

MQ Board of Directors Meeting

Date: May 17, 2011

Board Members Attending:

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

Staff Attending:

Linda Wines

Guests:

Lou Roos
Kathy Brevig
Pat Curtner

Board Members Not Present:

Laura Nagel

Location: Textile Center

President Yvonne Curran called the meeting to order at 6:25pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported. A sign-up sheet for the Board table at the Show was also passed around (Action Item 114 asks Board members to sign up for a shift).

Treasurer's/Finance Report (Sandra Weston).

There was no Finance Committee meeting today, no report. Sandra has been hired for a new assignment at the Hmong American Partnership.

Discussion ensued about the urgent need for up-to-date financial records. Various issues have caused the delay—new software, new staff, limited time, other demands related to the show. Bills are getting paid. Doris shouldn't be doing anything but bookkeeping and answering phones. Should she not even answer the phone? Yvonne and Sandra will talk with Doris.

There was agreement that Yvonne would check the bank balances. The Board feels a real urgency to have documentation of our financial status.

Secretary's Report (Karen O'Brien).

The April 2011 minutes were reviewed. There were a few revisions to these minutes.

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| MOTION. Jean moved to accept the revised April 2011 minutes; Carol seconded the motion; the motion passed. |
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Bookkeeper's Report .

Procedures for meetings. Need a procedure for handling the money from the meetings. (Merchandise, coffee fund, quilt entry, etc.). Each group needs to know where to leave the moneys collected at the meetings. Are

there any written procedures? Who has responsibility to set the procedures? Linda will look for existing written procedures.

Action Item: Determine if there are existing written procedures for money-handling at the monthly meetings.

Procedures for Show. There should be two people picking up money. Vendor bank needs to be staffed. Deposits made throughout the day.

Show Coordinator Show Reports (Linda Wines).

MQ 2011. Sponsor bag stuffing—let Linda know soon if you would like to supply items (50 in number).

Sponsorship for award categories. MQ will sponsor Quilter of the Year (no cash award). Other sponsor wants to sponsor Best in Show, so let them have it.

MQ 2012. Revised faculty contract.

MOTION. Wynn moved to accept the revised faculty contract; Mary seconded the motion; the motion passed.

Karen Ko. will see if it would be possible to put the contract on Cvent; if not for this year, then for next year.

Action Item: Determine if it is possible to put the faculty contract on Cvent.

Letters of intent are being received for MQ 2012. Heavy on MN teachers.

Meetings being set up for upcoming show venues. Mankato—worthwhile to be considered as a show venue.

Various changes were suggested to the contract. Linda will make changes, then forward the contract on to Yvonne.

Show Chairs Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Bumper stickers available. Flyer produced—going to stores.

\$100.00 gift certificate is provided as an incentive for top raffle ticket seller. Who should be eligible? Should raffle committee and Show chairs not compete for the incentive prize?

MOTION. Mary moved that we add a statement to the show policies that the raffle committee chairs and show chairs should not be considered for the raffle prize; Carol seconded the motion; the motion passed. This clarification will be effective for 2012.

Have obtained five machines for prizes.

Faculty expenses for *Katie Pasquini Masopust*. She is not able to afford travel expenses up-front. Char suggested that we contract to pay her up-front with a confidentiality clause so that she can't talk about it. We're making an exception because she is the speaker for the Friday night event. We normally pay air travel, but after the fact.

MOTION. Mary moved that we book a ticket for Katie, explain that we will reimburse her ahead of time because she is our Friday night speaker; Karen O. seconded the motion; the motion passed.

Who will do the booking? Wynn has expertise and knowledge, Linda or Lou will work with her.

Action Item: Get Katie's info. Research and purchase ticket. Note: Katie booked her own ticket, and got a better price than we had found.

Action Item: What does the contract say about the consequences of faculty "not showing up"? Ask Martha Eaves to look at.

Debra's hours during show will be 10am-4:30 and she will be at the MQ office; coming over a few nights as volunteer. Doris will be taking care of the bookkeeping duties at the show.

MQ 2012 (Sue Rutford)

MQ 2013

Get started thinking about the raffle quilt. Put something in the July newsletter.

Action Item: Get membership thinking about MQ 2013 raffle quilt.

Education Director's Report (Laura Nagel).

Pat Cox exhibit. Karen Ko. reported. University of Nebraska will take 60 of her quilts. MQ should put an exhibit together before those quilts are gone. July meetings? Newsletter on hold until tomorrow—it's an Education thing. Working with Debra about spaces; if TC not available, then Eagan? Charge admission at either venue; will serve as fundraiser for MQ as well as honor for Pat Cox.

MOTION. Jean moved that Laura proceed to plan the Pat Cox exhibit in July; Karen Ko. seconded the motion; the motion passed.

Garage sale in August is the same day as show turnover meeting. Will garage sale be over by then?—have garage sale from 9 - noon. Probably won't be a timing problem. Make procedural changes to ensure that sale is over by the time the meeting needs to start. Don't even have Show and Tell—start the Garage Sale earlier- 9 am.

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

Annual Report. Need Treasurer's report for the annual report. May 20 deadline. Katherine had been working on something. Doing our annual report on a different time basis than our fiscal year. Last year was the first time the annual report was done for the show. Announce schedule for the transition. January—give them the annual report, representing October 1- September 30. Report passed out at show represents Oct 1, 2009-Sept 30 2010.

