Minutes

Present: Chen-Chung Chen, George Hatfield, Clare Hermans, Dennis Kao, Clare Hermans, William Riley (acting Chair), John Varigos, Munekazu Ejiri, Alison Gallaway, Yin-Tung Wang, Johan Hermans

Absent: Kiat Tan

Meeting: Called to order at 8:00 AM dEST (US)

Actions:

1. Introduction of Members - Each member present briefly introduced themselves to the group.

2. The Members were provided a general presentation of the various governance and financial issues that have happened to date.
   a. Bermuda closure - The Trust has been closed in Bermuda. The accounting firm (Ocorian) accepted the Trust funds remaining in Bermuda as final payment for the closure of the Trust. The funds previously transferred and held by AOS in an escrow account were not affected by the Bermuda closure and will be transferred to the WOCT bank account once it is established.
   b. 501(c)(3) tax-exempt applicant and nonprofit status - The Trust is officially recognized as a 501(c)(3) by the US government and also recognized as a tax-exempt corporation in Florida.
   c. Banking - Fidelity (NYC) has opened a banking account to handle our financial transactions. Fidelity was the most acceptable option among the many institutions checked due to its favorable wire transfer policy (They do not charge for initiating wire transfers; however, they have no control of what fees will be applied by external institutions.)
   d. Our current financial situation - In 2019, the Trust agreed to transfer $30,000 from the Bermuda account to the US. AOS offered to hold the funds in escrow until we completed our reorganization. To that sum, funds were added from the Guayaquil and Taiwan Virtual Conferences. The estimated balance is approximate $46,000. Paperwork has been submitted to AOS and their financial firm holding our funds to initiate their transfer to our Fidelity account.
   e. As specified in our bylaws, liability insurance will be provided to all members of the Trust. The quote for coverage at the inquiry was around USD 500-600 per year. The chair mentioned that we should initiate our policy when we become more active.
   f. Donor Policy - We need to develop our policy. The chair mentioned that it would be greatly appreciated if everyone would check with their respective Sponsor or Associate for such a policy and if their host organization would not mind sharing it. When developing ours, we want to ensure we do not overlook any critical item.
3. Website. Our website has been launched. [https://woctrust.org](https://woctrust.org) has many sections that lack information and are under construction. These needs have been emailed previously to the Members. The group was charged with brainstorming ideas for initiating a publicity campaign for the site.

4. Conference Schedule - to Date

<table>
<thead>
<tr>
<th>Year</th>
<th>APOC</th>
<th>EOCCE</th>
<th>WOCT</th>
<th>Notes</th>
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<tr>
<td>2023</td>
<td>Singapore</td>
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<td>December</td>
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<tr>
<td>2024</td>
<td>Dresden</td>
<td>Taiwan 23rd WOC</td>
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<td>Taiwan (Mar 1-4) and Dresden (Mar 21-24)</td>
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<td>2025</td>
<td>Taiwan</td>
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<td>2026</td>
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<td>24th WOC</td>
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<td>Host to be determined, bid received from Dresden</td>
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<td>2027</td>
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<td>Florence</td>
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<td>2028</td>
<td>APOC</td>
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<td>Host to be determined</td>
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<td>2029</td>
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<td>25th WOC</td>
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<td>Host to be determined, bid received from Kuala Lumpur</td>
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5. Documents for Signature - **Items in this list need to be completed as soon as possible**
   a. Status of Sponsor signatures for Bylaws. George will send an Adobe file to the Sponsors for their electronic signature. Their signatures are required for our legal position.
   b. Status of Sponsor & Associate Demographic Information. We are lacking some information. This is important as it explains our outreach within the orchid community and the depth of our organization.
   c. Conflict of Interest. Our efforts to be a transparent organization require our members to reveal potential conflicts of interest. This document is also essential for our non-profit status and our quest for donor funding. We have a few signatures pending.

6. Documents for review. These will be sent our following our meeting.
   a. Guidelines For Prospective Hosts and Organizers Of WOC - emailed to group 6/24
   b. Checklist for Hosting a WOC - emailed to group 6/24
   c. Application to Host a WOC - emailed to group 6/24
7. Miscellaneous Items
   a. Attendance at Board of Trustees Meetings - It was asked if all Members of the Trust would be joining our Zoom BOT meetings in the future. The chair mentioned that it might be necessary initially, but in the end, it would not. Trustees would be required to attend (unless excused) the monthly meetings. Attendance of the Fellow and Advisors would not be necessary unless presenting an item for discussion. Committees will require the attendance of all their Members (unless excused) and will occasionally report to the Trustees on any actionable items. Advisors have no requirements for attendance. The group was reminded that voting in the general BOT would be limited to the Trustees. Fellows and Trustees have voting rights in their respective committees.
   b. It was mentioned that we have one Trustee position, which will be filled later. We need to fill more Associate/Fellow positions, so we should all be looking at potential candidates. We may need to have an application form to screen applicants.
   c. The Proceeding from the Taiwan Virtual Conference has been published. It is an excellent text, and we must promote it with our respective Sponsors and Associates.
   d. It was mentioned that we would elect our officers within the next several meetings.
   e. There was some discussion regarding our monthly meeting date. No set date for each month was agreed upon. Our next date will be Wednesday, July 27, 2022, at 8:00 AM daylight Eastern Standard Time US.

8. As there was no other business, a motion was made by George and seconded by Yin-Tung to adjourn at 9:04 AM.

Respectfully,

William Riley Ph.D.

Business for Future meeting

1. Election of Officers

2. Memo of Understanding (Host Contract)