

MQ Board of Directors Meeting

Date: December 14, 2010

Board Members Attending:

Yvonne Curran
Char Wenger
Sandra Weston
Laura Nagel
Mary Pozzini
Karen O'Brien
Jill Schultz
Carol Fisher (7:15)

Staff Attending:

Linda Wines

Guests:

Kathy Brevig

Board Members Not Present:

Jean Carr
Wynn Martin

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.

Secretary's Report (Karen O'Brien).

A few changes to the November minutes were discussed and will be incorporated.

MOTION. The November Minutes were approved, with discussed revisions. Sandra made the motion for the minutes to be approved; Laura seconded the motion; the motion carried.

Treasurer's/Finance Report (Sandra Weston).

Sandra has focused on the annual audit this month. Next month's focus will be the financial statements.

In-kind donations. What reporting is required? Use the in-kind donation form; the original is backup for the books, the Door Prize committee can keep the copy. Just give the donor documentation of their donation; they do the assigning of any monetary value.

Auditor's Report.

When considering show income/expense, we should compare each venue only with itself; different venues have different financial impacts.

"Donated Services" – volunteer hours are input to the auditor's report. We can let the membership know that this is one reason to keep track of volunteer hours.

Report in Internal Control. Sandra prepared reports so that reporting deficiency was avoided this year.

Recommendations/Discussion.

We should write a more formal policy regarding credit card procedures.

We should write a gift acceptance policy. Determine ahead of time what gifts would be allowed. Have a written policy. As we do more fundraising, we need to be able to tell the donor if we will accept gifts of land, for example. We should include a statement that we reserve the right to say how we will use the donation. The auditors gave us sample statements to use as a model.

Audit difference evaluation form.

Treasurer's/Finance Report (part 2) (Sandra Weston).

There was discussion of the "\$86,000 question." Our financial reporting last year told us that our financial deficit would be growing by some \$80,000—we alerted the membership, and held a Financial Retreat to find ways to cut costs and increase revenues. It was seen to be a crisis. In reporting to the newsletter, Sandra tried to emphasize the positive and not elaborate on the corrected financial picture, but it might be better to address the question and report back to the membership.

It was reported that we have members who think that MQ owns the Textile Center. We need to clarify that we don't.

Sandra plans to have financial reports in the newsletter every month.

Office Manager's Report (Linda Wines).

Things are working well in the office. Space is limited for storage of any extra boxes or machines.

The new Ricoh copier lease came with a payment to buy out the existing contract. The old copy machine remains in the office as MQ still has a lease agreement on the Minolta. As there are a number of copies built into the lease, we have a supply of "free" copies every month.

The office won't be open Christmas Eve, or New Year's Eve.

Parking is available "down the alley"—we can park there after 5pm during the week, and on the weekends unless there is an event. Karen O. reported that the next Community Forum meeting (12/15/10) will address the parking issue.

Action Item: Textile Center Liaison will report on the Community Forum meeting regarding parking at the Textile Center.

Show Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Kathy and Karen K. have found that there are members of the show committee who are not Minnesota Quilter members. Is MQ *membership* a requirement to be on the show committee? It used to be a rule that membership was required. We have stopped giving memberships to show committee members. The consensus was, to not worry about it this year, but be thinking about how to handle the issue in the future.

Action Item: Address issue of show committee volunteers who are not current MQ members.

The *registration books* will be coming out very soon. There is a slight disconnect caused by the early registration book, because readers will be aware of classes and won't be able to look at pictures on the website (it's not quite ready).

There was one problem with the registration book—the difference between member and non-member class price wasn't listed. Pat Curtner caught the error and reported the problem; Kathy Brevig was able to work with Graphic Resources to slip a correction in. Non-members will pay \$5 more per class.

Merchandise. The Merchandise committee wants to add a few items: (1) A special tshirt with the raffle quilt on the front (and maybe each year, do a limited edition shirt of this type); (2) Bigger pin (2"), also a limited edition, separate from the show pin and volunteer pin, could be sold for \$10; (3) Bag big enough to hold quilts; (4) MQ pin—with a generic MQ design.

If we did a separate MQ pin, we might keep it separate from the show, have it be its own income/expense category. We could develop an inventory of merchandise for sale. We would expense items to "Other Than Show" if they aren't specifically show merchandise.

