

MQ Board of Directors Meeting

Date: July 14, 2011

Board Members Attending:

Yvonne Curran
Mary Pozzini
Jill Schultz
Carol Fisher
Jean Carr
Karen Kopitzke
Wynn Martin
Char Wenger
Miki Peine

Staff Attending:

Linda Wines

Guests:

Pat Curtner

Board Members Not Present:

Laura Nagel
Karen O'Brien

Location: Textile Center

President Yvonne Curran called the meeting to order at 5.33 pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported.

Secretary's Report (Char Wenger, Substitute Secretary).

The May Board meeting minutes were reviewed. There were no revisions to these minutes.

MOTION: Wynn moved to accept the revised May 2011 minutes; Carol seconded the motion; the motion passed.

The minutes for the June 17, 2011 Annual Meeting were reviewed. There were no revisions to these minutes.

MOTION: Carol moved to accept the June Annual Meeting minutes; Jill seconded the motion; the motion passed.

The June 28, 2011 Board meeting minutes were reviewed. On Page 2 under "Timeline" change the word "post" to "apply".

MOTION: Jean moved to accept the June Board Meeting Minutes as revised; Wynn seconded the motion; the motion passed

Treasurer's/Finance Report (Miki Peine).

Miki indicated that in August she would provide a balance sheet, a revenue and expense comparison, transaction detail and budget to date.

She requested that the Finance Committee meet the week prior to the Board meeting. After discussion, the second Tuesday of the month starting at 5:00 p.m. was suggested. Tuesday, August 9 will be the first meeting. Send any agenda items to Miki.

Show Coordinator (Linda Wines).

2011 – Linda submitted a written report about the Show. Preliminary admissions report - \$47,250 in ticket sales; after our expenses to the RiverCentre, we should be getting \$29,166.

2012 – Visited Rochester Civic Center.

Future shows should use more e-mail blasts, newsletter articles and Facebook. **(Not sure what this discussion was about.)**

Operation Directors' Report (Jill Schultz and Mary Pozzini).

Employee Hires

Interviews were held on July 14, 2011. Recommendation to Board to hire Doris Hareland as permanent, part time bookkeeper and Debra Svedburg as permanent, part time Administrative Assistant.

MOTION: Carol Fisher made the motion that we offer the job of permanent, part time bookkeeper to Doris Hareland and permanent, part time Administrative Assistant to Debra Svedburg; Jean seconded the motion; motion passed

Show Director – Recommendation to Board to hire Linda Wines as permanent full-time Show Director. Discussion as to whether the job should be hourly or salaried. Decision made that it should be an hourly position.

MOTION: Mary Pozzini made the motion that we offer the permanent, full time position of Show Director to Linda Wines; Wynn seconded the motion; motion passed

Employee Handbook

Mary Pozzini presented an updated Employee Handbook for review. Miki suggested that we have it reviewed by an attorney. Suggestions for changes and corrections were made. Mary will incorporate changes, have an attorney review and will send out an updated draft.

New Location

A draft lease has been requested for the St. Lawrence location. The New Location Committee made up of Jill Schultz, Jean Carr, Char Wenger and Martha Eaves, will review the lease and negotiate terms.

Recommendations from the Board - \$1500 a month rent with 5 days of classroom usage; propose \$60 per day for extra Classroom days over the 5 days.

Education Director's Report (Laura Nagel).

No report

Communication Directors' Report (Jean Carr and Karen Kopitzke).

Discussion regarding Bulletin Board for members/non-members to post quilt related events/announcements on MQ website. Board indicated that they were in favor of this.

President's Report (Yvonne Curran).

No report

President Elect's Report (Wynn Martin).

No report

Membership Director's Report (Carol Fisher).

Carol is working on a member survey. She will send it out to the Board to get comments. We had a discussion about the survey.

Past President's Report (Char Wenger).

Requested that Board members review their job descriptions and send any changes to her. Asked for any suggestions for people who might be good candidates for President-Elect.

New Business.

Board Memberships – discussion about when Board members should receive their MQ Membership extension. Karen Kopitzke will write up wording for job descriptions.

Karen Kopitzke brought up the need to have drop dead dates in the vendor/sponsor contracts as to when they have to have their money in. Karen will work with Linda Wines.

President Yvonne Curran adjourned the meeting at 8:00 p.m. Carol moved that the meeting be adjourned; Mary seconded the motion; motion carried.

The next meeting of the MQ Board will be Tuesday, August 16, 2011 at 5:30 p.m. (Please note time change.)

Respectfully submitted,

Charlotte Wenger
Substitute Secretary
July 26, 2011

ATTACHMENT A. Action Items.

