



## Board Meeting Minutes

January 6, 2022

In Attendance: Lynne Bryant, Marilyn Knepp, Patricia Wolff, Mary Beth Donovan, Marge Venema, Lori Rhode, Sarah Bush, Nico Laudenberg, Nancy Finlayson, Arlene Kindel, Susan Schwandt, Carolyn Raschke, Sonja Hagen, Kathy Johnson

Meeting was called to order at 7:00 PM. Introductions were made for the benefit of Carolyn Raschke, new Workshop Registrar

### Secretary Report: Sarah Bush

- Mary Beth suggested corrections to the December board meeting minutes, Susan moved that the minutes be approved with corrections, seconded by Mary Beth.
- Sarah requested that documents for meetings be uploaded prior to the afternoon of the day of the board meeting since she and Lynne both print out reports the afternoon of the day of the board meeting. If a member adds a document on the afternoon of the day of the board meeting, please advise Lynne and Sarah that a new document has been added to Google Drive.
- Lynne reminded all in attendance to send passwords to Sarah. Please send them in a sealed envelope stating the date and what the password is for, put that sealed envelope in another envelope for mailing to Sarah (Sarah Bush, 2318 Parkwood Ave, AA 48104). Mary Beth confirmed that new passwords don't need to be created each year for Administrative accounts. With 2-Factor authentication required, essentially each password is changed every time it's used because a 6-digit code, sent to the user's cell phone, has to be added to the password in order to log in to the website dashboard.
- Sarah will create a list of passwords received for the February meeting.
- Annual report has been submitted and is available on Google Drive
- Minutes are available on Google Drive

### Presidents Report: Lynne Bryant

- Lynne would like to put together a slide of accomplishments for the upcoming Quilt Day, please send her accomplishments to include. Example; number of members increased from 215 -240, number of workshop attendees is averaging 18.9, 70% open rate for guild general email communication sent via Mail Chimp.
- GAAQG Resources List is on Google Drive, please all review and send Pat Wolff your updates, she will consolidate onto an updated Resources List.
- Marilyn will be giving an overview of what to look for when reviewing financial reports at the February board meeting. Monthly review of financial documents is a requirement for each of us as part of our fiduciary responsibilities as board members.

### Programs: Arlene Kindel

- January Workshop attendee registration for Anne Buzzalino is 16 and 14 attendees.
- Board agreed for Arlene to switch Tara Faughnan's March Workshop called "Scrappy Lone Star" to "Give and Take" due to low enrollment of "Scrappy Lone Star". Arlene will notify attendees and inform them of the change. Arlene to send a paragraph update to Mary Beth and Carolyn of the workshop change for the web and in turn to Kathy Johnson for an email to members.
- Arlene advised that for the Meg Cox lecture in July, we have the auditorium at WCC until 3pm but we will need to be out of the Atrium at the usual time.
- Annual report has been submitted and is available on Google Drive.
- Program reports available on Google Drive

### Social Media: – Nico Laudenberg

- Social Media reports available on Google Drive
- Annual report has been submitted and is available on Google Drive.

- **VP Membership:** Patricia Wolff
  - 5 new members in December, 13 members expired, Total members 240
  - 12% increase of members in 2021
  - Patti is now tracking members who lapsed prior to 2017 and have recently rejoined. Our online PMPro system began in Fall, 2017 and earlier records are not included in our Paid Membership Pro system.
  - Half of all members expire 12/31, 103 renewed this month, it was a very active month.
  - Annual report has been submitted and is available on Google Drive.
  - Membership reports available on Google Drive

**Treasurer Report:** Marge Venema

- December treasurers report has been received and filed for review. No questions were asked from the board. Susan moved that we accept the report and file for review, seconded by Patti.
- Claudia Tam has received documents this week for annual review. She will conduct her review this month and present a letter to President Lynne Bryant.
- Total 2021 consolidated report has been prepared and is on Google Drive, more annual reports will be coming later.
- All Treasurers reports are on Google Drive.

**Webmaster:** Mary Beth Donovan

- Mary Beth met with the Website Strategy Committee to discuss and refine a draft for “Website & Communications Operating Committee – Structure 2022 and Beyond” that redefines roles to manage the website during 2022 and in 2023 after she steps down at the end of the year. To capture not only direct website management but also website-related activities of other guild positions, as well as communications positions that interact with the website, a comprehensive outline was developed to include all communications channels with internal and external audiences, i.e., website, Mail Chimp and social media. With this document, it is hoped that we will have one cohesive and strategic plan for managing all guild communication. A finalized draft will be shared with the board within the next few days.
- Hybrid Meetings topic will be revisited at the February Board meeting.
- Annual report has been submitted and is on Google Drive.
- Webmaster reports available on Google Drive.

**SafeHouse Quilts Sew-In:** Lynne Bryant

- Next SafeHouse Quilt Sew-In is scheduled for January 30, 2022.

**Quilt Show 2022:** Co-Chairs Lori Rhode and Kaye Whittington, Wanda Nash vendor chair

- Show dates 7/30/22 and 7/31/22
- Price Increase Proposal submitted and is on Google Drive. Board passes an increase of \$8.00 for all attendees to include both days. Mary Beth moved that we accept the increase, Sarah seconded it.
- No Fabric Sale this year as of today and no decision on selling books at this time.
- Lori would like help with Covid safety decisions by March. It was suggested that she also talk to WCC about their Covid safety recommendations.
- Reports on Google Drive

**Volunteer Quilt Drawing:** Lynne Bryant

- Ruth Mieras was the winner of the quilt but has decided to send the quilt back to us to be sold for SafeHouse donation.
- Lynne asking for pattern recommendations for volunteer quilt for 2022, Board suggested that she assign a team to handle the volunteer quilt and let them choose the pattern.

**Mail Chimp Communications:** Kathy Johnson

- Busy Month for communications
- Big accomplishment: we have a 70% open rate for general communications
- Lori suggested that we gather more emails at the Quilt show via door price tickets.
- Report on Google Drive

**New Business:**

- PO Box: 1 key is with the treasurer, 1 key is with Glenna and there is a missing key which we are attempting to find it.
- Marge will check the PO Box on 1/12/22.
- Sarah offered to check the box monthly in the future if needed.

Meeting was adjourned at 8:43 PM.

Respectfully submitted,  
Sarah Bush  
Secretary