

Clan Crawford Association Board meeting.
First real-time on-line Board meeting
November 21, 2006

The meeting was called to order by Kevan Crawford who served as Chair for this meeting.

The following Board members were present: Kevan Crawford, Joanne Crawford, Raymond Crawford (alt. for Derek Crawford), Simon Houison Craufurd, Bob Crawford (alt. for John Crawford), Harden Lake Crawford III, Terence Crawford, Fred Crawford, Brian Crawford, Don Crawford, Dan Crawford. Absent were Kathleen Neill, Sharyn Crawford, & Ralf Smart. [From now on, first name's will used to refer to the speaker.]

With a quorum of members present, the meeting was called to order by the Chair. Joanne, who is serving as secretary for the meeting, welcomed everyone "to our first real time on-line Clan Crawford Association Board meeting." Roll was called, then the following agenda was presented:

Roll call

Info item: Present the Agenda

Info item: Rules of procedure for meeting

Info item: Ratification of By-Laws by Written Action

Info item: Alternates for Directors

Action item: Election of Executive Officers

Simplified procedures for this election only

Nominations & vote

Info item: Membership

Application procedures

Action item: Membership Fees

Action item: Election of Chair of the Board

Info item: Closing remarks and officially close the Meeting.

Next, the Chair presented the Rules of procedures for meeting:

- 1) The Chair calls the Meeting to order and conducts the meeting.
- 2) The Chair strictly follows the Agenda.
- 3) The Secretary records the Minutes of the Meeting.
- 4) The Chair controls the flow of the meeting.
- 5) The Chair directs who has the floor.
- 6) For Information Items, the Chair either distributes the information or yields the floor to the "sponsor" to distribute the information. When the item is finished, the Chair may open the floor for discussion. An Action is ordinarily not expected at the end of the discussion, but may produce a motion for immediate or delayed action. The discussion may produce a recommendation for a motion on which to vote. The Chair may call for a motion, which then must be followed by a "second." The motion must be stated in concise wording. Upon a

“second,” the Chair is required to call for the motioned vote on the action by stating the proposed motion in the same concise wording.

7) For Action Items, the Chair either presents the background information or yields the floor to the “sponsor” to present the background information. The Chair opens the floor for discussion. At the end of the discussion, if a recommendation to call for a motion does not come from the Board, then the Chair takes the initiative to call for a motion. The motion must be stated in concise wording. Upon a “second,” the Chair is required to call for the motioned vote on the action by stating the proposed motion in the same concise wording.

8) Upon reaching the final Agenda item that should mention the call for the next meeting, the Chair calls the Meeting closed.

After all attendees familiarized themselves with the Rules of procedure, the Chair presented the first item of business, an information item: Ratification of By-Laws by Written Action.

Kevan entered the following: The By-Laws of the Association as published were passed by Written Action by the Acting Board by October 28, 2006.

Fred: I am in agreement with the published bylaws, do we need a motion?

Kevan: No, we don't need a motion.

The above item of information was entered into the minutes of the meeting.

The chair proceeded to the next item, an info item: Alternates for Directors.

Joanne entered the following statement: We are an international association for Crawfords and descendants. As such, it is our aim to provide for the universal and equitable participation from all places where Crawfords are found. Since we are so spread out around the world, and coordination is complicated, each Director having an alternate provides for more consistent participation by all regions. Alternates are provided for in the By-Laws, Article XII, Section 3:

If a Board Member cannot be present for a meeting, he or she may appoint a suitable alternate to fulfill the assigned duties in his or her absence, including voting in place of the Director.

In some regions an alternate has already been identified. Most of you will need to select someone. In order to facilitate this, I will send you the e-mail addresses of those within your region. We suggest that you send out an e-mail to them introducing yourself as the Regional Director and asking for volunteers. The person you choose as your alternate should also be prepared to support you as director and handle some of the business of the region.

For those of you not able to send out a group e-mail, Kevan or I can forward your message for you.

