

MQ Board of Directors Meeting

Date: June 28, 2011

Board Members Attending:

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

Staff Attending:

Guests:

Karen Kopitzke

Board Members Not Present:

Mary Pozzini

Location: St. Lawrence Catholic Church (proposed new MQ location)

President Yvonne Curran called the meeting to order at 5:42pm.

Interim Treasurer.

MOTION. Vote to approve Mikki Peine as Interim Treasurer. Mikki has agreed to act as such through fiscal year-end (September 30, 2011). Wynn made the motion to approve Mikki; Jean seconded. If we need her to, will fill rest of term. Motion passed.

St. Lawrence site tour.

The Board toured the St. Lawrence facility with church representatives. The Board saw the designated MQ classroom; we met in the room that will serve as our office. We will have locked storage area near the meeting space. Meeting space has a PA system, and is equipped with chairs and tables.

Following the tour, various questions and issues concerning the location were discussed.

Action Item: Find resources to help move the MQ library to whatever new location we find. This can involve applying for a grant, obtaining library software, possibly establishing union catalog with the Textile Center. Laura will take this task on.

MOTION: Jean moved that Jill bring our questions and a counteroffer for MQ's move to the St. Lawrence site to our Realtor and the church; Carol seconded the motion; the motion passed.

Note: See motion regarding the St. Lawrence negotiating in Attachment M-1. This motion was executed via email.

Employee Job Descriptions.

Timeline. MQ is opening three permanent employee positions; the current temporary employees are welcome to apply for the permanent jobs. For all positions, we will post openings for a week. Applications will be due by July 11; interviews will be done on July 14. Mary and Karen Kopitzke will participate in the interviews. Applications will be sent around and the BOD will rank them.

Holiday Pay. Policies should be in the Employee Handbook (Mary is currently working on revisions). Half-day pay on holidays. Personal Time Off (PTO) of 5 days, given upfront. No accrual—use it or lose it. For new employees, prorate it; if existing employees, give it to them right away. No compensatory time will be given.

“Office Manager” title will be changed to “*Administrative Assistant.*” The rate of pay will remain \$12; 30 hours per week. The Administrative Assistant job will require use of Cvent (after adequate training is provided).

Show Coordinator. We do need a show coordinator. Project management software is recommended.

Job will be changed from “Show Coordinator” to “*Show Director.*” The Show Chairs will report to the Show Director; the Show Director will report to the President of the BOD. The Show Director will make sure that the necessary work is getting done. Will still attend the BOD meetings; will still not be a voting member. Show Chair’s position needs to be more well-defined. This change in responsibilities entails more work, more hours needed, maybe 40 hours a week. We will make this a salaried position (from \$20/hr to \$41,600/yr).

Action Item: Provide a pay-as-you-go phone for use by Show Director for long-distance calling.

Employees should turn in their time accounting when specified by our payroll processor. It is their responsibility to do this in order to receive their paychecks.

MOTION. Karen Kopitzke moved that we follow the following procedure to approve the revised Job Descriptions: (1) Yvonne will makes changes to the employee Job Descriptions as discussed at this BOD meeting; (2) Yvonne will send them out for review by email; (3) the BOD will review the job descriptions and offer any corrections or changes; (4) once informal consensus is reached, the Job Descriptions will be considered approved. Wynn seconded the motion; the motion carried. This motion covers all three job positions.

Secretary’s Report (Karen O’Brien).

Will approve May minutes and Annual Meeting minutes next month.

New Business.

Photography policy. Laura presented policies from several quilt guilds. We stated our policy in the Show Book but perhaps we need to publish it more prominently at the show and in our other publications and website. There is some feeling that we need to reestablish a committee for publicity for the upcoming show(s). The photography policy can be part of their work.

President Yvonne adjourned the meeting at 8:55pm. The next meeting of the MQ Board will be July 14, 2011, beginning at 5:30pm.

Respectfully submitted,

Karen O’Brien
Secretary

Rough draft published July 13, 2011

Final draft published 14 October, 2011

Attachment M-1. Motion to Form a Committee to Negotiate the Lease for the St. Lawrence site.

MOTION: Via email on 7/7/11, Jill Schultz made a motion that Jean Carr, Char Wenger, and she form a committee to negotiate the lease for the St. Lawrence location with the assistance of Martha Eaves, our attorney in this matter. Karen O'Brien seconded the motion via email, also on 7/7. The motion passed by majority vote on 7/8/11.

MQ BOD members voted as follows:

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| Past President (Char) | yes | 7/7 |
| President Elect (Wynn) | yes | 7/7 |
| Secretary (Karen O.) | yes | 7/8 |
| Treasurer (Mikki) | | |
| Operations (Jill and Mary) | yes | 7/7 |
| Membership (Carol) | yes | 7/8 |
| Education (Laura) | yes | |
| Communications (Jean and Karen Ko.) | yes | 7/12 |
| 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. |
| 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. | 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. | |
| 52 | Sandra/FinRet | Research payment of fees for our | In process. US Bank and |

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| | | 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). | In the MQ 2011 show book; needs to be other places? |
| 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. | |
| 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. | Completed. Results? |
| 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. | |

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| 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. | |
| 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. |
| 116 | Laura/Apr2011 | Laura will review and revise the general faculty contract in light of changes made to the show faculty contract. | |
| 117 | Linda/May2011 | Determine if there are existing written procedures for money-handling at the monthly meetings. | |
| 118 | Karen Ko./May2011 | Determine if it is possible to put the faculty contract on Cvent. | |
| 120 | Martha Eaves/May2011 | What does the contract say about the consequences of faculty "not showing up"? | |
| 121 | Yvonne/May2011 | Deal with the Quarterly Volunteer Drawing incident. | |
| 122 | Laura/June2011 | Find resources to help move the MQ library to whatever new location we find. This can involve applying for a grant, obtaining library software, possibly establishing union catalog with the Textile Center. | |
| 123 | Ops/June 2011 | Provide a pay-as-you-go phone for use by Show Director for long-distance calling. | |