

Greater Ann Arbor Quilt Guild Board Meeting Minutes January 7, 2021

In Attendance:

Susan Schwandt, President
Arlene Kindel, VP Programs
Patricia Wolff, VP Membership
Grace Boxer, Secretary
Marilyn Knepp, Treasurer
Marge Venema, Co-Treasurer
Lori Rhode, Quilt Show Chair 2022
Mary Beth Donovan, Webmaster
Nancy Finlayson, Historian
Nico Laudenberg, Facebook and Instagram Editor
Sonja Hagen, Past President 2010, 2011, 2015, 2016
Kathy Johnson, Past President 2017, 2018
Carol Makieleski
Lynne Bryant, President-Elect
Laura Sheets

President Susan Schwandt called meeting to order at 7:00 pm via Zoom.

Introduction of President-Elect

Susan introduced Lynne Bryant who has agreed to become President and will be formally elected at the GAAQG meeting on January 16, 2021. Lynne was the GAAQG 2020 Quilt Show Treasurer and the Quilt Guild of Metro Detroit 2017 Quilt Show Chair. She was also the Great Lakes Heritage Quilters Newsletter Editor 2007-2008, VP Programs 2008-2009, and President 2009-2010.

Secretary's Report: Grace Boxer

The November 2020 minutes were reviewed and these corrections made: Change BOD to D&O in Treasurer's Report; correct spelling to Lyric Kinard. Motion to approve November 2020 minutes with corrections: Grace Boxer. Seconded by: Mary Beth Donovan. Motion passed.

The December 2020 minutes were reviewed and these corrections noted: Webmaster Mary Beth Donovan provided training for Glenna Schweitzer and Patricia Wolff (not Arlene Kindel), fixed glitches within (spelling correction) profile setup for members, and

corrected spelling of her name to Mary Beth Donovan. Motion to approve December 2020 minutes with corrections: Grace Boxer. Seconded by Marilyn Knepp. Motion passed.

Virtual Activities Update: Laura Sheets

Laura Sheets reported on virtual activities planning. A brainstorming session was attended by 20 people. Amy Hammer is planning an open sew on the first Saturday of even months from 10 am to 2 pm. Nico Laudenberg will present her planned Quilt Along activity. Juliana Serra is creating a challenge for the summer. Marilyn Kabb is exploring English paper piecing. Lori Rhode is holding a virtual UFO small group Saturday 1/9/2021 (this group formerly met on first Saturday of month at Hamburg Library). Discussion ensued as to how to notify members of these activities and not have it be a burden for Patricia Wolff with Mail Chimp. Activity leads will obtain participants' emails and will be responsible for sending their activity communications.

Treasurer's Report: Marilyn Knepp (also on behalf of Co-Treasurer Marge Venema)

The December 2020 report is in the Drop Box. The check for workshop refund for Manda Manno has not been cashed although she has been contacted several times. Patricia Wolff moved to accept the report as presented, motion seconded by Mary Beth Donovan, and motion passed.

The 2020 Year End Consolidated Financial Report is in the Drop Box. The 2020 ending balance was \$39,837.72. Of note is that the 2019 and 2020 year end balances are similar even though the 2020 pandemic caused cancellation of in person workshops and meetings. The general operations income also reflects the insurance payment.

Claudia Tam will be providing a financial review.

Glenna Schweitzer, 2020 Treasurer, and Marilyn have updated the Treasurer's Notebook with procedures and policies.

Documentation has been provided to the Comerica Bank to remove Glenna Schweitzer from the accounts and add Marge Venema. After a new GAAQG President is elected the signers on the accounts will be further updated.

Marge is completing and mailing the 1099s to the workshop teachers and to the IRS. These are due January 31, 2021.

Board Financial Oversight Orientation: Marilyn Knepp

Marilyn gave an extensive orientation to financial oversight to the Board which stressed our fiduciary responsibilities. GAAQG is a non-profit corporation (Federal 501 c(4) non-profit and Michigan non-profit corporation), not a charity (a charity is Federal 501 c(3)). There are annual reporting requirements to both the federal and state governments. The GAAQG calendar year, fiscal year, and accounting year are all the same from January 1 through December 31 of the specific year. There are four different guild accounts: general checking, general saving, Quilt University (QU) checking, and Quilt Show (QS) checking. The President and Treasurer are co-signers on the Comerica general checking and savings accounts, the QU Chair and Treasurer are co-signers on the QU account, and the QS Chair and Treasurer are co-signers on the QS account. The financial reporting and status is complete only when all of the accounts are consolidated. Any member can ask questions regarding any of the finances. The reports should be completed accurately and in a timely manner. It is a red flag if reports are not completed accurately and on time.