The above item was discussed:

Raymond: Agree.

Fred: My brother and I share duties on other Scottish community organizations. Could I list him as my alternate?

Bob: Sounds pretty straight forward to me.

Simon: I certainly think this a great idea.

Joanne: Yes, to Fred.

Brian: I concur.

Fred: Then please list Greg Crawford as alternate for the MW Region.

Terence: I still have to get in contact Abre Crafford, the only other person from my area. If he does not respond I could always ask a family member.

Fred: I will forward e-mail at a later time.

Raymond: Derek has agreed to have me as his alternate for England.

Kevan summarized: The last item of business was the alternate representative selection. If you are not the alternate already, then you select you alternate and tell Joanne off-chat in an e-mail.

The next item of business, an Action item: Election of Executive Officers. The Chair gives the floor to Joanne. Joanne presented the protocol she wrote to facilitate the election process for Executive Council.

Election procedures for nomination and election of Executive Officers --

Since we have no membership yet, or elected officers to implement the By-Laws, it makes sense to simplify this initial election of the Executive Council. I suggest that we ask for direct nominations from the Board and vote on each position individually. In this manner, we could complete the election of the Executive Officers today. I suggest we open nomination for each office, one at a time, taking each position one-by-one. Once one or more persons are nominated, we can spend a few minutes for the persons who nominate to say something about their nomination and provide some bio info on the nominee when he is not known to most of the Board members.

Using chat, it is easy for each person to submit their vote by naming the person they choose, or just responding in the affirmative if there is only one candidate for the position. I suggest we take them in order: President, Vice-President, Secretary and then Treasurer.

Before entertaining nominations, we should review the duties of the position as defined in the by-Laws. To that end, I will post them as we consider each position. Immediately after posting and before we proceed to the actual nominations, we should engage in any discussion regarding the requirements for that position.

Joanne moved we adopt this simplified process for this election.

Point of order: Joanne said: We need to vote on this in order to by-pass the more complicated

process written into the By-Laws

Simon seconded the motion.

The motion was passed by unanimous vote of those present (11 vote “aye”, 0 “nay.”)

The next order of business, an Action item, was to elect the Executive Council. First, Joanne presented procedures to carry it out.

Intro to elections:

Following the just adopted procedures, we will now proceed to elect the Executive Council, starting with the position of President. In each case, by following this protocol the election process should proceed smoothly.

(1) The meeting secretary (Joanne) will post a description of the duties of the position from the By-Laws. Clarifications and discussion should follow.

(2) Nominations for that position will be accepted from the floor.

(2) When all nominations have been submitted, each nominator can make a statement in favor of their nominee.

(3) In some cases where the Board members are less acquainted with the nominee, a biographical note may be entered for the nominee(s).

(4) Additional comments of support for a nominee may be entered at this time by other members of the Board. If there is more than one nominee, make sure to state the name of whom you are referring to.

(4) The Board will vote with each member naming the nominee they are voting for. If there is only one nominee, a vote of yes or no is sufficient. Abstentions are registered by lack of an affirmative or negative vote, simply by pressing the “enter” key. Election is by majority vote (50%) of Board members present. If no nominee receives at least 50% of the vote, the process will be repeated with the two nominees who received the highest number of votes.

(5) Upon completion of the election of this officer, we will proceed to elect the next (VP, Secretary, Treasurer).

After the Board reviewed the procedures, elections were carried out for the Executive Council.

The description in the By-Laws of the duties of the President was introduced. Then nominations for President were accepted. Fred nominated Kevan. Harden seconded the nomination. No other

nominations were presented. The vote for Kevan for President was unanimous (9 “ayes”, 2 members not present for vote).

Next, the position of Vice-President was filled.

A description of the duties of a Vice-President was given.

Nominations for VP were called for. Harden nominated Joanne. Kevan seconded the nomination. No other nominations were entered. The vote was unanimous for Joanne (9 “ayes”, 2 members absent for vote).

