

BOONESLICK TRAIL QUILTERS GUILD

Board of Directors Meeting

MINUTES

July 9, 2018

6:00 PM Meeting called to order by CEO Hank Botts.

Present: Hank Botts, Bettina Havig, Judy Gieselman, Cindy Heinz, Marilyn Wooldridge, Debbie Odor, Linda Karns, Pat Leistner, Willie Morris, Carrol Lewis, Suzanne de Chazal, Louise Rynkewicz, Barb Nixon, Ustena Simenson, Catherine Erlanger, Barb Sanders, Joyce Campbell.

Absent: Lora Brinkman, Kathryn Reece, Janet Hollandsworth

Hank Botts gave a short introduction about her quilting journey as the new BTQG CEO.

The minutes for June 11, 2018 were accepted as submitted.

Treasurer's Report: 2017-18 treasurer Catherine Erlanger submitted the June treasurer's report with amended sections outlined in yellow. She noted that the guild had not dipped into floating cash this last year. Hank Botts accepted the report.

Special Programs: Judy Gieselman had no report.

Day Chapter: Debbie Odor asked for clarification about her responsibility regarding raising funds to help pay for Sit and Sew. Bettina Havig pointed out that Section 4 Article 6 states chapters are not required to fund raise. The cost of \$75 comes out of the day program budget if there is a shortfall. There was discussion about other options for Sit and Sew. Catherine Erlanger suggested it be cut out altogether. Bettina Havig stated this had already been discussed and the decision was to keep it. Barb Sanders suggested asking for a donation from members who use this time. Bettina Havig stated the church requires us to pay rent in 4 hour increments of 8-12 and 12-4. Catherine Erlanger suggested negotiating for a 2 hour block. The chapter would have to decide to cut 2 hours. Hank Botts said she will check into the possibilities for rent with the church and bring it up at the next meeting. Debbie Odor said there are some people willing to do workshops during Sit and Sew to help cover some of the rent costs.

Starlight Piecemaker's Chapter: Linda Karns reported that the sound issue has been resolved. Ustena Simenson reported that there are laminated instructions for using the laptop and will be put with the projector.

Standing Committee Reports:

Day Program: Willie Morris reported that she has all of the program slots filled through August of next year.

Evening Program: Carrol Lewis reported that she has most of the evening programs slots filled and there may be service project work for one or two.

Library: Suzanne de Chazal reported that one book has been purchased this month. There were 30 book checkouts this month, which is more checkouts than since the beginning of this year.

Service Projects: Barb Sanders reported that she has several volunteers to help. She volunteered to do service projects if there is a time slot without a program. Ustena Simenson reported that 28 service project quilts were dropped off last Friday at Ellis Fischel for women undergoing chemotherapy. There has been less focus on quilts for Ronald McDonald house this year.

Membership: Pat Leistner reported that she has 13 people on her committee. She requested that Linda Karns take new member packets to the August meeting since she won't be there.

Newsletter: Joyce Campbell reported for Lora Brinkman. Last month the mailed newsletter took 4 days to reach recipients, which renders some of the information not timely. Lora Brinkman has set up an email address for the newsletter. Hank Botts stated that she will keep an eye on the lag time for newsletter mail delivery and investigate if necessary. Lora Brinkman may continue to need a representative for the board meetings.

Historian: Louise Rynkewicz reported that she has received paper copies from Virginia Peterson but has not received digital information yet. She asked for clarification about what photos need to be archived, for example facebook photos. Bettina Havig stated she would only need to save an overview of the quilt show. She also stated that the job description of the historian would need to be revisited at another time because it contains more than is necessary.

Quilt Show: Discussed in Old Business.

Ad Hoc Committee Reports:

Webmaster: Janet Hollandsworth was not present.

Social Media: Barb Nixon had no report.

Membership Directory: Catherine Erlanger reported that she had received everything from Debbie Odor. Judy Gieselman asked if members could indicate which phone number they preferred to be contacted on in the directory.

Retreat: Ustena Simenson reported that she received the final contract from Lodge of the Four Seasons for the retreat which is February 22-24, 2019. The attendance guarantee was lowered to 45 since that is the number that attended last year. The cost is \$200 per person and the guild will need to send a \$500 nonrefundable deposit. There is no change from last year's contract. She thought that the balance is due January 23, 2019. Bettina Havig and Willie Morris stated that the balance had been paid the week of the retreat in past years. One hundred percent is refundable 90 days prior to the retreat and then refundable on a sliding scale. Bettina Havig reported that the board needs to approve the contract. Barb Sanders proposed to approve the contract and Carrol Lewis seconded it. The theme of the retreat is Sisterhood of the Traveling Quilts. Registration forms will be in the next guild newsletter. There will be the opportunity to pay in two installments; one with the form and the second due January 15, 2019. Suzanne de Chazal asked if members could drive in to participate in the retreat but not stay overnight or have the meals.