The Policies Index was deferred until February 2021. Marilyn Knepp has financial policies. Nancy Finlayson has some policies. Grace Boxer will see what policies are in the Secretary's book. Susan Schwandt is reviewing prior GAAQG Presidents Sonja Hagen and Kathy Johnson's past files.

President's Report:

She requested the insurance agency which is providing D & O quote to have a representative attend board but they requested that any questions be submitted in writing and they would respond in writing.

Lists of the Board and current committee chairs have been updated. The Board email list and the Key Positions email list have been updated. Mary Beth Donovan will update these in our web site.

Everyone is asked to update their Guild Resources list and the Monthly Activities Calendar list and review their responsibilities.

Passwords should be updated and a copy which lists the guild activity, your name, and the user name(s) and password) placed in a sealed envelope and given to the Secretary as a back up for password security. Also list the answers to the security questions in the sealed envelope.

The Drop Box has the report of the outgoing VP of Membership (2019-2020) Laura Sheets.

The Drop Box has the report of the outgoing VP of Programs (2019-2020) Brenda Rigdon.

VP of Programs Report: Arlene Kindel.

Mary Hogan (Virtual 1/15, 1/16, 1/17) and David Owen Hastings (Virtual 5/21, 5/22, 5/23) previously confirmed.

Margarita Koriath (Virtual 3/19, 3/20, 3/21) has signed contract. Lynne and Susan agreed to help evaluate which workshops should be chosen. We will also need to decide how to handle the kits she requires.

Debbie Maddy (Virtual 7/16, 7/17, 7/18) with in-person classes at WCC Labs, with option for students to participate from their home, confirmed.

September is not yet chosen.

Ann Loveless has agreed to 11/19, 11/20, and 11/21 in person but contract is not signed. Arlene will determine if virtual access will be possible for members who are not able to participate in person.

It was previously agreed that members who had enrolled for Ann Loveless planned workshops in September 2020 would have first priority to enroll in her 2021 workshops. These members need to be identified. There would be a time limit e.g. two months or other for this priority enrollment once it is announced.

It was previously decided that January's meeting will always be virtual from now on due to the prior poor attendance in bad weather.

Cohosts have been recruited for January but are needed for the other months. More cohosts need to be trained.

VP of Membership Report: Patricia Wolff

Most of the members expired by the end of 2020. They were sent an email requesting they renew 30 days prior, 15 days prior, and 7 days prior. The email stated that the membership renews on the day it expires so there is no penalty for renewing in advance. Approximately 20% did not renew. Patricia has contacted 25 persons who were expired on December 26th. She was only able to leave a voice mail for many. Four of the 25 have renewed. When she was able to speak directly, some did not renew because of their internet access issues, one did not renew for financial constraints, and one was a vendor at the in-person quilt show.

As of 1/7/2021 there were 218 active members, including two new members: Bonnie Gearan and Jacqueline Fife.

Webmaster Report: Mary Beth Donovan

Mary Beth created 20 step-by-step tutorials and training materials (63 pages) for incoming VP Membership and Programs Workshop Registrar (Glenna Schweitzer) and trained and supported them.

Updated tutorials were posted on Membership Resources page for renewing membership, updating member profile, and registering for workshops.

Non-member fee of \$10 posted for Quilt Day lecture attendance.

Small Groups Update: Pat Weber

Small Groups Coordinator Patricia Weber and Mary Beth updated Small Groups website with active small groups. The small groups will need to request GAAQG Zoom access from Patricia. Only one group will be able to use the GAAQG Zoom account at a time.

Kudos to Arlene Kindel for her blog on Mary Hogan's January workshop and lectures and to Lori Rhode for her blog on UFO Busters Small Group.

Social Media Report: Nico Laudenberg

Five posts on social media simultaneously on Facebook (806 followers) and Instagram (171 followers). The post on our Quilt Show winners was the most often viewed.

She created a yearly calendar.

Her goal is to build a content management system.

Nico is coordinating a Quilt Along virtual activity for members.

Next meeting: February 4, 2021, 7 pm via Zoom.

Meeting adjourned 9:33 pm.

Respectfully submitted,

Grace Boxer
Secretary