This was followed by the vote for Secretary. The duties of the Secretary, as per the By-Laws, were presented. Nominations were asked for. Joanne nominated Bob for Secretary. Raymond seconded the nomination. No other nominations were entered. Joanne entered a bio note for Bob:
Bio Note on

Robert Michael Crawford, P. Eng.

Location: Georgetown, Ontario, Canada

Married with 3 adult children and 1 grandson (a Crawford)

Education: Master of Applied Science (Engineering)

Work history: 30 years as Design Engineer with Kodak Canada Inc. – Retired in 2000.

Partner with wife in operation of Georgetown Yarn & Crafts, a retail store selling knitting and crocheting yarns and accessories.

Working on family genealogy since 1996. Vice-chair of my local genealogy group.

I am currently the President of the Ontario Genealogical Society; an incorporated, not-for-profit, charitable society of more than 4,000 members.

Most distant known Crawford ancestor is Anthony Crawford who emigrated from Belfast, Ireland (according to family stories) to Kingston, Upper Canada (now Ontario) in 1840.

Participating in the Crawford DNA project at FamilytreeDNA. Noted as participant C-3 on the Clan Crawford list.

Bob was elected Secretary by a unanimous vote (9 “aye”, 2 members off-line).

Then the position of Treasurer was then opened for nominations. The duties of the Treasurer were presented from Article 9, Section 3, of the By-Laws. Nominations were entered. Joanne nominated Greg Crawford. Kevan seconded the nomination. There were no additional nominations. Since Greg is not on the Board and thus unknown to the members, a short bio note from Greg and the following support statement was presented by Joanne:

Greg lives in San Jose, California. He is very active in our Northern California region. Greg would be assisted by Darlene, his wife, who worked for Bank of America for many years before resigning to raise a family. I am impressed with their integrity. Together they have the skills necessary to keep the records and manage the funds of the Association.

The following brief biographical note was entered for Greg:

Darlene and I live in San Jose, Ca and have been married for eight years. We have three sons, Gavin (6), Aidan (3) and Lachlann (8mo). I have been employed with nonprofit organization, the Musculoskeletal Transplant Foundation Tissue Services of California since 2004 where I am a Team Leader and Recovery Coordinator for recovering tissue for transplantation in the OR throughout Northern California. I am responsible for all of the logistics in recovering tissue for transplantation, training recovery techs, coordinating donor suitability with hospitals, coroners offices, and police departments. Darlene now stays at home full time with our children. She previously worked for Bank of America for 10 years. While being employed with Bank of America, she served as a Branch Manager in Salinas and Watsonville, Business Banker for Santa Cruz County, and Personal Banker and a Loan Officer in Los Gatos and San Jose. She has extensive knowledge in banking and she and I would work together in keeping the treasury for the Association. We look forward to serving in this capacity.

The vote was held. It was unanimous for Greg as Treasurer (9 “aye”, 2 members off-line).

With the position of Treasurer filled, the election of the Executive Council was complete. Congratulations were offered to all the elected officers by members of the Board:

Fred: Congratulations officers, we are really underway!

Raymond: Well done all, especially the computer gurus who made it all work.

Harden: I wish all my meetings were this easy. Well done.

The Chair resumed the conduct of the meeting. He introduced the next item, an Info item: Membership Application procedures

Kevan: We need to have Directors, or their designated Alternatives, manage membership applications for their own regions. This will require occasional communication between each Director and the Secretary and the Treasurer, or their designates.

Aside from distributing the workload, the primary reason is to place the management of membership applications closer to the membership, and to draw from local knowledge of currency conversion and transfer that varies around the world. It also places the responsibility for customized recruiting on the regional representatives.

Regional Reps will collect member information and fees. The information and fees will be sent to the Treasurer (or the designate) who will oversee currency conversion and transfer method with the consultation of the Regional Rep, and will then be responsible to deposit the amount in the Association account and enter the notation in the Association Financial Ledger.

