

MQ Board of Directors Meeting

Date: November 16, 2010

Board Members Attending:

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

Staff Attending:

Linda Wines

Guests:

Kathy Brevig
Lou Roos
Karen Kopitzke

Board Members Not Present:

Location: Textile Center

President Yvonne Curran called the meeting to order at 6:33pm. Yvonne passed around an attendance sheet asking for volunteer hours to be reported.

Secretary's Report (Karen O'Brien).

MOTION. The October Minutes were approved. Char made the motion for the minutes to be approved; Jean seconded the motion; the motion carried.

Treasurer's/Finance Report (Sandra Weston).

Financial Report. Morgan Stanley Smith Barney needs to have MQ update our list of authorized signatures. These authorized BOD members (Treasurer, President, President-Elect) are restricted to wiring funds between accounts.

MOTION: Approve the signatures to the Morgan Stanley accounts. Karen made the motion; Carol seconded it; and the motion carried.

Preliminary year-end numbers show an operating deficit of \$7500. Sandra will present a revised budget to the board in January.

Show Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Everything is going fine. The show webpage should be active sometime in December.

The committee received a sizable donation to the Thursday event from the Noble Quilter quilt shop. Shops who donate fabric or other non-monetary goods should be given credit at the event, e.g. "fabric donated by ---."

On CVENT, we don't currently ask sponsors for anything but money—is there a way and a place to ask them?

Action Item: On CVENT, is there a way to request non-monetary donations from sponsors?

Merchandise. The Merchandise committee showed samples. They have used colors from the raffle quilt for the different merchandise items. There is a t-shirt, a polo shirt (with 3/4 sleeves and collar), a vest. The committee is using generic "Minnesota Quilters" labeling, with no show-specific logo on the polo shirt and vest.

MQ 2012 (Cheryl Plourde).

Faculty committee has met. Challenge committee is ready to buy fabric.

President's Report (Yvonne Curran).

Givemn.org had received \$938 on Minnesota Quilter's behalf as of the time of the Finance Committee meeting preceding the BOD meeting. Old "Quilt Education" text will be taken off the *givemn.org* site.

Conversation about "Should Board members be on the show committee concurrently?" will be tabled for now.

Dates of *Rochester* 2012 Show -- should we change them? We are still waiting for a response from Linda L. about the viability of changing the dates.

The dates of the *Duluth* 2013 show can't be changed. We'll have to live with them.

Vendor contract. Yvonne made a recommendation that we accept the contract as presented. BOD members have reviewed the document and also recommend accepting it.

MOTION. Motion was made to accept the vendor contract as updated. Motion was made by Carol; Mary seconded the motion; the motion carried. Linda L. will send a version of the contract (all changes accepted) to be put on CVENT.

Employee Reporting and Requirements to Attend Meetings.

The Show Coordinator:

1. The Show Coordinator's direct supervisor(s) will be the current Show Co-Chairs. If the Show Coordinator has any issues or would like to vent about anything she would then go to the Ops Directors. The Show Coordinator can forward a copy of her timesheet to the Show Co-Chairs and if the Show Coordinator needs extra hours to be approved, she can ask them as well. The Show Co-Chairs are aware that extra hours are approved in May and June each year. Ops will not be the ones to approve the Show Coordinator timesheet.
2. The Show Coordinator is no longer required to attend the Finance Committee meetings or the BOD meetings. If the Show Co-Chairs or the President would like her to attend a BOD meeting (for example, to get all the contracts approved at one time), then she will be invited to attend, can give her report, and can then leave. The Show Co-Chairs will report to her on anything that happens at the BOD meetings that they believe is important for her to know. The Show Co-Chairs will also report to the BOD anything they believe the BOD should know.
3. The Show Coordinator is no longer required to attend MQ meetings on Thursdays or Saturdays except for the two meetings in January when the Show is presented to the membership.
4. The Show Coordinator is still required to attend all of the Show Committee meetings.

