



Board Meeting Minutes

February 2, 2023

In Attendance: Marge Venema, Melissa Gregoire, Sarah Bush, Maryann Hummer, Martha Williams, Jane Clark, Lynne Bryant, Liz Rodriguiz, Mary Beth Donovan, Kaye Whittington, Nancy Finlayson, Carol Makielski, Heather Barthell, Susan Schwandt, and Sonja Hagen

Meeting was called to order at 7:00 PM

Secretary Report: Maryann Hummer

- Susan Schwandt moved to approve the minutes, seconded by Lynne Bryant, all in favor.
- Minutes are on Google Drive.

Treasurer Report: Sarah Bush/Melissa Gregoire/Marge Venema

- Sarah Bush submitted a Report Narrative for the Board Meeting and it is on Google Drive.
- 2022 Consolidated Financial Report
 - Marge presented the 2022 Consolidated Financial Report. Susan Schwandt moved to approve the 2022 Consolidated Financial Report, seconded by Lynne Bryant, all in favor.
 - Mary Beth Donovan asked to confirm the \$350 charge for Ecwid is being classified as a program expense Sarah later confirmed it is being posted to Workshop/Program Expense in both the 2022 Financial Report and in the January 2023 report.
 - Mary Beth wanted to confirm that \$1,916.16 Website expense for 2022 did not include any fees paid for Programs or Membership. Sarah confirmed after the meeting that \$350.00 in January should be reclassified to Speaker Fees/Programs. This was done and a new 2022 financial report will be distributed by Marge and Melissa. The website expense is now \$1516.16.
 - 2022 Consolidated Financial Report is on Google Drive for Board reference.
- 2022 Financial Review
 - The 2022 Financial Review was prepared by Claudia Tam. Marge has a signed copy that she will scan and save for board use.
 - Marge brought up the fact that all of the documents sent to Claudia were sent electronically. In the future, could we discontinue keeping paper copies and save all guild receipts electronically? Sonja brought up the issue that as time lapses, the quality of electronic files degrade. It was proposed that we could save them as a PDF or as an image file. Nancy Finlayson suggested checking to see if we could preserve our documents with the University of Michigan Bentley Historical Library. Marge will check into it.
- January Co-Treasurers' Report
 - A few minor changes will be made to the Co-Treasurers' Report for January. Lynne Bryyant moved to file for review the January 2023 financial report, seconded by Jane Clark, all in favor. Sarah will add that the service charge from the bank was for deposit slips.
 - We have a new bank representative whom Sarah will be meeting with in the near future.
 - Co-Treasurers' Report is on Google Drive.
- Fiduciary Responsibility of Board
 - A copy of this presentation will be placed on Google Drive. It was stressed that it is vital for each board member serving this guild to watch the presentation and understand the importance of our fiduciary responsibilities.

Programs Report: Jane Clark

- There is one opening for the March workshop due to a cancellation. The person who canceled

understands that there will not be a refund issued unless the slot is filled.

- Jane Clark submitted and reviewed the Proposed 2024 Programs with all in attendance and was met with enthusiasm. She will move forward to pursue the lecturers. She will have an opening for July 2024.
- Many presenters no longer want to travel. The January lecturer (Valerie Goodwin) will be via Zoom.
- Many of the lecturers requested a meal per diem in their contract. There was no issue with the meal per diem request.
- Proposed 2024 Programs is on Google Drive.

Fundraising: Jane Clark

- Jane proposed that we get our new logo out into the public with tee shirts, mugs, caps, totes, etc. She checked with Print on Demand. Orders would be placed directly with them and the guild would make 20% profit. Sarah Bush has a neighbor who does the same thing. They will compare quotes.
- Marge moved that Jane explore the possibility of guild swag. All in favor.

Membership: Martha Williams

- The preliminary draft of the Membership Report was written, but Martha didn't want to release it without further review. Once completed, it will be placed in the February board meeting file on Google Drive.
- Membership remained steady for the month of January. Six new members and six lapsed members.
- There was a problem with the new website launch and a few members paid twice. Each extended their membership for two years instead of requesting a refund.

