**Quilters Unlimited Steering Committee Meeting Minutes**

**March 19, 2019**

12 - Steering Committee Members Present – Kerry Cohen, Carol Eskola, Karen Kunz, Marsha Walper, Diana Kaiser, Michele Hackmeyer, Shelly Woodyard, Betty Rinkel, Christine Walsh, Tara Goodman, Ruth Cuzzort, Jeanne Brenner, Barbara Hoagland

Carol called the meeting to order at 6:31 PM.

It was determined that there was a quorum for the meeting

**Approval of Minutes** – General discussion concerning minor edits to the minutes drafted by Pam Doffek. Michele Hackmeyer made a motion to accept the minutes as amended. Tara Goodman seconded the motion. The meeting minutes as amended were approved unanimously. Carol agreed to communicate the minor edits to Pam so that the minutes could be updated for Secretary’s book.

**President’s Report**

**Announcements**:

**Opportunity Quilt Tickets –** Mary Whelan volunteered to sell opportunity tickets at guild meetings.

**Capital City Quilt Show –** Marsha Walper volunteered to pick up money and make deposits during the Capital City Quilt Show. Still need a volunteer to shadow Karen Kunz and serve as the Capital City Quilt Show chairperson for 2020. Marsha suggested looking at City Hall Show volunteers for a chairperson and reach out to Elizabeth Hawker, Dawn Griffin and Jennifer Caughley. Marsha volunteered to handle awards.

**Audit Review 2018 –** Peggy Clark and Linda Brooks will conduct the 2018 audit. The materials were passed to Peggy Clark at the February guild meeting. The deadline for the report is April 30, 2019.

**Fiscal Planning Committee –** The committee is made up of President, President Elect, Treasurer and 1 or more guild member. Need to recruit guild members to serve on this committee.

**Treasurers Report** – Janice France resigned as Treasurer effective March 9, 2019 and notified the bank to remove her as signatory on March 11, 2019. Janice France delivered the records to Carol Eskola and Carol advised that the records are in good order. Steering committee to nominate a new Treasurer as soon as possible. Email blast to be sent requesting volunteer to serve as Treasurer. Carol emphasized that the guild is moving away from QuickBooks.

 The 2019 Budget to Actual Report through March 7, 2019 was presented for review and Carol Eskola informed the Steering Committee of a dispute related to a request for reimbursement of expenses related to the Opportunity Quilt that exceed the amounts allocated in the budget. A lengthy discussion ensued concerning the amount budgeted over a 2 year period for opportunity quilt as well as payment of expenses. Lines 5160 D and E of budget are allocated expenses for Opportunity Quilt.

 Michele Hackmeyer recommended that when disputes arise between Treasurer and guild member requests for payment or reimbursement that a Fiscal Committee be appointed for escalation and decision making.

 Kerry Cohen explained that the amounts in the budget do not accrue. The guild operates on a cash basis. If the amount budgeted in prior year is not used, the next year is not increased by the unused amount.

 Kerry Cohen and Michele Hackmeyer both emphasized that the purpose of the Opportunity Quilt is to create a beautiful quilt at minimum cost as a fund raiser to the guild.

 Carol Eskola volunteered to draft policy and procedures for budget for the Opportunity Quilt to address the following:

 Frontload cost in Year 1

 Policy should provide that assets purchased belong to the guild

Tara Goodman recommended that the chairperson for the Opportunity Quilt not be permitted to receive payment for machine quilting.

Marsha Walper recommended adding the explanation for the Year 1 and Year 2 Budget to the Treasurer’s Notebook.

 Carol Eskola requested permission to issue checks as necessary on a temporary basis and there were no objections.

 Christine Walsh questioned the trip income for the Field Trip but after discussion confirmed that the amount stated is accurate.

**Membership Vice President Report –** Betty Rinkel advised that the new member letter may be out dated and Carol Eskola volunteered to check her records and send the latest version to Betty. If incorrect, it is ok for Betty Rinkel to revise as necessary. Betty to verify list of members that have paid for 2019 dues and will provide exact numbers at next meeting.

**Old Business**

 **Policy and Procedure Change –** Marsha Walper suggested the following changes to the policies concerning the Silent Auction:

Paragraph 4 is replaced with the following:

*4. Any sewn or quilted item is acceptable, ie., quilts, wall hangings, clothing bags, purses, pillows potholders, place mats, table runners, notebook covers, necklaces ragdolls.*

The following is inserted as new paragraph 7:

7. *Bid forms with item identification numbers will be placed on the board before the opening reception. No minimum bids will be placed on bid forms before the opening reception or during the show.*

Paragraph numbers 7, 8 and 9 are renumbered as paragraph numbers 8, 9 and 10.

Paragraph 10 is deleted in its entirety.

Jeanne Brenner made a motion to accept the change. Michele Hackmeyer seconded the motion and the motion was passed unanimously.

**Committee Reports**

 **Workshops –** Ruth Cuzzort advised that the recent class was very successful.

 **Travel Coordinator –** Christine Walsh provided an update on the bus report. The quote was increased from $1,100.00 to $1,196.00. Admission to the quilt show is $10.00. The bus can hold 56 passengers and exact total is $31.35. Total charge for bus and show will be $35.00 each.

 **City Hall Quilt Show –** Kerry Cohen advised that three (3) quilts have been entered for the City Hall Quilt Show and the deadline is 4/11/2019. Tara Goodman recommended a web blast to the guild membership as motivation to submit entries.

 **Challenge Quilt –** Barbara Hoagland advised that $170.00 in tickets have been sold. Marsha Walper, Ruth Cuzzort and Jeanne Benner volunteered to help.

**New Business** –

**Policies and Procedures Change – Opportunity Quilt Ticket Price –** Tabled

**National Speaker – Reduction in attendance fee? –** Tabled

**Budget Addition – Quilt Stand Purchase –** Carol Eskola requested permission to purchase a new quilt stand from Craftgard for $159.00 plus $25.00 shipping (and applicable tax). Kerry Cohen suggested that the quilt stand be purchased under the Programs line item in the budget. There were no objections.

**Disseminating Information to Membership including Steering Committee topics and budget. –** It was unanimously agreed that we recommend that members attend Steering Committee meetings to be briefed on the topics under discussion. The President will not provide an article for the Newsletter each month as mentioned. There was also discussion concerning the provision of budget vs actual expenses. Michele Hackmeyer suggested that a report of budget vs actual be made available to the membership on a quarterly basis. There were no objections.

The meeting was adjourned at 8:07 PM.