

BTQG Board of Directors August 11, 2025, Meeting Minutes

Location: Daniel Boone Regional Library

Present: Mindy Smith, Donna Puleo, Mona Stevenson, Marilyn Beissenherz, Martha Eberhard, Kitty Peer
Maria Delamatre for Jim Reece, Anna Mary Hughes

Absent: Jim Reese, Kat Reece, Glenda Moum, Janet Hollandsworth, Barb Nixon, Lora Brinkman, Maggie Walter,
Janet Sapp, Alice Leeper

Mindy called the meeting to order at 10:01 am. The minutes of July 14, 2025 meeting and treasurer's report were reviewed, but approval was tabled due to lack of quorum.

Officers' Reports

CEO - Mindy Smith

Mindy reviewed the voting bylaws. She stated that we need a 50% quorum and since we have 15 voting members, that means we need 8 for a quorum. The CEO vote doesn't count. She suggested we think about how many members should be voting members so that it might be easier to make up a quorum.

Winter Retreat – The committee will be meeting August 28.

Mindy reported that the church space was not clean before our last meeting. She will bring this up to the Church when she meets with them to sign the user agreement.

Treasurer's Report – Martha Eberhard – Martha shared the Check Request Form and stated that it is to be filled out whenever you need to be reimbursed or have a need that needs to be filled. Additional documentation consisting of actual invoice, copy of board minutes, an email... should be included with the form. Let Martha know the category it is under and then it will go in the book.

She also shared the Funds for Deposit form that is to be filled out whenever you have collected money that needs to be deposited. Additional documentation that clarifies the source of the money, such as a list of checks and registration forms, an email with accompanying explanation... needs to be included with the form.

Martha provided excellent and concise explanations of the General Ledger, Budget Comparison Report and the Summary page of the treasurer's report. Donna suggested that Martha present her explanation of the treasurer's report documents to the membership as a program. Mindy suggested that an explanation of the business side of the guild, including the responsibilities that we have as a corporation, be included in that presentation so that members know where our money is going. The April meetings that are currently set up for service projects might be a good time to do that.

Vice CEO – Donna Puleo – no report

Past CEO - Maggie Walter – (absent) no report

Day President – Mona Stevenson – The September meeting will be a Make N Take. Willie and Mona have already sent a list of supplies to Glenda to put in newsletter. Willie will lead a session to make gnomes. Mona's session will be on making fabric pillow beads and labels.

Starlight President – Marilyn Beissenherz – The September program will be Lou Flessner, Jean Therapy, Quilting in Blue.

Chapter Programs – Maria Delamatre for Jim Reece. Marie outlined the programs that are set up for the year.

Mindy commented that as this is the first year that we have an official Programs Committee, it would be good to develop a job description and possibly policies that include how the program committee works with the chapter presidents. She requested that Jim, Maria and the 2 current chapter presidents take notes on how this works this year and that they meet with her in March. The goal is to have better documentation to ease the transition for new board members. Martha suggested that the description of officer and committee responsibilities currently on the guild website be used as a starting point.

Membership – Kat Reece (absent) – report via email

45 attended the Starlight meeting. 62 attended the Day chapter meeting. Jeannie Sanchez won the free Missie Carpenter workshop.

Library – Anna Marie – She reported that she is in the midst of inventory, currently on the J's. Missing books will be noted after the entire inventory is completed. After that, she suggested a committee go through and weed out books that are not being used.

Service Projects – Kitty Peer – She reported that she has met via phone with Sleep in Heavenly Peace representative.

Quilt Show – Martha reported that she is working on forming a committee.

Newsletter – Glenda Moum (absent)– report via email. Articles are due Wednesday at 5. Submit articles to btgnews@gmail.com. She does appreciate a text that something is sitting there waiting for her.

Website – Janet Hollandsworth (absent) – no report

Social Media - Barb Nixon (absent) – no report

Membership Directory – Lora Brinkman (absent) – report via email in which she notified board members of information she needed from them to complete the directory.

New Business –

Mindy suggested we develop a policy regarding mileage reimbursement and gave us some things to think about in the meantime.

Next meeting – 10:00 am 9/8/25 in the kitchen at Fairview United Methodist Church

Adjournment - 11:48