The Office Manager:

1. The Office Manager's direct supervisor(s) will be the Treasurer. If the Office Manager has any issues or would like to vent about anything she would then go to the Ops Directors. The Office Manager can forward a copy of her timesheet to the Treasurer and if the Office Manager needs extra hours to be approved, she can ask her as well. Operations will approve the Office Manager's timesheet.
2. The Office Manager is required to attend the Finance Committee meetings and the BOD meetings (At some point in time, we expect that she could leave the BOD meeting after giving her report).
3. The Office Manager is required to attend MQ General Membership meetings, but can leave after the announcements are finished.

Should Show Chairs be on the BOD? It would give them more authority, and they should have a vote on things affecting MQ. Having them be on the BOD would require a bylaw change, but the bylaws are already being changed.

MOTION: Make current year show chairs members of the BOD, with one vote between them. Laura made the motion; Carol seconded it; motion carried.

Action item: Update the MQ bylaws to show that the current Show Chairs will become members of the BOD.

Communication Director's Report (Jean Carr).

Karen Kopitzke's name as Co-Communication Director will be put to membership vote in January. Karen's emphasis will be on the technical part of the job (e.g., the website, CVENT).

"*Quilting for Others*". The BOD would like to expand out from the Girl Scouts; perhaps efforts like Home of the Brave, Quilts of Valor, Project Linus, Pregnancy and Infant Loss Center could become part of the program. We need a person to serve as a contact; a clearinghouse for information. That person could work with Paulette Marini to share her information and expertise. Jean will put something in newsletter asking for help with this.

Action Item: Advertise for a volunteer for the *Quilting for Others* expansion.

Postcards asking members if they want print newsletters to be delivered will be sent out sometime before the end of the year. They will be sent to the entire membership. This is Action Item 85.

The newsletter editor edited Laura's submission (not just correcting errors, but removing wording). Contributors should send things to Jean as well as to the editor so she can follow-through so that this does not happen.

People sometimes call the office for quilting-related advice. Kathie Simon Frank can be used as a resource. Should we add a "Need Help?" page on the website?

Mass emails could provide a weekly/biweekly update to the newsletter. Use meaningful subject lines so that the email can be skipped if the reader is not interested in the content. See Action Item 68.

If we provide a list of "suppliers," this could be in conflict with our wanting to get more business members. We don't have many business members.

Education Director's Report (Laura Nagel).

Latest newsletter has 5-6 month *calendar* printed—helpful to members who are planning their future activities.

Holiday Brunch. St. Thomas has same prices as last year for rental and food. Ninety people have registered so far.

Social Hour. Should we move refreshments to the half hour before meetings? This would make the meeting time more efficient and less congested. We should publicize the “social hour” concept. Getting coffee started could be a staff function.

Historian. Our historian would like to come to brunch without charge to take pictures. She also does need supplies for archiving and photography. We used to have a line item in our budget for historian; don't have now, but will put back in.

MOTION: Provide brunch ticket for the Historian. Jean made the motion; Wynn seconded it; motion carried.

If we hold classes this year, the time to do it would be May (when we hope to have a national lecturer).

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

President Elect's Report (Wynn Martin).

Grant requests received from two groups. They are asked to send receipts and pictures afterwards.

MOTION. Give approximately \$300 (whatever the amount represented by the receipts in the envelope) to the Burnsville Senior Quilters. Jean made the motion; Jill seconded it; the motion carried.

AMENDMENT TO MOTION. On further review, the receipts provided total about \$395. We amended the motion to provide a flat \$300 to the Burnsville Senior Quilters. Mary made the motion; Char seconded it; the amended motion carried.

MOTION: Give \$250 (the amount requested) to Community Quilters of Blaine. Mary made the motion; Jean seconded it; and the motion carried.

Should we give a year's membership to the leader of the groups to which we give grants (if they aren't members already)?

MOTION: MQ will give one free membership to the granted groups. Sandra made the motion; Laura seconded it; the motion passed.

Television grant requests. Did we decide not to support TV shows anymore? There's some recollection that we did. Are we going to continue to support the TV stations? They should provide documentation of what they need in order for us to get our name on the show as a provider. That advertisement is a critical factor when we consider supporting TV stations.

Duluth TV and Lakeland Public TV had sent grant requests, and the requests were lost. Wynn will send letters asking them to resend their paperwork. Their fiscal year ends in June.

Twin Cities TV got to be too expensive for us to support.

