



**Board Meeting Minutes  
September 6, 2023**

**In Attendance:** Marge Venema, 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, Susan Schwandt and Maryann Hummer. **Absent:** Jane Clark.

Meeting was called to order at 7:00PM.

**Secretary Report:** Maryann Hummer

Susan Schwandt, for Secretary Maryann Hummer, previously presented the August Board Meeting Minutes. Sarah moved for acceptance, Maryann seconded, approved and are on Google Drive.

Maryann introduced the Current Policies, Procedures, and Protocols Sheet drafted from the last three years of Board Minutes, Policies and Procedures (Revised 1-2011), Policies from Board Summary (2/1/2020) and a summary by Deb Truax (2014-10/16/2020) for review. Maryann was commended for the creation of this document. She will chair a committee of Mary Beth, Sonja and Susan S. to review.

**Introduction of Historian.** Marge introduced the board to Camilla (Camie) Roper. Camie is excited to be the historian (a non-voting position) and have exposure to the Board.

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

The August 2023 Narrative and Co-Treasurers' Reports are on Google Drive and were presented for review. The Narrative includes, along with last month's reconciliation, items such as the creation of the 2024 budget and workshop analysis as requested at last month's board meeting.

Marge moved, Heather seconded, and the board approved the motion to accept the August Co-Treasurer's Reports for later review.

The Board was asked to review the 2024 Budget so that it can be voted on at next month's board meeting. Sarah needs to confirm that the college facility costs have not increased. The Co-Treasurers were commended for completing this task in such a timely manner.

Sarah received an American Quilt Folk magazine (California) with three patterns to donate for the raffle at Quilt Day.

**Quilt Show:** Liz Rodriguiz

Liz submitted a Report to the GAAQG Board dated September 7, 2023 with staff updates, bank update, infrastructure issues, critical staffing needs and other issues. This Report is on Google Drive. Gayle Kush needs to step down as quilt show gift shop chairperson. Liz will work with Marge to recruit volunteers, specifically a co-chair, advertising chair and publicity chair.

**Programs:** Jane Clark (absent). Marge/Liz facilitated.

Jane's September GAAQG Board Notes, 2024 Workshop/Slides for the September 2023 Quilt Day and Workshop Revenue & Expenses Summary are on Google Drive.

The board responded to the Notes as follows:

1. September Workshop with Audrey Esarey - Workshop Fee. 1) Susan S. suggested downloading an Ecwid Excel list of those attending the class to be used as a sign-in sheet with an added column for the "kit fee" to mark off when paid. 2) Heather said there is an instruction sheet given to Donna that she will forward to Jane that has information regarding this.

It was reported that from a historical accounting perspective of the Guild for QU (Quilting University), that no kit fees were to be passed through the Guild. The kit fee is listed on the class supply list.

2. November Workshop with Jane Sassaman - Opening up a Saturday Workshop. Of the eleven on the waiting list, six that would take a Saturday class, three that would not and two are undecided. Seventeen attendees are needed to break even (\$300 room rental and \$900 instructor fee). It was decided that we would advertise on social media with a disclaimer that the class would need to be filled by a certain date (no deadline date was set at this time). It was suggested to work with Jane Clark with verbiage on a flier - distribution to local quilt stores. Also, we could ask Jane Sassaman to promote as well, if she is willing.

3. New Swag - Price for printed front and back t-shirts. The price for these t-shirts will be \$23.

4. Door Prizes. Marge will work with Jane regarding getting raffle tickets to members at Quilt Day.

**Social Media Report:** Sherrie Boughan and Susan Morrison. Susan M. reported.

They have been working with Nico on how to post and feel that they are up to speed. Anything interesting to post? Send content to [socialmedia@GAAQG.com](mailto:socialmedia@GAAQG.com). Sherrie will get it directly and share it with Susan M.

They would like to start promoting the Novi Sewing Expo as an upcoming event. Susan S. shared that the Expo provides the content on their website for exhibitors. Nico would add the booth number. You can hashtag the Guild and the Expo for more social exposure.

