

MQ Board of Directors Meeting

Date: March 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
Debra Svedberg (until 6:35)
Katherine Weston

Guests:

Lou Roos
Gail Hanson (until 6:45)
Kathie Simon Frank (6:45)

Board Members Not Present:

Location: Textile Center

President Yvonne Curran called the meeting to order at 6:30pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported.

The Board met Debra Svedberg, our new Office Assistant. Her hours in the office will be 10am-4:30pm Monday through Friday.

The *Nominating Committee* was introduced and presented the nominees for open Board positions. There are no candidates yet for President-Elect or Secretary.

The slate of nominees includes: Deb Spraggins, for Operations Co-Director; Jean Carr, for Membership Co-Director; and Pat Curtner, for Communications Co-Director.

The Committee stressed the importance of have a nominating committee (our bylaws call for it).

Some boards have co-presidents—could MQ consider that?

Bylaws don't actually require board experience as a pre-requisite for the office of President-Elect, but it is an important consideration. Continuity is especially important to MQ with all the change going on.

October 1—each year's nominating committee should be formed by then.

MOTION: Char moved that we accept the slate of nominees; Laura seconded the motion; the motion carried.

Katherine Weston provided an office update. The computers are networked on the Textile Center network. An old computer (HP 500) was maintained; software was reinstalled, files were cleaned up. The office computer is having a hardware issue; it is still under warranty.

Bookkeeper@mnquilt.org (Doris). Her PC is dedicated to MQ bookkeeping.

Board@mnquilt.org will be set up, but has to use personal email addresses, not the generics. We will still have generic addresses available.

Secretary's Report (Karen O'Brien).

The February 2011 minutes were reviewed and revisions were discussed.

MOTION. Jean moved to accept the revised February 2011 minutes; Carol seconded the motion; the motion passed.

Treasurer's/Finance Report (Sandra Weston).

Financial Report. Doris is doing bookkeeping using Quickbooks. Doing a conversion of chart of accounts. Changing GL codes. Standardizing. Using more of the functionality of the product.

Inventorying merchandise and assets (e.g. MQP quilts). Developed form to allow items to be checked out.

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

Cvent Email Marketing. Karen Ka. presented a new-to-us tool from Cvent (*email marketing*). Advantage with the tool is that members could maintain their contact info personally; those on our Cvent could be targeted to increase membership; the tool also could be used for membership communication. Information about lapsed members could be more accessible with this tool.

Cost—we could get for basically half price if we extend contract for one more year.

Karen Ka. made a motion to spend the \$800/yr to get the email marketing product; extending contract for another year, to 8/26/2014.

Further questions arose. What is the true cost of the Cvent contract? Should this go by the finance committee first? Need to get more information first. Cvent expensive—maybe we'll want to use a different product in the future? 2009 – 11,900? 2010- 1,125? each transaction costing \$6 (up from \$5)?

MOTION. Karen Ka. offered an amended motion, that we pay the \$900/yr for the Email Marketing product through the current contract, with no extension, given that Cvent allows pro-ration of the yearly amount. Jean seconded the motion; and the motion carried.

Policy about BOD and Show Committee.

Jean offered a motion, that BOD members should not also serve as show committee chairs. Char asked that, instead of making this solely a Board motion, that we incorporate the rule into the MQ Bylaws, specifically, that we add article IV, section 12: "Position on other committees. Board of Directors shall not serve on any other MQ committee except as appointed by the President or stipulated by their job description."

Further discussion. Show experience/meeting responsibilities and board experience are mutually beneficial. Intent of this Bylaw change is to pull in new volunteers, spread the "wealth" of volunteering.

MOTION: Jean moved that we incorporate Article IV, Section 12 into our Bylaws; Laura seconded the motion; the motion carried. The motion will be a recommendation to be voted upon by the membership at our Annual Meeting.

Our historian will receive free admission to the show (not registration, just admission onto the floor).

A report was made that business members were passing out business cards at the March meeting in Eagan. Can put out items for people to pick up, but shouldn't solicit actively. Wynn will add this caveat into the business sponsor information.

Action Item. Adjust business sponsor information to prevent business solicitation at meetings. Item assigned to Wynn.

President's Report (Yvonne Curran).

Textile Center dues. Due April 1. Textile Center is charging \$150 for group membership; \$911 for per-member fee. We have 824 current members. Do we want to pay either/or? We need to think through the new relationship—very complex situation.