	Assigned To/When Assigned	Action Item	Status
6	Education/Jan2010	The job descriptions of the Meeting Coordinators and Meeting Coordinator-Elects have changed with the advent of the new Hospitality Coordinator positions. Review these job descriptions for accuracy and completeness.	In process.
10	Jean/Jan2010	Set up a password-protected space under CVENT and define what should be in the members-only protected space.	In process.
25	Wynn/Mar2010	Produce MQ handout for members to present the show to their guilds. The handout could be modeled after Linda's press handout.	
33	Jean/Mar2010	There should be a way to stem the spam coming to Board members. Encryption? Not providing email address as such on the website? (e.g. "secretary at mnquilt dot org" rather than secretary@mnquilt.org)?	In process.
35	Yvonne/Nancy Hall/Apr2010	Get donation and volunteer forms on the website.	In process.
38	Jean/Apr2010	Establish an online Membership Directory, accessible by members only.	To access the directory from the MQ page, userid member@mnquilt.org , password 4Members. Difficult to have individual userid access to the directory?
39	Yvonne/Apr2010	Review bylaws; do research to bring them in line with accepted practice for bylaw change.	In process.
40	Yvonne/Apr2010	Review and discuss the make-up of the MQ BOD. Should we add the Show Chairs to the BOD? Add regional members? A Development Director?	In process.
44	Membership/FinRet	Determine if we are keeping attendance at meetings. If we stopped doing this, set up procedure to start doing it again. If we are doing this, do some analysis of the numbers.	The membership coordinators are collecting this information, based on door prize tickets handed out. We should do some analysis of the numbers.
48	Miki/FinRet	Produce a Request for Proposal (RFP) for the annual audit.	Consider this for next year (2011)
51	Comm/FinRet	Provide information to membership about accessing publications (website, newsletter, directory, show reports, etc.) online.	
52	Sandra/FinRet	Research payment of fees for our	In process. US Bank and

		merchant services account.	others want to bid.
54	Show Coord/FinRet	Determine if it is feasible to operate the Show in a school environment.	
55	Yvonne/FinRet	Yvonne and Kathleen will research the volunteer review process.	In process.
65	KarenO/May2010	Karen will research old action items and bring to the BOD for review.	In process.
66	All/July2010	Research member feelings about BOD members being in door prize drawings.	
68	Comm/July2010	Determine how and when to send out mass emails.	
69	Education?/July2010	Write an article for the newsletter, website, show book addressing how show quilt pictures can be used (e.g. with attribution, not for profit).	In the MQ 2011 show book; needs to be other places?
72	Jean/Aug2010	Update the Fall Getaway guidelines to indicate that housing for both co-chairs at the retreat is paid by MQ.	
73	Martha/Aug2010	Write newsletter article about DVD sets to be donated to the TC Library.	
74	Wynn/Aug2010	Survey the vendors of the 2011 show.	
77	Linda W./Sept2010	Add to show committee job descriptions the need to work within their budget.	
84	Debra/Sept2010	Put 2008 survey results on the website. Strategic plan is online.	
87	Comm/Sept2010	Develop a job description for Public Relations position.	
88	Yvonne?/Sept2010	Prepare to do a survey (like the 2008 survey) at the 2011 show.	Completed. Results?
89	MQ2011?/Sept2010	Document new procedure for ordering awards checks.	
90	Comm/Nov2010	On CVENT, is there a way to request non-monetary donations from sponsors?	
91	Yvonne/Nov2010	Update the MQ bylaws to show that the current Show Chairs will become members of the BOD.	
92	Comm/Nov2010	Advertise for a volunteer for the Quilting for Others expansion.	
93	Membership/Nov2010	Correct the wording on the business membership documentation because we no longer create a printed membership directory.	
95	??/Dec2010	Address issue of show committee volunteers who are not current MQ members.	
98	Ed/Dec2010	Develop and publish an MQ Bad Weather Cancellation Policy.	
100	Comm/Jan2011	Consider if we are putting too much/not enough info on CVENT regarding sponsorship levels. Are we losing sponsorship money?	
101	Comm/Jan2011	Faculty application on the website, either the MQ site, or the generic "show" site.	

103	BOD/Jan2011	BOD should review the By-Laws and Articles of Incorporation so that we can talk about them at a future meeting.	
104	Education/Jan2011	Develop list of articles that should be in the newsletter on an ongoing basis.	
107	BOD/Feb2011	Review Bylaws, especially Article VIII. Revise Article VIII.	
108	Show Coord/BOD/Feb2011	Determine where 2015 show will be held.	
109	Wynn/Mar2011	Adjust business sponsor information to prevent business solicitation at meetings. Item assigned to Wynn.	
110	Yvonne/Mar2011	Develop "cheatsheet" of procedures for those who need to use the computer.	
112	Comm/Mar2011	Communication will research why and how the report link is not working.	
113	BOD/Mar2011	Review and update BOD job descriptions. This is an action item for all current BOD members.	Review not just your own, but all descriptions. Char will keep track of updates.
116	Laura/Apr2011	Laura will review and revise the general faculty contract in light of changes made to the show faculty contract.	
117	Linda/May2011	Determine if there are existing written procedures for money-handling at the monthly meetings.	
118	Karen Ko./May2011	Determine if it is possible to put the faculty contract on Cvent.	
120	Martha Eaves/May2011	What does the contract say about the consequences of faculty "not showing up"?	
121	Yvonne/May2011	Deal with the Quarterly Volunteer Drawing incident.	
122	Laura/June2011	Find resources to help move the MQ library to whatever new location we find. This can involve applying for a grant, obtaining library software, possibly establishing union catalog with the Textile Center.	
123	Ops/June 2011	Provide a pay-as-you-go phone for use by Show Director for long-distance calling.	