

MINNESOTA QUILTERS BOD MEETING MINUTES
Tuesday, JANUARY 15, 2008
Meeting held at MQ Office, Textile Center, Minneapolis, MN

Attending: Linda Wines, Mary Brandt, Debbie Craig, Kathie Simon Frank, Paula Gaboury, Linda Lysdahl, Becky McPeck, Miki Peine, Pam Ronan, Sue Sandager, Patty Von Arx, Char Wenger, and Cindy Wilson.
Absent: Kathleen Winters.

Linda Wines called the meeting to order at 6:25 pm.

Linda Wines passed the volunteer form around for everyone to account for volunteer time spent.

Roll Call and Minutes

The roll was called. Since not everyone had a chance to review the corrections to the December minutes, they were continued until the January meeting. Kathie Simon Frank was asked to forward the corrected December minutes to everyone for review along with the January minutes. Both will be considered for approval at the February 19th BOD meeting.

Financial Report

Linda Wines introduced Miki Peine, the new treasurer. She comes to us with non-profit experience. We welcomed her to the Board and look forward to her official appointment once her background report has been received.

Three representatives from Boyum and Barescheer, MQ's auditors, came to report on the audit. [NOTE: I didn't get the names of the auditors who visited our meeting—can someone provide the names, please?] Mr. XXX said that there are no comparisons with other years in this audit, because no formal audit has been done in the past. Future audits will contain comparisons with previous years.

He suggested that MQ's balance sheet is very strong, but that MQ might want to invest some of its existing cash in CD's.

The Internal Controls section of the report contains new audit standards, which require more segregation of duties. More new audit standards are coming in 2008. MQ needs to get its finance committee in order to actively look at the organization's financials. Next year's audit will focus more on internal controls.

Organizations such as ours are not required to publish a monthly financial report. The auditors don't recommend putting the financial reports on the web. The requirement states we must have the financial report available in the office for people to look at. All that should be put on the web is our tax return and our 990T report. [NOTE: He said something about Guidestar.org and the fact that every 501 c (3) is on that web site. Should I put this in the minutes—does anyone understand how this fit in or how it works?] We need to report what non-cash benefits that members receive, like compensation. We have no problem if compensation is under \$600 [NOTE: is this per person or total for all members?] but, if it is over \$600 in a calendar year, we need to provide a 1099 tax form.

The auditors had a number of suggestions:

- 1) They believe we bought too much merchandise for last year's MQ show. We didn't sell all of it. What was left over, we donated (\$8000 worth) to a charitable organization. Their recommendation is to buy less by planning more. If there is merchandise left over, we should find a way to generate more income by selling it in a secondary market and thus recoup some of the expense.
- 2) Banquet income and expenses also shows a loss. The auditors think we need to generally review the financial performance of the annual quilt show.
- 3) We also should create an investment policy. We can use the cash that is lying around to invest in the money market or Triple A bonds, for example. The finance committee, when it is active, can

look into this. Morgan Stanley can also advise us about the organization's finances. Boyum and Barescheer can give us some sample policies. If decisions are made about investing differently than what was approved in the past, we need to document those changes in the minutes of the Board of Directors meetings.

- 4) We should segregate expenses by program—shows, meetings, MQP, etc.
- 5) We should plan how indirect expenses are allocated to the budget and accounting reports.
- 6) We can have taxable unrelated income. However, we should focus on selling items directly related to the organization's mission (e.g., items should have the MQ logo and be related to quilting within our organization). Unrelated business results in tax owed.

MOTION: Sue Sandager moved to accept the financial statements through September 30, 2007 as presented by the auditors. Pam Ronan seconded the motion. Motion carried unanimously.

Action item: Linda Wines reported that the finance committee hasn't met yet. The following issues are deferred until the February Board of Directors meeting, by which time it is hoped the finance committee will have met.

1) One of the concerns was about the expense of the banquet at the annual show. Linda Wines suggested that we should consider all show expenses, not just the banquet expenses.

2) MQP amended their income for their budget but not their expenses. Linda Wines will ask them to look at their whole budget and amend it accordingly. Once the office receives the budget, Becky McPeck is asked to amend the 2007-8 MQ budget accordingly.

3) Who can charge on the MQ credit card, sign MQ checks, and charge at Kinkos? We need a policy clarifying this.

Operations Committee Report (Sue Sandager and Char Wenger)

Action item: Sue and Char will put the quilt stand policy into the newsletter. This will state who can use the quilt stands and where they can be used.

Action item: Linda Wines will write an article for the newsletter about parking when visiting the Textile Center.

Action item: Cindy and Pam Ronan will make changes on the parking survey on the web and get it ready for members' responses.

Sue Sandager reported that she had phoned 165 people who did not renew their memberships in MQ. She spoke with 39 of them. Some had merely forgotten to renew. It was suggested that there be a note in the newsletter for members to check their label for renewal date. MemberClicks is set up to send a reminder to members 60 days ahead of membership renewal deadline, 30 days ahead, and 1 week ahead. Perhaps this will help people remember to renew who would otherwise let their memberships lapse.

Volunteer Coordinator: Sue Sandager has a lead on a volunteer coordinator. She is pursuing the issue to see if the person is interested.

Action item: Sue Sandager and Char Wenger will write a job description for the position of Volunteer Coordinator.

Outstanding Volunteer: This award is intended for a person who has been an outstanding volunteer in the past year (2007) and to acknowledge their contributions over the years. We want to consider Karen O'Brien and Doris Kraemer for this award.

Action item: The Board of Directors was asked to send names they want to nominate for Outstanding Volunteer to Char Wenger by e-mail before the February Board meeting. The Board of Directors will vote on the Volunteer of the Year at the February Board meeting.