MOTION. Jean moved that we pay the \$150 group fee and ask to pay a six-month proration of the per-member fee (to be negotiated, but based on the membership tally of 824); Carol seconded the motion; the motion carried.

Password policies. The bookkeeping computer password will be known to the bookkeeper and to Operations. Other computers—who needs access? At general meetings, might have need to make a quick document. No password will be put on the guest computer. Operations will also serve as backup users on the main office computer.

Action Item. Develop "cheatsheet" of procedures for those who need to use the computer. Task assigned to Yvonne.

Outstanding Volunteer. Kathie Simon Frank had 11 nominations, and was selected by the Board as Outstanding Volunteer for 2011.

Office Assistant. If anyone has jobs for Debra, please email Yvonne.

Action Item. Provide a notice of change of office hours in the newsletter.

How often do employees get paid? Twice a month, once a month? Linda gets paid once a month. Doris wants twice a month. Do monthly for now.

Board members are reminded not to rely on email communication on the weekend. If there is an emergency situation, use the phone to connect with the appropriate person.

Review of *interim assistant* hiring. Everyone seemed to be happy with how it worked.

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

Facility Update. Sandra and Linda W. went to the St. Anthony facility. The new space seems smaller; but more ready for people to move into. How many people can fit in there by fire marshal rules? We need space for 150, minimum. Operations is not getting an answer. Maybe building doesn't really want us (they were having to put in major effort to bring room up-to-speed).

The Board's decision is to drop that space and look for a new location.

President Elect's Report (Wynn Martin).

Strategic Planning. Passed out the MQF handout – 2 responses now; people seem intrigued by the idea. Business owners could be part of it, too. Put a mailing together to let businesses, guilds know – aim to send it out end of March, beginning of April.

April 12 meeting will deal with business sponsor membership. After that, start working on fundraising plans.

Textile Center Central Corridor task force is beginning their planning; starting by doing a survey.

Membership Director’s Report (Carol Fisher).

Report link not working. Communication will research.

Action Item. Communication will research why and how the report link is not working.

Show Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Registration coming along. Lots of things happening.

MQ 2012 (Cheryl Plourde). Wynn and Linda W. will be meeting with Cheryl.

Education Director’s Report (Laura Nagel).

There was a crowd of 275 at the March Eagan show.

Day meeting membership were charging entrance fee; lack of communication about the special no-fee meetings.

There is now a full-page “Coming Events” section on the website.

Past President’s Report (Char Wenger).

Job Descriptions. Handout with all BOD job descriptions was passed out; each member show review their own and the others. Char will take responsibility for updating. Operating area directors should make sure that the job descriptions for those who report to them are accurate.

Action Item. Review Board job descriptions.

New Business.

Why don’t we have a little business meeting at each general meeting? Did we used to do that?

President Yvonne Curran adjourned the meeting at 9:30pm. The next meeting of the MQ Board will be April 19, 2011.

Respectfully submitted,
Karen O’Brien
Secretary
11 May 2011

Attachment M-1. Approve 2010 Audit.

MOTION: Via email on 4/4/11, Wynn Martin made a motion that we approve the 2010 Audit, presented at the December 2010 BOD meeting, and further clarified by Sandra in March 2011. Sandra Weston seconded the motion via email, also on 4/4/11. The motion passed by majority vote on 4/5/11.

MQ BOD members voted as follows:

Past President (Char)	yes	4/5
President Elect (Wynn)	aye	4/4
Secretary (Karen O.)		
Treasurer (Sandra)		
Operations (Jill and Mary)	Mary-yes	4/4
Membership (Carol)	yes	4/4
Education (Laura)		
Communications (Jean and Karen Ka.)	Jean-yes	4/5
President (in case of tie) (Yvonne)		

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/Debra/Apr2010	Start up an MQ Events Calendar on the website.	Completed.
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	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	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.	
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.	
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.	Closed to item 113.

		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?	Completed. Linda W. will resume management of the reports; Linda L. did this until her reduced hours prevented her doing so.
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.	Completed. We tried Google Groups, but will stick with email voting when needed.
106	Debra/Feb2011	Establish group email address for all BOD members.	Completed.
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. Task assigned to Yvonne.	
111	Yvonne?/Mar2011	Provide a notice of change of office hours in the newsletter.	Completed. April 2011 newsletter had adjusted hours.
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.