**Quilters Unlimited Steering Committee Meeting Minutes**

**September 4, 2018**

18 - Steering Committee Members Present – Kerry Cohen, Carol Eskola, Ruth Cuzzart, Karen Kunz, Wendy Stone, Dawn Griffin, Sue Skornia, Roberta Granville, Janice France, Marsha Walper, Diana Kaiser, Pam Doffek, Sue Isaac, Jeanne Brenner, Christine Walsh, Michelle Hackmeyer, Karen Skinner, Tara Goodman

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

It was determined that there was a quorum for the meeting

**Approval of Minutes** – Carol Eskola suggested some minor edits to the minutes for the July 17, 2018 meeting. Pam Doffek made a motion to accept the minutes with the edits. Christine Walsh seconded the motion. The meeting minutes with the edits were approved unanimously. Diana agreed to make the revisions and will send updated version of the minutes to Kerry via email.

**President’s Report**

**Announcements**:

**Quilt Show –** Kerry announced that the Quilt Show opened on August 31, 2018. There was positive feedback related to the detailed information provided about each quilt and that all quilts in the show are posted on Pinterest.

**Fiscal Planning Committee Report –** The Fiscal Planning Committee is comprised of Janice France, Kerry Cohen, Karen Skinner and Carol Eskola. The report was distributed to the Steering Committee for review. In summary, Kerry advised that QU is in good shape through 2020 even without any additional revenue being received. Janice explained that historically, the budgeting process has been based on anticipated income. Future budgeting process will be based on income from previous year to cover expenses of following year. A lengthy discussion followed regarding income vs. expenses and if it is ok for QU to have income in excess of expenses. Pam, Karen

Skinner, Tara and Janice all confirmed that is ok. Michelle reminded everyone of past years when there were insufficient funds to cover anticipated expenses of QU. Sue Issac suggested we consider spending more for another class or instructor in the future. It was recommended that the Fiscal Planning Committee Report be placed in the President’s Notebook.

**Treasurers Report** – The 2018 Budget to Actual (Unaudited) report through September 1, 2018, was distributed to the members present. There were no questions concerning the report.

**President – Elect – Nominating Committee Report -** Carol Eskola explained that the slate of 2019 nominees from the Nominating Committee is to be presented at the September membership meeting. The committee is collecting the names of individuals to volunteer. It was recommended that all Steering Committee members help fill the positions. Pam suggested that it may be a good exercise to assess and analyze each committee to determine the need. It is possible that committees can be combined with others or obsolesced.

**Membership Vice President Report –** Karen Skinner reported that the new member social was very successful. Seven (7) new members attended and eight (8) Steering Committee members attended.

**Old Business** – Jeanne Brenner and Kerry discussed using the temple for the membership meetings and Steering Committee Meetings. We are currently paying $750.00 per year. Fee would increase to $1,125.00 per year to use the room all day. It was decided that QU will only use the room afternoon and evenings on monthly membership day.

**Committee Reports**

 **Library –** Jeanne Brenner advised that there are over 650 books in the library. She stores the books at her home and brings them to the meetings. Need to consider if we want to continue the library? Pam suggested culling the books and volunteered to help Jeanne to reduce the number of books. There was also a discussion concerning the purchase of book shelves to house the books.

 **Philanthropy –** Dawn Griffin advised there are 50 neonatal quilts for November. Hang Tough has contacted Dawn and requested ten (10) lap quilts. Dawn recommended that new requests for philanthropy be submitted to the Steering Committee for consideration and approval.

 **Museum Quilt Show –** Karen announced the opening of the show and that there have been many complements and positive feedback.

**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. There is a total of forty six (46) registered to date and five (5) have not paid. There are ten (10) open seats remaining on the bus. There are three (3) people registered with no contact information. Christine questioned the group and received information to help her track down these individuals. The bus pick- up has been changed to Mahan Walmart instead of Tallahassee Center and Christine will inform everyone that is registered of this change. Christine to provide Kerry info on trip to post on Facebook.

**Workshops** – Ruth advised that Linda Sullivan will be speaking and conducting workshops in October. She will teach folded flower instead of double wedding ring. Pam offered to teach a class on “Tripunto” – May 2019 and Serendipity Block- July 2019.

**Block of the Month** – Pam Doffek has collected and submitted sixteen (16) quilts for nursey.

**Newsletter** - Tara Goodman has received requests from various organizations to advertise community events in the Newsletter. The matter was discussed and it was agreed that community events related to quilt activities in Havana, Gadsden and Monticello may be included in the Newsletter, provided appropriate contact name and information is provided if there are questions.

**Website -** Sue Isaac advised all good with the website.

**Opportunity Quilt** – Marsha Walper advised that $130.00 in tickets have been sold for the Opportunity Quilt.

**New Business** –

 **2019 Budget Estimated –** Janice distributed the 2019 estimated budget for review

by the Steering Committee Members. Jeanne and Ruth suggested bringing in speakers for programs with no workshops and requested that the budget for programs be increased. In addition, Marsha recommended a modern quilt speaker. It was agreed that Line No. 5145 Programs in the 2019 Budget will be increased by $350.00 for a total of $450.00.

**Paypal** – Karen Skinner mentioned making pay pal available to pay for workshops, bus trip, etc. It was agreed that it would be too cumbersome to track. We will therefore, only continue to accept pay pal to process payments for annual membership fees.

**501c(3) vs. 501c(4)** – Pam and Janice discussed the difference between the 2 classifications and it was noted that the IRS determined that we are a 501c(4) because we collect membership dues and fees. Our bylaws do not permit us to be a 501c(3).

**General Meeting Treasurer Report –** Kerry advised that she has been approached by some members requesting an income/expense report. After discussion, Janice volunteered to sit at the meeting and explain financials to any individual with questions from 6:30 to 7:00, however a final decision on this issue was not made and the issue was tabled.

Dawn Griffin made a motion to move items 12c, 12d, 12e, and 12f to our next meeting and adjourn the meeting. Tara Goodwin seconded the motion and the motion was unanimously passed.

The meeting was adjourned at 9:10 PM.