The Treasurer will then pass the member information to the Secretary, who will enter the membership record into the online database. The Secretary will notify the Regional Rep when the membership record is complete. The Regional Rep then informs the member of the registration and passes the new member their assigned Member Number and instructions to enter the

Member Area of the web site.

The floor was opened for discussion the item:

Joanne: Kevan already has set up the roster system, which I think you should say something about it, though I think your intention is to get with Board members individually to show them how it works.

Kevan: For those who have not experienced the new system, you may go to the web site and look under ORGANIZATION ADMINISTRATION where you will find MEMBERS AREA (PASSWORD)

Fred: I think that this will work quite well. Does this include a procedure to pass on people who hit the Clan Crawford web site? And can a list of all those who are in each region be forwarded to the Regional rep?

Kevan: Fred... answer is yes to all questions.

Raymond: Transferring funds to the USA can be expensive. Perhaps the Treasurer can advise Regional Directors on the best way to do this.

Joanne: I also have a suggested fee schedule which I am going to put up for our consideration as soon as all comments on procedure are addressed. Raymond raises a question we need to resolve.

Kevan: Except... the general web page will be available to all visitors.

Kevan: We just have a password protected members area inside the web site.

Kevan: I think what I will do is invite you to visit the special page for Association administrators at: <http://members.clancrawford.org/menu.asp>

Kevan: if you have not already been to this page you will find database administration

Kevan: only the Secretary will be responsible for entering membership info.

Kevan: Go out and do it now. Enter your information in the ADD RECORD menu option. For those that have already entered your information, you can go to the DISPLAY ROSTER menu option and see the entire file. To maintain your record, just click on the number in front of your name in the DISPLAY ROSTER page

Harden: I think this system will work better for overseas members, but I would suggest that members in the USA send their dues directly to the secretary of treasurer. It would be a more direct rout and less likely for funds to be misplaced, and much quicker

Simon: If it is all online can regional reps not add the members themselves rather the secretary.

Joanne: Yes, people will generally be more willing to send their money to someone close by, and in local currency.

Kevan: I think we should let the Secretary be the only responsible person so that data doesn't get switched back and forth

Simon: That's a lot of work for Bob, and he isn't here to comment

Kevan: Yes... but Bob can also appoint an assistant.

Terence: I think regional reps should be responsible, otherwise it would be too much for Bob.

Joanne: We can set that up. The logistics are still to be worked out. Here is the fee schedule I worked out. It is a suggestion. Should be modified if we think it needs to be.

Simon: The regional reps could be responsible for 'their' members.

Kevan: Also, Bob has been made aware that the job has a lot of responsibility.

Kevan: Also, that is another reason why we should distribute the membership application

workload away from the Secretary.

Joanne: The secretary would coordinate the process, but regional reps would carry the registration out themselves.

Terence: This option should not be open to the public then.

Simon: Can you clarify who would enter membership details in data base as seen online?

Kevan: If your record has not already been entered in the database then go ahead and enter your information now.

With the completion of the discussion of the process for membership, Joanne presented a proposal for Membership fees --

Suggested schedule of fees:

Annual fees:

Individ. (Reg., Full, Assoc.) \$25.00 US or national equivalent

Youth \$10.00 US or national equivalent

Family \$35.00 US or national equivalent

Lifetime membership: \$300.00 US or national equivalent (equal to 12 years of membership fees)

Management of membership fees:

Annual fees will be deposited in a checking account established for general operations of the Association.

Lifetime fees will be held in a savings account and transferred over to the checking account at a rate of 8% per year. Percentage is based on the number of years paid for by the life membership (12 years). Funds may be invested in other accounts for a longer term, but must be available to be transferred according to the above considerations.

We should discuss this, and then vote to adopt this or a modified fee schedule, so that we can open subscriptions for membership. Below is a conversion table that translates the above US dollar amounts into the currencies of those countries represented on this board.

