



## Board Meeting Minutes

May 7, 2020

In Attendance by conference call: Brenda Rigdon, Mary Beth Donovan, Marge Gladd, Anne Bednar, Laura Sheets, Kathy Johnson, Lori Rhode, Sonja Hagen, Glenna Schweitzer, Linda Theil, Nancy Finlayson, Carol Makielski, Susan Schwandt

Absent: Deb Truax

Meeting called to order at 7:35 pm.

**Secretary's Report:** Susan Schwandt (for Deb Truax)

1. Motion to approve April Minutes made by Brenda Rigdon
2. Seconded by Glenna Schweitzer

**Treasurers' Report: Glenna Schweitzer (and Marilyn Knepp, Co-treasurer)**

- Reviewed monthly checking and savings account statements, beginning and ending balances and monthly transactions
- No questions from board members
- April Cumulative Board Budget to Actual Report
  - Refunded workshop fees due to COVID cancellations of March and May classes will impact \$28,950 2020 budgeted income projection.
  - \$1,798 cumulative actual income as of April is well below the expected \$8,315 (primary transactions: membership dues income minus workshop fee refunds)
  - Expenses approx. \$2,500 less in cumulated budget due to lack of speaker expenses
  - No questions from board members
- Time-Shifted Budget to Actual and Year-End Projections Report
  - Actual time-shifted income projection \$21,220, vs. \$28,950 due to workshop cancellation refunds
  - Expenses estimated to be \$6,000 less than income, with assumption of in-person July, Sept. and Nov. meetings
  - Anticipate a modest net income over expenses in 2020
  - No questions from board members

- Board Action: Issue—Stripe fees are no longer returned to the guild on refunds.
  - Motion to approve continuing to reimburse members for the full amount (workshop registration fee, plus Stripe processing fee) made by Brenda Rigdon. Seconded by Laura Sheets. Board approved.
  
- Treasurer noted that the IRS 990 filing, which normally is due on May 15; is postponed until July 15 in 2020 due to COVID pandemic. IRS report due dates should be reflected on board agendas in the future. (Government filings were included in last year’s agendas, president noted).

**2020 Quilt Show Report:** Anne Bednar/Marge Gladd

- 2019 Quilt Show cancelled due to COVID-19; next Quilt Show: July 2022
- For board discussion and vote: Issue—Should Quilt Show “Guild Member” Vendors be reimbursed for both their exhibit booth space fee and the membership dues vendors paid to get the discounted booth space fee?
  - Vendors were grouped into three categories to aid decision-making:
    - 1) Vendors who paid the full, non-discounted fee; no membership
    - 2) Long-term GAAQG Guild Members who received the discounted fee and paid membership dues; and
    - 3) Vendors who paid membership fee presumably to join guild to get the discounted rate
  
  - Voting Option #1: No refund for membership fee; only the booth fee  
 Voting Option #2: Refund the booth fee for all; offer the option for all vendor members to request a membership fee refund (no automatic refund)
  
  - Two financial transactions will be required—one for vending booth fee and one for membership dues reimbursement as income flowed to quilt show account for booth fees and to guild account for membership fees
  
- All attendees present were given the opportunity to vote
- After a robust, productive debate, board meeting attendees voted 7-5 to approve Option #2

- **ACTION STEP:** Anne and Marge to draft vendor reimbursement communication with customized message for current member vendors. Draft to be reviewed prior to distribution by Susan Schwandt, Lori Rhode, Glenna Schweitzer and Laura Sheets
- Board made critical recommendations for both future Annual Membership Dues processes and future Quilt Shows:
  - Develop a new, logical Quilt Show vendor rate structure with input from Treasurers
  - Specify that annual membership dues are nonrefundable on all guild Membership and Quilt Show vendor materials: Membership and Quilt Show forms (hard copy and online), Quilt Show and member webpages
- 2022 Quilt Show co-chairs and Virtual Quilt Show idea discussions tabled due to lengthy discussion re: 2020 QS fee reimbursement

#### **President's Report—Susan Schwandt**

- Board decision requested—In person or virtual July Quilt Day Meeting?
- Board decided to host a virtual July Quilt Day Meeting, due to COVID
- Laura Sheets shared her Arapahoe County Guild experience and offered to lead a tech meeting(s) to plan virtual July Quilt Day
- Long-term Strategic Planning: The COVID environment and beyond will require GAAQG to rethink in-person forums and adopt new strategies for meetings and activities
  - Laura Sheets shared her research report
  - MB Donovan, B. Rigdon, S. Schwandt and L. Theil volunteered to serve on Virtual Meeting Task Force led by L. Sheets
- Morris Lawrence Renovation: Due to renovation cancellation, board decided to relocate 2021 Quilt Day meetings back to Morris Lawrence Building; workshops to remain in Crane Liberal Arts (subject to change based on future registrations and room availability)
- Top Officers recruitment discussion tabled until June Board Meeting
  - Board members: be prepared to discuss recruitment messaging and strategies, potential candidates, splitting roles and responsibilities to make recruitment easier, and any bylaws changes ideas to allow for greater flexibility in filling board officer positions.

- SafeHouse Batting: Uptick in SafeHouse quilts due to Laura Jarvis' generous offer to provide free long-arm services during sheltering-at-home period. Schwandt ordered 3 more rolls of batting from Wanda Nash and delivered them to Ruth Mieras. Free batts only are available to active, dues-paid members.

**Membership Report:** Laura Sheets

- 251 Active members (+1 since last month)
- Need to provide value and excitement for members, given COVID-related cancellations (also see strategic planning notes)
- Approx. 40-50 members haven't renewed due to meeting cancellations
- Laura pointed out that lapsed members are unable to renew online and must send checks; she requested a 3 to 4 week processing turnaround time for checks, with at least a monthly visit to the PO Box
- Lucinda Cuprison, Small Group Coordinator, is updating small group list and planning outreach activities

Meeting adjourned at 9:23 pm

**BOARD MEETING ADDENDUMS**

*Due to the long meeting, we did not get to page 2 on the board meeting agenda, so with apologies to Brenda and Mary Beth, here are their reports.*

**Programs—Brenda Rigdon**

- Program report provided and available in Dropbox folder. Status quo on membership cancellation reimbursements.
- Brenda will contact Sept and Nov teachers, re: their virtual capability for our Sept and Nov Quilt Day weekends.
- Teacher scheduling update (Susan):
  - January—Mary Hogan—Siddi Quilts and ?
  - March—Debbie Maddy—two-day Indigo dyeing workshop
  - May—OPEN—hoping to reschedule Lynn Krawczyk
  - July Lecture—OPEN
  - September—Ann Shaw (rescheduled from March 2020)
  - November—OPEN
  - Inquiries made to other potential teachers; send B. Rigdon details

**Webmaster Report:** Mary Beth Donovan

- Please read my Webmaster's Report in the Dropbox
- Visit our guild's new COVID-19 webpage: <https://www.gaaqg.com/covid-19-is-keeping-us-at-home-but-we-can-meet-here/>
- Mary Beth is tracking members' SafeHouse Quilt and Face Mask donations—send her your donation numbers
- Also posting photos on quilts being donated to Safe House—send her your photos, too

Respectfully submitted,  
Susan Schwandt (for Deb Truax)