Have the June meeting be a membership meeting; with election of new officers.

President's Report (Yvonne Curran).

Formal approval of Sue Rutford as MQ 2012 Show Chair. Thursday night—verbal approval from those who were available. Sue won't be able to attend board meetings on third Tuesday. We could change our board meeting day? Goal is to get a co-chair, who would be able to attend the meetings as currently scheduled.

MOTION. Wynn moved to accept Sue Rutford's application to be MQ 2012 Show Chair; Char seconded the motion; the motion passed.

Annual Meeting/Sample Ballot. Change in bylaws, logo, slate of nominees.

There was an incident involving the Quarterly Volunteer Drawing. Winner bypassed by ticket pullers? Misunderstanding—get a gift to the winner. Yvonne will talk to Nancy.

Action Item: Deal with the Quarterly Volunteer Drawing incident.

Debra cleaning up Cvent—MQ membership is at 691 members. How to get more renewals? Send out a postcard with reminder and “please come back” message?

Yvonne and Wynn met with Renay Leone (Textile Center Operations Director). Textile Center has realized that they can't hold big events at the University Avenue location anymore. Looking to find a bigger space that all of the groups can rent from. Should we keep the office here until we can figure something else out?

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

St. Lawrence site; Robbinsdale site. Viable places? Checking on parking.

If we stay with TC, in our lease, we would like to retain more control over the spaces that we need.

President Elect's Report (Wynn Martin).

Show Pin and Volunteer Pin were displayed.

Grant request - \$500 to help with holding of classes by Heritage Quilters. Ask them to send receipts, photos.

MOTION: Wynn moved to approve request for \$500 with understanding that they'll post MQ sponsorship; motion was seconded by Jill; the motion passed.

Business Membership vs Sponsor Membership (the handout). Need to specify “subject to space availability” on web sites.

MOTION: Jean moved that we accept the revised document of the benefits of Business Membership vs Sponsor Membership; Mary seconded the motion; the Business Membership brochure will look very similar to regular membership brochure; the motion passed.

\$65 business membership fee should be listed in the brochure; Karen Ko. will make sure that website gets changed; show book will be changed to indicate \$65.

Status on the MQ Forum. Get a classroom at the show space to hold the MQF meeting. Guilds should contact Wynn if they are interested (“preselect” email address).

Central Corridor task force. Parking the number one issue. More space needed. 128 people responded. Meetings happening—BOD invited. Wynn will get meeting dates published.

Membership Director's Report (Carol Fisher).

Survey. Majority are getting older; outreach opportunities.

In future, surveys should be vetted by the BOD before presenting to membership. Do a survey in a mass email? Needs to be fine-tuned; questions checked. Present it to the board to be tweaked.

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

New Business.

We had said that we would be looking for permanent office staff in June. Mary is working on employee manual. Can't think of replacing Doris until audit done. Need job descriptions for the three staff. Put in newsletter that we would be posting for the permanent positions. Just have a one-topic meeting in June to deal with the employee situation.

Yvonne will send job descriptions (as they exist).

Women's Directory Online. Discuss at a future meeting.

Claudia Clark Myers and partner have split up; have given LOTS of patterns to MQ. Will be used in show bags. Can be sold by Merchandise.

Terry Krysan. Pattern signed over to MQ (Lady Slipper Bouquet). Have that at Merchandise, too.

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| MOTION: Wynn moved that we sell the Krysan pattern under MQ logo; Jean seconded the motion; the motion passed. |
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Non-judged quilts for sale in show book? Can sell their stuff, but it can't be in the show book. No phone numbers are to be listed in the show book, either.

President Yvonne Curran adjourned the meeting at 9:30pm. The next meeting of the MQ Board will be June 28, 2011. This is a change from the normal schedule!

Respectfully submitted,

Karen O'Brien

Secretary

Rough draft published 25 May 2011

Second rough draft published 28 June 2011

Attachment M-1. Motion to Accept Resignation of Sandra Weston from Treasurer.

MOTION: Via email on 5/24/11, Char Wenger made a motion that we accept Sandra Weston's letter of resignation from the post of Treasurer to the Minnesota Quilters. Jean Carr seconded the motion via email, also on 5/24. The motion passed by majority vote on 5/25/11.

MQ BOD members voted as follows:

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| Past President (Char) | yes | 5/24 |
| President Elect (Wynn) | yes | 5/24 |
| Secretary (Karen O.) | yes | 5/25 |
| Treasurer | | |
| Operations (Jill and Mary) | yes | 5/24 |
| Membership (Carol) | | |
| Education (Laura) | yes | 5/25 |
| Communications (Jean) | yes | 5/24 |
| 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. |
| 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. | |
| d52 | Sandra/FinRet | Research payment of fees for our | In process. US Bank and |

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| | | 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). | 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. | |
| 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 | |

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| | | 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. |
| 114 | BOD/Apr2011 | Board members should sign up for a time period at the Board table at the Show. | Completed. |
| 115 | BOD/Apr2011 | Board members to work with Linda if they would like to contribute to the sponsor “thank you” bags. | Completed. |
| 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. | |
| 119 | Wynn,Linda,Lou/May2011 | Get Katie’s info. Research and purchase ticket. Note: Katie booked her own ticket, and got a better price than we had found. | Completed. |
| 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. | |