

BOONESLICK TRAIL QUILT' GUILD
Board of Directors Meeting
MINUTES
June 11th 2018

6.03pm Meeting called to order by CEO Bettina Havig.

Present: Bettina Havig, Hank Botts, Catherine Erlanger, Joyce Campbell, Pat Leistner, Debbie Odor, Suzanne deChazal, Marilyn Wooldridge, Merrill Winfield, Ustena Simenson, Virginia Peterson, Linda Karns, Louise Rynkewicz, Judi Gieselman, Kat Reece, Willie Morris

Absent:, Janet Sapp, Janet Hollandsworth. Barb Nixon, Brenda Austin, Barb Hawley.

Bettina reminded the Board that meetings are governed by Robert's Rules of Order, thus the Minutes, Treasurer's Report and Adjournment can be accepted without a formal motion. If the context of the Minutes must be changed, a Motion is required, but it is not necessary for minor inaccuracies such as typos. Bettina requested that anyone making a Motion should speak or write clearly and exactly so that the Secretary can record accurately the wording of the Motion. It is also helpful if a Board member state their name before speaking. A quorum must be present for passing a Motion.

The Minutes of the May 14th Board Meeting were accepted as submitted.

Treasurer's Report: Catherine noted that she has made notes on the report about various projections and fund transfers for the benefit of the future Treasurer and to help facilitate future financial decisions. Earlier today to Catherine, and during the meeting, Bettina expressed her concern about several points of the original report. In particular she felt that numbers in red implied that the library overspent, when, in reality it made a profit; that there was \$519.16 overspent by Chapters; that the expenses from the 40th Anniversary Event should be divided equally between each Chapter; that the garage sale and Shakespeare's Pi Day fund-raising should be entered as General Fundraising and not for the Annual Meeting. In response to her concerns, Catherine had revised the report and provided a copy to Bettina and to the Secretary. Suzanne and Hank noted that it is useful to see the differences between budget and actual amounts. Catherine noted that it is not always obvious where certain funds/expenses should be applied. Bettina stated that this should be indicated the reimbursement form, but others noted that it was sometimes ambiguous. Suzanne suggested it would be useful to have a set of written definitions to help avoid ambiguity. Bettina wanted to make this a cautionary point for the Board Members to pay close attention to the Treasurer's Report and to address any issues throughout the year. It was finally agreed that Catherine would provide an amended report to all Board members, which would be voted on by the new Board in July.

Special Programs: Vice CEO Barb Hawley was not present.

Day Chapter: Linda Karns expressed her gratitude to Joyce Campbell for providing good programming while staying under budget.

Starlight Chapter: Merrill Winfield thanked Mona Stevenson for organizing a year of good programs within the budget. Bettina asked about the Crazy Quilt Group that met before the evening Chapter meeting. Merrill replied that it dissolved after one year. This time-slot is available for any other interest group to meet.

Day Programs: Joyce Campbell has organized several future months of programs.

Starlight Programs: Mona will no longer be Starlight Program Chair. Hank Botts will place an article in the Newsletter requesting a Starlight Program Chair and also a Quilt Show Chair. Catherine noted that members have been quite forthcoming with suggestions for future programs when filling in their membership forms.

Library: Suzanne deChazal reported that she is progressing with the library audit. More books have been purchased and the number of check-outs has increased. There is more space available, some of which Bettina pointed out, should be reserved for storage of other items. Ustena offered to label shelves to designate which items should be stored where.

Service Projects: Ustena feels that the service project has been very successful. Many quilts have already been delivered and there are more ready to go. She said several people have offered to help store service project fabric but, while the offer is appreciated, she feels it would be difficult to locate certain fabrics if they are not all kept together. The new service chair can decide which fabric to keep and which to pass along. Bettina requested a list of those that have quilted the quilts and Debbie Odor would like a final count of donated quilts.

Membership: Pat reported two new members have recently joined. She has had offers of help for the committee. Bettina requested that Pat provide the secretary with a copy of the sign-in sheet from the Annual Meeting so that there is a record of who attended the business meeting.

Newsletter: Marilyn Wooldridge is handing off duties to Joyce Campbell and Lora Brinkman. Lora suggested having an email dedicated to Newsletter business to avoid having to search through personal emails. Marilyn requested that Hank submits to the Newsletter a request for volunteers for the remaining vacant Board positions. She also invited out-going Board members to submit "farewell" articles. Hank suggested that a "thank you" should be placed in the Newsletter, to the State Farm employees whose volunteer time earns the Guild a grant from State Farm. Catherine mentioned that she has a \$2000 check from State farm that is being held for deposit until the new fiscal year. This will go into the general budget. It was also suggested that a thank you be sent to State Farm.

Historian: Virginia reported having transferred to Louise Rynkewicz, a tote of archived items and that the electronic files will follow.

Quilt Show: Bettina announced that the Guild has been invited to appear on a You Tube episode of "Quilting Inside and Out" where it will be possible to talk about the BTQG show. She has also purchased a piece of artwork from a graphic art student which can be used as a logo for the show and for a T-shirt graphic. Offers were made to reimburse her but she said that there is no invoice. She did suggest adding a copyright symbol to the logo so that it is not used by others.

Webmaster: Janet Hollandsworth was absent. Bettina requested that the out-going board members make any necessary edits to the job descriptions, based on their experience this past year, and that the changes be submitted to the website. Pat questioned whether any changes need to be approved; Bettina responded that they do not, since they can be viewed by everyone on the website.

Social Media: Barb Nixon was absent.

Membership Directory: Debbie Odor is handing this to Catherine Erlanger. Any changes to policies or procedures should be made before the Directory goes to print.

Retreat: **Brenda** Austin and Janet Sapp were absent. Kat Reece and Ustena Simenson are working on getting a contract signed with the Four Seasons. This will be voted on by the new Board at the July meeting.

Hospitality: No report.

New Business: The Audit Committee will consist of Laura Eggeman (chair), Judi Kirkpatrick and Marilyn Wooldridge.

The meeting was adjourned by Bettina Havig at 7:24pm.

Filed: 1. Treasurer's Report 5/01/2018. **2.** Membership Roster 2017-18

Respectfully submitted by

Louise Rynkewicz

BTQG Secretary 2017-18.