Founders' Scholarship. No responses received yet. Wynn will ask for applications at the brunch. December 31 should remain a firm cutoff for the scholarship, to give the winner the benefit of early registration. If we have no candidates for the scholarship in any given year, we won't give it out.

Strategic Planning group will be discussing membership options at the December meeting. December 8 is set as the date for the December meeting.

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

Insurance update. Mary and Jill distributed a handout detailing the breakdown of insurance costs. Our insurance is through Western Insurance Agency.

Each year after the show, we need to tell our agent when the quilts are back to their owners. We neglected to tell them this year until after the fact, but they reimbursed us anyway.

Do we need to look for other quotes for insurance? Our current provider was new to us a year ago; we're on a three-year program, so we're set for another year.

New site. We are still looking at possible locations away from the Textile Center.

Membership Director's Report (Carol Fisher).

Wisconsin state guild going bankrupt. Carol would like to get in contact with them. Invite them to our group? Wisconsin has a regional group close to us. They were concentrating on art quilts; based in Madison. Did some outreach, but art quilts, not other types.

What do *business members* get for their \$80?

- Their link placed on our website
- They can offer classes at Textile Center, working with the Education Director
- They are given an ad in the directory (which we don't do anymore—so we will give them an ad in the newsletter)
- Access to the TC library.

Wording on the business membership documentation needs to be corrected.

Action Item: Correct the wording on the business membership documentation because we no longer create a printed membership directory.

Carol is starting to correspond with New York and Colorado membership people.

Membership pin. New members' letter has been rewritten. Now it says: Coupon for free MQ pin or a guest admission to a general meeting. We do have some of the MQ pins left—even the old bar pins. Should we get a new MQ pin? 2011 Merchandise may address.

Laura making March "Membership Month"—members can bring a guest for free.

Office Manager (Linda Wines).

We are getting a new printer (Ricoh MP 2500). Our lease on the old printer was running out and we wanted a quicker printer anyway. Linda W. is working with Metro Office Sales.

New Business.

A quilt (two-color) was left at the quilt show and the owner cannot be determined—there was no name on it. Char has made announcements at membership meetings and no one has stepped forward to claim the quilt. Should the quilt be used as a fundraiser? In a door prize drawing?

CVENT has had problems processing memberships. What about founding members? Are their memberships being maintained? Yes—the founding members are established as members permanently (this was a gift given to them in celebration of our founding).

President Yvonne Curran adjourned the meeting at 8:35 pm. The next meeting of the MQ Board will be December 14, 2010.

Respectfully submitted,

Karen O'Brien

Secretary

Revised 24 January 2011

Notes submitted 29 November 2010

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.
14	MQ2011/Jan2010	Review the list of shops, contact the shops, ask how many books they want for next year.	MQ2011 Registration
15	MQ2011/Jan2010	We should ask new members how they heard about us. When non-members register for the show, we could ask them where they heard about the show.	MQ2011 Registration
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? Timeframe for this item is September/October 2010.	In process.
44	Membership/FinRet	Determine if we are keeping attendance	The membership

		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.	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 the annual audit.	Consider this for next year (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?	
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.	Jean will call her to find out about.
54	Linda Lysdahl/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).	
71	??/Aug2010	Determine what electrical and cabling changes need to be made to provide a two-person office setup.	Completed.
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.	
75	All/Aug2010	Get all volunteers hours, including hours for volunteers under your program area, to Char by end of the fiscal year.	Completed.
76	Char/Sept2010	Reregister bylaws with the State.	

77	Karen O./Kathleen W. /Sept2010	Add to show committee job descriptions the need to work within their budget.	
78	All/Sept2010	Each Board member should provide signed conflict of interest form to Sandra.	Completed.
79	All/Sept2010	Each Board member should provide signed volunteer form to Yvonne.	Completed.
80	Linda W./Sept2010	Linda W. will put the bylaws on the MQ website.	Completed.
81	??/Sept2010	Determine if we should promote a 6:30pm(Thursday)/9:30am(Saturday) social hour for general meetings?	Completed. We will proceed to have a social time before the meeting—refreshments will be served.
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. Budget? Key to office?
83	Char/Sept2010	Provide a Fine Arts award to the Minnesota State Fair.	
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.	
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.	Combine with Action Item 76
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.	