

MINNESOTA QUILTERS BOD MEETING MINUTES
Tuesday November 18, 2008
Meeting held at MQ Office, Textile Center, Minneapolis, MN

Attending: Mary Brandt, Yvonne Curran, Kathie Simon Frank, Linda Lysdahl, Miki Peine, Sue Sandager, Char Wenger, Cindy Wilson, Linda Wines, Kathleen Winters. **Absent:** Becky McPeek, Sue Rutford

Mary Brandt called the meeting to order at 6:25 pm.

Call to Order and Announcements (Mary Brandt)

Mary Brandt circulated the sheet for recording volunteer hours worked.

She announced that she would print out the newly revised employee handbook and would put one copy in the office notebook and give one copy each to Rebecca McPeek, Office Manager, and Linda Lysdahl, Show Coordinator.

Roll Call and Minutes (Kathie Simon Frank)

Kathie Simon Frank offered the October 2008 BOD retreat minutes for corrections and approval. Several people suggested minor corrections, which were made to the minutes.

MOTION: Linda Wines moved and Char Wenger seconded that the October BOD minutes be approved as corrected. The motion passed unanimously. Kathie Simon Frank will make the corrections and will re-send the corrected minutes.

Treasurer's/Finance Report (Miki Peine)

Miki Peine reported that the balance of cash held by MQ is lower than it has been. This will continue to be true until we begin to receive money from our show sponsors.

Miki Peine will research and correct on the Financial Report those items that are unclear.

Linda Wines asked questions and pointed out items on the financial report that were unclear to her or that she understood to have different classification numbers than those indicated. She asked that these items be moved to the correct section or that their current placement be clarified for consistency.

Miki Peine said that MQ uses QuickBooks for its accounting program. QuickBooks has particular classifications and categories and reporting options that may constrain where expenditures and income are listed. Miki Peine will check with Becky McPeek to see what options we have for producing meaningful reports.

Miki Peine is waiting for the 2009 show budget report from Linda Lysdahl before putting out the entire 2008-2009 MQ budget for discussion and approval by the Board of Directors. She anticipates that the Board will have a complete budget to examine and approve in January 2009.

Charge cards that were issued to a number of people who are no longer authorized to use them (particularly people who are no longer on the BOD) were cancelled.

The remaining batik fabric designed by Sandy Irish and ordered from Blank Fabrics specially for the 2008 show has been returned. Miki Peine will check to make sure we have received credit or a refund from them.

Discussion followed about ways to increase the income to Minnesota Quilters. One suggestion was to have the Board of Directors become active donors. Some organizations expect their Board members to donate to the organization to help support its functions. Since MQ Board members receive free membership as a “perk” of their service, one way to donate would be for each Board member to contribute at least the amount of their membership dues. Additional money donated would also be appreciated. Another suggestion was to list names of donors in the newsletter in a special highlighted “Thank You” column. In that column, individual donors would be publicly thanked. Potential donors would be directed to send their contributions to the MQ office and mark their checks “contribution.”

The Board discussed an ongoing conversation concerning a change of status for Linda Lysdahl from contractor to MQ employee. Linda is interested in pursuing this change of status, and had some questions about how the changes might affect her service. The change would take place as of January 1, 2009. [Which Board member?] will talk with a lawyer to find out how the current MQ policy affecting employees might apply to Linda Lysdahl’s changed status. For example, Linda would no longer have a non-voting position on the Board of Directors, as that would be considered conflict of interest.

There have been some concerns about the length of time it takes to get a refund for show related expenses or refunds.

MOTION: Linda Wines moved and Kathleen Winters seconded: Minnesota Quilters policy is that all refunds are to be paid within 30 days. Discussion followed. It was pointed out that this policy will apply to all MQ events: the Annual Show and Conference, Fall Getaway, and the Holiday Brunch. A vote was called for. Motion passed unanimously.

The new policy will be added to the Policies and Procedures Handbook. An announcement (New Policy and Procedure Adopted) will be given to all MQ Board members, employee(s), and the Education Directors, and added to the show chairs’ notebooks prepared by Linda Lysdahl, Show Coordinator. Board Directors will be notified to tell all those people in positions they are responsible for, namely the chairs and co-chairs of all the Standing Committees. And the refund policy will be printed in the Registration Book for the Annual Show.

Show Reports (Linda Wines, Kathleen Winters)

Kathleen Winters reported that, in order to lower our stock of pink 2008 show bags, she would like to do a promotion: “buy-five-bags-get-one-free”. Show bags might also be given to girls in Girl Scout troops who are working on a sewing badge. Kathleen Winters will make the offer to Paulette Marini, MQ representative who has contact with the scout groups. Kathleen announced that there are still ornaments available from the 2008 show. Some of these will be used as decorations and favors for the Holiday Brunch in December. The green plastic bags and other merchandise marked with the MQ logo will be offered first-come-first-serve online when people register for the 2009 show.

Mary Brandt announced that Jill Schultz and Jan Walstrom have applied to be show co-chairs for the 2010 Annual Show and Conference in St. Cloud.

MOTION: Kathie Simon Frank moved and Kathleen Winters seconded that Jill Schultz and Jan Walstrom be approved as 2010 Show Chairs. Motion passed unanimously. Mary Brandt will notify them soon.

Business Manager Report

There was no report.

