



**Board Meeting Minutes
January 4, 2024**

In Attendance: Marge Venema, Sarah Bush, Heather Barthell, Noreen Walker, Mary Beth Donovan, Sonja Hagen, Donna Hoskins, Jane Clark, Liz Rodriguiz, Susan Morrison, Susan Schwandt, Carol Makielski, Amy Glenn, Lynne Bryant, Martha Williams, Sherrie Boughan, Marilyn Knepp, and Maryann Hummer.

The President called the meeting to order at 7:01 p.m.

Secretary Report: Maryann Hummer

Maryann previously presented the December Board Meeting Minutes which are on Google Drive. By unanimous consent the Minutes were approved.

Maryann introduced the Committee's Review of Policies, Procedures and Protocols for review by the Board. This document is divided into four sections. They are: 1) no changes to these policies/procedures; 2) language changes for clarification to these policies/procedures; 3) policies/procedures to be rescinded; and 4) policies/procedures the board should review. Maryann asked the Board to review this document and, if possible, accept the recommended language changes and rescind the indicated policies/procedures at the February Board Meeting. Maryann will send an email link to this document to the Board for their review prior to the February Board Meeting.

Treasurers' Report: Sarah Bush/Amy Glenn. Sarah Bush reported.

The December 2023 Co-Treasurers' Report is on Google Drive. By unanimous consent the December Co-Treasurer's Reports were filed for later review.

Sarah also asked that the May, June and July 2023 Treasurer's Reports, as amended 12/31/2023, be filed for later review. The seed money for the Fabric Sale, Garage Sale and Quilt Show bank account has been reclassified as transfers instead of income and expenses for accounting purposes. This is a more accurate description of the transaction. These are the only changes. The May, June and July 2023 Treasurer's Reports, as amended 12/31/2023 were filed for later review by unanimous consent.

Bentley Historical Library Project: Marilyn Knepp

Marilyn supplied an Overview of the Process of Donating Historical Records to the University of Michigan Bentley Historical Library and a sample of the Gift Agreement which are on Google Drive.

Upon the motion of Marilyn Knepp, and with unanimous consent, the Guild will establish a continuing relationship with the University of Michigan Bentley Historical Library to donate our records for their collections.

There will be many questions moving forward as brought to light in the Overview including but not limited to: what to donate (it is better to give them as much information as possible initially) (donation should compliment our retention policy once in place); how often does the Guild donate; a liaison between the Guild and the library will be needed; notations on the documents to be donated should be made; mindfulness to the protection of membership personal information; and a system to be created to indicate when a document has been gifted to the library.

Marilyn will carry on the task of drafting a plan that the Board will review for the initial and the subsequent donations.

Quilt Show: Liz Rodriguiz

Liz submitted the Quilt Show Board Report January 2024 and Items to be Discussed which are on Google Drive including 1) Treasurer Issues; 2) Admission Fee; 3) Show Vendors; 4) Publications and Advertising; 5) Special Exhibits; and 6) Member Involvement.

On the motion of Liz Rodriguiz, and with unanimous consent, the Board approved a policy change to allow the Quilt Show Treasurer to write checks 60 days before the start of the year in which the show takes place.

Furthermore, the Quilt Show Treasurer may maintain a smaller balance than \$3000 but not less than the bank's minimum allowable.

Also discussed, was the possibility of renting a truck or hiring a moving service to transport quilt show supplies to/from the storage unit/college.

The admission price to the 2024 Quilt Show will be \$10/person.

Programs: Jane Clark

The 2024 Workshop and Registration are on Google Drive. Registration as of 12/30/2023 reflected:

<u>Date</u>	<u>Instructor</u>	<u># Registered</u>	<u>Class Size</u>
1/19/2024	Valerie Goodwin (Get in the Zone)	11 members	20 limit
1/28/2024	Valerie Goodwin (Favorite Places)	13 members	20 limit
3/15/2024	Deborah Boschert (Art Collage)	9 members	25 limit
3/16/2024	Deborah Boschert (Head, Heart, Hands)	5 members	25 limit
3/17/2024	Deborah Boshert (Landscape)	11 members	25 limit
5/17/2024	Robin Koehler (Bounce)	6 members	20 limit
5/19/2024	Robin Koehler (No All Quilts are Flat)	5 members	20 limit

Brandy Maslowski, the November guest speaker, has requested that she arrive on Wednesday instead of Thursday. Although this is an added expense, given the time difference and international travel, the Board thought it was a reasonable request.

As registration is sluggish, March workshop will be open to nonmembers now.

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

The Social Media Report dated January 3, 2024 is on Google Drive which includes a list of things posted in the past period, things scheduled for next period, questions and statistics. FB reached 840 (+2.9%) and Instagram reached 185 (- 28%). Paid reach 0% from the prior 28 days.

Membership: Martha Williams

Martha previously supplied the December Membership Report and the Members Lists which are on Google Drive. There are currently 248 members (-11 from last month) including no new members, no lapsed member renewals, and 74 active member renewals.

Scheduled Communications: Mary Beth Donovan

The Guild Communications Report to the Board dated January 3, 2024 is on Google Drive. Included in the Report are 1) MailChimp Address Lists; 2) Automated Blog Notifications; 3) Communications Calendar (1st Quarter); 4) MailChimp Year-End Report and 5) Year-End Report.

There is a continual concern of going over the amount of allotted usage in our current plan with MailChimp. Combining content helps. At some point in the future, the Guild may have to curtail some of its messages or increase its plan.

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

The Webmaster Report for December is on Google Drive which summarizes the actions of the Co-Webmasters. There were no expenses for December. Activities included: 1) Workshop Refund/Cancellation Policy updated; 2) Retention Policy ready to be reviewed; 3) Dropbox update; 4) Email address reconciliation update; 5) Preservation update; 6) 20 quilts sold on Safehouse Center online quilt sale for \$6400; 7) Maintenance update; and 8) Inquiries through the Website.

President's Report: Marge Venema

Annual Report. Annual reports are due by the Board members. Marge questioned if every position needed to prepare one. Treasurer, President, Secretary, Webmaster and Programs all thought it would benefit the next person to take the position. They will prepare their annual report.

Fiduciary Duties. Everyone is required to watch the Fiduciary Duties video before the next Board meeting. A copy will be in the February Board Meeting folder.

Executive Board Vacancy. There are currently eight executive board (voting) members since the dissolution of Quilt University. With an even number of votes, the Board could be split on a decision in the future. Should the Board consider either adding another voting executive board member (or eliminate one)? Also to consider, is that a quorum must be present (if one position was eliminated). At this time, the Board did not think it was necessary.

New Business: Lynne Bryant

Lynne would like to present a Powerpoint presentation for the June Quilt Retreat at Creative Passions at the January Quilt Day Meeting. Noreen will forward Lynne a copy of last year's information. Lynne will tweak and get back to Noreen to add to the website as well.

Meeting was adjourned at 8:44 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.