

MINNESOTA QUILTERS BOD MEETING MINUTES
Tuesday December 16, 2008
Meeting held at MQ Office, Textile Center, Minneapolis, MN

Attending: Mary Brandt, Kathie Simon Frank, Linda Lysdahl, Miki Peine, Sue Rutford, Sue Sandager, Char Wenger, Cindy Wilson, Linda Wines, and visitors Jill Schultz and Jan Walstrom, and auditors: Anna Moser, JJ, and Jim Payette. **Absent:** Yvonne Curran, Becky McPeek, and Kathleen Winters

Mary Brandt called the meeting to order at 6:35 pm.

Call to Order and Announcements (Mary Brandt)

Mary Brandt circulated the sheet for recording volunteer hours worked.

Roll Call and Minutes (Kathie Simon Frank)

Kathie Simon Frank offered the November 2008 BOD minutes for corrections and approval. Corrections from Mary Brandt and Char Wenger sent by e-mail were reviewed along with several other corrections. After announcing these, all corrections were noted and will be made in the final draft.

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

Treasurer's/Finance Report (Miki Peine)

The organization's cash balance is beginning to improve and will continue to do so until expenses start to come in for the 2009 show.

Miki Peine reviewed the Finance Committee's report. > Rebecca McPeek, office manager, is now paid on an hourly basis. Linda Lysdahl, MQ's second employee, is also paid on an hourly basis. She is authorized to work overtime during the show. > Linda Lysdahl said that she would like to take the week off after the show, and asked that this be noted in the letter of employment. Sue Sandager will make this change. > Becky McPeek has revised the in-kind donation form. > For income and expenses, it is necessary to list the program name and GL code and number on every check request so that each expense and income item can be attributed to the proper account when it is entered in the system. Proper notation on the check request will eliminate the need for corrections to be made later.

MOTION: Miki Peine moved to approve a budget of \$500 for Minnesota Quilt Project (MQP) for the AQSG seminar for fiscal year 2008-9 and \$3500 for fiscal year 2009-10. Sue Rutford seconded the motion. Motion passed unanimously.

The Board then turned its attention to the proposed budget. If the Board approves an item for a particular amount and the committee that is affected by that amount needs more, the committee must come back to the Board to get approval for the expenditure of additional money.

Linda Wines will check on the amounts listed under categories 6360 and 7010 that looked incorrect.

In order to reduce some 2009 Show expense, individuals attending the January meeting will be asked to hand-deliver Registration Show Books to shops in their area rather than mailing those booklets out. If some shops aren't covered, the booklets will be mailed.

Miki Peine and others will work further on the budget and will bring it to the next finance and Board meetings.

Show Reports (Linda Wines)

2009 show bags have arrived.

Registration booklets for the 2009 show are in the mail. To save money, they were mailed at the printed mail rate. This takes 5-10 days for delivery.

Auditors' Report: We interrupted Linda Wines' report to receive the auditors, who had arrived. They reported on the auditing process and their recommendations regarding our financial affairs. These recommendations were presented in a packet. Primary to the recommendations: we need to maintain our costs and increase our revenue. The net profit for the show is \$76,000. The expenses were up \$33,000. We should look at our merchandise sales for 2008. We needed to withdraw \$46,000 from our investment account to cover our October 2008 and November 2008 operations expenses. We need to pay attention to our cash flow in 2009 so we don't fall short. After the auditors finished their report and recommendations, we returned to Linda Wines' report.

Linda Wines asked the Board if they would be willing to help prepare a mailing of raffle tickets. It has been shown that mailing each member 10 raffle tickets to sell results in significantly more raffle tickets sold overall than when we don't mail them out. However, under current gambling laws, we must keep close tabs on which raffle ticket numbers go to which person. That complicates the mailing where we must coordinate each mailing label with the precise numbers on the tickets. This is do-able but takes more volunteer time than a simple mailing. Linda Wines will coordinate the mailing and will ask for help.

Jill Schultz and Jan Walstrom were welcomed as the new chairs for the 2010 show in St. Cloud. They reported that a design for the 2010 logo is in the works. They will begin soon to look for a raffle quilt designer and someone to donate fabric. They are actively working on filling open committee positions. The first meeting of the 2010 Show committee will be after the February Saturday member meeting. They plan to give out the show notebooks before the June show in Duluth.

Business Manager Report

There was no report.

President's Report (Mary Brandt)

Mary Brandt proposed changing the accounting program's "General Operations" and "Operations" categories to "Administration."

