

MINNESOTA QUILTERS  
BOD MEETING MINUTES  
Tuesday, NOVEMBER, 20, 2007

Meeting held at MQ Office, Textile Center, Minneapolis, MN

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

Meeting was called to order at 6:25 pm.

### **Roll Call and Minutes**

The roll was called. Corrected minutes were approved as presented.

### **Financial Report**

There is currently no treasurer on the Board.

Linda Wines distributed the Balance Sheet as of November 20, 2007, the Profit and Loss Budget Overview October 2007 through September 2008, Profit and Loss Budget vs Actual October 2007 through September 2008, Profit and Loss October 2007 through September 2008, and Profit and Loss Detail October 1, 2007 through November 16, 2007. BOD reviewed the financial reports and budgets.

**Action Item:** Linda Wines will post a job description for the MQ Treasurer with the Non-profit Council as well as on the MQ Web site. The position can be filled by a non-quilter. The National Association of CPAs will do some pro-bono work for MQ.

**Action Item:** The BOD is requested to turn in their hours monthly to Linda Wines. Linda will add an item to the agenda each month requesting these hours, that can be turned in either by e-mail or at the monthly BOD meeting.

The auditors from Boyum and Barendscheer will come to the MQ office to begin the audit on November 26, 2007. Paula said that they need information about registrations in 2006 MQ show classes. Becky will look for those numbers. Linda Wines said Becky could contact her for the information. Becky believes that the absence of a treasurer on the BOD may be an issue for the auditors, who are concerned about having a gap in the group's internal control. The 501 (c) (3) requirements state that financial reports of an organization must be available where members can review them. It was suggested that we publish the financial reports in each month's MQ newsletter. Alternatively, a small item in each newsletter might call members' attention to the availability of the financial reports in a notebook in the MQ office. We could also post them on the MQ web site for one year after the audit is finished. We could include a small item once a year about the year-end financial report.

**Action Item:** Pam Ronan and Cindy Wilson will talk with the newsletter editor about including in the newsletter each month an announcement that the financial report is available in the office and on the web site. In the office, Becky McPeek will provide reports showing the organization's full financial information to those who contact the office.

A discussion followed regarding specific items on the budget as presented earlier.

The budget for grants is \$10,000 and has not changed from last year to this.

It was requested that the MQP (Minnesota Quilt Project) item be moved from its special classification to General Operating expense.

**Action Item:** Linda Wines will talk with MQP regarding their budget items 4700-4710-4720-4730. Linda Wines will also generally oversee the MQP as part of her responsibilities.

Explanation: the \$25,000 budgeting deficit includes the MQ show budget.

Mary Brandt suggested that the Doreen Speckman scholarship item should have a line in the budget. The general consensus of the board was that this scholarship is part of show expenses and should not be a separate item in the MQ budget.

**MOTION:** Mary Brandt moved and Paula Gaboury seconded that the budget be accepted as presented. The motion carried unanimously.

A discussion followed about the necessity of grants to help with MQ expenses. Linda Lysdahl will seek a grant to help cover the \$25,000 shortfall. Linda Lysdahl provided some information about grants. She said that to apply for grants, MQ needs a budget, which is usually requested as part of grant applications. She suggested that the BOD consider grant writing as something to discuss during MQ's strategic planning. At the December 2007 BOD meeting, we will discuss how to do a strategic plan and begin to plan for it. Question raised: Do we also need to state annual objectives and goals? The discussion did not result in answers.

### **Operations Report**

Char Wenger said that MQ had 5 quilt stands but that 1 is now broken, 2 are missing, and 2 are on loan now to Yvonne Curran. Action item: Char Wenger will write up a policy regarding the use and loan of quilt stands to include in the MQ manual. The policy will be: quilt stands are for the use of MQ meetings and events and for MQP. The stands may not be borrowed by other groups. The stands will be kept locked in the Textile Center basement with other MQ storage. The will have to be checked out and back in by Operations Directors or Education Chairs—currently Sue Sandager, Char Wenger, Patty Von Arx, or Debbi Craig. The quilt stands are not to leave the Textile Center unless they are used at the show.

**Action Item:** Char will write up the policy to put into the newsletter. She will look into replacing 3 of the quilt stands at \$125- \$150 each.

Char Wenger reported that MQ is covered by general liability insurance. MQ does have Director and Officer insurance. Insurance also protects the organization's members.

Char Wenger attended a workshop regarding volunteers working in organizations. She handed out a sheet showing essentials that should be in place for organizations using volunteers. It has been proposed that MQ have a Volunteer Coordinator. This person would come under the Operations Director's responsibilities. A volunteer policy protects volunteers, gives them guidelines, and clarifies accountability. There is help available for \$300 per hour for up to 20 people if we wanted a person to talk with MQ about how to help our organization work with its volunteers more effectively. The BOD agreed to discuss these matters further at a future meeting. Patty von Arx said she would talk with Yvonne Curran, day meeting coordinator, regarding issues that come up when working with volunteers.

