



Board Meeting Minutes

March 6, 2020

In attendance: Susan Schwandt, Brenda Rigdon, Mary Beth Donovan (by phone), Marge Gladd, Anne Bednar, Laura Sheets, Kathy Johnson, Deb Truax, and Marilyn Knepp

Absent: Linda Theil, Carol Makielski, Nancy Finlayson, Sonja Hagen, Glenna Schweitzer, Lori Rhodes

Meeting called to order at 7:23 pm.

Secretary's Report: Deb Truax

Motion to approve January Minutes made by Brenda Rigdon

Seconded by Laura Sheets

1. Update on Resources Summary: Latest version is in the Drop Box March 2020 folder.
2. Update on GAAQG 2020 Calendar: Latest version is in the Drop Box. This is a living document, to be updated by board members on an ongoing basis (new procedures, tasks, tips). It will be saved in each month's board meeting folder for future reference.
3. Susan provided copy of letter to Comerica outlining instructions to add/remove signers
4. Per the Guild Resources guidelines, passcodes or other sensitive information has been provided in sealed envelopes from the following:
 - a. Website
 - b. Mail Chimp
 - c. Facebook and Instagram
 - d. Treasurer's Stripe Account 2020
 - e. Treasurer – Adams Tax forms Helper Online – 1099 & 1096 Software.
 - i. 2019 Info in Archive History
 - f. Quilt University Treasurer – TCF Band Access. QU Account
 - g. Treasurer Comerica Bank Accounts, February 2020
 - h. VP Programs

V.P. Programs Report: Brenda Rigdon

1. Registrations to date: 188. 71 over break even
2. Brenda will not need to create a blog post for non-members
3. 2021 Teacher Recommendations were discussed; more will be presented by Susan at the April Board Meeting

2020 Quilt Show Report: Anne Bednar/Marge Gladd

1. Website and Quilt entry forms are done and ready to published on March 21
2. Vendor spaces: 20 of 37 sold
3. Poster approved for printing
4. Final contracts from service vendors (table rental, pipe and drape) are almost finished

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Webmaster Report: Mary Beth Donovan

1. Statistics from site are in Drop Box
2. GAAQG Board approved the Network Services contract up for renewal. Same price as last year, within budget
 - a. Motion to approve: Brenda Rigdon
 - b. Seconded: Deb Truax

Membership Report: Laura Sheets

1. 275 Active members
2. 40 who have not renewed since September to present
3. Reminders will be sent out to them, with a focus on those whose membership expired in last quarter, 2019 (and to any who didn't renew in January)
4. Small Groups – position has been filled by **Lucinda Cuprison**
 - o List on website needs to be updated

Treasurer's Report: Marilyn Knepp (also on behalf of Co-Treasurer Glenna Schweitzer)

1. February financials are in the Drop Box
2. Q1 budget review will presented at the April Board meeting

President's Report: Susan Schwandt

1. March Quilt Day
 - o Vote in new slate of officers
 - o Review By-laws separately—will study last Bylaws revision to determine if additional updates are needed
 - o Anne Bednar to have 15 minute skit and Quilt Show Announcements
 - o Quilting-themed furniture vendor
2. Ann Arbor Sewing Center donated 53 yards of fabric

Meeting adjourned at 8:25 pm.

Respectfully submitted,

Deb Truax
Secretary