**Quilters Unlimited Steering Committee Meeting Minutes**

**May 15, 2018**

16 - Steering Committee Members Present – Marsha Walper, Christine Walsh, Tara Goodman, Carol Eskola, Hattie Pennie, Michele Hackmeyer, Karen Kunz, Karen Skinner, Janice France, Ruth Cuzzart, Kerry Cohen, Susan Skornia, Diana Kaiser, Elizabeth Hawker, Dawn Griffin, Lynn Geariety

Kerry called the meeting to order at 7:00 PM.

It was determined that there was a quorum for the meeting

**Approval of Minutes** - Kerry advised that the minutes from the March 13, 2018 Steering Committee Meeting were circulated via email. Marsha Walper made a motion to accept the minutes as drafted. Karen Kunz seconded the motion. The meeting minutes as drafted were approved unanimously.

**President’s Report**

**Announcements** - Kerry announced that Judy Rainbrook has resigned from her position as **Publicity Coordinator**. It was determined that her position would not be replaced at this time.

**Guests** – Karen Skinner provided an update on handling guests that attended the May 2018 meeting featuring the National Speaker. There were 2 guests that attended the May 2018 meeting and each guest paid $10.00. It was determined that a lot of effort was made for only two (2) guests. Karen mentioned that the method for collection money with volunteers may be helpful at time of membership renewal. Marsha Walper suggested that visitors present an opportunity for us to recruit new members. It was generally agreed to promote guest speakers by providing more details and information externally.

**Audit Committee** – The Audit Committee conducted the annual financial audit for 2017 at Janice France’s house and the audit report was distributed to everyone present. Janice advised that the audit was very professional and thorough. Kerry addressed the recommendation of the Audit Committee that “The Treasurer require a “Request for Reimbursement” form for a check to be written or an email from the President to authorize a check to written for an advance payment…Janice France clarified that reimbursement for the bus trip was not required as the bus trip was a contracted service that required advance payment.

**Treasurers Report** – Janice France recommended that we solicit members of the Steering Committee to join the Fiscal Planning Committee. Kerry Cohen concurred. Janice also recommended that the Treasurers responsibilities are better defined.

The 2018 Budget to Actual (Unaudited) report through May 8, 2018, was distributed to the members present. Question was raised regarding a $33.38 payment made from account 5010 Block of the Month. Janice explained that was a payment for 2017 expense that was paid in 2018. There was a discussion concerning sales tax reports and the requirement for filing. Janice explained that she files 0 sales tax reports each quarter. There was a discussion on how to assess, collect and pay sales tax on quilts sold through the silent auction. Karen Kunz explained that that we may only be required for filing when sales tax is assessed as occasional sales tax and suggested that Janice contact the state to discuss. Janice also confirmed that she scans copies of documents for processing payments, etc., destroys original documents appropriately and backs up the data on a regular basis.

**President – Elect – Form Nominating Committee -** Carol Eskola advised that the nominating committee “guidelines” are not in her notebook. She asked for volunteers from the Steering Committee. It was suggested that the nominating committee target May 31, 2018, for establishing the nominations for the 2019 Steering Committee.

**Notebooks** - There was a lengthy discussion about the notebooks. Karen Skinner and Janice France mentioned that the President’s notebook is not online but the Treasurers notebook is online, including details related to bank account. Marsha suggested that the bank account info be removed from online and it was agreed. Karen Kunz also recommended that the bank account information be removed from the notebooks that have that contain that information.

**Membership Vice President’s Report -** Karen Skinner advised that we have 23 new members since July 2017. There were some dates discussed for the New Member Party. Elizabeth volunteered to host the New Member Party at her home but it was determined that Bradfordville Community Center would be best because of the layout and number of new members and members that could attend. Possible dates for the New Member Party as June 24, August 12, August 19 from 2 – 4 PM. Dawn Griffin volunteered to check Bradfordville Community Center availability and reserve the space.

**Old Business**

 None

**Committee Reports**

 **Museum Show** – Marsha Walper suggested that we make an announcement to encourage members to submit quilts to the Museum Show.

**Welcoming Committee** – Elizabeth Hawker mentioned that standing at the door as a greeter may be a way to welcome members, new members and guests. There was a discussion about how to make new members feel welcome and perhaps pair new members with a seasoned member and how to reduce the “bottleneck” at check in table. Elizabeth recognized the group of members that set up the chairs for each meeting and suggested that we reserve front row seating for new members and as recognition for members.

Karen Skinner advised that she has a scheduling conflict for the November 2018 general meeting and asked for Steering Committee volunteers.

**Challenge Quilt** - Hattie Pennie advised that 40 tickets for the challenge quilt have been sold and she has $200.00 to deposit.

**Newsletter** - Tara Goodman advised that she is travelling in late June and asked for volunteer to assist with the July newsletter. Karen Skinner volunteered.

**Travel Coordinator** – Christine Walsh provided an update for the bus trip scheduled for September 22, 2018. The cost is $35.00 and we need more people to register. She has collected $295.00 and retained $10.00 for change. There are 56 seats on the bus and it was suggested that we advertise the trip in the June newsletter and send an email blast to all members. Christine also mentioned that she intends to have a 50/50 raffle on the bus and hopefully attract more participants. Roberta Granville raised a concern about the Guild’s liability if a guest or non-member is injured. Janice France agreed to follow up with the insurance carrier.

**Philanthropy -**Dawn Griffin advised that they have made pillow cases for Summer Camp kids and they are collecting twin sheets, as well. Robert Granville advised that lap quilts are due in July. Lynn Geariety is collecting blocks for end of the year nap size quilts.

**Workshops and Classes** – Ruth Cuzzort reminded the Steering Committee that the workshop for July has been cancelled and confirmed that the Guild made a profit from the workshops presented by Suzanne Marshall.

**Temple Contract** – Karen Skinner asked what time on Thursday the Temple is available to the Guild. Is the room available all day on Thursday or only for specific hours. Kerry to confirm times.

Kerry made a motion to adjourn the meeting and Ruth Cuzzort seconded the motion.

The meeting was adjourned at 8:25 PM.