



**Board Meeting Minutes
October 5, 2023**

In Attendance: Marge Venema, Heather Barthell, Noreen Walker, Mary Beth Donovan, Sonja Hagen, Donna Hoskins, Jane Clark, Liz Rodriguiz, Susan Morrison, Susan Schwandt, Cindy Prusa and Maryann Hummer. **Absent:** Martha Williams, Kaye Whittington, Sarah Bush. Melissa Gregoire, Lynne Bryant, and Sherrie Boughan.

The President called the meeting to order at 7:02 p.m.

Introduction of Co-Treasurer Candidate. Marge introduced the Board to Cindy Prusa. She will be running for the Co-Treasurer position.

Secretary Report: Maryann Hummer

Maryann Hummer previously presented the September Board Meeting Minutes (on Google Drive). By unanimous consent the minutes were approved.

Treasurers' Report: Sarah Bush/Melissa Gregoire.

The September 2023 Narrative and Co-Treasurers' Reports are on Google Drive/CoTreasurer folder. In the absence of the Co-Treasurers, Marge asked that the Board review these documents along with the 2024 Budget so that they can be voted on next month. Any questions about the 2024 Budget should be shared with all of the Board members.

Quilt Show: Liz Rodriguiz

Liz submitted a Report to the GAAQG Board dated October 5, 2023 which includes plans for October of contacting every committee chair and co-chair to see what their plans are for next summer and contacting pipe and drape vendors. This report is on Google Drive.

Liz wanted to know if we set booth fees for the show. Liz indicated that she would look through previous files for this information.

Programs: Jane Clark

The September Report and Registrations, showing activity from 8/31 - 9/28 as of 10/02/2023, is on Google Drive. There have been some additional registrations as well.

Remainder of 2023 and 2024 Workshop Pricing. The fee for the additional Jane Sassaman workshop on November 18th that was announced at the last Quilt Day meeting is \$75 for members and \$90 for nonmembers. If 17 people sign up for the Saturday workshop, it would be offered.

It was decided that the current rates will stay in effect until January 2025 of \$75 for members and \$90 for nonmembers for a full-day class and \$37.50 for members and \$45 for nonmembers for a half-day class until the variable workshop rate takes effect (1/2025). It was noted that an additional Saturday workshop may be a better use of the instructor's time and it may increase the Guild's revenue.

Jane could also use some help with transportation, being a tour guide when the instructor has down time, or dining with them. She has a list but only Patrice Smith responded recently. Marge will ask for volunteers.

Noreen asked if the classroom is always the same. The response was not necessarily but the room number gets sent out by Donna to all of the students.

Start Time. Jane also reported that there has been some confusion about the workshop start times. For Audrey Esarey's workshop, the start times were inconsistent, i.e. 9 a.m. and 9:30 a.m. Jane asked what is a good start time. Historically, it has been a 9 a.m. arrival time so that students have 30 minutes to set up and instruction starts at 9:30.

Lunch. Jane also had some concerns about lunch.

- 1) How much time is enough for lunch? Suggestions were asking the instructor and students how much time they would like to take and vote on it. It was suggested that 30-60 minutes for a Zoom workshop; 60 minutes for an in-person workshop which should be enough time to get something to eat.
- 2) Per diem for meals. The teacher is receiving a per diem of \$50 for meals. If someone is going to pick up their lunch, then they have to ask the teacher for the funds to pay for their meal. This is awkward.

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

Susan M. shared an update via email listing Things Posted Past Period, Things Scheduled for Next Period and a List of Questions which are on Google Drive. Statistics/Trends from Facebook and Instagram Posts from September 4 - Oct. 1. Facebook was up to 1.9K reached - this is a 78% increase from the prior 28 days.