**Novi Sewing Expo:** Kaye Whittington.

Volunteers are needed for Saturday. Those in attendance at the meeting filled the volunteer spots. The fat quarters are ready.

In regards to Lynne's question about hanging the SafeHouse quilts, Kaye has not heard back from Anne Rapundalo, though she has been trying to get an answer. Susan S. responded that she will probably get a response in October from Liz who assigns the exhibit booths. Lynne will hold these quilts to present at the November Quilt Day.

Lynne shared that last year that the other volunteer that she was scheduled to volunteer with was called on by the expo staff to help them out. Susan S. said that the only way this would happen would be if that person also volunteered to be a Novi Expo Ambassador. To avoid that happening this year, Kaye will

send out a schedule to those who have volunteered and ask them if they have volunteered to be an ambassador.

Susan S. reported that she has a new banner with the new logo. The quilts are pixelated.

Kaye said that she was asked to come back to work at the State Fair next year. She would like some cards to promote the Guild. The brochures went fast.

**Membership:** Martha Williams.

Martha reported that the Guild had a net loss of three members this month. Membership went from 264 to 261 members. Four memberships expired, one lapsed renewal, and six renewals. The Membership Report and the Members Lists as of August 31, 2023 are on Google Drive.

**Scheduled Communications:** Mary Beth Donovan

August was a quiet month. Two Mail Chimp notices went out (survey and reminder). September will be a busy month with Quilt Day and the President's Message, etc.

Mary Beth needs SafeHouse Sew-In date from Lynne (September 23rd) as well as the login information by Monday. The Sew-Ins are held on the small group Zoom account. Pat Weber set up the invitation. Lynne will send Mary Beth this information.

Lynne would like to change the name from SafeHouse Sew-In to Saturday Virtual Sew-In or something catchy since those who attend sometimes work on other projects and to attract more members.

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

Heather presented a Webmaster Report on Google Drive. Items listed are finances (\$147 for Paid Memberships Pro/Plus level), Retention Policy, Dropbox update (past email address issue moving towards resolution), Eventbrite research, preservation, and Safehouse Center Online Quilt Sale.

Heather gave the board a glance at the Dropbox structure. At this point, the structure and the documents can not be edited. They are for review. There was a brief discussion about terminology and taxonomy. Heather welcomes any input. Heather was commended for a job well thought out.

Donation Button. Noreen added that the donation button was added to the website under events/information and on the members page. Additional language needs to be added that donations are not tax deductible. An automatic generated thank you for the donation can be put in place. Heather has not asked Brenda yet but thinks they can come up with a cute design on the thank you letter.

Heather will also work on updating the Guild's brochure and she will add the Saturday Virtual Sew-In (or its catchy name) on the website.

**Old Business:** Marge Venema

Marge inquired about the board's approval last month to find sponsors to support costs of guild activities. This project is on hold until next year.

**New Business:** Marge Venema

Volunteer Prize Drawing. She will ask the committee chairs for the names of the volunteers that have helped in the last year for the drawing for a complimentary workshop offered by the Guild. Last year, Christine from SafeHouse was asked to draw the name. This idea was well received.

It was also suggested of adding slides to the presentation at Quilt Day of all the people who have volunteered during the year, i.e. Garage Sale, Novi Expo Center, etc. It was also noted that the omission of names is inevitable. Sonya summarized it nicely by stating “that no good deed goes unpunished!”

Bentley Library Project. Marilyn Knepp has volunteered to take over this project. She will start in October.

Nominating Committee. Susan S. and Marge will serve on the Nominating Committee this year. A co-treasurer is needed. Donna is a CPA but feels like she is just mastering the registrar position.

Lifetime Service Award. Marge was wondering if this is something that the Guild should consider. Most felt it was more appropriate to do this in an informal passe way.

Meeting was adjourned at 8:48 pm.

Respectfully submitted by Maryann Hummer

**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 Rodriguiz\*
- (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
- Historian: Camilla Roper
- Novi Sewing & Quilt Expo Booth: Kaye Whittington

\* Indicates a voting position.