



Board Meeting Minutes

February 3, 2022

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

Meeting was called to order at 7:00 PM

Secretary Report: Sarah Bush

- Mary Beth moved that the minutes be approved, seconded by Patricia, all in favor.
- Sarah to create a list of envelopes with passwords at the March meeting as more passwords were still being sent in.
- Minutes are available on Google Drive

Fiduciary Oversight Presentation by Marilyn Knepp: presented and saved in Google Drive and emailed to board members

Treasurer Report: Marge Venema

- Sarah moved to accept the 2021 Financial Review prepared by Claudia Tam, Seconded by Susan, all in favor.
- Sarah moved to file the January 2022 financial report, seconded by Mary Beth, all in favor.
- Lynne moved we accept the 2021 Annual Treasurers report, seconded by Sarah, all in favor.
- Marge checked the PO Box and will continue to check it in the future.
- All Treasurers reports are on Google Drive.

Programs: Arlene Kindel

- January Workshop with Anne Buzzalino was a success.
- March workshops are both full
- Arlene is working on 2023 workshops, open for suggestions or opinions on speakers.
- Program reports available on Google Drive

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

- Show dates 7/30/22 and 7/31/22
- Lori discussed concerns that Covid may play a role in attendance and whether we break even financially. Board assured her not to be concerned. Lori would like to determine a date when or if she should cancel because of lack of vendors, etc. Vendor invites went out very recently so she will see what the response is to those invitations, only a couple have been received so far. Wanda Nash is the vendor chair and this committee usually raises about half the income to cover the show expenses.
- It was suggested that Marilyn Knepp may have a file with past Quilt Show budgets to use as an example. Lori will work with Lynn Aleman, Quilt Show Treasurer to prepare the Quilt Show budget.
- It was discussed that income from ads paid for the brochure in the past and it is time to begin working on the brochure. Lucinda sent out a letter to past advertisers.
- Sarah and Kathy suggested talking to Grand Rapids about their upcoming quilt show regarding concerns about attendance and vendor participation during the pandemic.
- Sarah offered to help document the process of putting on the Quilt Show as Lori will need to retire from the position after this show because she is moving, a new chair will need to be recruited.
- Reports on Google Drive.
- **VP Membership: Patricia Wolff**
 - 4 new members, 9 members lapsed and came back, 17 renewals, Total members 239
 - Next year consider a discount coupon for Novi Sewing Expo attendees so we can track new members from the event.
 - Patti suggested we need a question on the membership application “how did you hear about us?”

- A Gift of membership could be promoted now that we have a process.
- Ann Arbor Sewing Center is a great resource for us. They encourage membership in the guild, we should encourage them.
- If any board member sees a name of an expiring member on the list that they know, please call them and encourage them to renew.
- Kathy reminds the board that all board and committee members must be active members.
- Membership reports available on Google Drive

Webmaster: Mary Beth Donovan

- Mary Beth especially thanks Kathy Johnson and Carolyn Raschke for their commitment and dedication.
- Discussion of January activity and “Working Structure flow charts,” both available on Google Drive.
- Sarah moved that we accept the ‘working’ document titled “Website Communications Operating Committee – Structure 2022 and Beyond” and the related “Working Structure Flow Charts,” Seconded by Susan, all in favor.
- Webmaster reports available on Google Drive.

Quilt Day Hybrid Meeting Discussion - Board

- Mary Beth presented her findings after talking to WCC, the cost would be at least \$240.00 per Zoom meeting. The meeting could be available on Zoom but would not be saved (recorded) to be viewed later.
- Presenters would have to approve if they want themselves to be included in the hybrid meeting. This could be different per meeting based on the presenters’ wishes.
- Board decided that we not consider offering hybrid livestreamed workshops, but would continue the current practice of offering either Zoom or in-person workshops.
- Board discussed reaching out to Sonja with questions for the membership so she can put out a Survey using Survey Monkey so we get an idea of what membership wants regarding Hybrid Meetings, Lynne said she would do this.
- Mary Beth does not have time to take this further, if Hybrid meetings are to come about, someone else would need to pick up from here.
- Document of Mary Beth’s findings on Google Drive.

Social Media: – Nico Laudenberg

- Nico asked for suggestions from board members for posts on Social Media. Please email her with your ideas.
- Social Media reports available on Google Drive.

Resources List– Patricia Wolff

- Patti needs input from everyone in order to complete the resources list, she has many areas where she has not gotten feedback. The report is on Google Drive. If Green, she’s good, if the area is grey, she needs input (even if it’s the same as the past, she needs to know that). Please email her.
- Job descriptions should be available, Sarah and Lynne to look in their files for job descriptions.
- Lynne to look for “Key Positions List” and distribute for comments and updates. This has been done post meeting but before minutes were complete and is now on Google Drive.
- Resources List is on Google Drive

Mail Chimp Communications: Kathy Johnson

- For the future, we are limiting Mail Chimp emails to two per month.
 - Next week will be the 2/27 Sew In and the Quilt Show Gift Shop information for Members
 - First week in March will be about speakers and sent to the public.
- Let Lynne and Kathy know if you need something communicated as it might be a different form of communication: email, social media, website
- Report on Google Drive.

Presidents Report: Lynne Bryant

- Lynne thanked board members for their hard work and dedication and in particular to Marilyn Knepp and to Mary Beth Donovan for their extensive presentations and documentation this month

and throughout the year.

- The board agreed that in the future we will award a free workshop as the Volunteer Award instead of a Quilt.
- Lynne will send Claudia Tam a thank you for the financial review.
- Safe House Sew-In is Feb 27, 2022.

New Business:

- The Board needs a long-term storage archival system that's accessible to board members. Lynne to check into getting Guild Google drive. In the past she was told we could not get a Google Drive account for free but she will check again and check on the cost to see if it is reasonable. Kathy thought that we could get an exception and get one for free if we explain the Association purpose.

Meeting was adjourned at 9:18PM.

Respectfully submitted,
Sarah Bush
Secretary