

MQ Board of Directors Meeting

Date: February 15, 2011

Board Members Attending:

Yvonne Curran
Char Wenger
Sandra Weston
Laura Nagel
Mary Pozzini
Karen O'Brien
Jill Schultz
Carol Fisher
Jean Carr
Karen Kopitzke
Wynn Martin

Staff Attending:

Linda Wines

Guests:

Kathy Brevig
Lou Roos

Board Members Not Present:

Location: Textile Center

President Yvonne Curran called the meeting to order at 7:00pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported.

Secretary's Report (Karen O'Brien).

Approval of the December 2010 minutes. The December minutes were reviewed and revisions were discussed.

MOTION. Carol moved to accept the revised December 2010 minutes; Wynn seconded the motion; the motion passed.

Approval of the January 2011 minutes. The January minutes were reviewed and revisions were discussed.

MOTION. Mary moved to accept the revised January 2011 minutes; Karen Kopitzke seconded the motion; the motion passed.

The January minutes contained many motions that had been made, discussed, and voted on via email. Can we find a more efficient, less error-prone alternative to email motions?

Action Item. Wynn and Karen O. will research alternatives to email motions.

Another communication problem involves the difficulty of ensuring that all BOD members are included on email mailing lists. Could we set up one generic email address for the BOD, which would route emails to all BOD members? Perhaps Board@mnquilt.org ? Linda will set it up. It would be set up to include just BOD members, so won't include show chairs or quilter@mnquilt.org. Those addresses could be included on any emails going to a larger audience than just the BOD.

Action Item. Establish group email address for all BOD members.

Treasurer's/Finance Report (Sandra Weston).

For any payment we make to someone for services receive, we should report the full amount of the payment. For teachers, we have been reporting just the tuition portion.

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

Even though we will be leaving the physical Textile Center, we should keep the door open to being partners with them in the future.

Discussion of the proposed site. The office space—we will need to be deciding where to put what. Establish the office as of April 1; meeting space won't be used until after June.

Mary reported on her visit with other clients at the site. She gathered mostly positive comments.

How accessible is the space? There are six steps from the elevator to the office space.

MOTION. Jill moved that we accept the proposal dated February 7 to rent office suite 102 and LL15 on the lower level. We would like to rent the office beginning April 1 and the meeting space effective June 1. Jean seconded the motion; the motion carried.

Linda, Katherine, and Sandra will be visiting the location, trying to determine if we want the center portion of the building next to suite 102. If this area is desired, they will offer an amendment to the motion if that is the case.

Next steps. We should wait to announce the new location until we have move-in dates set. Maybe announce the move to the general membership in April?

President Elect's Report (Wynn Martin).

We addressed the membership section of the Strategic Plan. Sections of the document were presented by Wynn and several motions were passed as each section was approved. Refer to the final version of the Membership section of the Strategic Plan (revised and published February 19) for the following motions.

An immediate goal of the Strategic Planning group is to revise the membership brochure.

MOTION. Minnesota Quilters Vision. Mary made a motion to adopt the vision statement for Minnesota Quilters Inc.; Laura seconded the motion; the motion passed.

MOTION: Char moved to adopt the Statement of Purpose; Jean seconded the motion; the motion passed.

MOTION: Laura moved to adopt the statement of Our Challenge and Reasons for Change at This Time; Karen Kopitzke seconded the motion; the motion passed.

MOTION: Jean moved to adopt the restated Membership Goals statement; Char seconded the motion; the motion passed.

MOTION: Laura moved that we adopt the Minnesota Quilters Forum statement as revised; Carol seconded the motion; the motion passed.

MOTION: Mary moved that we accept the proposed Membership Framework, as discussed and amended; Jill seconded the motion; the motion passed.

MOTION: Jean moved that we accept the Proposed Fee Structure, with the new \$25 rate for students/seniors becoming effective July 1, 2011; Carol seconded the motion; the motion passed.

MOTION: Char moved that we accept the Business Membership section of the document as amended; Laura seconded the motion; the motion passed.

Next steps. Please get any changes to the proposed Membership Brochure to Wynn as soon as possible. Wynn will also draft a handout explaining the new Minnesota Quilters Forum.

Membership Director's Report (Carol Fisher).

Carol may have found a candidate for Membership co-coordinator.

Office Manager's Report/Show Coordinator Update (Linda Wines).

Linda needs a decision on what our staffing will be going forward as soon as possible.

