

MINNESOTA QUILTERS corrected BOD MEETING MINUTES
Tuesday, June 17, 2008
Meeting held at MQ Office, Textile Center, Minneapolis, MN

Attending: Linda Wines, Mary Brandt, Debbie Craig, Kathie Simon Frank, Paula Gaboury, Linda Lysdahl, Miki Peine, Pam Ronan, Sue Sandager, Patty Von Arx, and Cindy Wilson. Others attending: Becky McPeek, Business Manager; Kathleen Winters, 2008 Show co-chair. Absent: Char Wenger.

Linda Wines called the meeting to order at 6:15 pm.
She circulated the volunteer accounting form for people to record their volunteer hours.

Roll Call and Minutes (Kathie Simon Frank)

Kathie Simon Frank offered the May 2008 minutes for corrections and approval.

Linda Wines asked for discussion about the e-mail vote regarding Gail Hanson's estimated expenses for her trip in July to Marion, Indiana to represent the Board of Directors of Minnesota Quilters, Inc. at the induction of Helen Kelly into the Quilters Hall of Fame in July. The question involved whether MQ would/could pay the full cost of Gail Hanson's actual cost of transportation if she drove, or whether we were limited to paying her the standard mileage for volunteers. After discussion, it was concluded that MQ would pay Gail Hanson's actual expenses, including full mileage and tolls, for her trip to the Quilters Hall of Fame.

Linda Wines, wearing her 2009 Show Co-chair hat, also asked that a second matter handled on e-mail be noted in the June BOD minutes. This business was conducted by e-mail on June 5, 2008:

MOTION: Cindy Wilson moved and Debbie Craig seconded: Moved that we accept the prize money for 2009 MQ show challenge quilts as follows:

\$125 for First Place – Quilt;	\$75 for 2nd Place – Quilt
\$125 for First Place – 3D/Wearable	\$75 for 2nd Place – 3D/Wearable
\$125 for Viewers Choice	\$150 for Grand Prize (gift certificate to winner's favorite store, made by random drawing from all challenge entries)

Total Challenge Prizes \$675.00

Discussion: The proposed change from last year is an increase of \$25 to the Grand Prize. The change is proposed because we want to encourage those with packets to enter. The vote was taken. Motion passed unanimously on July 7, 2008 when the final votes came in from those who hadn't voted on June 5th and 6th.

Corrections to the minutes were noted. **MOTION:** Mary Brandt moved to accept the minutes as corrected. Miki Peine seconded the motion. The motion passed unanimously. Corrected minutes will be sent to all Board members via e-mail.

Financial Report (Miki Peine)

Miki Peine handed out a summary sheet of the June 9th meeting of the Finance Committee.

Miki Peine noted that there has not been much change to the balance sheet. She mentioned that banquet sales are below budget because of the large number of comp tickets and vendor tickets we give away.

For future shows, there is an in-kind form that we will need to file for all donations received by Minnesota Quilters for the show and other reasons (events, etc.). Beginning with the 2009 show, this will require more bookkeeping of donations for door prizes, especially, and will require that the door prize committee send letters to all donors (members, vendors, and other contributors) asking them to specify a dollar amount of their donation. The IRS specifies that this requirement will go into effect

with the 2008 fiscal year. The IRS is requiring more and more accountability from non-profits all the time; this is one place where this accountability will affect MQ and the annual show.

ACTION ITEM: Miki Peine will send an example of the report form for donations to all board members so they can understand what will be required.

Linda Wines raised a question about who decides what the cost of the 2009 challenge packet would be (those that will be on sale at the 2008 show). She said that the price of fabric had gone up, but the price of the challenge packets had remained the same. Could she raise the price of the challenge packets even though some had already been ordered? The consensus of the group was that since the online registration site already had a price listed, if a person pre-ordered a packet during registration, the price would remain \$18. But the Challenge Packets on sale at the show could be priced at \$19 per packet.

The finance committee made their first transfer of money from checking into Morgan Stanley investments.

ACTION ITEM: The budget process is beginning. The preliminary budget is due by July 2nd. Board members were asked to send budget requests to Miki Peine by July 2nd.

Operations Directors' Report (Sue Sandager)

As a follow-up to last month's concern about the image of Minnesota Quilters, Inc. we want to send a message to all MQ members that when a person volunteers for Minnesota Quilters they represent Minnesota Quilters as an organizations and that they must treat everyone with respect. This applies to all meeting volunteers, as well as Board members and Show Committee members. Sue Sandager said that something would be written up to give to all volunteers reminding them to be considerate and respectful of others. This will help maintain MQ's good image and is just generally good public relations. Paula Gaboury said she would give some input to Sue Sandager and Char Wenger. The goal will be to write an article that will apply to all volunteers in all venues and situations.

