**Quilters Unlimited Steering Committee Meeting Minutes**

**May 14, 2019**

11 Steering Committee Members Present – Kerry Cohen, Carol Eskola, Karen Kunz, Marsha Walper, Diana Kaiser, Michele Hackmeyer, Roberta Granville, Betty Rinkel, Christine Walsh, Ruth Cuzzort, Sue Skornia

Carol called the meeting to order at 6:33 PM.

It was determined that there was a quorum for the meeting

**Approval of Minutes** – The minutes were reviewed and Roberta Granville made a motion to accept the minutes as amended. Christine Walsh seconded the motion. The meeting minutes as amended were approved unanimously.

**President’s Report**

**Announcements**:

**Treasurer Vacancy –** Carol advised that nobody has volunteered and the position is still open. There was some discussion about moving from QuickBooks to Microsoft Excel, as the change may open up the opportunity to more members since the position would not require experience in QuickBooks. Michele Hackmeyer suggested that we advertise the position at meetings and include list of responsibilities and duties of the treasurer. It was mentioned that we may need to hire someone to fill the position. Carol agreed to write up the list of responsibilities and duties for the sign. It was agreed to wait one (1) more month before hiring an individual or company.

**2020 Museum Show Chair –** No volunteer

**2020 Workshops and Classes –** Ruth Cuzzort and Lyn Gearity have volunteered for 2020.

**December Party – Special Events Chair –** No volunteer

**Financial Audit –** Financial Audit was reviewed by attendees

**Treasurer’s Report** – The 2019 Budget to Actual Report through May 2019 was presented for review. Betty Rinkel questioned Paypal account. Carol included current balances and they were reviewed. Carol advised that the CD rolled over on 10/22/2018. It currently earns 1.70% APR (1.71% yield) for a term of twelve (12) months. Savings account is currently earning 0.150% APR.

**Membership Vice President Report –** Betty Rinkel advised that seventy (70) members checked in at the May 2019 QU meeting. Betty to provide membership and renewal numbers at the next Steering Committee meeting.

**Old Business**

**Policy and Procedure Change – Opportunity Quilt – Ticket Price -** Karen Kunz reminded everyone that ticket price must be stated on all tickets. Carol reminded that Opportunity Quilt Notebook to be updated to include statement that price must be printed on tickets for the opportunity quilt. Lengthy discussion on opportunity quilt timeline in Policy and Procedures. Michele suggested that Steering Committee review the entire Policy and Procedures. This issue was tabled until the next Steering Committee.

**Opportunity Quilt Notebook –** Kerry Cohen suggested updating the notebook with maximum expense amount for Opportunity Quilt. Michele recommended that the budget contain one (1) line item for the opportunity quilt. This issue was discussed and the issue was tabled until the next Steering Committee meeting.

**Committee Reports**

**Audio Visual Coordinator –** Michele Hackmeyer noted that we need to verify that microphones have good working batteries before each meeting.

**Travel Coordinator –** Christine Walsh provided an update on the bus trip. Payment for bus is due September 7, 2019, so she will submit an invoice and place the order with the bus company. Christine intends to provide popcorn and movie for the bus ride. Carol agreed to post the event on Facebook.

**Silent Auction** – Sue Skornia is accepting silent auction quilts and other items for the Museum Quilt Show.

**City Hall Quilt Show** – Kerry Cohen advised that she has received 39 quilts to display at the City Hall Quilt Show. The show begins on June 5, 2019.

**Museum Quilt Show** – Karen Kunz informed the Steering Committee that the 1st meeting at the museum is May 30, 2019.

**Workshops** – Ruth suggested that we consider discounting fees for workshops conducted. Michele agreed but the matter was tabled. Susan Cleveland is scheduled for 2020. Ruth advised that only 1 national speaker is contracted each year. Michele suggested a survey of the membership to identify interest in national speaker and workshops. Kerry Cohen concurred. Marsha Walper suggested program next year to show quilts created from workshop to promote the workshops.

**New Business** –

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

**National Speaker – Reduction in attendance fee –** This matter was tabled from prior Steering Committee meeting. The fees collected for workshop and lecture by Ellen Lindner were short by $788.00 in covering the costs. Steering Committee is still considering reduction in fees to promote interest in workshops.

**New Member Social** – Lengthy discussion ensued to discuss frequency of new member social and effectiveness. Ruth recommended that we consider buddy system for new members to make them feel welcome at monthly meetings. This is an ongoing discussion.

**Membership Directory** – It was mentioned that the membership directory has errors. Betty Rinkel was asked to verify the information in the directory at time of check-in at monthly QU meetings. Michele will help and provide Betty a print out to work from. Carol to send email blast to membership requesting that they verify information in Membership Directory.

The meeting was adjourned at 7:58 PM.