Susan M. asked several questions which were answered. 1) SafeHouse Sew-In pictures: Ask Arlene Kindel; 2) Wanda Nash is November QD vendor; 3) Booth # 436 for the Novi Sewing Expo; 4) 182 SafeHouse quilts to date, goal is 300 quilts per year; and 5) yes, okay to share SafeHouse Quilt Sale to other guilds. Mary Beth suggested sending a message and adding the link to the sale. Susan M. will try sharing, if it doesn't post, Heather suggested contacting the admin. to allow to share.

Novi Sewing Expo: Kaye Whittington. Susan Schwandt reported.

Kaye presented a report prior to the meeting, which can be found on Google Drive, listing volunteer times still needed. There are several updates including donations from 7 vendors from AQS and Country Stitches, thank you cards sent, Liz Fredericks (Expo Coordinator) will send details closer to the date; Co-Chairs met via Zoom and decided to display 8-10 SafeHouse quilts, etc.

Susan also reported that we were assigned a double booth. It is close to the stage where the Cosplay fashion show will be, which is a high traffic area. If someone wishes to purchase one of the quilts, the sale will be handled directly through SafeHouse. There will be no monetary transactions at the booth. There are a lot of door prizes, including Sarah Bush's donation.

Membership: Martha Williams.

Martha supplied the September Membership Report and the Members Lists prior to the meeting which are on Google Drive. There are currently 264 members (up from 261 last month) including 6 new members, 4 expired memberships, 1 lapsed membership, and 15 renewals.

Scheduled Communications: Mary Beth Donovan

The 4th quarter communication calendar is being finalized.

1. President's Message will include the SafeHouse Online Quilt Sale.
2. The Book Club Quilt Challenge with a link to the Member's Small Group page for details.
 - a. Noreen asked if the quilts will have a special section at Show and Tell at the March 16th meeting. Mary Beth thought that it wasn't decided yet.
 - b. Noreen confirmed that we should advertise this event. There is no registration (so they don't know how many quilts there will be). They are inviting all members.
3. Mary Beth will get the October Sew-In date from the President Zoom account.
4. The proposed slate of 2024 officers needs to be provided to the members prior to the meeting. This will be included in the President's Message.
5. Mary Beth asked Susan S. if she had a blog to post. Susan S. would like to spend October to focus on November's blog post.

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

The Webmaster Report for October is on Google Drive. Heather reported along with the Webmaster Report showing no website-related costs for September, activities including: 1) 2024 Workshop/Membership Brochure (1,500 will be ordered mid-October for the Novi Sewing Expo in November; 2) Retention Policy; 3) Dropbox; 4) Preservation; SafeHouse Center Online Quilt Sale; 5) Maintenance Inquiries through the website; and 6) Team transition.

Noreen reported:

1. Time frame for SafeHouse Quilt Sale. Noreen wanted to know how long the SafeHouse Quilt Sale lasted. Mary Beth responded as long as there are quilts for sale or at the discretion of SafeHouse. Generally, it is between mid-November to mid-December.
2. Maintenance. There are currently 3 updates ongoing. The Book Club Quilt Challenge, Saturday's Jane Sassaman Workshop and the 2024 workshops have been added to the website. Heather would like to add the skill level and techniques to the workshop information.

President's Report: Marge Venema

Volunteer Prize Drawing. Marge asked if everyone who needs to submit names of volunteers has done so. She also asked if there was anyone else to include on the volunteer list.

Board Calendar. A link to the board calendar was sent to all of the board members and they have been asked to download and import the following iCalendar (.ics) files to your calendar system. Marge will continue to review.

Product Recall Response. There is a recall on some fabric that isn't colorfast that was sold at Quilt Day by Quilting Season. Marge will put a sentence with the specificity of this fabric in the President's Message.

Request with help of selling nonmembers' sewing items. Marge received an email asking for help with selling inherited sewing items. Since neither the mother nor daughter were/are members, we cannot help her. If she would like, she could donate the fabric for the fabric sale. Suggested also that she may want to check with Quilting Season or sell herself.

Meeting was adjourned at 8:23pm.

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.