

MQ Board of Directors Meeting

Date: January 25, 2011

Board Members Attending:

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

Staff Attending:

Katherine Weston

Guests:

Kathy Brevig
Lou Roos

Board Members Not Present:

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).

As an incomplete version of the December minutes had been sent out, the motion to approve the minutes is delayed. Karen will send out the complete draft minutes this evening (1/25); we will approve the December minutes at the February meeting.

Alley lot parking (in the lot across Arthur Ave SE from the Textile Center) is paid for by Textile Center—we should be able to park there anytime (after 5pm, on weekends) except when there is a “significant event” at the U of M. “Reserved” spots are not reserved after 5pm. Note: access to the “alley lot” is only from University Avenue now; the lot can no longer be accessed from the alley.

Treasurer's/Finance Report (Sandra Weston).

A fundraising committee has been established.

Recommendation from finance committee is to reinstate free membership for the 2011 show committee and the board. This should cost the organization under \$2000. A volunteer would receive one year's membership even if they held more than one position. We can talk about adding other full-year volunteers to program.

MOTION. Motion was made to reinstate the awarding of one year's free membership in MQ to the show committee and to the Board (this will be done on an ongoing basis). For the show committee, the awarding of

the membership is dependent on the fulfillment of end-of-show responsibilities (handing in a completed show report, turning in volunteer hours). Sandra made the motion; Jean seconded it; and the motion carried.

Office Manager's Report (Katherine Weston).

Textile Center Librarian has asked if we are going to renew Quilter's Newsletter Magazine for the library. Laura will check into.

Most questions Katherine has received have been about CVENT registrations.

Show Coordinator Report.

Linda W. sent out official notice of Linda L's leaving.

During this interim period, any show-related questions should be directed to the office and the show coordinator email addresses. Linda W. will be the first contact when she is back from vacation; until then, the show chairs will be first contact.

Linda L.'s recommendations will be reviewed to ensure work is completed.

CVENT and sponsors. Linda L. had a concern that we were losing sponsorship money because of how CVENT displays sponsorship levels. Showing lower levels has sponsors opting for a lower level of sponsorship when they see it is available. Sponsors know that they are getting fewer perks for less money. Currently we have \$30K in sponsorship money committed. This issue will be left with Communication to address.

Action Item: Consider if we are putting too much/not enough info on CVENT regarding sponsorship levels. Are we losing sponsorship money?

Show Reports.

MQ 2011 (Lou Roos and Kathleen Brevig).

Show Committee Policies and Procedures. Copies of policies were passed out – BOD should review for any needed changes.

Show Faculty. How do teachers get considered? How do they let us know that they are interested? We need a process. Faculty committee works two years ahead. Can we put an application on our website? Put on "show" website? This will be a Communication action item.

Action Item: Put Faculty application on the website, either the MQ site, or the generic "show" site.

New Quilters Scholarship. Should we give a "gift" to non-winners who tried for the scholarship? Invite them to reapply next year if they still fit criteria. Give them show admission (one day).

MOTION. Karen made a motion that we give the non-winning scholarship entrants a one-day admission to the current show; Mary seconded the motion; the motion was passed.

Wynn will send letters that they can bring to the show which will give them admission.

A prototype MQ 2011 show bag was shown. It was asked if it would be possible to add our website URL on the bag.

Job descriptions. Karen O. and Kathleen Winter are working on updating the current Job Descriptions/Show Reports. The Job Description should stay generic and non-year-specific. We will retain only the last four years of information in the Show Report portion. Karen O. will send the two complete job descriptions out to the BOD and ask for feedback on format and content.

Our goal is to have the job descriptions online and available for printing. The show reports should also be available; but we need to find a way to keep track of them and make sure that they are updated.

Action Item: Find volunteer to keep track of show reports going forward. Could the show secretary be responsible for them?

MQ 2012 (Cheryl Plourde). No report.

President's Report (Yvonne Curran).

Kathleen Corley (Textile Center Operations) resigned her post; Nancy Killmer will be our contact for the Textile Center.

Membership Coordinator questions. An email was received from Amy Lange-Thorsett regarding membership coordinator duties during meetings. Also, she wondered what use we make of meeting attendance information, or what use we could make of it. Laura responded to her email.

Membership person is usually the first welcoming face the attendee sees. Have door greeters out by the front door? Should we include an orientation letter in the membership packet; in the newsletter?

Membership functions will be going to Quickbooks from CVENT (eventually). CVENT does not assign a membership number. The membership number seems to be important to people. Can we include "expiration date" on the membership report used for the meetings?

Is there a way to collect demographic information (say, zip code) at the meetings?

We should communicate to membership that they need to "check in" at the meetings. We could use half of meeting ticket for door prizes, half for admission into the meeting. Call them "admission tickets."

The CVENT membership card should have name and expiration date. It would be great to have membership number, but that doesn't seem possible right now.

