**Quilters Unlimited Steering Committee Meeting Minutes**

**January 15, 2019, Temple Israel**

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

1. Call to Order: 6:40 p.m. Quorum met.
2. Attendees: Carol Eskola, Ruth Cuzzort, Kerry Cohen, Tara Goodman, Sue Isaac, Dawn Griffin, Pam Doffek, Michele Hackmeyer, Marsha Walper, Christine Walsh, Betty Rinkel, Roberta Granville

Excused Absence: Janice France, Diana Kaiser, Jeanne Brenner, Karen Kunz, Marianne Clower, Shelley Woodyard

1. Motion to approve November Steering Committee meeting minutes, with corrections. Moved: Isaac/Cohen 2nd. Approved unanimously
2. President’s Report (Carol Eskola)
	1. Announcements
		1. President Eskola recommended and everyone agreed to meeting behaviors to include: no side talking, wait for recognition before speaking and only one person speaking at a time.
		2. Marianne Clower, 2019 Opportunity Quilt Coordinator, can’t attend all guild meetings and has asked for help selling tickets at guild meetings. President Eskola will ask her to submit an article for the February newsletter and make an announcement at the guild meeting.
	2. Audit Review for 2018 books. Members for an Audit Committee are needed. Peggy Clark was a member last year and will be asked to serve again. Volunteers will be solicited in the guild newsletter. The report is due by April 30, 2019.
	3. Fiscal Planning Committee (Pres, Pres-Elect, Treasurer and 1 or more guild members)
3. P&P, VIII.A.2. "Budget Review Committee" should be "Fiscal Planning Committee". This doesn't need to be formed in January. Final report with recommended expense budget should be completed by July SC meeting. All agreed to the change. Sue Isaac will update the online document. Eskola will follow up in March regarding committee composition.
4. Treasurer’s Report. Janice France absent because of illness. Financial reports sent in advance of the meeting, and attached to these minutes (monthly expenses and Budget/Actual to date)
5. Doffek inquired about 2018 Budget to Actual which reflected no post office rental fees in 2018. Rinkel will check when they are due.
6. COCA 2019 membership is due January 26. Eskola reported the Treasurer will cut a check.
7. Membership Vice President’s Report (Betty Rinkel)
8. The 2019 dues payments deadline was 1/10/2019 guild meeting. Rinkel reported 51 non-renewals. Eskola will send a personal email to the list provided.
9. Michele Hackmeyer needs the file for the 2019 directory by January 28th. As a reminder: Sit and Stitch chart will be added to the directory.
10. Kerry Cohen handed out a “Membership Benefits” sheet. Everyone agreed it captured the general and exclusive benefits of QU membership. The handout will be distributed to all Steering Committee members, on the guild website and Facebook page, on the membership table at regular guild meeting and the Membership chair will have extra copies to handout and provide with new member materials.
11. Old Business
12. Budgeting method for Opportunity Quilt (follow-up to Carol’s questions in November)- approximately $500/year is budgeted for each Opportunity Quilt in progress. This totals $1000 over the 2-year planning/selling cycle for each quilt.
13. Committee Reports
	1. Workshops (Ruth Cuzzort): The February workshop (Lucy Patrick “Elephant”) is a go with 6 participants. The March Ellen Linder classes have 17 participants between the 2 classes. Dawn Griffin will post on guild Facebook page to get more enrollments.
	2. Block of the Month (Kerry Cohen)-the January and February blocks are available online.
	3. COCA City Hall Show (Kerry Cohen)- She will send the form to Sue Isaac to post by the February guild meeting. Applications are due no later than close of April guild meeting. The show will be up from June 5-July29. MOTION: (Eskola/Granville 2nd) “to not conduct a reception for the City Hall Show as it has no return on investment required from the guild.” Motion approved unanimously.
	4. Programs (Marsha Walper)- A list of regional/national quilt shows that may interest members was circulated for additional input and is now available on the guild’s website.
	5. Jacksonville Quilt Show bus trip (Christine Walsh)-The trip will be Saturday September 21st. Updates in guild newsletter.
	6. Silent Auction (Sue Skornia)- Silent Auction gathered $2676.90 after taxes were collected. She agreed to do Silent Auction for 2019 Capital City Quilt Show, assisted by Cheryl Willis.
	7. Audio-Visual (Michele Hackmeyer)-Iterated our available equipment which includes a projector.
14. New Business
15. Policies & Procedures change for Silent Auction (Marsha Walper)-After discussion all agreed to rewording for distribution and discussion during March Steering Committee.
16. Guest lecturer & workshop (March) procedures & fees (Carol Eskola). Visitors and guests will not be charged a fee to attend the visiting lecturer presentation. There was insignificant financial impact in 2018 and the logistics were more work than gain.
17. Selling tickets for the 2019 Opportunity Quilt at the show this fall (Carol Eskola). General discussion of taking credit cards to purchase tickets requires technology (consistent wifi at the Museum of Florida History) and merchant fees. Consensus is to stay with cash (or checks from guild members). Advertising will reflect “cash only” for ticket sales. This statement would be new on publicity.
18. Jacksonville bus trip “member give-back” suggestion. Various incentives such as ticket discount for early registration (within first month of announcement) or bringing a friend who becomes a guild member were discussed. This led to a larger discussion of ways to apply incentives for workshops and other committees. Committee chairs are requested to bring ideas to the March Steering Committee meeting. Action tabled.
19. Adjournment 8:05 p.m.
20. Next Meeting: March 19, 2019