



## Board Meeting Minutes

June 1, 2023

In Attendance: Marge Venema, Jane Clark, Martha Williams, Maryann Hummer, Melissa Gregoire, Lynne Bryant, Liz Rodriguiz, Heather Barthell, Mary Beth Donovan, Donna Hoskins, Kaye Whittington, Carol Makielski, and Susan Schwandt

Absent: Sarah Bush and Noreen Walker

Meeting was called to order at 7:03 PM

### **Secretary Report:** Maryann Hummer

1. After presenting the May Minutes to the Board, Maryann asked to add a footnote to Webmaster, 6b) stating that Marge Venema is in possession of the 30th anniversary materials. Heather moved to approve the minutes with the footnote added, seconded by Martha, all in favor.
2. Minutes are on Google Drive.

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

1. Melissa presented the June 1, 2023 Treasurer Report Narrative and the May Co-Treasurers' Report, including fabric sale proceeds of over \$3,500 and two Dropbox charges.
2. New to the report is an entry for the swag revenue.
3. Melissa asked that the acceptance of the May Co-Treasurer's Report for audit be deferred until Sarah has had an opportunity to review it. All agreed.
4. The Treasurer Report Narrative and Co-Treasurers' Report are on Google Drive.

### **Workshop Registrar/Rolling Registration Policy:** Donna Hoskins

Donna reported that the guild incurs additional costs every time a person registers for a class and each time (a higher cost) that the guild issues a refund for a class. As the guild does not have a policy for cancellation fees, she proposed a motion for a rolling registration policy whereas only three classes will be open for registration at a time. This will also allow ample time for non-members to enroll in a workshop, if it isn't full, as the workshop registration opens up 6-8 weeks before for non-members. The motion was seconded by Heather, approved by all.

### **Membership:** Martha Williams

1. Martha presented a Membership Report to the Board as of May 31, 2023 (on Google Drive). She was happy to report that the guild has: five new members; six lapsed; and twelve renewals for a total of 255 members!
2. Martha has taken the time to call all the new members personally, introduce them to our guild website, answer any questions, and tell them about our Garage Sale.
3. She would like to give the new members a lanyard with their membership cards to help members identify and welcome them. Susan has access to lanyards that could be donated to the guild.
  - a. Carol suggested a pattern for their badge holder.
  - b. Melissa suggested a kit for their badge holder.
  - c. Martha will contact Susan regarding the lanyards.

Carol Makielski mentioned there is a free pattern By Annie for a lanyard. The guild could have its logo printed on fabric by Spoonflower. 4imprint company was mentioned and has good customer relations. The guild would like to, if possible, keep our business transactions local. Martha will do some research and report at the July meeting.

### **Scheduled Communications:** Mary Beth Donovan

1. May was a busy month. The Fabric Sale blog post, President's Message, Quilt Day Zoom Invite to name a few were sent. There was no virtual Sew-In for May. Tomorrow the President's Message goes out.
2. A Garage Sale blogpost by Beverly Darr was suggested by Susan to create more interest. "Bargains!"
3. The 2023 Communications Calendar Second Quarter is updated and saved in the 2023 Board

Folder for June on Google Drive.

**Programs:** Jane Clark

1. Jane presented the Programs Report for June 2023 (on Google Drive).
2. There are several openings for the September and November workshops.
3. 2024 contracts have been signed, with the exception of September. When negotiating a contract for a workshop via Zoom with Pat Pauly it was discovered that she limits her Zoom class size to 15 instead of 20 in person. Jane also has contacted Beth Helfter of Eva Paige Quilts. Eva allows a Zoom class size of 20. She offers a no-waste half triangle method to use up scraps. Her quilts are traditional. Should there not be a football game at the Big House on September 20, she is also willing to travel. It was decided to enter into a contract with Eva Paige for the September workshop.
4. The preliminary projected income from the 2024 workshops is \$4337-\$4637, if the last two workshops are held via Zoom and classes are held at full capacity. The projected income does not include any travel, meals, and hotel expenses should classes be held in person.

**Swag:** Jane Clark

1. Jane presented two updates to our current tee shirts. One listed the workshop teachers and the other listed the workshop teachers and the dates (like a concert tee shirt).
2. Lynne proposed a motion to add the names and dates on the back of the tee shirts as an option to purchase, seconded by Heather, all in favor.

**Free Gifts:** Jane Clark

1. Liz showed the travel bags that she inadvertently ordered. She will donate the bags to the guild as well.
2. There was a discussion as to how to distribute the bags. Options were:
  - a. For all members;
  - b. For members attending a meeting in person; or
  - c. For volunteers.

With an underwhelming enthusiasm, it was decided to raffle the bags to members attending a meeting in person.

**Quilt Show 2024:** Liz Rodriguiz

Liz will be attending the Kansas City Quilt Show. Sixteen quilting guilds should be present as well as many vendors. She is hoping to spread joy and awareness of GAAQG with the brochures. She also filled two key volunteer positions.

**Co-Webmasters:** Heather Barthell - content/Noreen Walker - technology (Heather reported)

1. Heather presented a Webmaster Report dated June 1, 2023 which includes finances and activities (on Google Drive).
2. Heather is working on a preliminary draft of a records retention guide for the guild. Once completed, she will circulate for review.
3. Dropbox is open.
4. She would like to see our lectures and workshops listed with Eventbrite.
5. Heather also shared an administrative account spreadsheet that shows specific interests of our members. This information would specifically benefit those who are looking for volunteers for upcoming events. Martha will compile this list and send it to the board members and chairs quarterly.
6. On a side note, the guild is a volunteer organization. It needs volunteers. Marge and Mary Beth are working on a special message for volunteers. They will add the Novi Expo volunteers to the special message (see below).

**Novi Expo:** Kaye Wittington

1. Kaye is looking for volunteers. She needs to submit a list of volunteers to the expo center no later than September. Can we recruit using MailChimp? Can it be mentioned in the July President's Message? Could we promote and have members sign up on the website? What about a dedicated email to all members? She has a list from last year. If she doesn't get all the slots filled, her plan is to contact the members who volunteered last year.
2. Susan, when president, paired a new and "experienced" member to work together, which seemed to work quite well.

**Guild Retreat:** Lynne Bryant

28 people registered. Roberta is planning the meals @ \$10 each. Lynne is rolling over the \$85 discount to her to go into the food kitty.

**President's Report:** Marge Venema

1. **Member Condolence Policy.** Marge proposed a motion that the guild's condolence policy for any guild member who has passed away is to send a \$30 donation to Safe House in the deceased member's name and to send a condolence card to the family. Motion seconded by Maryann, all in favor.

Lynne will be happy to send the cards to the family but she will need the names and addresses of the surviving family member(s).

2. **Robert's Rules of Order.**

Marge is researching the legality of posting a "cliff notes" of Robert's Rules of Order on our website. She is obtaining an answer to this question.

3. **Ann Arbor Observer City Guide.**

Marge provided a proposed entry for the Ann Arbor Observer City Guide (on Google Drive). If anyone has any suggestions for additional changes/updates, please let her know.

**New Business:**

Jane asked Lynne about batting inventory. There is a sale with shipping reduced to \$10. Lynne would like three more bolts for SafeHouse quilts. Approved by all.

Meeting was adjourned at 9:03 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 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: Vacant
- Kaye Whittington: Novi Sewing & Quilt Expo Booth

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\* Indicates a voting position.