The consensus was that Wynn should hold off on an "MQ pin," but could move ahead on the other items.

MQ 2012 (Cheryl Plourde).

The Rochester dates cannot be changed; they are the same dates as the Rochester Fest. We should strive to keep a positive spin on that fact; last time in Rochester was fun, and there was a lot of good food available because of the Fest.

President's Report (Yvonne Curran).

Communication had planned to send out a postcard with a letter addressing the newsletter print vs. non-print issue. Yvonne recommended, instead, that we send out a full print newsletter, and include a postcard to ask if the member wants a print or email newsletter. This approach would save mailing a separate postcard. Yvonne will edit the letter and contact Jean and Karen K.

The January BOD meeting date is changing from January 18 to January 25. The Finance Committee will also meet on January 25 (immediately before the BOD).

Action Item: Send notice that the January BOD meeting will be on January 25, rather than January 18.

We will be voting at the January membership meetings to confirm Karen Kopitzke as Communication Director. Yvonne will be at the Thursday night meeting and can handle the voting: ask for motion and second, take count of votes. She will not be at the Saturday morning meeting: Laura will handle the voting (Note: This was later changed to have Wynn handling the Saturday morning voting.)

Action Item: Hold confirmation vote for Karen Kopitzke as the second Communication Director. Do this at the January 6 and 8 General Membership Meetings. Yvonne will handle the January 6 vote; Wynn will handle the January vote. Both Yvonne and Wynn should report results to Karen O., Secretary, so that the vote will get into the BOD minutes (January).

Do other people need an office key? Textile Center Liaison probably needs a key (in view of the BOD's desire to have the office open for Textile Center events). Do other BOD members need one and don't have one?

A question had been raised as to if there was a password needed to access the Internet at the Textile Center. Linda W. reported that the Textile Center wifi access does not require a password, and that there isn't a limit on the number of users at any one time. The Minnesota Quilter access, however, does require a password, and unless there is a real need to use the MQ access, we can use the Textile Center access.

Communication Directors' Report (Jean Carr).

A table showing proposed increased newsletter advertising rates (2011) was distributed. The new rates include a 15% hike. This rate increase might not entail a BOD motion; Jean thought that the BOD had formally authorized and approved this rate hike. Perhaps at the Financial Retreat? Karen O. doesn't remember having it in the BOD minutes. Yvonne will research the issue.

President Elect's Report (Wynn Martin).

Grant request for \$2000 was received from Lakeland Public Television (Bemidji/Brainerd area). Lakeland has a potential broadcast audience of 400,000 households.

MOTION: Laura moved that we provide funds in the amount of \$2000 to Lakeland for the support of quilt-related television shows; Sandra seconded the motion; motion was passed.

Strategic Planning Group report. There will be a focus on membership in March. The planning group is also facilitating a guilds planning session during MQ 2011.

Education Director's Report (Laura Nagel).

Women's History Month. In the past, Eagan High School has applied for funds out of the MQ grant budget. The March Thursday night meeting is held at the high school. Should the event seek money from the Education area instead? This event has been an outreach effort, especially this year with its emphasis on "invite a friend."

The money could be taken from the Membership budget. Laura will discuss details with Carol.

The MQ *Historian* has requested funds in the amount of \$300; she has a list of items that she is requesting. Laura will forward the request to Linda W.

We will be holding "*social hours*" before both the Thursday night and Saturday morning membership meetings. Laura will make sure that this development gets into the newsletter. Linda W. is onsite before both meetings and can start the coffee.

MQ Bad Weather Cancellation Policy. Could we put cancellations on the website? Karen Knoll would be the contact to add updates like that. WCCO lists community event closings on their website. Members could call the MQ office, check WCCO, or find out if Minneapolis schools closed. Laura will work on the issue, and will have something in the newsletter.

Action Item: Develop and publish an MQ Bad Weather Cancellation Policy.

The *Holiday Brunch* was a great success. St. Joseph's Home is getting 104 stockings, with lots of stocking stuffers donated as well.

Past President's Report (Char Wenger).

Char has asked Kathie Simon Frank and Gail Hanson to serve on the Nominating Committee, and they have accepted.

