

December 2023 Board Meeting (Semi-Annual)
Held at Mt. View Community Church

President Susan Ainsworth Smith opened the meeting at 4:07 pm; she appeared on Zoom from home due to residual illness. Each member then introduced self and the position/role held.

Present, by role:

President: Susan Ainsworth Smith via Zoom

VPs: Tricia Crockett, Pam Hunt, Liz Prom

Treasurer: Donna Taylor (and candidate Debbi Ragland)

Secretary: Raye Ann Yapp

Liaison: Julie Hale

Membership: (candidates Bernie Andreotti and Mary Wiseman)

Ad Hoc: Marie Anderson

Equipment Manager: Patty Salvey-Sunde

Newsletter/Website: Linda Gaudette-Sigel (in process of transitioning from Deb O'Donnell)

Community Outreach: Delleen Kompkoff

Quilt Show: Shirley Workman

Retreat: Debbie Stoffer via Zoom

Challenge:: Lori Oathes sent message via email to meeting

Side discussion content of importance before addressing agenda items:

Linda Gaudette-Sigel asked that we contact her instead of Deb O'Donnell for newsletter and/or website questions, and to please use your guild email to access Canva (vs. personal email).

Shirley Workman offered wooden stands to hold signs on activity tables at meetings.

Indicates ACTION ITEM

1. January Meeting Planning (Vice Presidents)
 - a. VPs' program is Karen Walker (in person; via Zoom if inclement weather closes Gresham schools). Her website is [Laugh Yourself Into Stitches](#). She'll discuss how she became a designer for Riley Blake. She'll have samples of Magic Spray Starch samples for door prizes, and products for sale.
 - b. Usual activities: Fabric Finds in even months, Garfield Skip-a-Week in odd months, BOM, 24's a Charm, etc. (Susan)
 - c. Board Presents officer nominations for voting in February (Susan)
 - i. Co-Presidents - Susan Ainsworth Smith & Tricia Crockett
 - ii. Membership - Bernie Andreotti & Mary Wiseman
 - iii. Treasurer - Debbi Ragland
 - d. Announce National Quilting Day - Saturday, March 16, 2024 from 9:00 am to 3:00 pm at the church (Susan)
 - e. Announce 2024 Quilt Show and Raffle Quilt plans (Shirley)
SIGN design and purchase - who is doing this?
2. Debbie Stoffer gave a Retreat update: see her write up in the newsletter, and the guild will be taking registrations at the January meeting. There is discussion about hiring a speaker/teacher for a class to be held at the retreat at the Oregon Garden in Silverton in November 2024.. The retreat location

has a classroom included in the guild's facility fee that will hold 22 students; each student would pay a fee for the teacher. More to follow; again **watch the guild newsletters** [Newsletter — Mt. Hood Quilt Guild \(mthoodquiltguild.org\)](https://www.mthoodquiltguild.org/newsletter)

The goal of the retreat is to break even monetarily, or make a small profit, possibly from a class.

3. Budget Review for 2023 (Board & Committee People)

Donna Taylor extensively reviewed the budget document with columns indicating proposed and actual income and expenses (see current document in Docs). Candidate Debbi Ragland has experience with Quickbooks and added valuable input regarding how to make QB more useful for the Guild's purposes. Donna reiterated (and demonstrated) the need to replace the treasurer laptop computer due to a broken hinge that prevents safe lid/screen closure; **she and Debbi will research the purchase of a new laptop and take the new unit to East Wind Computers for configuration per Tricia's recommendation.**

Highlights of discussion for changes to categories and amounts for both income and expenses:

- General: both income and expense amounts were changed either due to projected membership growth, quilt show entry fees, summer sale, and/or inflated costs of doing business and necessary purchases (i.e. equipment, printing, location rental, insurance, taxes, banking and credit card fees, P.O. box).
- The guild by-laws include a statement about educating the membership to benefit all members; discussion was agreed that those taking guild-sponsored classes should cover class expenses so that the entire membership isn't supporting the education of a few.
- Community Outreach expenses grew more than projected due to materials costs, so the board decided to increase its budget since the guild's Outreach partner numbers are growing as well.

Note: as of 12/14/23 Donna has communicated edits and updates to Board members via email, reflecting agreed-upon budget changes. These changes consist principally of eliminating redundant or unclear Quickbooks categories, or combining other line item categories which made more sense when assigning income and expenses. Pending board review and approval, the guild will publish an updated budget in Docs. **Donna, Debbi, and Delleen**

(#4 omitted from my document copy)

5. Guild meeting location (Susan and Debbie Stoffer)

Note: the church contract is coming up for annual review/renewal

- a. Susan asked about area schools; others noted comparisons to be made between potential meeting sites should include amenities, media type and availability, parking, etcetera
- b. Julie noted comparisons should be done by the end of January '24 for negotiations in early March.
 - i. Julie asked Susan to recommend a committee to explore locations; **Susan will talk to Debbie and get back to us**

6. Person to recruit and manage business members (Julie) & general membership

Marie Anderson offered to call and survey all business members and remind of the benefits

extended to business membership, i.e. ten minutes to speak at meetings

Mailchimp, the email marketing program used by Membership, seems to have some glitches tracking members' status accurately; it appears to randomly drop or reactivate members. Linda Gaudette-Sigel is looking into this as she learns more about the guild's web programs.

Bernie and Mary suggested that a couple of months before renewal time, the board members could each take a portion of the membership and call to remind/inquire about renewal.

7. Policy & Procedures Manual (PPM, Raye Ann)

Manual should be created and housed in Docs

Raye Ann should meet with individual groups to gather information; who, what, when, where, why, how, so that at the end of approximately 12 months there will be a structure and working details. The secretary should maintain and update the manual.

8. Timelines for each board position to put into master calendar (Julie)

- a. Report filing dates
- b. Insurance and fee payment deadlines (treasurer)
- c. Contract dates
- d. Quilt show dates
- e. Retreat dates
- f. Board position election dates
- g. Board meeting dates

These dates should be cross-referenced and coordinated with the PPM; Raye Ann, Julie, and others will enter as groups meet and give information about activities.

Additional notes/discussions:

- NEWSLETTER SUBMISSIONS DUE **FRIDAY, DECEMBER 22ND, 2023**
- First Quilt Show planning meeting is **SATURDAY, JANUARY 13TH, 2024 from 10:00 am - 12:00 pm at the church, room to be determined**; this is a general meeting to collect input, as well as discuss raffle quilt design
- Second Quilt Show planning meeting will be in February (date and location to be determined); kits for the raffle quilt will be handed out and will be due at the March National Quilt Day, Saturday, March 16, 2024 at the church
- After completion, the raffle quilt 'travels' to quilt shows, fabric sales, etc. to sell raffle tickets
- 2024 Quilt Show will tentatively be held October 11th and 12th; location and date depends on public school and church schedules

Susan thanked everyone for their contributions and closed the meeting at 7:15 pm.

Next Board meeting scheduled for Thursday, January 18, 2024 at 6:30 pm via Zoom

Submitted by Raye Ann Yapp, MHQG Secretary, on Friday, Dec 15, 2023