



Board Meeting Minutes

April 6, 2023

In Attendance: Marge Venema, Sarah Bush, Melissa Gregoire, Maryann Hummer, Jane Clark, Lynne Bryant, Liz Rodriguiz, Mary Beth Donovan, Nancy Finlayson, Heather Barthell, Noreen Walker, Martha Williams and Sonja Hagen

Meeting was called to order at 7:04 PM

Secretary Report: Maryann Hummer

- Marge Venema moved to approve the minutes, all in favor.
- Minutes are on Google Drive.
- There are some gaps on the Ressource excel spreadsheet that still need to be updated. Maryann will work with Marge to fill in the gaps. The Guild Resources are on Google Drive.

Treasurer Report: Sarah Bush/Melissa Gregoire

- Sarah presented the March 2023 Treasurer Narrative and the March Co-Treasurers' Report. including 3 checks written and 2 deposits made. A request for \$1,350 NSG annual fee has been made. Marge will approve.
- Automatic payments/upcoming charges (hotels) to be on the new debit card. The old one is not canceled yet until all changes have been made to the new card.
- The relationship with the bank manager is workable.
- Marge motion that the March 2023 Co-Treasurers' Report be accepted for audit, seconded by Heather, all in favor.
- The Narrative and Co-Treasurers' Report are on Google Drive.

Quilt Show 2024: Liz Rodriguiz (reported by Marge Venema)

- Liz submitted a Quilt Show Update prior to the meeting. It is on Google Drive. Points of interest are: ○
 - Donna Choma has agreed to be a Co-Treasurer;
 - Kaylie Schneider has agreed to be a Co-Vendor Chair; and
 - Guild brochures were available to supply the Tulip Time Quilt Show in Holland, MI..

SafeHouse Sew-In: Lynne Bryant

- There will be no Zoom SafeHouse Sew-In for April. May 13th will be the next one.

Programs: Jane Clark

- Jane reviewed the 2023 Workshop Revenues and Expenses Report as of 4/1/2023 (on Google Drive). The July workshop with Audrey Esarey has 7 openings on Friday and 2 openings on Sunday. The November workshop with Jane Sassman has 10 openings on Friday. Classes do not open to the public until eight weeks prior to the class. Jane will write a blog to help promote enrollment.
- Jane presented a powerpoint presentation of her activity for the last month which is also on Google Drive.
- As she works on 2025 workshops, many of the instructors are no longer traveling and those that do travel are asking a fee that is more than this guild can comfortably afford. There was a long discussion on what the guest speakers offer vs. what is available on-line. Can we offer a hybrid of on-line workshops and a membership meeting via Zoom with a guest speaker? Can we offer something in the atrium to draw our members, i.e. demonstrations?
 - Will we need to put a cap on what the guild can expend for a workshop/lecturer? (Appx. \$2,500 was the appx. cost for Irene Roderick in March). Another option is looking for up and coming instructors instead of popular choices. Also to keep in mind, each of our workshops generally services ten percent of our

membership. Additionally, about one-half of our attendance at the March meeting was via Zoom.

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Swag: Jane Clark

● Jane presented a spreadsheet of proposed prices for guild swag. Sarah motioned that the new swag program be approved and implemented by Jane. Lynne Bryant seconded the motion, approved by all.

Membership: Martha Williams

- We currently have 243 members. Lost three and gained three.
- There have been some issues with the membership reporting. However, Heather, Noreen and Martha worked together and they are in sync. Going forward, membership reporting should be easier. ● Martha asked if there was a reason that we keep a lapse membership list and an expired membership list. Answer: Patti would call them or ask if any of the board members knew a member personally and if so, would they reach out to them.
- Heather also noted that we have an option on our website for automatic renewal. The guild does not keep any credit card information. This is done through Stripe.

Scheduled Communications: Mary Beth Donovan.

- The 2023 Communications Calendar Second Quarter went out and is saved on Google Drive. ● She noted that the months that the guild meets, there is more communications being sent out. In an effort to not overload anyone, they are trying to spread out our messages.
- Mary Beth was happy to report that Kathy Schmidt has agreed to teach a demo at the September meeting. Lynne also volunteered to demo Elmer's glue on a binding.
- We still need someone to coordinate demos for the guild.

Webmaster: Heather Barthell

- Heather presented a Webmaster Report for March 5 - April 5, 2023 which is saved on Google Drive.
- Highlighted in the Report were:
 - Finances of \$1,350 to NSG (which has not increased in three years);
 - Activities including membership directory, board email address change, maintenance and inquiries through the website; and
 - Topics for discussion were:
 - Should the membership directory contain the addresses of our members? The consensus was to keep them available as only members can see other members' information. Heather pointed out that a member can opt out of their address shared.
 - Is there a preferred method to answer non-members requests for quilting related services? Sonja provided a historical account of the guild's past practice, i.e. post on social media so that the guild has no quilting liability and the response is immediate. The consensus was to continue to post on social media.
- Our website also has a search bar at the bottom to assist members with navigation. ● There has also been some confusion about the emailing lists for board members and board meeting attendees. Heather proposed that board@gaaqg.com (formerly boardb@gaaqg.com) will be for board members and boardandchairs@gaaqg.com will be for those who attend the board meetings. The boardandchairs@gaaqg.com will be a newly-named (formerly board@gaaqg.com) larger list that includes not only board members but event and activity chairs and other key volunteers. This list will be used to reach the largest number of volunteers, e.g. for a special event such as the Quilt Show. It will not be used for general board correspondence. Sarah motioned that Heather's proposal be approved, seconded by Jane, approved by all.

SafeHouse In Person Sew-Ins: Arlene Kindell (reported by Marge Venema)

- There were 10-12 people who stayed for lunch. 6-8 people stayed to quilt.
- She has nine people to help her make kits.

- They will be meeting either the 1st or 3rd Saturday each month at the Grange.
- Last month they had six people attend.
- She would like to make some kits with one page instructions. Heather has cued to talk to Arlene as well as a graphic designer to see if she can come up with some quick tools for easy instructions. She will also have to seek the approval of the pattern designer to implement. Jane suggested having a new sewer test the pattern and give her feedback (plus another quilt is created).

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Guild Retreat: Lynne Bryant

- We have 28 people registered. If 32 register, then Lynne gets a rebate of appx. \$100. She will give back to the guild/retreat.

President's Report: Marge Venema

- Marge reported that Roberta Myyra is all set for the fabric sale.
- Marge also reported that Susan was not successful in getting a double sized booth for the Novi Expo at this time. There is a possibility that a large booth may become available closer to the Expo. The plan is to display our SafeHouse support.
- Marge also presented a GAAQG File Saving motion (on Google Drive) that the guild subscribe to Google Workspace to obtain 2TB of electronic file storage at a cost of \$12/month. Sarah seconded the motion, approved by all.
- Marge asked for a list of what inventory any of us have that she can inform the Bentley Library for preservation. Nancy has scrapbooks, Mary Beth has photographs, Sonja noted that there are archives in our storage unit, Maryann has prior years' minutes.

Social Media Report: Nico Laudenberg

- Nico presented a Social Media Report proper to the meeting which is on Google Drive. ● Being that she is in Germany and Mandy is in England, we are in need of a social media volunteer.

Meeting was adjourned at 9:04 pm.

Respectfully submitted,
Maryann Hummer, Secretary

Current Officers for 2023:

- President: Marge Venema*
- Co Treasurers: 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: Vacant

- Kaye Whittington: Novi Sewing & Quilt Expo Booth

* Indicates a voting position.

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