



Board Meeting Minutes

May 4, 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, Sonja Hagen, Kaye Whittington, Carol Makielski, and Susan Schwandt

Meeting was called to order at 7:01 PM

Secretary Report: Maryann Hummer

1. After presenting the April Minutes to the Board, there was no further discussion, Sarah Bush moved to approve the April minutes, all in favor.
2. The Resource Excel spreadsheet is completed and marked final for 2023. There is also a "Guild Resources - working document." Anyone who acquires a new guild asset or transfers a guild asset is asked to update the spreadsheet.
3. All referenced documents are on Google Drive.

Treasurers' Report: Sarah Bush/Melissa Gregoire (Sarah reported)

1. Sarah presented the April 2023 Treasurer Narrative and the March Co-Treasurers' Report, including two checks written and two deposits made.
2. A bank service charge of \$78.61 is being disputed.
3. After no further discussion, Marge moved that the April 2023 Co-Treasurer's Report be accepted for audit, all in favor.
4. The Narrative and Co-Treasurers' Report are on Google Drive.

Programs: Jane Clark

1. Jane reviewed the 2023 Workshop Revenues and Expenses Report as of 4/1/2023. The September workshop with Audrey Esarey has seven openings on Friday and three openings on Sunday. The November workshop with Jane Sassaman has fourteen openings on Friday. Classes do not open to the public until eight weeks prior to the class.
2. Regarding the 2024 program workshops:
 - a. Jane presented the Programs Report for May 2023.
 - b. Contracts are signed for 2024 January - May guest speakers.
 - c. Included in the presentation, Jane also shared the projected income and costs of each speaker for 2024 if each of the workshops is filled to maximum capacity. The Guild may generate a small profit from hosting these events but travel, accommodations and meals make some of the guest speakers' visits, especially when our dates coincide with a University of Michigan football game, exponentially more expensive. Jane's projection is a negative profit due to our increased expenditures.
 - i. The September and November scheduled workshops and member meetings fall on days that the University of Michigan will be playing football. It was decided that the contract negotiations will be for the workshops and Quilt Days to be via Zoom for these two months. For the workshops, each of the attendees will be virtual. For the Quilt Day on Saturdays, the Guild will meet in person. Quilts can then still be donated to SafeHouse.
 - ii. Lynne pointed out that we are being forced to move to Zoom because of economics.
 - iii. Mary Beth pointed out that we had an increase in out-state and out-of-state new memberships during COVID as we were one of the few guilds that were meeting via Zoom.
 - iv. The contract with the Washtenaw County College (WCC) has been signed. Once Jane enters into contracts with Pat Pauly and Brandy Maslowski, she will provide

Marge with a copy of the contracts. Marge will then contact WCC to cancel our room reservations. for September and November, respectively.

3. For the upcoming May Quilt Day, Jane is going to present a Powerpoint presentation on the cost/expenses of the 2023 workshops and guest speakers on Quilt Days.
4. A survey is to be conducted with the May membership list to see what the members' wishes are for continued workshops whether in person or via Zoom. Will they be willing to pay more to attend in person?
5. The 2023 Workshop Revenues and Expenses Report as of 4/1/2023 and the Programs Report for May 2023 are on Google Drive.

Swag: Jane Clark

1. Our swag is for sale. We have made \$40.49 to date.
2. The webmasters have added direct links on our members only webpage.
3. A review option on Amazon would let people know how the apparel fits.

Quilt Show 2024: Liz Rodriguiz

In two weeks, a trip to Huntington Bank is planned to add the names of the quilt show treasurer(s), chairperson, president and treasurer to the account.

Membership: Martha Williams

1. Martha presented a Membership Report to the Board as of April 30, 2023 (on Google Drive). Membership remained 243 members. One new, three expired, one lapsed renewal and one active renewal.
2. Sonja added that she has invited a new quilting guild "Friendship Star" from Tecumseh to our May Quilt Day as part of our "Be My Guest" program. She thinks there are approximately fourteen members. She has asked their president to supply her with a list of members by May 16th. She will coordinate with Donna Hoskins once she receives this information.

Scheduled Communications: Mary Beth Donovan

1. April was slow but May will be busy. The President's Message and Save the Date for SafeHouse Sew-In are scheduled to go out.
2. The 2023 Communications Calendar Second Quarter is updated and saved in the 2023 Board folder for May on Google Drive.
3. For the President's Message, Mary Beth will add a link to the fabric sale blog post. Heather added the deadline for fabric donations of May 15th to the website.
4. There was discussion on what was needed for the upcoming May Quilt Day - slides for the quilt show and retreat. Lynne will help Marge with the slide deck.
5. The March 30th due date for the retreat has been removed from the website by Noreen.

Webmaster: Heather Barthell - content/Noreen Walker - technology (Heather reported)

1. Heather presented a Webmaster Report for April 6-May 4, 2023 which includes finances, activities, maintenance (including renew membership) and swag page (on Google Drive).
2. Heather suggested that in the future, we consider a cancellation policy for members. Currently this requires manual intervention in smaller member directories and MailChimp.
3. We have decided to go to a Dropbox business plan (2 terabytes) for our file storage for the reasons that the guild should have its own account, to unclog the board members and chairpersons emails, and so that all documents will be located in the same place.
 - a. Heather also presented a Dropbox file directory tree for the Guild (on Google Drive).
 - b. A retention policy and a structure for our files moving forward is needed. Heather will do some more research on this topic.
 - c. Additionally, it was agreed that we need a system to keep our records easily accessible so that we don't have to keep reinventing the wheel especially for new volunteers.
 - d. It would also remove the question of where is a previous document, i.e. where are the 1 page directions for some of the SafeHouse quilt patterns.
4. Marge stated that she has received correspondence from the Bentley Library (which she was going to report on later in the meeting under President's report) and they are interested in our materials.
5. Moving forward, while we are deciding what data is necessary to transfer to Dropbox, we can also gather records to be donated to the Bentley Library.
6. As we make this transition to Dropbox and to the donation to the Bentley Library:
 - a. Liz thought it would help to inquire to those who have been in the guild for a while.

- b. Kathy Johnson did a lot of work for the 30th anniversary. She may have some materials.¹
- c. Liz has custody of the past newsletters and Mary Beth has some pictures!

Guild Retreat: Lynne Bryant

1. 29 people registered. The retreat will open up to family and friends. Roberta is working on food.
2. Susan will speak about the retreat on May Quilt Day.

Novi Sewing Expo: Kaye Whittington

1. No progress from last report. Waiting for the Expo decision on single vs. double booth availability.
2. There are four bins of fat quarters ready (with Roberta's help) to be rolled up with a QR code added for the Expo. (Susan may bring to the retreat as "many hands make light work").

Virtual Sew-In: Lynne Bryant

The virtual SafeHouse Sew-In date is May 13th.

New Business:

1. **May Quilt Day.** Lynne is sorry that she will miss the May Quilt Day. She needs someone to work the SafeHouse drop off table. Generally, they need eleven tables. She will give the labels to Susan to bring. No batting will be given out. Will need someone to move the quilts from table to stage. Martha will pick up name tags for the registration table.
2. **Condolences.** Mary Beth brought up that visitation will be tomorrow for Jean Coleman. She was a long-time guild member and was very generous with her time and resources. Marge contributed that Sonja has written a beautiful obituary for the President's message.

Meeting was adjourned at 8:38 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 - content*, Noreen Walker - technology
- 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.

¹ Marge Venem is in possession of the 30th anniversary materials.