

MQ Board of Directors Meeting

Date: April 20, 2010

Board Members Attending:

Char Wenger
Jill Schultz
Jean Carr
Kathleen Winters
Yvonne Curran
Miki Peine
Sue Rutford
Karen O'Brien
Sue Rutford (at 7pm)

Staff Attending:

Linda Lysdahl

Guests:

Jan Walstrom
Wynn Martin

Board Members Not Present:

Mary Brandt

Location: Textile Center

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

Secretary's Report (Karen O'Brien). The March minutes were reviewed, and revisions were discussed.

MOTION: Yvonne Curran moved that the minutes be approved as revised. Jill Schultz seconded the motion, and the motion passed unanimously.

Motions/Action Items. Items were reviewed and updated (see ATTACHMENT A at the end of this document).

Treasurer's/Finance Report (Miki Peine).

Financial Report. Expenses are occurring for 2011 show, but we have no approved budget as of this point. This is okay for now—there aren't a lot of expenses coming through, but we should move on getting the budget established.

Some donations are being made. The good news is that we are not as far behind financially as was forecasted.

The faculty committee is meeting soon, and it is very possible that some classes may be canceled. It is important for us to put a positive slant on any cancellations.

As we send out more emails, we should consider the impact of electronic communication. Emails could be sent out from a do-not-reply address. See NQA email for example. Timely and current electronic communications helps members to feel involved with the organization.

Financial Retreat. Coming up on April 24. Will start at 9am, with coffee and donuts. We'll start by talking about our mission. Any activities that we consider need to be matched up to our mission. We'll discuss each of

our operating areas in turn: Education, Communication, and Operations. Lunch will be followed by a discussion of the 2011 show changes. If participants have documentation from other shows, bring it with. Try to be there early as we will have a full plate of things to be discussed.

Cost analysis concerning show teachers was passed out. Three examples were given. This information should be kept confidential.

Strategic Planning (Wynn Martin).

Review of the Strategic Plan: What are our priority action items?

Membership fee structures. We can talk about these at our April 24 meeting.

New home/new location. Sue has been getting suggestions. Should we set up a task force? Get volunteers to head up a committee? The May 8 8:30 strategy meeting will be used to discuss this issue. We need a copy of the lease—Jean will send to the BOD.

Action Item(s): Jean will send copy of current Textile Center lease to Board members.

Statewide outreach. Wait to discuss this more until after our mission is defined/clarified.

Guild Liaison. Should this task be put under Communications? Offer a monthly “Note to the Guilds”? We could solicit information to put on the website.

Study groups/focus groups. Establish small groups for specific interests. This task would need someone to organize it. The Contemporary Quilters have special projects, with a study group to come up with the challenge. Wynn would like to be involved with this task, but not lead it.

Updating the website. Karen Knoll is the new web person. What is the current process for making updates to the website? The process is under development, but different people do different things. Becky can update all pages except for the main page.

It would be good to have donation and volunteer forms on website. Char and Nancy Hall are working on this task.

Action Item(s): Get donation and volunteer forms on the website. Char and Nancy Hall are working on this task.

Next steps. The BOD should look through items in the Strategic Plan; think about them; get a sense of how to work on items over the summer.

Logo timeline. We will be setting this aside for a while. We will need to decide when and if to pick this up again. We should go to the general membership, talk to them about the ramifications of the logo and the change. Our reasoning for wanting to adopt a general MQ logo is that individual show logos are expensive to create, and we would like to have instant recognition of the MQ logo.

Action Item(s): Jill will write an article for the next newsletter (June 2010) about the logo issues.

It would be helpful to have an MQ Events Calendar in the newsletter/on the website. This calendar would include all meetings (general membership, BOD, financial committee), newsletter deadlines, special events.

Action Item(s): Start up an MQ Events Calendar. Karen will start work on this.

Show Coordinator's Report (Linda Lysdahl).

Linda received a request from a sponsor of the 2010 show. They want to know if MQ could send an email blast for them which would advertise the sale of batting and allow the vendor to plan how much of the product to bring to the show. If we do this for one vendor, then we would need to offer to all vendors. We used to ask members to opt-in for any advertising. An alternative to the email advertisement would be for the vendor to place an ad in the newsletter. Consensus was: to not do the email blast.