MOTION: Char moved that Kathie Simon Frank and Gail Hanson be appointed to the Nominating Committee; Mary seconded the motion; and the motion passed.

The MQ Bylaws state that the nominating process is to be undertaken by a committee; in the past, the Past President has been doing the work alone. The process needs better definition, and the work needs to be started earlier on.

The BOD was encouraged to let Char know if we have any ideas for position candidates.

Board of Directors job descriptions are on the BOD website; we should review and updated as necessary.

Action Item: Review and update BOD job descriptions. This is an action item for all current BOD members.

MQ is sponsoring a Fine Arts award for the Minnesota State Fair this year. The cost to MQ will be \$100 and the cost of the rosette award. We will designate someone to award the prize. The prize is in the "Fiber Art" category (can't be more specific than that).

MOTION: Mary moved that we provide funds for an MQ-sponsored Fiber Art Fine Arts award; Laura seconded the motion; and the motion passed.

What prerequisites will the *MQ 2011 show committee* receive? The next Finance Committee meeting will address the issue.

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

Operations discussed the relocation options and process. Our current expenses at the Textile Center are \$1575/month for the office space; \$160/month storage. Our goal might be to stay around \$1750/month for the first year. The space the realtor has found would incur an expense of \$3150/month currently. The BOD will visit the space again, and will give the realtor an idea of what we can pay. In the future, funds could be raised by booking our space to other groups, or by running a capital campaign.

Membership Director's Report (Carol Fisher).

Carol reported on the Colorado Quilting Council (www.coloradoquiltcouncil.com). This group has some 1200 members; they have national speakers regularly, and heavily advertise at quilt shows and in shops. They have a speaker every month, with a workshop held the day after. They charge \$25/month membership; businesses can join (and have access to the guild's directory); a vendor fair is held annually. The monthly events travel around the state, and the events are good fundraisers. There is a lot of shop news in their newsletter.

New Business. No new business.

President Yvonne Curran adjourned the meeting at 9:30pm. The next meeting of the MQ Board will be January 25, 2011.

Respectfully submitted,
Karen O'Brien
Secretary
Submitted 24 January 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	Char/Nancy Hall/Apr2010	Get donation and volunteer forms on the website.	In process.
37	Comm/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	Char/Apr2010	Review bylaws; do research to bring them in line with accepted practice for bylaw change. The timeframe for this item would be after the 2010 show.	
40	Char/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.
47	Ops/FinRet	Start process to find alternative organizational space.	Working with a broker; locations being toured and considered.
48	Sandra/FinRet	Produce a Request for Proposal (RFP) for	Consider this for next year

		the annual audit.	(2011)
50a	KarenO/FinRet	Research printing costs and determine if a leased printer is still the best option.	Statistics gathering. Also research way to link copies printed to operational area.
50b	Ops/July2010	The leased printer we have is slow; we should probably get another one. Should be able to print 35ppm. When is contract due for renewal?	Completed. New printer leased.
51	Comm/FinRet	Provide information to membership about accessing publications (website, newsletter, directory, show reports, etc.) online.	
52	Treasurer/FinRet	Research payment of fees for our merchant services account.	In process. US Bank and others want to bid.
53	Laura Nagel/FinRet	Laura will send website advertising information to Jean.	Completed.
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).	
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.	
76	Char/Sept2010	Reregister bylaws with the State.	This does not need to be done. Only the Articles of Incorporation need to be filed.
77	??/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.	Job Description has been updated; Karen will send to Communications. Now have key to office.
83	Char/Sept2010	Provide a Fine Arts award to the Minnesota State Fair.	In process.
84	Linda W./Sept2010	Put 2008 survey results on the website. Strategic plan is online.	
85	Comm/Sept2010	Send postcard query to membership,	This was done with December

		asking them to reply if they want a print newsletter.	2010 issue; what are results?
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	Char/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.	
95	??/Dec2010	Address issue of show committee volunteers who are not current MQ members.	
96	Secy/Dec2010	Send notice that the January BOD meeting is changing from January 18 to January 25.	Completed.
97	Yvonne/Dec2010	Hold confirmation vote for Karen Kopitzke as the second Communication Director. Do this at the January 6 and 8 General Membership Meetings.	Completed.
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.	