



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	Jess gray took over completed
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	completed
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	Completed by Mike Hutchinson

Task	Owner	Due Date	Notes	Date Completed
Promote June 8 picnic	Team Jess	Before June 8	Link to newsletter	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		completed

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**.