2011 Vendor Application. Linda has a proposed application, including booth costs. We will talk about it at the retreat. The application form has to be approved next month.

Show Reports.

MQ 2010 (Jill Schultz and Jan Wahlstrom). Banquet is getting registrations, Thursday night event is full. Some classes will be cancelled due to lack of takers. The April 10 walk-through had 25 people attending. Jill is contacting groups to help with vendor move-in, set up, take down, etc. Vendor move-in help is seen as a very nice feature by the vendors. The group members want to earn volunteer hours (getting tips is a bonus). Any teen groups would require adult supervision.

The chairs have received a special banquet request—a gastric-bypass surgery person wants to bring a 6-year-old guest to eat the food that they are unable to eat. Allowing this is up to the chairs.

MQ 2011 (Lou Roos).

Permission to use a Judy Martin quilt design for the Raffle Quilt has been received, and is included as ATTACHMENT B to these minutes.

Char received a legal opinion about the St. Paul RiverCentre contract. She had inquired whether or not the contract could be renegotiated. The contract is pretty tightly-worded (in the opinion of the attorney), and it doesn't seem likely that it could be reworked.

For financial reasons, it isn't possible to hold a banquet in St. Paul in 2011 – it would be far too expensive. One alternative would be to hold some kind of “tea” event offsite, and have it sponsored by board. Have the “fashion show” be the entertainment for the event.

Lou had thought that there would not be a Special Events chair for 2011. The consensus of the BOD is that each show needs to have a Special Events chair.

For the Thursday night event at the show, Lou is thinking of holding some kind of “sewing for charity” event, using the facility and the sewing machines that will be in place.

The BOD recommended the use of the facility that we're paying for whenever possible, and that we not go offsite for any events. The BOD is willing to host a Friday night event, but not to plan it.

President's Report (Char Wenger).

Visit to St. Cloud. Char, Jill, and Jean had a nice visit with the St. Cloud guild. That guild has some 200 members. They will be moving to a new location (they need more room). The guild was very welcoming to the MQ ambassadors. Unfortunately, their monthly meeting time (first Thursday) conflicts with our meeting schedule.

Annual Report. BOD should send any annual report information to Char. The Annual Report will be posted on the website, and a flyer-format Report will be handed out at the annual meeting.

The Annual Report is normally written by the outgoing president and put in the Membership Directory, which has been published in the fall of the year. Last fiscal year's annual report didn't get done, and we aren't publishing a Directory.

Action Item: Establish an online Membership Directory, accessible by members only.

Membership Director. Char is proposing a change to the bylaws, to add a Membership Director to the BOD. At the present time, the membership doesn't have to vote on bylaw changes.

Char's document concerning the proposed bylaw change is included as ATTACHMENT C to these minutes.

Action Item: 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.

MOTION: Revise Section 2 under Article V of the bylaws to allow voting at the BOD table at the annual conference as well as at the Annual Meeting. Some means would be set up to make sure that any particular member voted only once. Jean Carr moved that this change be accepted; Kathleen Winters seconded the motion; the motion passed, unanimously.

MOTION: Revise Section 2, "Number and Titles," under Article IV. Add a Membership Director to the BOD. Jean Carr moved that this change be accepted; Sue Rutford seconded the motion; the motion passed, unanimously.

MOTION: Revise Sections 11 and 12 under Article V, to pull "membership" from the duties of the Operations Director, and to create a new paragraph of duties for the new Membership Director position. Karen thought that the duties of the new Membership Director should be made clearer than the present wording allows. Jean Carr moved that these changes be accepted; Sue Rutford seconded the motion; the motion passed, with Karen O'Brien dissenting.

Action item: 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.

Action item: Develop a job description for the Membership Director.

The background check on Sandra Weston came back, and everything is fine.

Communication Director's Report (Jean Carr).

The May 2010 newsletter went out as a link only—not paper-- to all but 95 members (those with no email). Cost \$71 to produce a print newsletter for them and send it out via mail. There has been both positive and negative feedback from this change.