Communications Directors' Report (Cindy Wilson and Pam Ronan)

Linda Wines announced read Pam Ronan's official letter of resignation as Communications Co-Director effective June 30, 2008. Yvonne Curran will replace Pam Ronan effective July 1, 2008. Linda Wines will notify Yvonne Curran of the Board's decision.

To show their appreciation for the contributions Pam Ronan has made to MQ over the past several years, the Board presented Pam with a wall quilt made from red and white blocks in a variety of patterns contributed by Board members and assembled, backed, and quilted by Patty Von Arx. Pam was visibly moved and thanked the Board profusely.

Linda Wines asked about the Public Relations marketing volunteer position for MQ that comes under the Communications Co-Directors. This job description exists in the Communications directors position description. Linda asked Cindy Wilson to submit a budget item for this position.

Linda Wines reported that after the show, as part of long-term planning, she would suggest that MQ add a volunteer position for liaison purposes. The person in this position would be in touch with small quilt guilds around the state to foster good relations between them and MQ.

It is suggested that all MQ Board members have business cards showing their board responsibility. Becky McPeek, business manager, and Linda Lysdahl, show coordinator, will put these together for the BOD.

After the surveys are collected at the show and the answers analyzed, the BOD will look at how MQ interfaces with the Textile Center and how MQ's liaison on the Textile Center committee represents MQ there.

It was suggested that Marilyn Orlich, MQ's new volunteer coordinator, put a sheet on each table at the banquet asking people to sign up who are interested in volunteering for MQ positions. We

can use the list of volunteers that Mary Hines put together of names of those volunteering at the MQ show in Rochester.

Education Directors' Report (Patty Von Arx and Debbie Craig)

In the job description for Education Directors, Patty Von Arx suggested eliminating special events and exhibits coordinator and, instead, substituting Fall Getaway event committee, Holiday Brunch chair and committee, and state fair demonstrations, each with a separate chair.

Mary Brandt said she is still collecting job descriptions from Board members. **ACTION ITEM:** Cindy Wilson was asked to send the job descriptions to all board members. Everyone is asked to review the job description for their board position, amend or edit it, and give it to Becky McPeck as soon as possible.

President-Elect's Report (Mary Brandt)

Mary Brandt said she was surprised that so few people/groups had applied for a grant from MQ. The grant application, which is on the MQ web site, begins: "Funding is for the benefit of Minnesota Quilters Inc. A majority of the applying organization's members must be Minnesota Quilters members." The BOD speculated that perhaps that is the reason we've received so few applications.

MOTION: Paula G. moved to strike the statement above from the beginning of the application. Sue Sandager seconded the motion. The question asking how many members are Minnesota Quilters members will be removed. Motion carried unanimously. Mary Brandt will write a new introduction to the application stating that funding is for the benefit of quilters in Minnesota. [Note: As of the writing of these minutes, the wording has been changed on the application to read: "Funds are for the use of quilters in Minnesota. Grants will be considered for the support of quilting education and quilt-related community projects in Minnesota."]

Past President's Report (Paula Gaboury)

Paula Gaboury mentioned that the nominations for the upcoming annual meeting election of Board of Directors members had fallen together very nicely. All nominees are very qualified people. Paula Gaboury will have ballots at the annual meeting on Friday, June 27th, and she will collect all the ballots cast at that meeting. Additional ballots will be collected at the next MQ meeting. Becky McPeck said she would have a membership list at the annual meeting for those members who come without their membership cards.

Show Chair's Report (Kathleen Winters and Pam Ronan)

Kathleen Winters reported that there are 622 quilts in this year's show. One vendor had to drop out due to illness. Pam Ronan thanked Linda Wines for creating 320 rods for hanging quilts.

Minnesota Quilters needs more quilt stands that work. They cost about \$160 each. Kathleen Winters suggested that MQ buy several new quilt stands to replace the broken ones we have now. The Operations Directors will put in a budget request for capital equipment to purchase 2 new quilt racks in 2008, two in 2009, and so on until all are replaced.

Pam Ronan announced that she bought 2 more ladders for the show. We now have four 6 foot ladders and we should buy another two 6 foot ladders in 2009 before the show. This will aid in getting the quilts hung more efficiently.

President's Report (Linda Wines)

Linda Wines said she will make up an agenda for the annual meeting.

Linda Wines gave her report about the 2009 Duluth show that she and Laura Nagel are chairing.

MOTION: Mary Brandt moved and Pam Ronan seconded a motion to approve the proposed vendor rates. Motion passed unanimously.

Linda Wines asked about the process for choosing Quilter of the Year. A request for suggestions is run in the August newsletter each year. The Board of Directors will select the next Quilter of the Year at the September Board meeting. There is a definition of the requirements for the selection of the Quilter of the Year in the notebook of information about the Board of Directors. S/he must live in Minnesota now, must promote quilting locally and nationally, and must have a significant body of work. The Quilter of the Year gets a honorary membership to Minnesota Quilters.

