

May



Warren County Ohio Beekeepers

Cadence: Monthly

Event: Officers' Meeting

Date: [Insert Date]

Participants

- **Present:**
- **Not Present:**

I. Welcome & Agenda (Facilitator) – 5 min

- Meeting goal(s):
- Key announcements:
- Agenda overview:

II. Finance Report (Treasurer/Backup) – 5 min

- Reporting period:
- Beginning balance:
- Ending balance:
- Net change:
- Key notes (expenses, income, trends):

III. Membership & Policies – 5 min

- Membership updates:
- Policy updates/discussion:
- **Action Items:**

IV. Secretary & Communications Update – 5–10 min

- Minutes status:
- Newsletter updates:
- Website/social updates:
- Communication needs:

V. Club Apiary Update – 15 min

- Project updates:
- Purchases/expenses:
- Operations status:
- **Action Items:**

VI. Special Topics / Presentations – 15 min

- Topic:
- Presenter:
- Key takeaways:

VII. Project Debrief (if applicable)

- Project name:
- Updates/progress:
- Successes:
- Challenges & dependencies:
- Decisions made:

VIII. Open Discussion

- New ideas:
- Opportunities:
- Questions/concerns:

IX. Action Items & Next Steps

Task	Owner	Due Date	Notes

X. Upcoming Events & Reminders

- Event:
- Date:
- Notes:

Adjournment

- Time:
- Next meeting date:

April



Warren County Ohio Beekeepers

Cadence: Monthly

Event: Officers' Meeting

Date: April 27, 2026

Participants

- **Present:** Jess (Acting Secretary), Laura (President), Anya (Vice President)
- **Not Present:** Bernie (Education), Justin (Treasurer)

I. Welcome & Agenda (Laura) – 5 min

- **Meeting goal(s):** Achieve Gold Status with Ohio State Beekeeping Association (80% meeting participation)
- **Key announcements / opportunities:**
 - OSBA Event – October 23 (Kent State)
 - Submission deadline: Early September
 - Pros: State visibility, legislative engagement, objective alignment
 - Cons: 4-hour travel, requires presentation submission
 - Bee Expo / International Bee Festival (Louisville, KY) – January 8–10, 2026
 - Pros: Educational talks, vendors
- **Discussion topics:**
 - Reopening beekeeping scholarships (funds available)
 - Club engagement ideas: banner, welcome kits, annual team-building dinner

II. Finance Report (Anya for Justin) – 5 min

- **Reporting period:** April 1–27
- **Beginning balance:** \$2,620.43
- **Ending balance:** \$1,530.32
- **Net change:** –\$140 (month prior)
- **Key notes:**
 - Apiary costs balance: \$1,500
 - CDs total: \$12,350 (maturing July 2 and October 2)
 - Reviewed March & April transaction history
 - Emphasis on general financial awareness

III. Membership & Policies – 5 min

- **Membership updates:** Need consistent tracking and visibility
- **Policy updates/discussion:** Membership documentation process
- **Action Items:**
 - Justin to update membership documentation weekly (every Sunday)
 - Jess create a workflow checklist for team to help keep track
 - Update in next meeting new members

IV. Secretary & Communications Update – 5–10 min

- **Minutes status:** Transition to Jess (Acting Secretary)
- **Newsletter updates:** Newsletter development in progress
- **Website/social updates:** Laura supporting; future support from Jess
- **Communication needs:**
 - Confirm newsletter distribution list
 - Create newsletter template and standard wording
 - Jess to build and send newsletter

V. Club Apiary Update – 15 min

- **Project updates:**
 - Moving checklist in progress
 - 3 hives relocated + 1 swarm added
- **Purchases/expenses:** Ongoing and upcoming (noted in finance)
- **Operations status:**
 - Successful swarm movement into Langstroth hive and apiary
- **Action Items:**
 - Bernie to pick up club extractors and move them to Bowyer
 - Jess to Promote Grand Opening Picnic (June 8)- link in newsletter

- Jess to Add sign-up sheet to newsletter

VI. Special Topics / Presentations – 15 min

- **Topic:** Speakers Bureau
- **Presenter:** Bernie (not present)
- **Key takeaways:** Deferred

VII. Project Debrief

- **Project name:** Club Apiary
- **Updates/progress:**
 - Hive relocation and swarm integration completed
- **Successes:**
 - Strong participation and observation during swarm transfer
 - Successful hive establishment
- **Challenges & dependencies:**
 - Ongoing logistics and resource coordination
- **Decisions made:**
 - Continue development and promotion of apiary activities
 - Create a checklist for apiary for persons overseeing monthly check-ins

VIII. Open Discussion

- Revisit scholarship program
- Increase member engagement through events and onboarding materials
- Social media leadership opportunity (May sign-up via QR code)

IX. Action Items & Next Steps **Key: **Outstanding from Month Prior****

Task	Owner	Due Date	Notes	Date Completed
Update membership documentation weekly	Justin	Ongoing	Every Sunday	
Create a process to help ensure hand-offs	Jess	Before next meetup		completed
Build and send newsletter	Jess	Upcoming 5 4	Include sign-ups & events	completed
Confirm newsletter [update distribution list	Team	Next meeting	Map sign-ups	
Pull PayPal monthly & sweep accounts	Justin / Anya	Monthly	Ensure account access	
Anya & Justin pre-meeting coordination	Anya / Justin	Ongoing	Before meetings	
Move extractors to Bowyer	Bernie	Upcoming	Apiary support	
Promote June 8 picnic	Team Jess	Before June 8	Link to newsletter	completed

