

MINNESOTA QUILTERS BOD MEETING MINUTES  
Tuesday, FEBRUARY 19, 2008  
Meeting held at MQ Office, Textile Center, Minneapolis, MN

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

Linda Wines called the meeting to order at 6:30 pm.

Linda Wines circulated the volunteer accounting form so everyone could record their volunteer hours.

### **Roll Call and Minutes**

The roll was called. Kathie Simon Frank offered the corrected December minutes and the January minutes. Kathie reported on the corrections that Board members had sent via e-mail prior to the meeting and asked for further corrections. The corrections were noted. Mary Brandt remarked that it was customary for corrections to be offered at the meeting so that everyone could be aware of them. Kathie thanked Mary for that reminder of Roberts Rules of Order. Mary Brandt then moved to accept both the corrected December minutes and the amended January minutes. Pam Ronan seconded the motion. The motion passed unanimously.

### **Financial Report**

Treasurer Miki Peine was absent. Linda Wines reported that Miki plans to be in the MQ office at least one day each week to work with Becky and to sign checks. Miki is looking into the procedure for becoming eligible to sign checks. She will inform current check-signers when and/or whether she needs their help when it comes time for her to go to the bank to sign the papers. She will also consider the list of people who are eligible to charge on the MQ credit card and will present information to the Board when she has more information. Miki has also been talking to MQ's financial firms about MQ's investments and will bring more information the finance committee and Board about that.

Pam Ronan reported that \$90,000 has been collected in fees for the 2008 Show through MemberClicks registrations.

Linda Wines is to appoint the Finance Committee. She proposed the membership of the Finance Committee (see motion below). The finance committee should conduct an annual review of financial policy and procedures, among other responsibilities relating to MQ's money.

**MOTION:** Pam Ronan moved and Mary Brandt seconded that Linda Wines appoint a Finance Committee consisting of the following members: the MQ Treasurer as chair, MQ President, MQ President Elect, Operations Director, the Show Coordinator, and another member-at-large. Motion passed unanimously.

Discussion followed. **Action Item:** Linda Wines will ask Miki Peine to convene the committee. There will be an attempt to find a member-at-large who is knowledgeable about financial investments.

Char Wenger suggested that since several officers will now be serving on the Finance Committee in addition to their other duties, their job descriptions should be revised. **Action Item:** Linda Lysdahl said she would update the descriptions. **Action Item:** Miki Peine will put a notice in the April newsletter asking individuals interested in serving on the Finance committee to come forward.

The question was raised, who can be a second signatory on show check requests? Mary Brandt raised the point that MQ's By-laws should be revised since we now have a Business Manager and a Show Coordinator, who were not part of MQ's structure until recently.

**MOTION:** Pam Ronan moved and Debbie Craig seconded that the Show Coordinator be given approval authority for show check requests unless there is a restriction in the By-laws about this. Char Wenger offered an amendment that Mary Brandt check out the By-laws and MQ policy to make sure they don't

preclude the Show Coordinator acting as a second signatory on check requests. Pam Ronan accepted the amendment. Motion passed unanimously.

### **Operations Committee Report** (Sue Sandager and Char Wenger)

Sue Sandager and Char Wenger reported that the quilt stand policy will appear in the next newsletter. This states who can use the quilt stands and where and when they can be used.

They also reported that Linda Wines has written an article about parking for MQ business and meetings, stating that there will be a discussion in the future about parking issues on and near University Avenue.

Cindy Wilson reported that the parking survey is available. She will send an e-mail to the membership, asking them to respond to the survey. **Action Item:** Kathie Simon Frank will contact Deb Clark at Pratt School to further investigate the possibility of parking in the Pratt School lot, accessible from Orin Avenue near Malcolm Avenue SE, about a block east of the Textile Center.

**Action Item:** Cindy Wilson will e-mail the Board of Directors with information about how to access the Contact Center on MemberClicks.

Sue Sandager will add the revised Volunteer Coordinator job description to the policy and procedures notebook. She has found a volunteer coordinator: Marilyn Orlich.

**Outstanding Volunteer:** This award is intended for a person who is a member of Minnesota Quilters, Inc.; not a current board member; someone who, in the past year, has given outstanding service in terms of time, project(s) completed and upholding the mission of Minnesota Quilters. Any Board Member or member at large may nominate a person for Outstanding Volunteer. The OV will be introduced and honored at the April meeting with a plaque or certificate and several gifts. The OV and the Quilter of the Year will both receive free banquet tickets at the annual show and will be introduced at the show banquet. After checking the January 2007 BOD minutes, it was determined that the Outstanding Volunteer is given a one-year free membership in MQ, a \$50 gift certificate at a quilt shop of her/his choice, and a plaque. And her/his name is engraved on a plaque to be hung in the MQ office.

