



Board Meeting Minutes

January 5, 2023

In Attendance: Marge Venema, Melissa Gregoire, Sarah Bush, Maryann Hummer, Martha Williams, Jane Clark, Lynne Bryant, Liz Rodriguiz, Mary Beth Donovan, Arlene Kindel, Noreen Walker, Kaye Whittington, Anne Rapundalo, Nancy Finlayson, Carol Makielski, Heather Barthell, Susan Schwandt

Meeting was called to order at 7:03 PM

Secretary Report: Maryann Hummer

- Maryann moved to approve the December 2022 board meeting minutes prepared by outgoing Secretary Sarah Bush, seconded by Lynne Bryant, all in favor.
- Minutes are on Google Drive.
- Maryann also asked that all passwords be mailed or hand delivered to her in a sealed envelope with their name on it and what the password is for.

Treasurer Report: Marge Venema

- Lynne Bryant moved to file for review the December 2022 financial report, seconded by Jane Clark, all in favor.
- The year-end report is forthcoming but it wasn't possible to complete as Marge has been busy assuming the position of President.
- Claudia Tam has begun the financial review.
- Treasurer's reports are on Google Drive.

Programs Report: Jane Clark

- Ecwid is showing one open slot for Brenda Gael Smith's class.
- Jane has been in contact with Pat Pauly for possible availability for a workshop. Current rates are \$800 workshop, \$450 lecture plus travel expenses from Rochester, NY and accommodations.
- Jane would like to survey the guild members to see what their interests are for a workshop. She has been speaking with Heather, Sonya and Arlene.
- Sarah Bush confirmed that the hotel reservations have been made for all of the workshop hosts for 2023 with the exception of September (Audrey Esarey). Since there is a football game, rates go from \$129 to \$299. A hotel located in Canton or by the airport are other options.
- There was a question as to whether the large room has been secured for all of 2023 -2024. Lynne Bryant confirmed that the contracts have been signed and the contracts have been given to Marge Venema. The SafeHouse room has not been canceled for March.
- Jane won a door prize of three Yazzii Bags for the guild. Yazzii Bags asks that the guild advertise on social media and videos. Jane showed one of the videos. There was much discussion about what to do with the bags, either raffle prizes at the Novi Expo or a door prize at a guild meeting. It was decided that Jane will make the decision and she can indicate where the prize came from.
- Programs Report is on Google Drive.

Workshop Registration/Cancellation Policy/Privacy Policy: Heather Barthell

- Heather presented 1) official guild Workshop Registration and Cancellation Policy and 2) FAQ - Workshop Registration, and Cancellation Policy. Lynne moved that both of these documents be approved, seconded by Jane Clark, with minor changes. Said documents will be put on the new website and on Google Drive.
- Heather presented an official guild Privacy Policy. Sarah Bush moved that the Privacy Policy be approved, seconded by Martha Williams, approved, with minor changes. The Privacy Policy will be on the new website and on Google Drive.

Social Media: Lynne Bryant reported.

- 10 FB posts, 4 events, 1108 likes December IG: 1 post 418 follows December
- The Social Media Report was prepared by Nico Laudenberg and is on Google Drive.

Membership: Martha Williams

- Currently there are 248 members.
- Membership report is on Google Drive.

Storage: Reported by Marge Venema

- Roberta Myyra has not received a response from CubeSmart.

Scheduled Communications: Mary Beth reported

- Mary Beth presented a 2023 Communication Calendar which lists due dates, person responsible, message/topic and where the communications will be sent and is available on Google Drive.
- Currently there are 1,489 persons on our email list. Our contract for emails only allows for 1,500. Kathy Johnson has the capability of seeing which emails are being opened and will work with Mary Beth to delete inactive persons.
- Anyone who would like to add information to President Message should get to Marge as soon as possible but no later than the Friday after the Board Meetings.

Webmaster Report: Heather Barthell reported

- Thanked Mary Beth for all her help during the transition.
- The website refresh is scheduled to take place on January 16 and the site will be down for a few hours. The new site will be presented to the membership during Quilt Day on January 21.
- Lynne asked for a copy of the logo so she may reorder labels for SafeHouse quilts. Currently she has appx. 50.
- Webmaster Activities Report is available on Google Drive.

Novi Expo: Kaye Whittington/Susan Schwandt

- Discussion on whether to continue with a booth at the Novi Expo in November.
 - A larger booth will be available for free if there is a demo or a “make and take.”
 - A larger booth with no demo or “make and take” for a fee.
- After Kaye and Susan agreed that they would be willing to form a committee.. Maryann motioned that this committee be formed and the committee will report back to the board what they would like to proceed for the 2023 Novi Expo, seconded by Sarah Bush, approved.

Guild Retreat: Arlene Kindel

- Arlene recapped what Creative Passions in Chesaning offers, i.e. accommodations for up to 40 people for June 30-July 2nd. Four people to a room with one bath; one room sleeps six; costs \$165 per person (an additional \$30 Thursday night), breakfast and workroom included. Catering from the Riverfront Grill is an additional \$80 for two dinners and three lunches. Special diets BYO.
- Considering the feedback from the survey, there is sufficient interest to proceed.
- Lynne and Arlene will co-coordinate this event but may need some help as it gets closer.
- Lynne will prepare a Powerpoint presentation for the January meeting.

Safe House: Mary Beth Donovan and Lynne Bryant

- Mary Beth reported that from the quilt show, 15 quilts sold for \$4,814. Also, 23 of 43 quilts for the Third Annual Quilt Sale for SafeHouse sold for \$7,200 for a total of \$12,014.
- 301 quilts were donated to Safe House.
- Lynne asked what is the procedure for getting the quilts from WCC to SafeHouse. Anne Rapundalo responded that she takes the quilts to her home. Some will be for sale as a fundraiser and then the rest are donated. Liz Rodriguez will be Anne’s backup if she cannot attend a member meeting.
- Lynne reported that she needs to reorder batting. She can get 45 battings @ 90” x 70” from a roll. Average price per batting is appx. \$10.
- Lynne would also like members to send her an email message to let her know that they need a batting. She will have the batting available at the Quilt Day meetings. Anne will also have some available for pick up at her home.

Quilt Show 2024: Liz Rodriguez

- Liz has created a Job Description for the Co-Chair and a Co-Treasurer of the Quilt Show.
- Suggested that she add procure rods to hang quilts in Co-Chair description.
- A Co-Chair and Co-Treasurer are needed. She will start with side conversations to recruit.

- Job Descriptions are on Google Drive.

Meeting was adjourned at 8:46 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 Rodriguez*
- (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

* Indicates a voting position.