



Board Meeting Minutes

July 6, 2023

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

Meeting was called to order at 7:00 PM.

Secretary Report: Maryann Hummer

1. Maryann presented the June 2023 Board Meeting Minutes. Mary Beth noticed an error in Membership, paragraph 1 which should read, " 12 renewals for a total of 255 members!" The Minutes were approved with said amendment.

2. Maryann presented the following motion:

The Greater Ann Arbor Quilt Guild will go paperless. All documents will be stored electronically on the Guild's current account from this point forward as pdf files with the exception of those documents required to be retained as hard copies.

A discussion was held. There were concerns about documents not being able to be accessed in time as technology changes. Heather and Sarah assured the board that there will always be programs available to open/convert documents and make them accessible. The motion passed unanimously. Sarah moved to approve the motion, seconded by Jane, approved by all.

3. The June 2023 Minutes are on Google Drive.

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

1. Sarah has had an opportunity to review the May Co-Treasurers' Report. 2. The June 2023 Narrative and Co-Treasurer's Report were presented for review. 3. A question was asked about the omission of a monthly fee paid for the Guild's storage facility. Melissa replied that it is now paid annually.

4. By unanimous consent, the May and June Co-Treasurer's Reports will be accepted for audit and filed for review.

5. The May and June 2023 Co-Treasurers' Reports are on Google Drive.

Programs: Jane Clark

1. Jane presented the June Workshop Revenue & Expense Summary showing that there are still openings for September's workshops with Audrey Esarey, i.e. 7 for "Ultraviolet Radial" on Friday and 8 openings for "Finding my Voice in Modern Quilting" on Sunday. Additionally, there are 8 openings for November's workshop with Jane Sassaman's "Leaf Sampler" workshop on Friday. Sunday's "Abstracting from Nature" workshop is filled. Also noted that Jane Sassaman will be teaching the Leaf Sampler class at the AQS in Grand Rapids on September 14th.

2. June 2023 Programs Report was presented. Beth Helfer will be the speaker instead of Pat Pauly for September 2024. If there is no football game that weekend, she is willing to travel.

3. Workshop Survey. Jane presented the results for the workshop survey as well as a summary

of the survey.

- a. Approximately 154 members participated in the survey. Martha, Mary Beth and Sarah thought the number of participants was stellar. Noreen shared that she thought the survey implied it was only for members who attended workshops

July 6, 2023 Board Meeting Minutes.Draft 2

1

therefore she didn't respond. She thought other guild members may have felt the same.

- b. Jane is creating a focus group to process the information and decide what to do with the information. Currently the focus group will be Arlene Kindel, Sonja Hagen, Ida Copeland, and a new traditional quilter. Mary Beth inquired as to Jane's intent as to how to share the results with the members. Jane's intent is to announce at the July Quilt Day that the guild is sorting through the survey results and will present the results at the September Quilt Day when the 2024 programs are announced.
4. The June 2023 Workshop Revenue & Expense Summary, Programs Report, and the survey results are on Google Drive.

Swag: Jane Clark

Jane gave the Board a sneak peak at the new T-shirts with the dates of the workshops on the back. (Beth Hefler will replace Pat Pauly). She will have one to show at the September meeting. The Guild's profit will be \$3.92 per shirt.

Quilt Show: Liz Rodriguiz

1. Liz presented a Quilt Show Report to the GAAQG Board, including staff updates of co-layout chair of Marilyn Shuster to serve with Kaye Whittington, Kaylie Schneider to be co-vendor chair with Wanda Nash, and Donna Choma to be co-treasurer with Lynn Aleman.
2. The paperwork has been completed to add Lynn Aleman and Donna Choma to the Huntington Bank account along with Sarah and Liz.
3. Liz recently attended the Kansas City Regional Quilt Festival, took notes and is feeling inspired. Ideas to consider not using floor space for a special exhibit room but use the space for make and take demonstrations, as well as signs asking attendees not to touch the quilts. Lynne suggested that the special exhibits could possibly be displayed in a hallway, perhaps working on a Safehouse quilt could be an option.
4. The Report is on Google Drive along with Show and Tell July 2023 showcasing Nancy Frye (quilted by Pat Weber), Rick Ware, and Marie Ware quilts.

Membership: Martha Williams

1. Martha presented a Membership Report to the Board as of June 30, 2023 as well as the Membership List (on Google Drive). She was happy to report that the guild has eight new memberships, one lapsed membership, one lapsed renewal membership and six renewed memberships for a total of 263 members!
2. Martha has purchased lanyards for the new members. She will print out their membership card, add a mark to indicate that they are new and would like to mail them to the new members with a letter of introduction, adding the Guild's logo to the envelope. She will work with Sarah to get reimbursed for her expenses.
3. Susan asked if there was any way that we could track where our new membership is coming from, particularly the Novi Sewing Expo. Noreen said that she could add check boxes of

“How did you hear about the Guild” on the website. She will work on it. Also suggested was to add a stamp or write Novi Sewing Expo on the brochures.

Scheduled Communications: Mary Beth Donovan

1. June was a busy month (see Scheduled Communications - 2nd Quarter on Google Drive) along with a survey reminder on June 15 that was sent.
2. Mary Beth will get the Schedule Communications - 3rd Quarter posted on Google Drive.
3. She would like to hold off on sending information about the Safehouse Sew-In on July 22 as the President’s Message is scheduled to go out soon and July 15 is Quilt Day. No one objected.

Co-Webmasters: Heather Barthell - content/Noreen Walker - technology (Heather reported except Social Media report)

1. Heather presented a Webmaster Report dated June 6, 2023. Included in the report are:

July 6, 2023 Board Meeting Minutes.Draft 2

2

- a. Finances: Wordfence renewed for \$63.90 on June 2.
- b. Social Media: With Nico’s guidance, Noreen has agreed to take over social media until the end of 2023, updating events and ad hoc pages. The social media position is still open for 2024.
- c. Record Retention Policy: Heather presented a draft copy of the retention policy. She will work with Marge, Sarah, Melissa and Maryann via Zoom call. Susan suggested that Heather reach out to Marilyn Knepp for advice on retention of records as well.
- d. Dropbox: Heather presented a draft copy of a file tree for Dropbox. Marge will work with Noreen to see if the president’s email address can be used for this account as the Guild moves forward.

2. Documents are on Google Drive.

Guild Retreat: Lynne Bryant

The retreat was wildly successful. Lynne advised that Roberta (whose meal planning was spectacular) will form teams for each meal preparation and clean up next year. Questions for the Board:

1. Only days available for the 24 +16 (40 person capacity) next year is Memorial Day, July 4th, or Labor Day weekend. Discussion was held about quilt stores being closed on the Saturday prior to a holiday. She will ask owner Laura about shop hours.
2. Should the retreats be open to non-members as well? Consensus: Members first.

President’s Report: Marge Venema

1. The President’s Letter is scheduled to go out tomorrow. If you have anything for Marge, send it right away.
2. Follow-up with Heather regarding EventBrite. Heather will gather more information about this service for the Board.

Meeting was adjourned at 8:58 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: Noreen Walker (until 12/31/2023)
- Novi Sewing & Quilt Expo Booth: Kaye Whittington

* Indicates a voting position.