



**Board Meeting Minutes
August 3, 2023**

In Attendance: Marge Venema, Jane Clark, Martha Williams, Kaye Whittington, Sarah Bush, Melissa Gregoire, Lynne Bryant, Heather Barthell, Noreen Walker, Mary Beth Donovan, Sonja Hagen, Carol Makielski, Donna Hoskins, Sherrie Boughan, Susan Morrison, and Susan Schwandt

Meeting was called to order at 7:00 PM.

Social Media Report: Marge introduced Sherrie Boughan and Susan Morrison, our new social media content editors, who are filling Nico Laudenberg's position.

Secretary Report: Susan Schwandt (for Secretary Maryann Hummer) 1. Maryann previously presented the July 2023 Board Meeting Minutes. 2. Sarah moved for acceptance, Heather seconded. 3. The July Minutes were approved and are on Google Drive.

Treasurers' Report: Sarah Bush/Melissa Gregoire (Sarah reported) 1. The July 2023 Narrative and Co-Treasurer's Reports are on Google Drive and were presented for review. 2. Heather moved, Martha seconded, and the board approved the motion to accept the July Co-Treasurer's Reports for later review. 3. Fabric Sale Financial Report is on Google Drive. Roberta donated leftover fabrics from previous sales to Quilting Seasons Quilt Shop, which is now a 501c3 organization. 4. Garage Sale Financial Report is on Google Drive; many checks were written to members. A check for the Garage Sale attendees who donated a portion of their sales to SafeHouse will be sent to SafeHouse, per Marge's request. The remaining amount, if any, will be donated in November with other donations.

Programs: Jane Clark

Jane's summary of the [Small Group Programs Survey](#) discussion is on Google Drive.

1. The board discussed and approved the group's recommendations re: workshop cost allocation and format, and variable workshop fees. Quilt Day-related costs (lecture, etc.) are covered through the General Fund. Variable workshop fees will accommodate varying teacher expenses, lodging and meals. Lynne made the motion to adopt a variable rate for workshop fees based on teacher expenses, with costs divided by an average of 17 attendees. Heather seconded the motion.

2. The board approved offering alternative class formats: either the six-hour Friday and Sunday classes, or three-hour class offerings on Saturday and Sunday in 2025, pending teachers' preferences and availability. Members showed little interest in the two-day format.

Programs (cont.)

3. Zooming the in-person classes at WCC is too cost-prohibitive, but the VP Programs explored this option, based on member survey input.

Board approved Amy Glenn's suggestion for hands-on, continuing education offerings for members (beyond demos), perhaps round-robin, whistlestops, or make-n-takes, pending finding a volunteer coordinator.

Board approved Amy's recommendation to add a Donate Now button to the website to help defray workshop costs and other guild expenses. Noreen will create and add the button.

Board approved finding sponsors to support cost of guild activities. Susan Schwandt will take the lead in creating sponsorship package(s).

Sonja suggested a "quilting academy" for members, e.g., sharing best practices via a guild YouTube channel. Heather said the guild now has a YouTube channel and she's looking into curating a list of similar resources.

August Workshop Revenue & Expense Summary is in Google Drive. Openings for Sept. workshops with Audrey Esarey: 8 for "Ultraviolet Radial" on Friday and 2 for "Mobius Radial" on Sunday. There are 5 openings for Nov. "Leaf Sampler" workshop on Friday. Sunday's "Abstracting from Nature" workshop is filled, with 12 people on the waitlist.

Novi Sewing Expo: Kaye Whittington: Susan ordered a new banner with the new logo. Kaye is working on the volunteer schedule. Anne Rapundalo is working on a SafeHouse quilt display. No word yet from the Expo re: double booth availability.

Membership: Martha Williams reported 263 members. Martha asked about a written **membership refund policy**. Board determined membership refunds will be made on a case-by-case basis, at the discretion of the president, the voting treasurer, and VP membership.

Scheduled Communications: Mary Beth Donovan 1. July was a busy month (see Scheduled Communications – 3rd Quarter on Google Drive). 2. There will not be a SafeHouse Sew-In in August. A Sew-In announcement will be scheduled in September, along with the president's Quilt Day announcements. Three blog posts are in process: two from Camie Roper (topics: journaling and Jean Coleman) and one from Jane promoting the Sept. Esary class openings.

Sonya will send the Membership Satisfaction Survey in early August, in time for the board to analyze the results and for Marge to share the results in her September State of the Guild presentation. Jane will present the workshop survey results at the September meeting.

Co-Webmasters: Heather Barthell - content/Noreen Walker - technology

1. Heather presented a Webmaster Report on Google Drive.

Ongoing issue with website system notification project guild emails. Website configuration document will go to Mary Beth. Onboarding new social media editors. Records retention policy is in process, with meetings to be scheduled with individuals. She created a new president@gaaqg Dropbox account to store archived files. The guild now has a YouTube Channel.

Noreen created a page for the Quilt Index and included links to the Quilt Index website. See <https://www.gaagg.com/quilt-index/>. Heather found a note about a project called "Quilts Under the Bed" in an archive folder. Kaye Whittington said it was a guild project years ago. Heather confirmed this project doesn't appear on the Quilt Index website. See Heather's website report on Google Drive for Preservationist details.

Noreen created the SafeHouse Center online Quilt Sale mockup webpage, with options to view the entire quilt and close-ups, with room to add quilt descriptions.

President's Report: Marge Venema 1. Volunteer update: Camie Roper might take over the Historian position, and Jane Clark has a member interested in Programs. 2. Marge is inviting the board to her home on August 30 for a social get-together.

Meeting was adjourned at 8:41 pm.

Respectfully submitted, Susan Weaver Schwandt
(On behalf of Maryann Hummer, Secretary)

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: Sherrie Boughan and Susan Morrison
- Novi Sewing & Quilt Expo Booth: Kaye Whittington

* Indicates a voting position.