Show Coordinator's Report (Linda Lysdahl)

Linda Lysdahl announced that she had prepared a display board on which people can sign up for committee assignments for the 2010 show in St. Cloud.

She sent around a list of vendors who are sponsors for the Rochester show. Each sponsoring vendor will receive a bag of goodies. Each Board member was asked to sign up to deliver bags to their choice of four vendors, to sign a thank you card and to thank the vendors in person on behalf of the Board. Linda Lysdahl showed the filled bags.

Business Manager's Report (Becky McPeek)

Minnesota Quilt Project (MQP) has requested to have a table at every MQ meeting. This should not be a problem. They would like to be a visible presence so MQ quilters can register their quilts and MQP can publicize their desire that all quilts be registered.

Char Wenger and Becky McPeek will attend a Minnesota Council on Non-Profits (MCNP) workshop in St. Paul on July 10th on "Non-profit Essentials." This will be paid for with BOD development funds.

Other Business

None.

Linda Wines adjourned the meeting at 8:35 pm.

The next BOD meeting is Tuesday, July 15, 2008 at 6:30 pm with dinner beforehand beginning at 6 pm.

Respectfully submitted,
Katherine Simon Frank
13 July 2008
corrected 16 July 2008

Not part of the minutes—added on FYI

Board Business via e-mail:

By e-mail on June 5, 2008, Linda Wines wrote:

Although we do not have all of the prize money information for the 2009 Show ready for approval by the Board, we do need to get approval of the prize money for the 2009 Challenge category so that we can print the information in the rules that go into each Challenge packet we sell at the 2008 show.

I need a motion to accept the proposed prize money, a second, then discussion if anyone wants to discuss any of it, and then a vote. I'm hoping this is something we can do online and be completed by Monday so I can make any necessary changes and do the printing Monday evening after the Finance Committee Meeting.

Proposed Prize Money for 2009 Challenge:

1. Quilt / Wall Hanging
 - a. First Place \$125
 - b. Second Place \$75
2. Wearable Art or 3-D
 - a. First Place \$125
 - b. Second Place \$75
3. Viewers Choice (voted by show attendees) \$125
4. Grand Prize (gift certificate to winner's favorite store, random drawing of all entries) \$150

The only change from last year is an increase of \$25 to the Grand Prize – to encourage those with packets to enter.

Let me know if you would like any additional information. I look forward to hearing from you all!

Linda Wines

President &

2009 Show Co-Chair

6/5/08 11:35 am I mo[ve] to accept the prize money as noted below. If someone beats me to it, I will second or simply give my general approval.

Cindy Wilson (Communications Co-Director)

6/5/08/11:37 am I will second the motion.

Debbie Craig (Education Co-Director)

6/5/08 1:18 pm

Is there any questions or discussion? If not, either approve or disapprove.

Thanks.

Linda Wines

6/5/08 8:19 pm

I vote yes, can't find if I already did this, but, if not, here you go. Mary Brandt (President Elect)

6/5/08 9:40 pm

I approve. Char Wenger (Operations Co-Director)

7/5/08 12:15 am

I approve.

Kathie Simon Frank

7/6/08 9:51 pm

I vote yes.

Paula

7/6/08 11:32 pm

I approve. Sue Sandager

7/6/08 9:56 pm

ok that is 5 votes out of 7 (cuz pres. doesn't vote) so we do have a quorum, only Miki and Paula needed for unanimous vote since Pam, Patty and Sue are co-votes.

7/7/08 8:21 am

Hello,

I vote yes to the prize money for 2009.

Miki

7/13/08 6:09 pm

Hi Kathie,

In reviewing the Minutes, one spot says I was to send the job descriptions to all members.

I don't have the job descriptions, but what I was supposed to do is send all BOD members the website address for the BOD page, where the job descriptions would be posted by Becky, with my help.

I did send (actually, you sent the message for me while I was having e-mail issues) out the website address.

Thanks!
See you Tuesday!
Cindy

7/13/08 6:37 pm

Hi Kathie,

Me again....

I remembered that awhile back, Linda Wines had sent me the entire document and so I went ahead and posted that up onto the Board of Directors' page, at www.mnquilt.org/MQBoard/index.html so that everyone can have access to it if they need, prior to Tuesday's meeting.

Enjoy!
Cindy

7/13/08 7:36 pm

Hi All,

On the MQ Board website (www.mnquilt.org/MQBoard/index.html) is a link to the "Job Descriptions" document for our review and update.

Also, I'll be bringing a card for us all to sign on Tuesday night. ViolaRae was on vacation in Oregon several weeks back and ended up hospitalized with heart issues. I'll give more details at the Board Meeting, but I'm bringing a card for us all to sign, then I'll get it in the mail to her.

Also, due to this, Becky will be producing the newsletter effective immediately...unfortunately, QUITE immediately, as the August newsletter needs to get to the printer asap. I'll be helping in any way I can to help this next issue get out.

Cindy