser	\$500
Donations	\$515
Interest on all accounts	\$110
PayPal Income	\$75
TOTAL INCOME	\$4,400

SHORTFALL (USE ACCUMULATED SAVINGS)	
Income minus expenses	-\$2,537

MONEY OUT	
NMSPS State Convention (room is \$100)	\$1,200
Quarterly Board Meetings	\$100
Sponsor National Poetry Contests 2020 (NM poetry contest + "Poets in the Classroom" youth contest)	\$250
Chapter Support (Zoom @ \$175, ABQ @ \$250 for stipends; other chapters may want as much support as ABQ)	\$1,500
Poetry Picnic	\$250
Poetry in the Classroom (materials for students)	\$100
Speak with the Poet	\$112
National Convention pres. stipend	\$1,000
National Convention delegates stipend	\$300
National Dues (150 members* x \$3=\$450 *because some members get free dues)	\$450
Website (hosting + domain names @\$250/yr + WPForms plugin @ \$40/yr. +consulting @ \$1,000/yr. max)	\$1,300
Postage + PO Box rental	\$200
Advertising (Facebook Boost, printing, etc.)	\$100
PayPal Expense	\$75
TOTAL EXPENSES	\$6,937