By-Laws and Articles of Incorporation. Restated articles and bylaws copies passed out. Our mission should reflect what is stated in the articles. Bylaws are changing; for example, we are adding second officers to BOD areas. Being able to change bylaws without member voting is probably not the way it should be.

It is only required to file changed Articles of Incorporation with the state, not the Bylaws. To see the version of Articles of Incorporation that we currently have filed with the state, need to pay fee.

Action Item: BOD should review the By-Laws and Articles of Incorporation so that we can talk about them at a future meeting.

Outstanding Volunteer of the Year. We have two nominees for outstanding volunteer already.

The *Advertising rates increase* (15%) was previously published. It was not previously enacted, so we will vote on it now.

MOTION. Jean made a motion to accept rate increases for newsletter; Char seconded the motion; the motion passed.

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

It would be good to have a backup for Karen Knoll in her website duties. They have a person in mind.

Education Director's Report (Laura Nagel).

Calendar of events information is getting into the newsletter, but not to the *website*. Linda W. can change things on the website.

MQP—Regarding the February meeting (MQP is presenting), how should the invoice be handled? In past, MQ gave an amount to MQP, to be used for research or whatever MQP deemed best. It will be worked out; there will not be a rush to take care of the business side.

Fall Getaway. Sue Sandager has booked the U (Cloquet Forestry Center) for this year's retreat (Oct. 13-16, 2011). Linda Taylor had given information for Sugar Lake Lodge to Laura. Had we outgrown the U? No. Had 44 people at the getaway this past year.

Newsletter content. Can we get to the point where we say, "Here are the things that are going to be in the newsletter"?

Action Item: Develop list of articles that should be in the newsletter on an ongoing basis.

Carol provided a list of Women of the West meeting topics.

Past President's Report (Char Wenger).

Nominating Committee. Have met. They are talking to BOD members and show committee members about ideas for whom to ask to run.

President Elect's Report (Wynn Martin).

Grant request – Eagan High School. Laura Nagel, on behalf of Eagan High School, requested \$350 for miscellaneous expenses for their annual quilt show and lecture.

MOTION. Jean moved that we provide \$350 for miscellaneous expenses to the annual quilt show and lecture at the Eagan High School; Mary seconded the motion; the motion passed.

Grant request –MADD. They've asked for prizes for their fund-raising walk – "Walk Like MADD." The request doesn't seem to really fit our mission. If we do donate, we set a precedent. MADD makes quilts, though. Get information about their quilting efforts, and see if we can support them. Or request that they request a grant for a quilt-related project.

Grant request –Quilts of Valor. They've requested \$500 to purchase batting for their quilts. MQ gave \$250 last year.

MOTION. Jean made a motion that we give Quilts of Valor \$250 to purchase batting; Laura seconded the motion; the motion passed.

Grant request – Goldstein Gallery. Last year we gave them \$150. Wynn will ask them for more information about reasons why we should be members.

Merchandise. Will have recommendation to give some old stuff away.

Cleaning up *logo* (for generic merchandise). Wynn will work on a few revisions, and send out the revised options. We can vote on the final logo via email.

Strategic Planning. We went through the document; offered suggestions.

Feb 8 is the next meeting of the Strategic Planning group.

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

Updating *Employee Handbook* with Sandra. There are some gaps; maybe will add a non-compete clause. The handbook was last updated in 2008.

Facility Tour (St. Anthony Business Center; 3055 Old Hwy 8; St. Anthony) on Saturday, January 29, starting at noon.

Membership Director's Report (Carol Fisher).

Carol is asking for input from members who had lapsed memberships; Carol has gotten a little feedback. One member was appreciative of being contacted and being asked her opinion.

New Business. No new business.

President Yvonne Curran adjourned the meeting at 9:20pm. The next meeting of the MQ Board will be February 15, 2011.

Respectfully submitted,

Karen O'Brien

Secretary

Revised 14 March 2011

Notes published 1 February 2011

Attachment M-1. Motion to Award Grant to Bundles of Love.

MOTION: Via email on 12/21/10, Wynn Martin made a motion that we grant \$500 to Bundles of Love for quilt batting and cotton fabric. They use the funds to create quilts for babies in need. Karen O'Brien seconded the motion via email on 12/22/10. The motion passed by majority vote on 12/22/10.

MQ BOD members voted as follows:

Past President (Char)	yes	12/22
President Elect (Wynn)	yes	12/22
Secretary (Karen O.)	yes	12/22
Treasurer (Sandra)	yes	12/22
Operations (Jill and Mary)	yes	12/22
Membership (Carol)		
Education (Laura)	yes	12/22
Communications (Jean)	yes	12/22
President (in case of tie) (Yvonne)		

Attachment M-2. Motion to Award Grant to WDSE/WRPT in Duluth.

MOTION: Via email on 12/21/10, Wynn Martin made a motion that we grant \$1800 to WDSE/WRPT in Duluth to underwrite the broadcast of quilting programs on PBS 8 and 31. Karen O'Brien seconded the motion via email on 12/22/10. The motion passed by majority vote on 12/22/10.