Ustena Simenson said the guild will not be allowed to have a snack table. She will check on Suzanne's request.

Other Discussion Items:

Old Business: Quilt Show: Hank Botts asked if Threadneedle Street is the theme for the entire show or just for the items for sale. Bettina Havig stated it is the theme for the entire show. She showed the logo artwork for the show and T-shirt. The T-shirt logo will be black with the color of the T-shirt showing through. There are T-shirts left from the last quilt show and to sell them to the public would require speculation on what sizes order and there would be a loss. Bettina Havig made a motion to print T-shirts only as preordered and Judy Gieselman seconded it. The color of the T-shirt has not been decided yet. Carrol Lewis presented information from her survey regarding the quilt show. It indicated there would be adequate volunteers to set-up. It also indicated approximately 50 quilts would be entered. The show should have about 200 quilts and Betting Havig stated that members usually enter their quilts at the last minute. The deadline to register quilts for the show will be September 15, 2018. Suzanne de Chazal suggested making quilt sleeves at a Sit and Sew session and she could donate muslin. The piping is $\frac{3}{4}$ " and the sleeve needs to be 4".

The issue of having the Starlight Chapter meeting on October 4 was discussed, as this time is needed to set up for the Quilt Show for the next day. Dawn Heese was scheduled to present at this meeting and Carrol Lewis will check to see if she could move her presentation to another meeting date. The Guild cannot use the church at all on the Wednesday night before the show.

Willie Morris reported that Jordon Berry, Jackie Berry's grandson, will set up the quilt show on-line entry form on the Guild website. He will receive a \$100 gratuity for this work. Bettina Havig questioned paying for this without an invoice.

Debbie Odor asked about selling items on consignment at the quilt show marketplace. Hank Botts stated that the items that don't sell will be returned to the donor if requested. Of the items on consignment that are sold, 30% will go to the guild, 70% to the person who made it.

Ustena Simenson reported that the silent auction did not go well at the last quilt show and was hidden in a corner. She will do it again if it is small and showcased more.

Bettina reported that Broadway Christian Church needs to put down a protective flooring in their gym before the quilt show can be set up. The charge to the guild is \$150 plus \$200/day.

Design Walls: Hank Botts stated that she has two quilt design walls that she will bring to the next monthly meeting.

Audit: Marilyn Wooldridge presented the report of the audit committee. The audit committee made several recommendations. Recommendation #2 was to keep an updated list of places where tax-exempt purchases may already be made. Catherine Erlanger stated that she would make a list of places where BTQG is on record for tax exemption and give it to Marilyn Wooldridge. It also recommended that an Amazon account be opened for tax exempt purchases. Marilyn will check on this. Recommendation #4 was to remove the requirement for the immediate past CEO to chair

the audit committee. Bettina Havig noted that this shouldn't have to change since it can be covered by a board motion. Hank Botts stated that since it only happened once that the immediate past CEO was not available, the board can vote to approve a committee if it happens again.

New Business: Bettina Havig made a motion to set the 2019 BTQG annual meeting date to be June 1, 2019. Pat Leistner seconded it. Hank Botts will contact the church about the meeting date and a speaker can now be arranged.

Bettina Havig suggested that the board look at revising several policy statements. She provided board members with copies of the policies with revision in red. She proposed that section 6. "Publications" should be changed to having "Newsletter" and "Membership Directory" in separate sections according to Robert's Rules. Also proposed was that Section 11. Budget would add that the treasurer would be the chairperson of the budget committee because the treasurer is in the best position to know what's going on with guild finances. The "Procedure for paid advertising" needs updating. Under Section 8: Retreats the following was added: "Only members of the guild may register for the retreat". Suzanne de Chazal made a motion to accept this addition and Ustena Simenson seconded it. Debbie Odor suggested that the policy of Cancellation of Monthly Meeting also be looked at which provides that the meeting is cancelled if Columbia Public Schools are closed to inclement weather. She stated that in January there was a meeting scheduled before school came back from holiday recess and the weather was questionable.

The meeting was adjourned by Hank Botts at 8:25 p.m.

Filed: 1. Treasurer's Report BTQG Board of Directors (May 2018 data); 2. Treasurer's Report BTQG Board of Directors (June 2018 data); 3. BTQG Audit Committee Report dated 6/28/2018.

Respectfully submitted by

Cindy Heinz

BTQG Secretary 2018-19