Char Wenger asked who the Volunteer of the Year would be for 2008. Members will be given a chance to nominate candidates for this award which is given at the April meeting each year.

**Action Item:** Char Wenger will write an article for the newsletter inviting members to submit nominations.

Parking issues continue to concern the BOD and affect attendance at meetings. Some BOD would like to see a survey that would query members' opinions about parking at the Textile Center. Perhaps we can raise the question to members on MemberClicks on the internet, as well.

**Action Item:** Linda Wines will contact Kelly Willis, the MQ representative on the Textile Center council, to find out what, if anything, the Textile Center is doing about improving the parking situation for students, volunteers, visitors, and meeting attendees of various guilds. Linda Wines will also write an item for the MQ newsletter stating that the BOD is addressing the parking issues, looking at parking options, and announcing that a survey regarding this issue will be forthcoming.

**Action Item:** Kathie Simon Frank will pursue contact with the area's city councilman to talk about possible alternatives for removing the Saturday morning one hour parking limits on University Avenue and putting in a crossing light and/or pedestrian crossing at SE Arthur and University Avenues.

**Action Item:** Sue Sandager will be asked to contact lapsed members to find out why they have discontinued their involvement in MQ.

**Action Item:** Cindy Wilson will look into the possibility of putting a parking survey on MemberClicks with a door prize offered as an incentive.

### **Communications Report**

Cindy Wilson reported on MemberClicks. There will be a drawing for VIP registration for the 2008 show chosen from the pool of members who provide their e-mail addresses, which we need to make MemberClicks effective. She also reported that she and Pam Ronan and making progress on getting on-line registration operative on the web site.

### **Education Report**

Patty von Arx and Debbie Craig reported that plans for the holiday brunch are well underway. Regarding the Fall Getaway, they feel confident that all those who attended the Fall Getaway and were sent home early due to a power outage have received their refunds from MQ.

### **President-Elect Report**

Mary Brandt had no business to report.

### **Show Coordinator Report**

Linda Lysdahl distributed an updated list of those vendors willing to sponsor the show at various levels from \$500 to \$1500. Four vendors will give \$1500 and will be able to rent one to four booth spaces. This Diamond Level is new for the 2008 show. Good news is that the dollar amount of support from prospective 2008 show vendors is up by about \$6000 over the 2007 total.

Linda also reported that teacher contracts are arriving.

### **2008 Show Chairs Report**

The BOD was asked to vote whether they liked green or clear plastic for the 2008 show shopping bags. The green bags would be printed with the MQ logo in white.

**MOTION:** Char Wenger moved and Patty von Arx seconded that the Show Committee order green plastic bags. Mary Brandt moved and Kathie Simon Frank seconded that the Show Committee order clear bags. A discussion followed regarding the pros and cons of the various colors. When the question came for a vote on the motion for green bags there were 4 ayes, 1 nay, and the remainder abstained. The motion for green bags carried.

Non-judged quilt chairs are hoping to put woven labels on each submitted quilt. This would not be a ribbon, but a label showing that the quilt had been entered into a show. The labels will cost \$300. The non-judged quilt chairs are trying to find ways to encourage more quilts to be submitted into the non-judged category.

**MOTION:** Char Wenger moved and Cindy Wilson seconded that the Non-judged quilt chairs come up with woven labels that could be purchased for under \$400. Motion carried with a vote of 1 nay, the remainder ayes. Non-judged quilt chairs will be asked to get feedback about how non-judged quilt entrants like/ don't like/ don't care about having a woven label as a memento of their entry. It was also suggested that the chairs send each entrant a label upon acceptance of their quilt so it might be sewn on before the quilt is delivered to the show.

## **Unfinished Business**

Paula Gaboury announced that she needed to appoint a nominating committee to fill five positions for 2008: president elect, operations chair, education chair, communications chair, and treasurer. The nominating committee is composed of 2 past board members, and 2 people who have never been on the board. Gail Hanson, and Renay Leone were suggested for the past-board members; Dawn Rank was suggested as one of the two who had never served on the board. Paula will pursue the composition of this committee.

The BOD discussed the notion of appointing a Door Prize Chair who would be in charge of getting door prizes for all MQ events: Fall Getaway, Holiday Brunch, Annual Show and Conference, and monthly meetings. Everyone agreed that it was a good idea to have door prizes solicited from one source rather than having each separate committee scrounging for door prize donations from the same vendors over and over. The Door Prize chair(s) for each show year will be responsible in the future for getting door prizes for the show, meetings, Fall Getaway, and the Holiday Brunch. This will be added to the Door Prize Committee responsibilities.

Linda Wines adjourned the meeting at 8:40 pm.

The next BOD meeting is Tuesday, December 18, 2007 at 6:30 pm. Dinner at 6 pm will be pizza.

Respectfully submitted,

Katherine Simon Frank  
Corrected draft: 18 December 2007