There was no BOM in the May newsletter; there was missed communication about where the BOM would be coming from (Joanne or the new BOM person). It was suggested that Jean could put an old pattern on the website.

Education Director's Report (Sue Rutford).

Since the July meetings occur during the July 4th weekend, there might be a change in the July meeting structure. Sue's feeling is to meet only on the Thursday night in July.

Sue was a speaker at the Silver Lake Quilters (North St. Paul). She gave away certificates for fabric fat quarters and promoted the May MQ meetings. There will be a class on the Friday between the May meetings; registration is available from the MQ website.

Past President's Report (Mary Brandt). No report.

President Elect's Report (Yvonne Curran).

Yvonne received a grant request but it doesn't meet our guidelines. The request was to provide funds to Pakistani women, to help them do crafts which they would sell (in Pakistan).

Operation Directors' Report (Jill Schultz and Kathleen Winters).

Employee appreciation gifts and cards were presented to Becky and Linda.

New Business. No new business.

President Char Wenger adjourned the meeting at 9:05 pm. The next meeting of the MQ Board is May 18, 2010. The Financial Retreat will be held in the interim, on April 24, 2010, beginning at 9am.

Respectfully submitted,
Karen O'Brien
Secretary
Revised 24 May 2010

ATTACHMENT A. Action Items.

	Assigned To/When Assigned	Action Item	Status
1	Jean/Dec2009	Make the Communications Director the contact for CVENT.	Completed. Jean is the contact for CVENT.
2	Miki/Dec2009	Write up a job description for the Show Budget Director.	
4	KarenO/Dec2009	Write article about the "Quilting for Others" project for the newsletter, or ask Paulette Marini to do so.	Completed. A mystery author wrote an article, which appeared in the April newsletter (thank you!)
5	KarenO/Jan2010	The Secretary should update the MQ Board of Directors and Standing Committees listing, and republish it.	In process.
6	Sue/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.
7	Ops/Jan2010	The position of Volunteer Coordinator needs a job description with better definition of role and duties.	Ops will send the job description out to the BOD.
10	Jean/Jan2010	Set up a password-protected space under CVENT and define what should be in the members-only protected space.	In process. Jean has made this a high priority.
14	MQ2011/Jan2010	(For next year): Establish a volunteer opportunity to review the list of shops, contact the shops, ask how many books they want for next year.	
15	MQ2011/Jan2010	(For next year): 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.	
18	KarenO/Feb2010	Jean McMahon offered to find the answers to a few questions that we have: (1) What is the date for Community Day 2010? (9/18/2010); (2) Will the Community Forum be addressing the issues caused by the Light Rail construction? (A committee is forming); (3) Was anyone from MQ involved in development of the Textile Center Strategic Plan?(Renee Leone)	Completed. Char met with Margaret Miller about these issues.
19	Miki/Feb2010	Miki is working with Becky to develop a cost analysis of the annual quilt show.	Completed?
20	KarenO/Feb2010	Talk with Textile Center to have MQP quilts on display at some point.	