Seven individuals were nominated to receive Outstanding Volunteer for 2007. They were Wendy Warfield, Karen O'Brien, Doris Kraemer, Martha Eaves, Jean Loken, Linda Kosfeld, and Jane and David Shattuck. After a paper ballot, Karen O'Brien was selected.

**Action Item:** Linda Wines will notify Karen O'Brien of this honor.

**Action Item:** Linda Wines will purchase the plaque to hang in the MQ office that lists each year's Outstanding Volunteer. She will get brass plates engraved with the names of 2006 OV: Joann Holzeknecht, and 2007 OV: Karen O'Brien.

**Action Item:** Patty von Arx will write an article for the May newsletter about Karen O'Brien and her service to MQ.

**Action Item:** Sue Sandager will get a gift certificate for her from a quilt shop.

**Action Item:** Linda Lysdahl will make up the certificate that will be given to Karen O'Brien using wording provided by Char Wenger and Sue Sandager.

### **Communications Committee Report** (Pam Ronan and Cindy Wilson)

Pam Ronan and Cindy Wilson said that the deadline for the MQ newsletter is now established at the first of each month. Note will be made of this in the newsletter. This change will make it easier to meet the mailing deadline.

### **Education Committee Report** (Patty Von Arx and Debbie Craig)

**Motion:** Patty Von Arx moved and Pam Ronan seconded that the MQ President, President Elect, Past President, and Treasurer be authorized signatories on contracts.

Patty Von Arx asked whether she should reserve the auditorium for meetings through calendar year 2009. The BOD approved her doing that, acknowledging that discussions about the future residence of MQ

in the Textile Center building would be taking place while the difficult parking situation is considered and solutions sought.

### **President-Elect Report (Mary Brandt)**

Mary Brandt asks all Board members to send their vote to her for the most worthy applicant for the Doreen Speckman scholarship award.

Mary Brandt received a request from Laura Nagel asking for \$550 to help support a quilt show at Eagan High School March 3 to 20<sup>th</sup>. **MOTION:** Mary Brandt moved and Cindy Wilson seconded that Minnesota Quilters fund Women's History Month, Eagan High School Quilt Show in the amount of \$550. Motion passed unanimously. A check will be sent in care of Laura Nagel.

Sue Sandager said that people who apply for grants from Minnesota Quilters should be required to have a membership in Minnesota Quilters. The membership form is on the web.

### **Past President Report (Paula Gaboury)**

Paula Gaboury reported that Char Wenger has agreed to serve as President Elect on the slate of officers for 2008-9.

### **2008 Show Chairs Report (Pam Ronan and Kathleen Winters)**

Pam reported there are 498 registrants to date, including 5 from France. Twelve classes are already sold out. Fat Quarter stroll passports are popular, as 118 have been sold. Pre-sold to registrants: 25-30 green plastic totes, 23 tee shirts, and 50 challenge packets. People were registering at the rate of 10 per day during January, and registrations continue in February at 4 per day, on average.

Robert Kaufman Fabrics, Inc. generously donated the attractive design on printed tags for the Fat Quarter Stroll. Each piece is rolled and tagged and tied with the ribbon.

Sandi Irish designed a limited run of fabric especially for the theme of our show "Quilted Jewels". The Board talked about how many bolts of the fabric we want to order. Participants in the Fat Quarter Stroll will receive a fat quarter of this fabric. Additional yardage, in whole yard pieces, will be sold at the show merchandise table at approximately one to two dollars less than retail. This plan still must be finalized. The special "Quilted Jewels" fabric might be available after the sale in quilt shops, depending on how much is sold during the show in Rochester. Having this unique fabric by a member of our own guild is a great coup for us. Sandi Irish will receive acknowledgement for her work.

In addition to all the quilts, judged and non-judged, and special exhibits, there will be a Board exhibit, the 2008 Challenge exhibit, and the Raffle Quilt on exhibit. The Quilt-on-a-Stick exhibit will be located near the Information table.

### **Show Coordinator Report (Linda Lysdahl)**

Linda Lysdahl is working on 2009 show manuals for the upcoming committee.

The new printer is on order and should arrive soon. Linda rearranged the office to accommodate the new printer. There is ample space for it.

### **Other Business**

Kathleen Winters reported that all left-over 2007 show merchandise has been given away. Some was given to Home Free, a women's shelter; some to Bundles of Love, a project that supplies needs to new mothers and babies (they were thrilled to have the show bags); and Neighborhood House. They have sent Thank You notes.

Linda Wines and Mary Brandt are thinking about how to do a strategic planning session with the Board. They will propose a plan to the Board at the next meeting.

The Goldstein Museum at the University of Minnesota offered a complimentary membership to someone on the Board. Char Wenger was offered that membership and graciously accepted it. Linda Wines adjourned the meeting at 8:50pm.

The next BOD meeting is Tuesday, March 18, 2008 at 6:30 pm with dinner beforehand beginning at 6 pm.

Respectfully submitted,

Katherine Simon Frank  
14 March 2008

corrected 21 March 2008