Storage: Roberta Myyra (reported by Marge Venema)

- Roberta was successful in getting a bit of a reduced rate on the storage unit, will still need to insure; and may not need heated storage.

QU Replacement Activity: Mary Beth Donovan

- Mary Beth suggested that we ask some of our members to teach an instruction class as a goodwill gesture to promote guild activities via Zoom. Kathy Schmidt, Nico Laundenberg and Mary Hogan come to mind for their expertise. Preliminary concepts are: 1) no registration - RSVP only; 2) free; 3) instructors paid a stipend; invitation would go to everyone on the mailing list. It was met with enthusiasm. Nancy Finlayson suggested that those teaching should be compensated appropriately. Sarah Bush moved to have Mary Beth approach some of the members in the guild to teach classes via Zoom; seconded by Lynne Bryant, all in favor.

Scheduled Communication: Mary Beth Donovan

- Mary Beth presented the 2023 Communication Calendar All Channels - Quarter 1 and it can be found on Google Drive.
- The President's message to all is scheduled to go out tomorrow.
- Susan's blog has been postponed but it is forthcoming in February, pending resolution of website conversion and RSS technical issues.
- Mary Beth presented the Expenses Incurred for GAAQG New Logo and Website. The final expenses were higher than approved (\$500). NSG billed for 14.5 hours of technical support, which was much less than what they could have billed for. There were no objections to the fee, which overall was extremely reasonable, given the depth of volunteer Co-Webmasters' talent.
- Mary Beth thanked Heather and Noreen for their hundreds of hours of dedicated work.

Webmaster Report: Heather Barthell

- Heather reported that there were issues with the launching of the new website but she couldn't be more pleased with the website.

Social Media: Mandy Boyce (absent)

Guild Retreat: Lynne Bryant

- Lynne has been in contact with Tamara from Creative Passions.
- She will make the registration for 24 guests as a first come/first serve for sleeping accommodations. It will be imperative for anyone with mobility issues to book early. She is working with Roberta on a spreadsheet for this.
- First payment of \$85 is due March 31st (total \$165).

- She will need a “retreat” email address. Mary Beth will assist her with this.
- She will get out on Mailchimp and put together a video/Powerpoint presentation for the March meeting. She will work with Susan Schwandt on this.
- She could use a chairperson with this event.

Quilt Show 2024: Liz Rodriguiz

- She has updated the Job Descriptions. Heather and Noreen will post on the website soon.
- She has not filled any spots, but she is chatting with people about the positions.

Sewing & Quilting Expo: Kaye Whittington

- Along with Kaye, Susan Schwandt, Jane Clark, and Donna Chroma have volunteered to serve with Kaye on the Novi Sewing & Quilting Expo.
- She is working with Liz Frederick on reserving a bigger booth for a bigger exhibit to showcase some of the SafeHouse quilts and what the guild is going against domestic violence. There is a question regarding insurance for the quilts as they are made by guild members.

Safehouse Sew-In: Lynne Bryant

- There will be no SafeHouse Sew-In for February.
- Marge stated that Arleen Kindel was considering taking over the responsibility of the in-person Sew-In events.
- Lynne needs more batting. Lynne and Jane will work together to reorder the batting.

Meeting was adjourned at 9:01 pm.

Respectfully submitted,
Maryann Hummer, Secretary

Current Officers for 2023:

- President: Marge Venema*
- Co Treasurer: Melissa Gregoire*, Sarah Bush
- Secretary: Maryann Hummer*
- VP Membership : Martha Williams*
- VP Programs: Jane Clark*

Non appointed Voting Board Member

- Lynne Bryant*

Appointed (not elected) Essential Positions:

- Co Webmasters: Heather Barthell*, Noreen Walker
- 2024 Quilt show: Liz Rodriquez*
- (There is no 2023 Quilt University so this Chair position is open)*
- Mailchimp: Mary Beth Donovan - content, Jody Jones - Technology
- Workshop Registrar - Donna Hoskins

Appointed, non-voting volunteers who regularly attend Board meeting:

- Social Media Editor: Mandy Boyce
- Kaye Whittington: Novi Sewing & Quilt Expo Booth

* Indicates a voting position.