**Quilters Unlimited Steering Committee Meeting Minutes**

***Final amended version approved at the January 2019 meeting***

**November 13, 2018**

12 - Steering Committee Members Present – Kerry Cohen, Carol Eskola, Karen Kunz, Sue Skornia, Marsha Walper, Diana Kaiser, Pam Doffek, Michele Hackmeyer, Karen Skinner, Shelly Woodyard, Betty Rinkel, Lyn Geariety, Marianne Clower

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 confirmed that QU paid $1125.00 to Temple Israel in 2018. Diana confirmed correct spelling of Trapunto. Michele Hackmeyer made a motion to accept the minutes as edited. Sue Skornia seconded the motion. The meeting minutes as edited were approved unanimously. Diana to send revised minutes to Kerry via email.

**President’s Report**

**Announcements**:

**City Hall Show 2019 –** Kerry explained that every three (3) years QU is asked to participate in the City Hall Show. Kerry has signed the contract for the show from June 4, 2019 through July 30, 2019. A list of quilts is due at the end of April 2019.

**Treasurers Report** – The 2018 Budget to Actual (Unaudited) report through November 3, 2018, was distributed to the members present. The following deposits were noted on the report as unidentified:

$15.00 9/4/2018 – Monticello

$15.00 9/14/2018 – Monticello

$150.00 9/15/2018

Kerry asked that everyone review the Treasurers Report and provide information to Janice about the deposits. Karen Skinner noted that postage on line 5120 of budget may include postage for newsletter and directory. It was suggested that Carol work with Janice to clarify the line item.

**President – Elect – Nominating Committee Report -** Carol Eskola announced that she is lacking volunteers for Philanthropy, Silent Auction, Welcome Committee, Challenge Quilt and Door Prize. It was determined that folks can pitch in to help in these areas and that the positions are not critical to the operation. However, there is still an opening for a volunteer for Programs. Marsha Walper mentioned several ideas for programs in 2019 and suggested that we contact FAMU architect department for volunteers that may be interested in presenting to QU.

 Kerry agreed to make Carol Eskola an administrator on QU Facebook page and Karen Skinner agreed to teach Carol how to post on Facebook.

**Membership Vice President Report –** Karen Skinner deferred to Betty Rinkel for reporting. Betty stated that she has received 50 paid dues and 2 guests became members at the November 2018 meeting. Pam Doffek stated that she paid 2019 fees twice, once through paypal and another by check. Betty returned Pam’s check to her.

**Old Business**

 **2019 Budget** – Marianne advised that the budget for Opportunity Quilt was increased to $700.00 from $500.00. It was agreed that the total budgeted expenses for 2019 may not exceed $13,000.00. Marsha Walper made a motion to accept the budget as amended. Pam Doffek seconded the motion. The motion was passed unanimously.

 **Sit and Stitch Chart** - Marsha Walper requested that the Sit and Stitch Chart be included in the directory and the request was approved without objection.

 **Proposed P & P Change for Nominating Committee** - Carol Eskola made a motion to approve edits proposed (as amended) to the Nominating Committee P & P. Pam Doffek seconded the motion and the motion was unanimously approved. Kerry agreed to update the P & P for Nominating Committee accordingly.

 *The first sentence in Section IV. Nominating Committee - shall be replaced with the following:*

1. *No later than June, the President-Elect shall appoint one member of the Steering Committee and one member from the general membership to the committee.*

 **Proposed P & P Change for Fiscal Planning Committee -** Carol Eskola made a motion to approve the edits proposed to the Fiscal Planning Committee P & P. Pam Doffek seconded the motion and the motion was unanimously approved. Kerry agreed to update the P & P for Fiscal Planning Committee accordingly.