Mary Brandt proposed making Show Chair/Co-Chairs part of the Board of Directors and giving the position one vote. This would not be an elected position, but rather, their position(s) on the BOD would be designated as one of the Show Chair(s)' responsibilities. The position would be limited to one year. Discussion followed about whether this would require a change in the By-Laws. Some thought that the BOD could make this change. It was agreed to table this until the January meeting. Char Wenger, meanwhile, will look into the matter in Roberts Rules of Order. It will be taken up again at the January Board meeting.

An important discussion that the BOD is beginning to have is that of incentives and considerations for MQ BOD members and all MQ committees. We need to cut back, given the current economic situation in the country. Mary Brandt said she would be addressing this issue in her Letter from the President for the next newsletter. Each Board member is asked to consider ways in which this affects her position on the Board.

One incentive for Show committee members is that merchandise can be bought for 50% of retail or at cost, whichever is more. The Founding Mothers of Minnesota Quilters will not be asked to give up their Lifetime memberships. However, Board members are asked to voluntarily contribute to MQ the amount of their annual membership. The question of giving honorary memberships as incentives to committee chairs is one we need to discuss further.

Operations Directors' Report (Sue Sandager and Kathleen Winters)

Sue Sandager has been looking at the terms for employment for our employees. She will consider whether she can make a change in Linda Lysdahl's contract regarding vacation time the week after the show. Or does this get handled in a letter to the employee regarding this possibility? Sue Sandager will look into this.

Sue Sandager announced that the Employee Handbook is complete.

Sue Sandager also asked whether it made sense for the two Operations Directors to have staggered positions, so that always one of the Operations Director has some history on the Board and some experience when the new Operations Director comes on the Board.

Linda Wines said that she is in charge of the Nominating Committee and would take that into consideration. She said that Yvonne Curran is considering serving as President Elect for 2009-2010. Other positions needing candidates include: both Communications Directors, Secretary, and one of the Operations Directors.

Communications Directors' Report (Yvonne Curran (absent) and Cindy Wilson)

Cindy Wilson talked about the newsletter feature each month that highlights each Board member in turn so the membership can get to know the organization's "administration." Cindy follows up with each Board member in turn, makes sure the article gets written and delivered with photographs to the newsletter editor by the deadline.

Cindy Wilson will make sure that an identification card will be mailed to Rubenstein and Ziff so that they have information about which MQ people are authorized to purchase from them.

Cindy Wilson is writing letters to Show Book advertisers as a favor to the Show Publications Chair. She asked whether the Board wanted to see the letter she has written prior to it being sent.

She also reported that she would double-check with Becky McPeck her understanding that Becky McPeck is the person responsible for soliciting ads for the MQ Membership Directory.

The Board of Directors will meet with Wynn Martin on Saturday January 10th following the membership meeting and a short 2009 Show committee meeting. This will be a chance to hear what Wynn Martin concluded after the December Strategic Planning meeting. The BOD will meet from 2 pm to 4 pm.

The Communications Co-Directors will try to get more people to subscribe to the e-mail newsletter type of membership as a way of saving some money.

Helen Smith Stone has agreed to serve as a volunteer to help with show registration for 6 to 7 hours per year. Karen Kopitzke has agreed to work with the registration committee on the MemberClicks on-line registration program. It is undetermined whether their positions fall under the Communications Directors who oversee Membership issues or under the Show committee.

Education Director's Report (Sue Rutford)

The holiday party went well. Feedback forms will be available at the January meetings.

The stockings made as a service project for the Holiday Brunch have been delivered to St. Joseph's home for children.

Past President's Report (Linda Wines)

Linda Wines had nothing more to report.

President Elect's Report (Char Wenger)

MQ has received an invitation to accept a one-year membership in the Goldstein Gallery. This membership has traditionally been given to someone on the BOD.

MOTION: Char Wenger moved to donate \$150 to the Goldstein Museum of Design. Sue Rutford seconded the motion. Motion passed unanimously.

Show Coordinator's Report (Linda Lysdahl)

Linda Lysdahl reported that all show vendors have been sent the show standards. These were distributed via e-mail to all the Board of Directors prior to this meeting.

Announcement: The next MQ Board of Directors meeting will be Tuesday, January 20th at 6 pm for social time and 6:30 pm for the start of the business meeting.

Mary Brandt adjourned the meeting at 9:28 pm.

Respectfully submitted,
Kathie Simon Frank
Corrected 21 January 2009
Submitted for filing 13 February 2009