Discussion:

Fred: The fee's seem to be in line with other organizations I belong to, so I agree with schedule. The regional reps should be in charge of collecting fee's from members within their region. It would make follow up more timely. I also agree that the Secretary should be only person entering membership data.

Raymond: I agree with Joanne.

Harden: I think the life membership should be a bit more. Possibly \$500. It is not only based on the number of years of possible membership, but also a sign of support for the Clan and a good

way to raise more money.

Joanne: I would tend to agree with Harden. Where the basic fee should be reasonable, the lifetime one can be considered more a donation to the Association, rather than established as a prorated yearly fee.

Joanne presented a conversion table on the proposed fees for other relevant national currencies.

Conversion table:

\$1 US = £ .53 British Pound
\$ 1.14 Canadian Dollar
\$ 1.31 Australian Dollar
R 7.25 South African Rand

Using this conversion table the fees (rounded out to a whole number) would be the following:

Individual: \$ 25 US
£ 13 GBP
\$ 29 CAD
\$ 33 AUD
R 181 ZAR

Youth: \$ 10 US
£ 5 GBP
\$ 11 CAD
\$ 13 AUD
R 73 ZAR

Family: \$ 35 US
£ 18 GBP
\$ 40 CAD
\$ 45 AUD
R 254 ZAR

Lifetime: \$ 300 US
£ 158 GBP
\$ 344 CAD
\$ 390 AUD
\$ 2,170 NZD

Discussion and questions continued:

Terence: What is the age of youth?

Simon: What is a family membership, any limit on numbers?

Joanne: Youth age would be below 18. If people prefer, we can make it a bit higher like 20 or 21, for those in college.

Joanne: No limit on family membership. It would be for one or two adults and their children.

Harden: I think family membership should include husband, wife and all children under 18. Youth could then be 18 - 22. Adult individuals over 22.

Fred: What would voting rights be for a family membership?

Joanne: Basically the Board decides what they want to do. We are basically recommending what I put up after looking into what some of the other clan associations do.

Raymond: At present I don't see that we have decided the benefits of membership for which we are charging fees. I don't have a problem with the level of fees but would have difficulty in explaining what new members would get for their money.

Kevan: Raymond, I agree... Joanne can you do some explaining here?

Joanne: Voting rights would be as established in by-laws, all full and associate members, thus all adults. Registered, too, but we won't have those until we have a chief. The Crawford would be a full member, the spouse an associate. Both would be eligible to vote.

Simon: I would ask how often these would be reviewed and depending on that I think we probably should initially adopt the fees Joanne has suggested, except maybe higher life membership.

Joanne: We need to decide some of this, but for starters, being a member of the Clan Association, access to archive, communications on topics of interest to clan, including updates on projects. The one thing not yet decided would be if the Newsletter only goes to members or do we want to keep it available to anyone. I tend to favor this, since it is a good way to get the word out.

Raymond: Fine. That suggests to me that there is an open site which anyone can access and which will be good advertising and a second part which is open to members of the Association only.

Simon: We could compromise on newsletter and send only one or two a year top to nonmembers to keep them in the loop.

Kevan: Raymond, the benefits to the Association will include paying for research we have to do to locate armigers and Auchinames next of kin, as well as provide a treasury to purchase educational (historic) items such as antique books, etc. We cannot use the funds for anything that is not specified in the Articles of Incorporation. As for personal benefits, we are establishing these at the moment, and include such things as providing consulting on clan tents, historic information, publications, etc. We haven't got it all spelled out in detail at the moment.

Harden: I think we should talk about having the spouse vote. If he/she is a Crawford by blood, fine, but what about a man or woman who is a spouse but of a different blood line. Thus the question, are we a family organization, or a descent based genealogical one?

Joanne: Wives are associate members of the clan as defined by the Lyon Court.

Joanne: In any case, we do not necessarily have to follow the Lyon Court guidelines. We are an association, not the clan itself.

Harden: Ok.

Kevan: You have lost me here... what is the general membership voting on?