President’s Report (Mary Brandt)

Mary Brandt suggested some dates for the next BOD planning meeting to continue the work done with Wynn Martin in early November. She suggested that we meet with Wynn Martin after the

Saturday meeting, January 10, 2009 from 1 to 4 pm. Mary Brandt will e-mail Wynn Martin to see if that date works for her. Board members are asked to hold that date.

Operations Directors' Report (Sue Sandager and Kathleen Winters)

Sue Sandager announced that she'd finished the revision of the Employee Handbook. She will review it with a lawyer in light of the possibility of the change of status of Show Coordinator from contractor to employee.

The Office Manager salary will be paid on an hourly basis.

Sue Sandager raised some questions about whether we might change our policy on giving away memberships to so many people. Another question: how can we attract younger members? She believes we need to be more proactive to advertise Minnesota Quilters because of our financial situation. **ACTION ITEM:** Sue will propose this topic for discussion at the December Board meeting. She will consider how we might make changes in volunteer benefits and incentives so they don't negatively impact MQ income. Board members are asked to bring creative ideas for this problem-solving section of the December meeting. She asked, might scholarships be made available for people who couldn't otherwise afford to join?

Pay Pal and credit card companies charge a fee, but is there a way around this? We don't have clear alternatives for people registering on-line for the annual show. Kathleen Winters will be working with the Membership Co-chairs with this in mind. She asked whether someone could check on where showing the MQ membership card results in a discount — e.g., Hancock Fabrics honors the MQ card for a 10% discount. Are there others, as well? yarn shops? places that sell buttons, fabric paint, etc.? When we have a list, we can publicize this as a perk of membership in MQ.

Communications Directors' Report (Yvonne Curran and Cindy Wilson)

Helen Smith Stone has as a membership volunteer to work with MemberClicks. Cindy Wilson will train Helen Smith Stone for the membership duties using MemberClicks. Helen Smith Stone will then be responsible for training her successor.

Cindy Wilson asked whether MemberClicks belongs more under Communications or whether it should be moved to Operations? Cindy floated the idea of adding this position as a permanent position on the Show Committee, or she asked, should it continue to be under Communications?

Education Director's Report (Sue Rutford, absent)

No report.

Past President's Report (Linda Wines)

Linda Wines announced that she recently learned that MQ has been assessed a fine by the IRS for 2008 for late tax filing. Linda does not know whether the letter from the IRS indicating the need for a response ever arrived at MQ, or whether it was misdirected or lost in the office. The fine is more than \$2000. Effective immediately, office staff and others will be directed to put all communications from the MQ auditors, the bank, and Morgan Stanley in the President of MQ's mailbox and to notify the MQ President by phone and/or e-mail that the letter(s) have been put there. This will eliminate the problem of such mail being overlooked or having a delayed response.

Linda Wines wrote to the IRS. She promised them she would

- Make sure to time-stamp each piece of mail as it is received;
- make sure the office staff notifies the MQ President by e-mail and/or telephone when mail arrives from the IRS, the bank, the auditors, and other financial institutions;
- announce to the Board of Directors the nature of the current problem with the IRS; and
- mark on the MQ office calendar and her own personal calendar and that of the MQ Treasurer the deadline for IRS taxes.

She asked the IRS for a refund of the fine. Miki Peine will check to see whether the fine was ever in fact paid. Linda Wines has asked the Office Manager to add the above responsibilities to the Policy and Procedure Manual so everyone will be informed of the new procedure to be followed. Linda Wines will follow up to be sure all of the above is done.

President Elect's Report (Char Wenger)

No report.

Show Coordinator Report (Linda Lysdahl)

\$40,500 has been raised by 2009 show sponsors so far.

Linda Lysdahl is seeking input regarding items to include in standards to be sent to sponsors and show vendors. She asks that Board members send her ideas via e-mail so she can begin to formulate the wording of the standards. Suggestions at the meeting included: specifying set-up and pack-up times; what expectations we have about common courtesy of vendors towards each other and the public in general; and expectations about the definition of the space each vendor may use (i.e., no set-up in aisles).

Linda Lysdahl announced that decisions have to be made regarding the 2010 banquet. It is possible to hold the banquet at the Holiday Inn in St. Cloud. **MOTION:** Linda Wines moved, and Yvonne Curran seconded, that MQ choose the Holiday Inn in St. Cloud for the banquet venue. Motion passed unanimously.

The 2010 logo ideas will be passed along to the new co-chairs of the 2010 show: Jill Schultz and Jan Walstrom.

Other Business

Bill Kelley called David Shattuck asking whether MQ might support a hand-quilting award in honor of Helen Kelley. [NOTE: I have no mention of any resolution of this—was it just presented as an idea to explore?]

After a discussion about how to honor Helen Kelley and other charter members of MQ, Kathleen Winters made a motion. **MOTION:** Kathleen Winters moved, and Kathie Simon Frank seconded, that we rename the Doreen Speckmann Scholarship as The Charter Members Scholarship Fund in honor of all of our charter members, effective as of the 2010 Annual Show. Motion passed unanimously. The change will be announced as of January 1st, 2009.

The next MQ Board of Directors meeting will be Tuesday, December 16th at 6 pm for social time and 6:30 pm for the start of the business meeting.

Mary Brandt adjourned the meeting at 8:55 PM.

Respectfully submitted,
Kathie Simon Frank
12 December 2008