

MINNESOTA QUILTERS BOD MEETING MINUTES
Tuesday, DECEMBER 18, 2007
Meeting held at MQ Office, Textile Center, Minneapolis, MN

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

Meeting was called to order at 6:25 pm.

Roll Call and Minutes

The roll was called. The BOD discussed several items from the November minutes.

First item corrected: the Door Prize co-chairs for the show will solicit door prizes for all MQ events—the show, meetings, Fall Getaway, and Holiday Brunch. The description for the Door Prize show co-chairs will be amended to include this responsibility. Requests for door prize donations will be made through the newsletter, solicitation letters to vendors once a year, and announcements at monthly meetings. Door prize chairs will work with chairs for special events (Fall Getaway and Holiday Brunch) and Education Co-Directors (meetings) to determine how many door prizes are needed for each event.

Second item: the auditors commented that 501 (c) (3) organizations do not need to publish financial reports each month. Rather, the organization's audit reports need to be available for the public to view.

Sue Sandager moved to accept the corrected minutes. Patty Von Arx seconded the motion. Minutes were approved as corrected.

BOD Volunteer Hours

Linda Wines told Board members that beginning in January 2008, she will circulate a form at the monthly Board meeting on which people can record how much time they volunteered the previous month as a Board member.

Action Item: Linda Wines will make up a form and pass it each month so BOD members can report their hours..

Financial Report

Finding a treasurer: There is currently no treasurer on the Board. Linda Wines reported on the progress toward finding someone to fill this position. There was no response from MCNP to MQ's announcement of the vacancy. Currently there are two applications from individuals interested in the position.

Action Item: The Finance Committee will look over the applicants' materials and talk with them. For now Linda Wines and Mary Brandt will serve as the Finance Committee. They will start the process of getting a background check from Orange Tree on the candidates for Treasurer and will check the applicants' references.

Action Item: They will convene the Finance Committee to interview the two applicants. Linda Wines will investigate who is to serve on the Finance Committee and she will inform the BOD by e-mail of her findings.

The audit: Becky McPeek and Paula Gaboury presented a handout of the preliminary final report from Boyum and Barends, which they will present at the January Board meeting. Becky stated that there will be no comparison between MQ's 2006 and 2007 audits. This year, the auditors examined the actual numbers in our budget, and next year they will look very closely at internal controls.

Action Item: Linda Wines will invite the auditors to attend the beginning of the January 15th meeting to present their report. Board members will receive an advance report so that they have time to review it before the meeting.

The auditors had two areas of concern: the first was the show banquet and the second was show merchandise. Apparently, we give complimentary meals at the banquet, but we don't keep track of how many we give and the banquet shows a deficit. We have surplus show merchandise that we give away afterwards. There may be other ways to handle the surplus.

Action Item: The Finance Committee should look at the Show banquet expenses and, particularly, complimentary tickets given for the banquet.

Board members are asked to read through the auditors' draft of their final report and pose their questions. Questions should be e-mailed to all Board members in advance of the next BOD meeting on January 15th.

Becky McPeek thanked the Board for dealing with all this detailed information.

Minnesota Quilt Project (MQP) items in budget: A question was raised about the MQP budget income. Gail Bakkom is not consistently asked to submit a budget on behalf of MQP. Discussion followed. **MOTION:** Paula Gaboury moved, and Debbie Craig seconded that in the proposed 2007-8 Budget, MQP class income should be reduced to \$50 (down from \$200), MQP book sales to \$200 (down from \$500) and fundraising to 0 (down from \$100). With \$200 in MQP appraisal costs, this would give MQP \$450 income for the 2007-8 year. Motion passed.

Action Item: Becky McPeek was asked to amend the 2007-8 budget accordingly.

Action Item: Linda Wines will ask Gail Bakkom for MQP budget expenses.

Who has authorization to spend MQ's money? There is some concern about who and how many people have authorization to sign checks, make purchases on the MQ credit card, and charge at Kinkos. Ideally all purchases should go through the office.

Action Item: The Finance Committee will

1) maintain a list of who is authorized to charge and where;

2) revise the list of people authorized to charge on the MQ credit card to include: Debbie Craig, Linda Lysdahl, Becky McPeek, and Linda Wines. Remove Gail Hanson and Paula Gaboury.

Action Item: The authorized people shall then meet at the bank to get the correct names recorded.

Paula announced that MQ's previous treasurer, Wendy Warfield, is in Abbott Hospital with lymphoma and would like to have visitors.

Action Item: The BOD will send something to her as a gift. Paula Gaboury will collect money and will e-mail requests and information to all Board members.