Task	Owner	Due Date	Notes	Date Completed
Social media leadership opportunity (May sign-up via QR code)	Jess	Before Meeting give to person speaking		completed
Beekeeping Track Form	Anya	Give to Jess to create /copy of doc		

X. Upcoming Events & Reminders

- **Grand Opening Picnic:** June 8 (sign-up sheet in newsletter)
- **? Warren County Fair-** July 20-24 ?
- **OSBA Event:** October 23 (Kent State, submission due early September)
- **Bee Expo / International Bee Festival:** January ? 2027 (Louisville, KY)

Adjournment

- **Time:** 160 minutes 2 hours 6:30-8:30
- **Next meeting date:** May 25th or June 1st- Even though no Clubmeeting due to **Special Ribbon-Cutting.**

March

Warren County Ohio Beekeepers

Monthly Officers' Meeting

March 30, 2026

Attendance: Justin (Treasurer), Bernie (Education), Laura (President), Anya (Vice President)

I. Welcome & Agenda (Laura) – 5 min

a. Welcome & Brief Agenda

II. Finance Report (Justin) – 10 min, update

III. Membership Policies (Laura)- 10 min

a. Victoria stepped, down, how to manage Membership?

b. Membership Documentation- Justin agreed to take that role

IV. Fair Update: Bernie- 5 min

a. Still undecided

V. Club Apiary Update-15 min

a. Purchasing updates

b. Upcoming expenses

c. Bernie agreed to pick up club extractors and move them to Bowyer

d. Blast the grand ceremony opening picnic: June 8th

Feb

Present: Justin (incoming Treasurer), Bernie (Education), Allan (outgoing Treasurer), Laura (President), Victoria (Secretary), Anya (Vice President)

Absent: none

I. Welcome (Laura) - 5 min

- a. 2026 calendar to be reviewed at a later date
- b. Invest in pro zoom account

II. Bee school recap (All) - 15 min

- a. What went well: topics and flow of speakers, fb was good tool for marketing, good program for beginners, good turn out, keep capturing addresses
- b. What to implement: cheat sheet terminology, streamline registration more assembly line, build food into price, registration intake form required question "how did you hear about bee school?", plugging meeting after each speaker
- c. financial success: high profit margin

ACTION ITEM: 1) get all expenses to Justin, 2) get all final revenues and expenses to finalize P&L

III. Officer Roles (Laua) - 5 min

- a. Officer Roles and expectations & responsibilities
- b. Cross train all roles to have "buddy" system:

Treasurer- Justin/Anya

Secretary- Victoria/Laura

President- Laura/Victoria/Anya

Educational- Bernie/Justin

VP- Anya/Laura

- c. All officers participate in minimum of 1 committee (Bee school, Club Apiary, County Fair)

ACTION ITEM: 1) officers to review and provide any feedback to Laura on roles

IV. By-Laws (Laura) - 5 min

- a. By-Laws to be updated after being reviewed by all officers

ACTION ITEM: 1) change all passwords, 2) all officers to read bylaws by next meeting, 3) update bylaws officer can hold office for up to 3 consecutive terms (2 years per term)

V. Officer benefits (Laura) - 5 min

- a. Free membership, free tshirt, free events, free Bee expo, annual team building dinner (\$20 a head)

ACTION ITEM: officers to review and provide additional feedback on any additional benefits to be added

VI. Team Communications (Laura) - 5 min

- a. For the time being all collaboration requests/special requests go to President first to be delegated appropriately

VII. Membership Policies (Laura) - 10 min

- a. Renewal timing- currently January 1st
- b. Those who sign up in the later half of the year will be prorated next year + remainder of current year

ACTION ITEM: Victoria/Justin to come up with protocol for nonpaid “members” - no emails no swarmlist access without renewal

VIII. Swarm list (Laura) - 5 min

- a. Officers have to be admins minimum 2 (Anya + Laura)
- b. Members only perk - officers encouraged to register

ACTION ITEM: 1) Victoria to do digging on multiple profiles, 2) breakout meeting TDB w/Justin/Laura/Victoria

IX. Finance Report (Justin) - 10 min

- a. Amounts of all accounts reported

- b. Every 5-10 days money from paypal gets transferred to bank

ACTION ITEM: 1) total revenue for bee school, 2) how do we reinvest money to mission?

X. Feb Members Meeting (Laura) - 10 mins

- a. Meeting focus: Apiaries personal & club
- b. Have Mike Hutchenson talk personal apiaries briefly
- c. Club purchase nukes or swarms
- d. Sign in/welcome: Name tags, sign up sheets, water & chips? What will this look like - Victoria
- e. Ask Zoo to make space for honey extractor

ACTION ITEM: 1) brainstorm on material for meeting new apiary set up

XI. Newsletter

- a. Beeschool pictures/debrief
- b. Reminder February meeting
- c. Club Calendar

TOTAL TIME:77 MIN

Jan