*Section 1b, 1c and 2 of Section I B – Fiscal Planning are replaced with the following:*

*1b – An evaluation of the long-term soundness of the organization’s budget, and*

*1c – A recommendation for the amount to be budgeted as the next year’s total expenditures, as a starting point for the budgeting process.*

*2 – If the Fiscal Planning Committee Chairperson is not already a member of the Steering Committee, they will be considered to be an ad hoc member of the Steering Committee for the length of time needed to compile their information and to deliver the report to the Steering Committee.*

**Proposed P & P Change for Challenge Committee –** Marsha Walper made a motion to approve the edits proposed to the Challenge Committee P & P. Pam Doffek seconded the motion and the motion was unanimously approved.

 *The following is inserted as new paragraph 2e*.

*e) If the quilt is not present at the meeting for voting by guild members, it may still be exhibited at the museum in the Challenge category, providing an entry form was completed by the deadline.*

**Committee Reports**

 **Sunshine Committee** – Shelly Woodyard advised that she sent 27 cards in 2018 on behalf of QU. Since cards have become expensive, Shelly has been sending notecards. Michele commented she frequently receives notecards from non-profits for donations. It was recommended that QU place a notice in newsletter requesting that members donate notecards they receive. Shelly will submit receipts for her expenses to Janice for reimbursement.

**Museum Quilt Show –** Karen Kunz advised that the Museum Show went very well and mentioned the following issues:

1. Tied Quilt – Tied quilts are not permitted in the Museum Quilt Show but a tied quilt was submitted and displayed in the show.
2. A youth quilter quilt was submitted as a quilt member quilt in error and won a ribbon. Generally, youth quilters do not receive ribbons.

There was a general discussion about the requirement for five (5) quilts to qualify for ribbons and it was determined that it is ok to waive that requirement. In addition, the expense of ribbons was discussed and Marsha Walper advised that there is a budget for the ribbon expense and any member that volunteers to make ribbons should not be expected to incur expenses.

Karen Kunz also advised that 2019 Museum Show is tentatively scheduled for September 22, 2019 through November 3, 2019.

**Block of the Month** – Pam Doffek has collected approximately 200 blocks for the quilt.

**Audio Visual** – Michele passed the QU banner to Marsha Walper and offered clipboards to the Steering Committee members. Remaining clipboards will be donated.

**Silent Auction** – Sue Skinner advised that $2,600.00 was made from the Silent Auction. The winners of the silent auction are responsible for payment of tax and postage.

**Opportunity Quilt** – Marsha Walper advised that $1,650.00 was made from the 2018 opportunity quilt and $264.90 was spent for expenses. Marianne will display the 2019 opportunity quilt to QU in January or February.

**New Business** –

**Notebooks** – Notebooks were either passed to predecessors in attendance or to Carol if predecessors were not in attendance.

**Benefits of QU Membership** - Recommended that a list of benefits of QU membership be displayed at the sign-in table as well as a link on the website. The Steering Committee was asked to submit ideas for the list to Kerry and she will submit for publishing.

**New Member Gifts** - It was unanimously agreed that QU will not give gifts to new members.

**Silent Auction** – Marsha Walper requested that the Silent Auction P & P be revised as follows:

*Section H 2 is replaced with the following:*

*The maximum number of donated items, depending on sizes is 42.*

Karen Skinner made a motion to accept the proposed edit to the Silent Auction P & P. Michele Hackmeyer seconded the motion and the motion was passed unanimously. Kerry will update the P & P to reflect the change.

**Email Blast –** Karen Skinner is sending an email web blast on Saturday about the sewing party and asked if Linda and Pam wanted her to include information about the End of Year Social. Pam Doffek prefers a separate email blast and will send the information and request to Tara instead of Karen.

**End of Year Social** – Pam Doffek explained that the meeting in December will be limited to announcements, awards and accomplishments. Most of the evening will be spent eating, drinking and socializing. Pam advised that adult beverages are permitted. Kerry asked for the Steering Committee members to submit tidbits of accomplishments and recognition to her. Pam also advised that QU will collect nonperishables for Second Harvest at the December meeting.

The meeting was adjourned at 8:20 PM.