21	Miki/Mar2010	April 24 Financial Retreat. Miki is planning the retreat. She will gather income and expense information for the activities and events of MQ over the past two years. She will send meeting information via email prior to the meeting. She will order lunch for attendees, and attendees will contribute to cover the cost of the food.	Completed.
22	MQ2010/Mar2010	Determine how the Show Books will get to the Textile Center this year.	Show chairs will handle this.
23	Mary/Mar2010	Mary Brandt will pursue establishing an account for MQ with Brewer Quilting and Sewing Supplies (a wholesale provider).	May 22 Quilt Market?
24	Char/Mar2010	Locate and bring green bags to the St. Cloud guild. Have the surplus bags at the Textile Center to offer to other new or renewing members who take advantage of this offer.	Completed. Sue used bags also at a quilt guild. Any remaining bags (?) not reserved for sponsor goodie bags are back in storage.
24	Miki/Mar2010	Solicit fabric from Board members as needed. Get fabric cut up and to the show.	Board members should bring fabric to March 18 meeting.
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.	
26	Sue/Mar2010	Sue will check into the possibility of having MPR mention the MQ 2010 show.	
27	Wynn/Mar2010	Wynn will work with Linda to check into getting mentioned on the FM107.1 "Shop Girls" show.	
28	Mary/Mar2010	The Board candidates should write a synopsis of their experience in the position and with MQ. The articles should appear in the May newsletter.	Completed.
29	Char/Mar2010	Char will ask the Treasurer candidate if she is okay with MQ doing the background check now. The candidate should sign a release form to allow MQ to do the check.	Completed.
30	Jean/Mar2010	Jean has a sample of a background check release form, and will send it to Char.	Completed.
31	Char?/Mar2010	MQ's accounting person should have background check on an annual basis.	In process.
32	Jill+Kathleen/Mar2010	Write Outstanding Volunteer of the Year article for next newsletter and for show booklet. Provide for gifts and plaque to be made.	Completed.
33	Jean/Mar2010	Jean will find out who is MQ's current site provider. There should be a way to stem the spam coming to Board members.	In process. Provider is in India? We need to own the domain name (Carolyn Peters now owns).
34	Jean/Apr2010	Jean will send copy of current Textile Center lease to Board members.	

35	Char/Nancy Hall/Apr2010	Get donation and volunteer forms on the website.	
36	Jill/Apr2010	Write an article for the next newsletter (June 2010) about the logo issues.	
37	Karen/Apr2010	Start up an MQ Events Calendar.	
38	Jean/Apr2010	Establish an online Membership Directory, accessible by members only.	
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.	
41	??/Apr2010	Develop a job description for the Membership Director.	

ATTACHMENT B. Permission to use Judy Martin pattern for MQ 2011 Raffle Quilt.

Subject: Fwd: Re: Permission sought
Date: 4/2/2010 1:10:41 A.M. Central Daylight Time
From: kathie@umn.edu

Sent from the Internet ([Details](#))

Dear Char and the Minnesota Quilters Board:

Today I received verbal and written permission from Judy Martin to use her design, "Shakespeare in the Park" for our 2011 raffle quilt. We can get started cutting the fabric on Saturday!! I'll keep the Board informed of our progress. I include Judy Martin's e-mail to me (see below) for our information. Perhaps you could include this in your next minutes, or somewhere where it can be retrieved, if necessary. Thanks much.

I know that each Board member is in charge of certain sub-committees. Whose responsibility are we? Operations? Education? I could plan to make periodic reports to that person.

Kathie
Kathie Simon Frank
kathie@umn.edu
612-379-4253

----- Original Message -----

Subject: Re: Permission sought
Date: Thu, 01 Apr 2010 14:39:32 -0500
From: Crosley-Griffith Publishing <info@judymartin.com>
To: Kathie Simon Frank <kathie@umn.edu>

Hi, Kathie,

The Minnesota Quilters Guild has my permission to make a quilt in my "Shakespeare in the Park" design for their raffle quilt.

Best wishes on your fund raiser!

Judy Martin
April 1, 2010

ATTACHMENT C. Proposed MQ By-Law Change (Membership Director).

Proposed MQ By-Law Change:

Article IV – Directors

Change:

Section 2: Number and Titles: The number of Directors shall be nine (9). The Board of Directors shall consist of the following: President, Past-President, President-Elect, (one year terms); Secretary, Treasurer, Education Director, Communications Director, Operations Director and Membership Director (two year terms).

Article V – Officers

Change:

Section 2: Elections, Terms of Office and Qualifications. The Officers and Directors shall be elected by members issued paper ballots at the Annual Meeting of the Members of the Corporation at the Annual Show and Conference or by requesting a paper ballot at the Board table at the Annual Show and Conference or by requesting a ballot be mailed to them by contacting the MQ Office.

Change:

Section 11: Operations Director: The Operations Director shall be responsible for the operations of the Corporation, including building, equipment, office, interaction with other textile and fiber organizations, insurance, and volunteer coordination.

Add:

Section 12: - Membership Director. The Membership Director shall be responsible for all aspects of membership including renewals, membership goals, membership packets, greeters/mentors and anything that promotes membership.