Operations Report

Quilt Stands: Char Wenger reported that all five quilt stands have been found and repaired. She will write up a policy about who is authorized to use the 5 MQ quilt stands. It is agreed that stands may be used for MQ meetings and by MQP members for their events, and their requests must go through the Operations Board member or through the daytime or evening chairs. In addition, the stands will be kept locked in the Textile Center basement with other MQ storage. They 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 about the use of quilt stands to put into the newsletter.

Parking: Linda Wines talked with Kelly Willis, MQ representative on the Textile Center's Council, who suggested that MQ support the Textile Center's attempts to find solutions for the difficult parking situation. It was suggested that she find out where the parking sites are and put that information on the MQ web site as well as publicize it in the newsletter. Another suggestion was that the Textile Center and/or MQ get permits for on-street parking for the Saturday mornings when there are meetings.

Action Item: Linda Wines will write an item for the February MQ newsletter and ask that the parking information be put onto the MQ web site.

Lapsed Member Survey: Sue Sandager will get the Lapsed Member survey ready.

Action Item: Sue Sandager will get the lapsed member list from Becky. She will personally phone everyone who is lapsed.

Parking Survey: Cindy Wilson can put the parking survey on the web site. She needs suggestions for questions to ask as well as possible responses to those questions.

Action Item: All BOD members are asked to log onto Memberclicks and look at the parking survey, then e-mail Cindy Wilson with feedback.

Information Item: Somehow the direct deposit for Linda Lysdahl's checks did not work properly, but the problem is now sorted out. Apologies were extended to Linda, as well as kudos for hanging in there during the worst of it.

Volunteer Coordinator Position and Volunteer Training:

Action Item: Sue Sandager, Char Wenger, and Linda Wines will get together to write the job description for the proposed Volunteer Coordinator.

Volunteer of the Year: Char put a request in the December newsletter for suggestions from the membership for Volunteer of the Year, which is awarded in April each year. It was suggested that when the BOD considers nominations, they include the names of people suggested for last year's award, as well as new nominations.

Action Item: The BOD is asked to think of names to nominate for Volunteer of the Year and to bring them to next month's meeting.

Action Item: Put this item on next month's agenda.

Volunteer mileage reimbursement rate: The IRS Bulletin states that volunteers for non-profit organizations should be 14 cents per mile. Employees for non-profit organizations got 48.5 cents per mile in 2007, and that is increased to 50.5 cents per mile for 2008. Volunteers can request reimbursement for mileage, or individuals can put this expense on their taxes as long as they have receipts.

Action Item: Linda Wines will put an item in the newsletter containing this information regarding mileage reimbursement.

Communications Report

Cindy Wilson reported that MemberClicks is ready with membership information and that everything is in line for show registration to start there at the beginning of January. Those who gave their e-mail addresses for the membership computer system were entered into a drawing at the holiday party and five names were drawn for VIP show registration. At the January meetings, names of five meeting attendees will be drawn for door prizes of VIP registration for the 2008 show.

Document Repository on the MQ web-site: Becky McPeek was asked to put the Policy and Procedures Manual on the BOD site. We hope that we will be able to search on key words by February or March 2008.

Newsletter: Cindy Wilson and Pam Ronan are working with ViolaRae Kassing, editor-in-training of the newsletter, to help her make improvements in the newsletter. There have been some complaints about its appearance. They are hopeful they can get better results next month.

Education Report

Patty von Arx and Debbie Craig reported that they want to evaluate the holiday brunch based on the feedback reports.

President-Elect Report

Mary Brandt is out of town. Helen Kelly received a book and CD and has generously donated them to the Textile Center library.

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 level, called 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

Linda Lysdahl reported on the options she is pursuing for buying a large format printer for printing signs for the show. It was suggested that Linda get a second bid from another company for the printer that she has identified. She was also asked to check on the cost of a service contract. This purchase could come from Capital Expenditures.

Show Report: All is well, and show operations are on target. Merchandise will be available for sale beginning at the MQ meetings in January.

Unfinished Business

Nominating Committee: Paula Gaboury is putting together 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 continue to talk to people who might serve on this committee.

Strategic Planning and Grant Pursuit: Linda Wines will form a committee to propose plans for a strategic planning session. That committee will come back to the BOD with their report. One question to answer is whether we want to pursue grants. Another question to consider is who might facilitate the strategic planning session.

Linda Wines adjourned the meeting at 8:34 pm.

The next BOD meeting is Tuesday, January 15, 2008 at 6:30 pm.

Respectfully submitted,

Katherine Simon Frank