Mileage reimbursement standard is dictated by federal policy for organizations whose volunteers request mileage reimbursement for organization-related business.

Action item: Sue and Char will write up the mileage reimbursement policy for the next newsletter.

One vendor for the show indicated, when s/he received the contract for the 2008 show, that s/he had no liability insurance for her business, Nifty Thrifty Dry Goods. Is this required? Pam Ronan thought it was required of all vendors without exception.

Action item: Linda Lysdahl will look into this.

Communications Committee Report (Pam Ronan and Cindy Wilson)

Pam Ronan and Cindy Wilson met with ViolaRae Kassing to discuss the look and editing of the newsletter and better ways to produce it and get it out in advance of the monthly meetings. They are hopeful that their meeting will make a difference in the quality of future newsletters. They have moved the newsletter deadline for submissions of articles to the first of each month to make it easier to meet the mailing deadline.

Action item: They will also publicize the new deadline on the web site.

The show committee has ordered 800 green plastic tote bags with the [MQ? Show?] logo on them. They cost MQ \$5 each and will sell for \$10 each at the show

MQ received a letter from the State Fair regarding their idea to have a category called "Quilt on a Stick." MQ will help publicize this opportunity for quilters to enter the State Fair.

MemberClicks is in good shape and there's been a good response from early show registrants. The registration system will open tomorrow (January 16th) to MQ members and on February 1st to the general public.

Education Committee Report (Patty von Arx and Debbie Craig)

Debbie Carig reported that Minnesota Quilt Project is in charge of the March meeting. Jennifer Chaverini will be the speaker.

The planning committee for Fall Getaway is considering a vendor for 2008. They will choose from a pool of vendors. They are charged with being sensitive to conflict of interest issues. The vendor who is chosen to be at the Fall Getaway should have no connection with any members of the planning committee.

Past President Report (Paula Gaboury)

The nominating committee will present: Sue Rutford for Education Director and Mikki Peine for Treasurer. Paula Gaboury is still working on finding a nominee for President-Elect.

Paula reported that Wendy Warfield, previously Treasurer of the MQ Board of Directors, is still in the hospital. Paula has plans to send a gift to Wendy from the Board. She'll be in touch with the Board before she sends it.

President-Elect Report (Mary Brandt)

Mary Brandt reported that she has received 3 and a half applications for the Doreen Speckman scholarship award. The half is one person who has never quilted at all.

Regarding the raffle quilt for 2009, Lori Allison has volunteered to design the quilt. Mary Brandt asked whether MQ has a policy governing the selection of a raffle quilt designer and/or piecer and/or quilter. Discussion followed with no clear conclusion.

Show Coordinator Report (Linda Lysdahl)

Linda Lysdahl has been researching large format printers that can be used for printing show posters and signage for the annual MQ show, thus saving MQ many dollars. The large format printer she has identified as most suitable is a Canon ImagePROGRAF iPF6100. Its cost is just under \$5000 including installation and training and a 5-year replacement policy. She recommends that MQ purchase this machine.

MOTION: Mary Brandt moved and Char Wenger seconded that MQ shall buy a large format printer, the Canon ImagePROGRAF iPF6100 from Loffler Sales, a local company. Motion carried unanimously. Linda Lysdahl was also authorized to purchase a service contract. Discussion followed about where to house the new printer. Linda Lysdahl said she would come into the office to rearrange space so the printer would not interfere with other office functions.

2008 Show Chairs Report (Pam Ronan)

Pam reported that a faculty member who was invited to attend the January meetings had asked for reimbursement of her mileage and was surprised at the small amount that was available. She thought she should get a higher cents/gallon than current standard reimbursement rates (14 cents per mile). It was agreed that those who are on MQ business will be reimbursed for mileage at fourteen cents per mile. This will be made clear in the future when MQ issues contracts for local speakers and/or teachers are invited or requested to attend particular functions. The teacher who requested mileage for the January 2008 meeting will be reimbursed at the 14 cents per mile official rate.

Unfinished Business

Action item: Linda Wines will begin the process of planning a Strategic Planning session, including considering who will facilitate it.

Badly needed are show chairs for the 2009 show. Duluth Guild members will be approached.

Linda Wines adjourned the meeting at 8:55 pm.

The next BOD meeting is Tuesday, February 19, 2008 at 6:30 pm with dinner beforehand beginning at 6 pm.

Respectfully submitted,

Katherine Simon Frank
19 February 2008

Corrections received:

From Pam Ronan, 2/4/08

1. Linda L's Action Item regarding Vendor Insurance Requirements: I thought it was decided that all vendors need to adhere to our contract requirements, no exceptions. Linda L. can confirm this. [Later, from Linda Lysdahl 2/4/08: All sponsors and non-sponsor vendors need to have current copies of their Liability Insurance on file. No exceptions.] [NOTE: Linda's findings will be recorded in Feb. BOD minutes]
2. Online Show Registration opened to *General Membership* Jan 16, it doesn't/didn't open to the general public until Feb 1. CORRECTED
3. I think the Preview Teacher's mileage was resolved by including it in the contract for local teachers in the future and paying the teacher who requested it this year @ \$.14 per mile. CORRECTED

From Char Wenger 2/15/08

One thing that I noticed needs to be changed is under the Operations Directors report - Volunteer Coordinator - Action Item - should read that Sue Sandager and Char Wenger (not Linda Wines) will write a job description for the position of Volunteer Coordinator. CORRECTED

Also for Volunteer of the Year - that reference should be changed to "Outstanding Volunteer" and the last sentence should read: We want to consider Karen O'Brien and Doris Kraemer. (delete "in future years"). CORRECTED

Still to be resolved: questions in financial report

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