



Board Meeting Minutes

July 9, 2020

In attendance: Susan Schwandt, Brenda Rigdon, Mary Beth Donovan, Laura Sheets, Kathy Johnson, Deb Truax, Glenna Schweitzer, Linda Theil, Lori Rhode, Anne Bednar, Nancy Finlayson

Absent: Carol Makielski

Meeting called to order at 7:30 via GoToMeeting conference call

Next board meeting: August 6, 2020 via GoToMeeting

Secretary's Report: Deb Truax

- Correct June minutes to show that Nancy Finlayson was in attendance
- Motion to approve corrected June Minutes made by Brenda Rigdon
Seconded by Glenna Schweitzer

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

- June financial reports are in the Drop Box
- Three files have been created for calendar years 2017, 2018 and 2019 that contain accurate monthly treasurer reports and overall summaries for the year. These files are stored in a separate 2020 folder at this DropBox link: Budget to Actual:
 - As of the end of June, the guild is in a positive financial position with the expectation that income will exceed expenses at the end of the year when adjusted for membership and workshop payments in November and December of the prior calendar year.
 - Memberships are modestly below the anticipated 265 members and workshop income is negative due to cancellation of all in-person workshops except January.
 - Expenses to date are half of projections due to in-person meeting cancellations as well as a "bare bones approach" to purchases.
- June expenses reported include: GoToMeeting Business Plan software and WordFence plugin, MasterSlider for Quilt Show and SafeHouse batting rolls
- Reimbursement was received from the insurance company for fraudulent charges identified by Board Officers
- Board President Susan Schwandt authorized Treasurer Marilyn Knepp to file the 2019 IRS 990 – EZ Form she created on June 26, 2020 (due date July 15)
- Board discussed need for member education communications re: 2020 finances, importance of maintaining their membership, and the way-forward pivoting activities planned due to COVID-19 pandemic.
- Sonja Hagen recommended a SurveyMonkey survey: a member check-in asking members what they want to see moving forward and activities they'd value
- Glenna to prepare fee structure/budget talking points by July 28 for VP Membership for use when responding to member inquiries

Motion to approve Treasurer's report: Brenda Rigdon
Seconded by: Laura Sheets

Virtual Task Force: Brenda Rigdon

- Working on outline for hosting small group, demonstrations, social activities and more through the GoToMeeting business plan package purchased
- "GoToMeeting" Business Plan package to be used for hosting GAAQG meetings (board approved purchase via email vote)
- Members to drive content.
- It will be important to find volunteers who can assist in driving/managing these events
- Brenda will be the keeper of the password and procedures (and will provide sealed password envelope to Deb for file). Deb to add GoToMeeting to GAAQG Resources list

V.P. Programs Report: Brenda Rigdon

- Brenda has arranged for virtual workshops for September and November. Board approved the following teachers:
 - September: Ellen Linder – Adventure Quilter
 - November: Maria Shell
 - ACTION ITEM: Board attendees to read Program report send Brenda their fall workshop recommendations by 7/15/20
- Board decided to set fall workshop fees to cover teacher's workshop and lecture fees—breakeven.
Suggestion made to give non-member workshop participants a link to the Guild meeting for the month they participate in a workshop.

Quilt Show: Lori Rhodes, Ann Bednar

- Ann's year-end Quilt Show financial report (from originally planned, in-person show) and future recommendations are in the July DropBox folder; board members were asked to read Ann's report.
- 130 entries as of 7/7.
- 50 entries for sale
- Person-to-person communications is most effective in getting members to enter their quilts in the show
- Pricing for Safe House quilts (60X80) set at \$250; do not include smaller, baby-size or badly worn quilts in the sale. Unsold quilts will be donated to SafeHouse and must meet SH criteria.

Webmaster Report: Mary Beth Donovan

- Statistics from site are in Drop Box
- Added pages to the site for quilt entries
- Six separate slide show galleries will be created for virtual Quilt Show
- Assisting members with entry forms
- Added Safe House Auction information

Membership Report: Laura Sheets

- Developing responses to members requesting refunds or extensions on their memberships. Glenna and Marilyn will provide input from a financial benefit (to the member). Also see Treasurer's report in July minutes.
- Mary Beth suggested that Laura provide a blog post for the website. Mail Chimp and Survey Monkey were also mentioned as resources for offering opportunities to communicate everything the Guild has been doing during the pandemic to benefit the members
- Disappointing low turnout and response for small group social mixer opportunities; need a dedicated volunteer to coordinate online social activities
- Laura to send communication to expired members re: future planned activities
- Current active members 241.
- Lost 50 members since beginning of the year. Lost 11 in May. 7 renewed in May. 6 renewed in June. Gained two new members in June. 9 joined or renewed this July. 5 due to expire in July. None before the 15th.

President's Report: Susan Schwandt

- Insurance company has reimbursed GAAQG for fraud claim. Court proceedings pending, but low priority due to backlog of cases in Prosecutor's Office from COVID court closing
- July virtual meeting agenda discussed with board; 2020 workshop reveal
 - Show and Share function will be handled using Chat function—Brenda to include instructions in Friday reminder message
- Board decision: September Guild meeting will be virtual
- Board decision: November Guild meeting will be virtual
- Auction items needed for SafeHouse online auction
- Fabric Sale is cancelled for 2020, per Roberta Myyra
- WCC can only accommodate 72 people in the Morris Lawrence Auditorium due to social distancing requirements, and we will need volunteers for safety enforcement.
- Officer recruitment will resume and be discussed in August

Meeting adjourned at 9:13 pm.

Respectfully submitted,

Deb Truax
Secretary

Addendum to the July Meeting Minutes from Marilyn Knepp, Co-Treasurer

The monthly treasurer's reports submitted to the Board from January 2018 (for December 2017 business) through December 2019 (for October 2019 business) were not complete nor accurate. Additionally, the previous treasurer never compiled final year-end financial statements.

One of the first actions I undertook when Glenna Schweitzer and I began our service as co-treasurers was to revise all of the reports for that time period so that they contained all transactions, were accurate and complete for Guild business, included summary recaps for the special events accounts, and reconciled to the actual bank statements.

I have created a single file each for the years 2017, 2018, and 2019. Each file contains the full set of monthly treasurer's reports, an annual recap by month, and a final year-end financial report. It is important for the Guild's records to always contain accurate financial reports for every time period. In submitting these reports, we are ensuring that there is an uninterrupted, coherent record of the Guild's finances and financial position over those years.

The 2017 file contains the monthly treasurer's reports for January through November as created and submitted by Claudia Tam during her tenure as treasurer. The December 2017 report and the year-end financial report in this file are the ones I created when I corrected all of the work done by Pat Timberlake-Turk. (Claudia had turned over the treasurer's materials and files to Pat Timberlake-Turk before the end of the year with the agreement that Pat would submit the December 2017 treasurer's report and compile the year-end financial report, neither of which were accurately submitted to the board.)

All of the reports in the 2018 and 2019 files were created by me with a footer with my name or initials and the issuance date. For files like these that have been revised after the fact, that helps to identify that they were corrected reports done by a treasurer who was not serving in the role at the time of the report.

And, of course, if you are interested in looking at these reports, Glenna and I would welcome your attention and I would be happy to answer any questions that arise as you do look them over.

*Respectfully submitted,
Marilyn Knepp
Co-treasurer*