

To be approved by Steering Committee

MINUTES  
STEERING COMMITTEE  
January 19, 2016

The meeting was called to order at 7:01 by President Pam Doffek, who noted that a quorum of 12 was required and present. Those attending were Roberta Granville, Programs; Betty Rinkel, Audio-Visual; Susan Skornia, Welcome; Marsha Walper, Sit & Stitch Chair, Awards Committee, and Quilters Treasure; Geni Rains, 2016 Opportunity Quilt; Kerry Cohen, Publicity; Jennifer Colley, City Hall show; Elizabeth Hawker, city Hall show; Stephanie Guttman, Audit & Challenge Quilt; Laura Keller, Challenge Quilt; Michele Hackmeyer, Philanthropy; Peggy Allen, President-Elect; Susan Dickerson, Membership; Peggy Clark, Membership; Lucy Patrick, door prizes; Hattie Pennie, Museum Show; Jeanne Billings, Sunshine; Karen Kunz, Silent Auction & 2017 Opportunity Quilt; Heather Strickland, Treasurer; Jean Brenner, Workshops & Library; Pam Doffek, President, and Judy Stricklin, Secretary

Members were reminded of conduct during meetings and to raise hands for recognition.

Currently Steering Committee meetings are held on the Tuesday after the general meeting, discussion was held concerning changing to the first or third Tuesday. Web coordinator Jessica Duke has a standing conflict with the current schedule. The committee agreed by consensus to change Steering Committee meetings to the third Tuesday beginning with the March meeting.

Treasurer Heather Strickland reported on end of year financials and 2016 budget, summarized as, "We came out ahead". The distributed budget did not detail committee allocations so Pam will send out copies of the budget to all officers and chairpersons.

Old Business

Pam asked for clarification of whether providing a quilt for the Tallahassee Museum Market Day raffle was a guild function. Marsha Walper responded that it was not, but her Sit & Stitch group had volunteered to make the wall hanging for Linda Deaton, which netted the museum almost \$1000 for programs.

Notebooks, along with updated copies of by-laws, were distributed. A census was taken of committees needing notebooks. Updated Policies and Procedures are needed, and will be given out after new committees are finalized.

End of Year Reports from over 5 years ago can be discarded. Files are available on the website for Secretary, Treasurer, Audio-Visual, Audit, Block of the Month, Challenge Quilt, Door Prize, Library, Programs, Show & Tell, Sit & Stitch, and Workshops.

Karen Kunz reported on the success of the Quilters Boutique and noted that sales taxes were required, and she had calculated and paid taxes on the proceeds. Jeanne Brenner suggested that the notebook be edited to reflect this.

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### New Business

It was suggested that, to decrease printing expenses, tickets for the Opportunity Quilt not be printed with the date of the drawing, enabling unsold tickets to be used for the following year. It was questioned if having the date of the drawing was required; if so, an inexpensive rubber stamp could be used to apply the date. It was also questioned if tickets must bear sequential numbers. It was agreed that having a picture of the Opportunity Quilt on the ticket is not necessary as flyers or internet pictures are available. Roberta Granville asked if members are expected to buy at least \$10 of tickets. President Pam iterated that members are not expected to buy \$20 of tickets for themselves, but rather take 10 or more tickets to sell to others outside of QU. Our intention is for the Opportunity Quilt to be a fundraising effort, not a sell tickets internally function. It was also suggested that ticket prices be increased to \$2.00 each or 3 for \$5.00 Karen Kunz, Jeanne Brenner, and Hattie Penny will coordinate this issue.

Marsha Walper reported on proposals for the Awards Committee policies and procedures. Nominations for Distinguished Quilter and for Volunteer of the Year are to be made by members, not by the committee chair, and nomination forms will be available on the web site. It was noted that the draft should specify the makeup of the committee.

The ad hoc Advertising Committee recommends that the guild change from charging for advertising to free ads for members. This will coordinate with the Helping Hands chair, Stephanie Guttman, who fields inquiries concerning availability of services. The actual formatting and creation of new web pages will be coordinated with Jessica Duke.

To cut printing expenses for the directory, it was proposed that we eliminate the list of officers and committee chairs, sit & stitch groups, and by-laws since these are all available on the web site. Retain the elected officers, history of the guild, list of distinguished quilters and volunteer of the year, and show dates. Omit "Information" from the cover title and add the web site.

### Reports

Jennifer Colley and Elizabeth Hawker reported on the City Hall show. The Webmaster will download electronic registration forms to Elizabeth and paper copies are available. Registrations must be submitted to COCA by March 15. Inquires will be made to COCA concerning what publicity they will provide.

Hattie Penny and Betty Rinkel reported on the museum show. They are planning a second meeting with museum staff. Hattie has a list of volunteers but needs more.

Karen Skinner announced that the newsletter deadline is January 27.

Peggy Clark reports that an email blast will be sent to members to remind them of dues.

Michele Hackmeyer has photos for the directory and is aiming for March. It was suggested that a rubber stamp be used for the year on membership cards.

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Geni Rains showed off the 2016 Opportunity Quilt, which she is calling "Beachy".

Marsha Walper, who is handling the new Quilters Delight in conjunction with the door prize chair, reports that \$140 of ticket sales was taken in at the January meeting. The drawing for this will be held quarterly.

Karen Skinner reported on the guild Facebook page, and needs more quilt photos.

The meeting was adjourned at 8:51 p.m. The next Steering Committee meeting will be on March 15 at Temple Israel.

Respectfully submitted,

Judy Stricklin, Secretary