

## MQ Board of Directors Meeting

**Date:** April 19, 2011

**Board Members Attending:**

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

**Staff Attending:**

Linda Wines  
Doris Hareland

**Guests:**

Lou Roos  
Kathy Brevig  
Pat Curtner

**Board Members Not Present:**

Sandra Weston

**Location:** Textile Center

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President Yvonne Curran called the meeting to order at 6:30pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported. A sign-up sheet for the Board table was also passed around.

Action Item: Board members should sign up for a time period at the Board table at the Show.

**Secretary's Report** (Karen O'Brien).

The March 2011 minutes were reviewed. There were no revisions to these minutes.

MOTION. Jean moved to accept the revised March 2011 minutes; Wynn seconded the motion; the motion passed.

**Treasurer's/Finance Report** (Sandra Weston).

Doris reported for Sandra; turned the discussion over to Lou. They've gone over the show budget; reviewing actuals to-date. Keeping close track of income/expenses. Doris was asked if she had any idea when financial reports for the various positions will be ready. She is still working on last year's accounts.

**Show Coordinator (Linda Wines).**

Would Board members like to contribute to the Sponsor Bag "stuffings"? How many sponsors? Under 60. Play it by ear. Linda will deliver the bags; if you want to donate, Linda will let us know how many items are needed.

Action Item: Board members to work with Linda if they would like to contribute to the sponsor "thank you" bags.

**Show Reports.**

*MQ 2011 (Lou Roos and Kathleen Brevig).*

The show committee had a walk-through of the site.

*MQ 2012 (Co-chairs)*

Cheryl Plourde has resigned. There are potential candidates to take on the job of show chair.

MQ 2013 – Contract for Duluth venue has been signed.

MQ 2017 – We need to decide if we want to reserve the DECC for our planned weekend (June 18-25, 2017). If St. Paul is out of the picture as a venue, do we limit ourselves to three venues going forward?

Karen Kopitzke will put and RFP out for 2015 (given that we won't be in St. Paul).

MOTION. Char moved that we accept 2013 and 2017 contracted dates at Duluth at the dates established (to hold the dates); Mary seconded; this commitment is made with the understanding that the contract will be looked at by an attorney before we sign it; the motion passed.

St. Cloud contract (2014). Linda and Yvonne will visit and obtain the finalized contract.

One option for show location in the "St. Paul" year is to have every 4<sup>th</sup> year be a traveling show.

We went through the 2012 Faculty Contract. Various corrections/changes were made.

It would be helpful to have faculty alert us to their hotel location and confirmation number.

Should we have sneak preview next year?

What we should do with the general meeting faculty contract? How much do we want it to look like the show faculty contract? Or not at all? Laura will work on the general meeting contract.

Action Item: Laura will review and revise the general faculty contract in light of changes made to the show faculty contract.

Linda will send out the contract again. Board will vote on the amended contract.

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

Karen Kopitzke reported on Cvent.

A problem was reported with members not getting notified of their electronic newsletter. Debra knows how to set it up. Watch to make sure it doesn't happen again.

**President's Report** (Yvonne Curran).

*Textile Center dues.* MQ has paid the group fee of \$150, and half of the \$824 per member fee. If we're still here Oct. 1, we'll pay the other half of the per member fee.

Yvonne will be meeting with Renae about the Textile Center lease. We need to know what they will charge us if we stay. Do others need to attend this meeting?

Textile Center is running a survey of member groups; gathering information.

*Nomination for Secretary.* Char has put her name into consideration for the position of Board Secretary.

**MOTION.** Jean moved to accept the nomination of Char Wenger for Board Secretary; Laura seconded the nomination; the motion passed.

*Mission Statement.* The correct mission statement was located, and it's now on the website.

Computers have been checked for setup and verification of cleanup activities.

Can Cvent put name on show badge, both English and Korean? (people from Korea coming to the show.)

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

*Facility Update.* Broker continues to work on our needs.

*Location alternatives discussion.* What about a hotel? Schools or churches? Is Machinist's Hall now a school? Burnsville Performing Arts Center really looking for tenants. Can't do anything without our broker right now (until 6/30), but can continue to keep looking around on our own. After 6/30, maybe we should avoid locking into another broker right away.

Increasing the *insurance* for the show. Requirement from River Centre to increase our insurance. Liability – from \$1 mill/occurrence to \$2 mill/occurrence. \$4million aggregate. Increase it, keep it at that level until the end of the year. Or write a \$1mill umbrella. \$2mill/\$4mill. Don't know the effect on the payment.

**President Elect's Report** (Wynn Martin).

*Textile Center Central Corridor task force* is meeting and moving forward rapidly.

*MQ Forum* letter and plans. Setting up a meeting. Sending a letter out.

Business membership/comparison to show *sponsor benefits*. Document was passed out showing comparative differences in benefits at sponsorship levels.

**Membership Director's Report** (Carol Fisher).

No report.

**Education Director's Report** (Laura Nagel).

Contracts to sign. Advertise the garage sale (August) early? Tables available at \$20/table?

October/November meeting – need to switch Mary Lou and Gwen. Scheduling conflict.

Laura needs report printout for the classes in May, having difficulty getting it. Will work with Jean and Karen Kopitzke.

Holdings and folders at the meetings—would be helpful to get that set ahead of time.

**Past President's Report** (Char Wenger).

No report.

**New Business.**

*Annual report.* Jean collecting reports from the various committees for it. She will send out an email reminding us. She suggests that we look at last year's report.

President Yvonne Curran adjourned the meeting at 9:05 pm. The next meeting of the MQ Board will be May 17, 2011.

Respectfully submitted,

Karen O'Brien  
Secretary  
25 May 2011

**ATTACHMENT A. Action Items.**

	<b>Assigned To/When Assigned</b>	<b>Action Item</b>	<b>Status</b>
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 <a href="mailto:member@mnquilt.org">member@mnquilt.org</a> , 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

		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.	
86	Comm/Sept2010	Formulate plan and procedures for sending out print newsletters.	Completed.
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.	
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. Task assigned to Yvonne.	
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.	
115	BOD/Apr2011	Board members to work with Linda if they would like to contribute to the sponsor “thank you” bags.	
116	Laura/Apr2011	Laura will review and revise the general faculty contract in light of changes made to the show faculty contract.	