Show Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Lou and Kathy have some approximate numbers to report: Teacher fees and expenses - \$47,000; Class fees collected - \$34,000; Sponsorship money - \$31,000; Booth rentals - \$89,000. Over 200 people have registered; two classes are already filled.

Ribbons. There is a short ribbon alternative. They need to order within 2 weeks.

MOTION. Jean moved that we use the short ribbons; Mary seconded the motion; the motion carried.

Postcards are being distributed to shops; BOD members should take some postcards and indicate which shops they will deliver them to.

MQ 2012 (Cheryl Flourde). No report.

President's Report (Yvonne Curran).

Walker Art Center is holding a "Minnesota Made" event April 9, from 11am-5pm. They have invited MQ to be part of the event, possibly holding a workshop. The workshop could be addressed to beginning quilters, lasting about 45 minutes.

Textile Center membership invoice has been received. The fee includes \$150 for organizational members; \$911 for per-member charges.

Bylaws. Some changes are needed. (See handout.)

The MQ BOD is moving to have second directors for each of the operating areas—are they required? What if a director wants to work alone? For instance, could Education be represented with just one director? Education has so many assistants for the different events, may not need another director.

Article VIII, dealing with Amendments, should be reviewed by the BOD and revised. The General Membership should be voting on Amendments to the Bylaws. Wynn will check into parliamentary procedure considerations regarding this article.

Action Item: Review Bylaws, especially Article VIII. Revise Article VIII.

Show Policies and Procedures. There are updates (see handout).

MOTION. Karen Kopitzke moved that we accept the Show Policies and Procedures document, with updates; Wynn seconded the motion; the motion passed.

Textile Center has established a New Site committee, and is looking for volunteers from member guilds who would like to be on the committee.

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

Textile Center Liaison. The current liaison (Karen O.) has resigned.

Website Items. Updates made to the website have disappeared. It seems that the site crashed at some point, and was restored to an older version. The website people are working to put it back together.

Cvent isn't meant to do membership processing; it was purchased for its registration capabilities. Some Action Items dealing with online access for members may not be feasible.

Education Director's Report (Laura Nagel).

In March, the evening meeting will be held on Wednesday night rather than its normal Thursday night. This change was made prominent in the newsletter.

The April birthday party will include the annual showing of quilts by a group of MQ members. Are there any BOD members who haven't participated yet who would like to? If so, please talk to Laura.

Past President's Report (Char Wenger). No report.

New Business.

In 2015, where will show be? Not in St. Paul; Carol Fisher is looking into Mankato.

Action Item: Determine where 2015 show will be held.

President Yvonne Curran adjourned the meeting at 10:15pm. The next meeting of the MQ Board will be March 15, 2011.

Respectfully submitted,
Karen O'Brien
Secretary
Revised 29 March 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.
37	Educ/Linda Wines/Apr2010	Start up an MQ Events Calendar on the website.	Calendar on page, but no activities are listed.
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.	
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	Sandra/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 merchant services account.	In process. US Bank and 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).	Sue Rutford was going to do this—was it ever done?
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	Karen+Kathleen/Sept2010	Add to show committee job descriptions the need to work within their budget.	Karen O. and Kathleen W. currently working on job descriptions.
82	Karen/Sept2010	Update Textile Center Community Forum representative job description to arrange to have the office open and staffed by volunteers during Textile Center openings and other community events.	Completed.
84	Linda W./Sept2010	Put 2008 survey results on the website. Strategic plan is online.	
85	Comm/Sept2010	Send postcard query to membership, asking them to reply if they want a print newsletter.	Completed.
86	Comm/Sept2010	Formulate plan and procedures for sending out print newsletters.	
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.	
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.	
94	Karen O./Dec2010	Textile Center Liaison will report on the Community Forum meeting regarding parking at the Textile Center.	Completed. Renay Leone (new TC Ops Director) came to our BOD meeting and talked to us.
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.	
99	BOD/Dec2010	Review and update BOD job descriptions. This is an action item for all current BOD members.	
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.	
102	BOD/Jan2011	Find volunteer to keep track of show reports going forward. Could the show secretary be responsible for them?	
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.	
105	Wynn, Karen/Feb2011	Wynn and Karen O. will research alternatives to email motions.	
106	Linda/Feb2011	Establish group email address for all BOD members.	
107	BOD/Feb2011	Review Bylaws, especially Article VIII. Revise Article VIII.	
108	Show Coord/BOD/Feb2011	Determine where 2015 show will be held.	