MQ BOD members voted as follows:

Past President (Char)	yes	12/22
President Elect (Wynn)	yes	12/22
Secretary (Karen O.)	yes	12/22
Treasurer (Sandra)	yes	12/22
Operations (Jill and Mary)	yes	12/22
Membership (Carol)		
Education (Laura)	yes	12/22
Communications (Jean)	no	12/22
President (in case of tie) (Yvonne)		

Attachment M-3. Motion to Accept Karen Kopitzke as second Communications Director.

MOTION: At the January 6 MQ General Membership meeting, Sue Rutford made a motion that we approve Karen Kopitzke as the second Communications Director to the MQ BOD. Laura Nagel seconded the motion. Voting of the membership occurred on Thursday, January 6, and was continued on Saturday, January 8. The motion passed by majority vote on 1/8/2011.

Attachment M-4. Motion to (1) remove “end cap” as a vendor option (2011), (2) extend date of vendor paperwork/payments due to March 1, 2011.

MOTION: Jean Carr and Linda Wines had recommended changes to the vendor contract: (1) remove the term “end cap” as a vendor option in 2011, and (2) extend the date of vendor paperwork/payments due to March 1, 2011. Via email on 1/10/2011, Jill Schultz made a motion that we approve these recommendations. Jean Carr seconded the motion via email on 1/10/2011. The motion passed by majority vote on 1/11/2011.

MQ BOD members voted as follows:

Past President (Char)	yes	1/10
President Elect (Wynn)	yes	1/10
Secretary (Karen O.)		
Treasurer (Sandra)	yes	1/10
Operations (Jill and Mary)		
Membership (Carol)		
Education (Laura)		
Communications (Jean and Karen Ka.)	yes	1/10
President (in case of tie) (Yvonne)		

Attachment M-5. Motion to Recommend Against Requesting a Non-Compete Document.

MOTION: Via email on 1/10/2011, Yvonne passed along a recommendation from committee that we do not try to have Linda L. sign a non-competite document on leaving her work with MQ. Char Wenger made a motion that we accept this recommendation on 1/10/2011. Jill Schultz seconded the motion via email on 1/10/2011. The motion passed by majority vote on 1/11/2011.

MQ BOD members voted as follows:

Past President (Char)	yes	1/10
President Elect (Wynn)		
Secretary (Karen O.)		
Treasurer (Sandra)	yes	1/10
Operations (Jill and Mary)		
Membership (Carol)		
Education (Laura)	yes	1/11
Communications (Jean and Karen Ka.)	yes	1/10
President (in case of tie) (Yvonne)		

Attachment M-6. Motion for a Revised MQ Logo.

MOTION: Via email on 1/27/2011, Laura made a motion selecting an MQ logo for selected show merchandise for this year's show. This version has "MINNESOTA QUILTERS" in all capital letters in the border surrounding the logo. Sandra seconded the motion via email on 1/27/2011. The motion passed by majority vote on 1/27/2011.

MQ BOD members voted as follows:

Past President (Char)	yes	1/27
President Elect (Wynn)		
Secretary (Karen O.)		
Treasurer (Sandra)	yes	1/27
Operations (Jill and Mary)	yes	1/27
Membership (Carol)		
Education (Laura)	yes	1/27
Communications (Jean)	yes	1/27
President (in case of tie) (Yvonne)		

Attachment M-6a. Revision to previous motion concerning revised MQ logo.

MOTION: Revisions were made to the interim MQ logo (the “MINNESOTA QUILTERS” was centered; the “est 1978” was removed). Via email on 2/11/2011, Wynn made a motion selecting this revised MQ logo (3-color and 2-color versions) for use on two merchandise items for the 2011 show. Char seconded the motion via email on 2/11/2011. The motion passed by majority vote on 2/14/2011.

MQ BOD members voted as follows:

Past President (Char)	yes	2/14
President Elect (Wynn)		
Secretary (Karen O.)	yes	2/13
Treasurer (Sandra)		
Operations (Jill and Mary)	yes	2/11
Membership (Carol)		
Education (Laura)		
Communications (Jean and Karen Ka.)	yes	2/11
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.
37	Educ/Linda Wines/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	Yvonne/Apr2010	Review bylaws; do research to bring them in line with accepted practice for bylaw change.	
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.
47	Ops/FinRet	Start process to find alternative organizational space.	Completed. 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.	Completed.
51	Comm/FinRet	Provide information to membership about accessing publications (website, newsletter, directory, show reports, etc.) online.	
52	Sandra/FinRet	Research payment of fees for our merchant services account.	In process. US Bank and 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	Karen+Kathleen/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.
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.	This was done with December 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	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.	
94	Karen O./Dec2010	Textile Center Liaison will report on the Community Forum meeting regarding parking at the Textile Center.	In process.
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.	
99	BOD/Dec2010	Review and update BOD job descriptions. This is an action item for all current BOD members.	
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.	
102	BOD/Jan2011	Find volunteer to keep track of show reports going forward. Could the show secretary be responsible for them?	
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.	