Quilters Unlimited Steering Committee Meeting Minutes

Let the minutes show that:

1. The proposed slate of officers was unanimously voted into office by members present at the October 10, 2019 general meeting of the guild. Sixty-five (65) members attended, constituting a quorum (at least one-fourth of the annual membership).
2. A document outlining the proposal to recategorize committees as Standing, Support, and Ad Hoc was sent to all SC members via email or USPS on October 13, 2019. It received 15 “yes” votes with three SC members not responding; therefore, the proposal will become effective January 1, 2020.
3. Diana Kaiser resigned her position as Secretary on October 15, 2019, for personal reasons. Kerry Cohen has volunteered to take minutes this evening.
4. Peggy Allen resigned her position as Treasurer on November 11, 2019, for personal reasons. Per our bylaws, the Steering Committee is responsible for identifying a candidate for 2020.
5. A Mail Chimp email blast was sent to QU members on October 21, 2019, explaining the 1/1/2020 changes to the Steering Committee and showing the related QU bylaw changes to be voted upon at the November 14, 2019 general QU meeting. Sixty (60) members were present at the meeting, constituting a quorum. Those present plus one member who responded via email prior to the meeting voted unanimously to adopt the proposed bylaw changes.

November 19, 2019 Meeting

13 2019 SC Members and 3 additional 2020 SC Members Present – Betty Rinkel, Kerry Cohen, Karen Kunz, Carol Eskola, Lyn Geariety, Ruth Cuzzort, Jessica Duke, Dawn Griffin, Michele Hackmeyer, Barbara Hoagland, Jeanne Brenner, Wendy Stone, Marsha Walper, Pam Doffek, Tara Goodman, Ann Gaber

 Carol Eskola called the meeting to order at 6:32 pm.

Carol thanked everyone for serving on this year’s steering committee and welcomed the incoming members to this transition meeting. She noted she had received nothing but positive feedback. The agenda was approved and no additions to the distributed agenda were noted. The September SC meeting minutes were distributed. Michele Hackmeyer motioned to accept the minutes as presented. Marsha Walper seconded, and all were in favor of the motion.

President’s Report: Carol discussed the distributed dates for 2020 guild and steering committee meetings. She noted she had not yet heard back from Temple Israel confirming the proposed dates, possibly due to their calendars not being set yet. She was also awaiting Temple Israel’s confirmation of the same rental rate for our meetings for 2020. She will continue to pursue a response. Pam Doffek did note that due to travel, the January SC meeting date will need to be changed and she will send out a survey/email to reschedule. (Later communication scheduled January SC meeting for 1/13/20 at 6:30.)

Financial Report: Carol provided the budget to actual from the Treasurer. Since the report covered through 10/31/19, the final deposits for the opportunity quilt and the silent auction income is not reflected. Carol stated Sue Skornia reported about $3,000 from the Silent Auction, pending a couple of items yet to be paid for/shipped. Carol noted that the report shows a negative number if the line item is over the budgeted amount. A question about the larger than budgeted P O Box rental fee was clarified by Carol, since this year we renewed for 6 months and then elected to renew for a full year.

Carol also asked that we use the accounting system of recognizing the membership dues in the year they are collected. She noted previous treasurer, Janice France, would hold membership renewal dues received before January first and add them to the “income” of the year of membership. Also, any reimbursed expenses from the previous year provided to the Treasurer in January were applied to the previous year based on receipt date, not reimbursed date. This causes a lot of accounting knowledge and work that we want to try and limit for future treasurers. It was agreed that income for membership renewals would be recognized in the month/year it is received and reimbursed expenses would be recognized when the reimbursement check is written.

Membership Vice President’s Report: Betty Rinkel noted we had 27 renewals at the November meeting and had 7 online renewals so far. We had 65 people at the guild meeting in November. Betty and incoming Membership VP Michele Hackmeyer will be manning the check in desk at the December guild meeting to help with membership renewals.

Carol and Pam noted that for the December meeting we will be doing the end-of-year party. We will announce for members to bring their food between 6:00 and 6:20 pm to start the activities/eating at 6:30 pm.

Reports from Committees:

Capital City Quilt Show: Karen Kunz reported the Museum of Florida History was extremely pleased with the coverage of the table and there were only a couple issues during the whole show. Michele asked for feedback on the scheduling software for the desk time slots. It was not without some issues, but we do own the plug-in and other programs like Signup Genius are a monthly fee to use. Michele will look for possible solutions that are better suited or see if we can modify the current plug-in for ease of use.

Block of the Month: Kerry Cohen noted we had great participation at the November meeting, with 14 blocks turned in. This was the last month, due to the party in December.

Programs: Marsha Walper wanted to send out a survey about this year’s programs to help with future planning. Pam volunteered to create the survey with Survey Monkey and have an email blast go out.

Library: Jeanne Brenner reported the bookcases were purchased and installed. They are very nice, and it helps not having to cart books up and down stairs anymore.

Opportunity Quilt (2020): Jeanne noted the quilt is almost complete. She is working on the binding this week and it should be ready for the grand reveal at the December show and tell.

Challenge: Barbara Hoagland reported that the challenge went well this year, with the help of a lot of volunteers and especially Jeanne’s. Forty-six rules were sold.

Audio/Visual: Michele Hackmeyer noted that the microphone issue at the last meeting was due to a missing cord from the Temple. She left a note to let them know that the cord is needed for operation and she will follow up for the next meeting.

Nominating Committee: Pam Doffek reported all the committee chair positions are filled for 2020 except for 2021 opportunity quilt. Some chairs are still looking for a co-chair to help/learn the position. Pam will send out a list of the chairs to all the incoming steering committee/officers.

Publicity: Dawn Griffin reported that the publicity has gone well this year. She has posted on Facebook, the COCA site and submitted to the Tallahassee Democrat. We now have 446 followers on Facebook.

Workshops: Ruth Cuzzort reported on the previously tabled workshop survey results. We only had 52 respondents. The survey showed 19 people have not taken a workshop in the past. Of those, 75% said it was due to time and 35% said they had no interest in taking workshops. Ruth noted that there is a small core group that participate in the national quilter workshops each year. She noted that participation has declined while she expects costs to continue to increase (both charged fees and travel/lodging fees). There was discussion about capping the workshop fee and the guild covering the rest of the costs; the benefits to the guild bringing in national quilters; the requirement for lecture to include a workshop for speaker to come to guild meeting; and discussion of finding more regional quilters to save on travel costs. This issue was determined to need greater discussion and possible subgroup to come up with ideas.

Another issue Ruth mentioned about workshops was the physical requirements of setting up and breaking down the class and workshop location tables/chairs. She will see if this service can be added to the Leon County room rental. This issue was also discussed at guild meetings, since we now must place the Temple social hall back the way we found it. The idea of possibly hiring someone to help with setup/breakdown and man the door was discussion and will be investigated further.

New Business:

Notebooks: Notebooks were handed out to the new chairs present.

Check Request Form: Carol asked for feedback on the updated check request form. She stated this added information was to help the treasurer with tracking, mailing and audit purposes. After requesting margin format changes, the new format was accepted by all.

2020 Budget: The proposed 2020 budget was reviewed and discussed. The items in red were changes from the previous budget year and were discussed. This budget kept to the $14, 000 recommendation from the Financial Planning committee. A few changes were made to the proposed expenses. Pam Doffek moved to accept the 2020 budget as amended tonight and Tara Goodman seconded the motion. All were in favor and the 2020 budget was approved.

Pam moved to adjourn, and Kerry seconded. Meeting was adjourned at 8:07 p.m.

Submitted by Kerry Cohen, acting Secretary