Joanne: The fee schedule.

Fred: I make a motion that we adopt the fees presented by Joanne, \$25 Ind., \$10 youth, \$35 Family and \$500 life. With age limits as presented by Harden, Adults over 22 yrs., Youth 18-21.
Simon: I second Fred's motion.

Joanne: I support the motion, with a modification -- that the youth age be below 21. If Fred accepts the motion, we can vote as modified. There may be young people under 18 who want to join on their own.

Fred: I agree with amendment to my motion.

Joanne calls for the vote on the motion? The motion is passed unanimously (8 "ayes", 3 members off-line).

The Chair introduces the next item of business, an action item: Election of Chair of the Board.

From Article 8, Section 1, of the By-Laws: A Chair of the Board is to be elected from among its members or ratified by a vote of the Board of Directors after nomination by the President of the Executive Council. The Chair of the Board presides over the meetings of the Board, following parliamentary procedure.

The floor is open for nominations for Chair of the Board.

Joanne: Since Kevan is now President, he should nominate someone for the Board's consideration.

Kevan: I nominate Brian to be Chair of the Board, that is Brian of Hawaii.

Harden: I second the nomination.

Fred asks: Will legal fee's still be pro bono?

Joanne responds: Of course, we are all volunteers.

A biographical note is presented for Brian:

I live in Hilo, Hawaii, with my wife Lisha, daughter Clarissa (age 11) and twin boys Randall and Winston (age 9). I was born in Portland, Oregon. I traveled internationally with my parents while I was growing up. I graduating with a BA from University of South Florida - Tampa in Political Science and International Relations.

My early career was in Airline Management spending some ten years in all in New Guinea, Botswana, and Switzerland. I am a non-practicing Lawyer, having graduated from the University of Hawaii Law School in 1994, with a concurrent MPS in Travel Industry Management. I own investment properties in Hawaii, South Africa and elsewhere.

I am a descendant of the Edward Crawford Family of Overton County, Tennessee, that settled in Illinois in the 1830s. My paternal GGF William Jackson Crawford moved to Oregon in the mid-1800s. My parents were from Oregon City, Oregon.

The vote is called. There are 8 votes in favor of the nominee. The rest (3) are abstentions due to members having withdrawn from the conference. Brian is elected as Chair of the Board.

Fred: Amen!

The chair introduces the final item of business, an Info item: Closing remarks and officially closed the Meeting.

Kevan: The floor is now open for closing comments from the members.

Kevan: We acknowledge the sacrifices you have made to attend this Board Meeting and appreciate the participation of all in attendance. It is only through diverse participation that the Association will grow.

It is difficult to anticipate the frequency of Board Meetings that will satisfy the need to conduct business. We will try to conduct business through Written Action as much as practical. But we have competing needs to keep the number of meetings to a minimum with the desire to develop a cohesive organization.

We estimate that meetings will initially be called quarterly, with the frequency dropping to semiannually after startup tasks are accomplished. Therefore, we will call the next meeting in February.

Joanne: I'd like to thank everyone for participating. It is a real pleasure for me to be building this Association with you. I think we can be satisfied with our efforts so far. I look forward to some interesting times revitalizing that noble house and clan of our ancestors.

Harden: OK. Thanks Joanne and Kevan for all your hard work. I think we are off to a great start. Good nite all.

Raymond: Many congratulations, especially to Kevan and Joanne for organizing such a successful meeting

Fred: Should great [sic.] and congrats to all elected officers, have a wonderful Thanksgiving, (Clan Crawford should be very thankful!) and Merry Christmas.

Simon: I second Harden's remarks

Terence: Thank you Joanne and Kevan.

Dan: Congrats to all the wonderful people in this Org!!!!

Fred: (beer) Cheers.

Simon: Good bye all, and good night.

Don: Thanks & good night.

Joanne: Good evening.

Kevan: If there are no further comments then I shall call the meeting closed. You may sign off now.