

## **HQG Executive Board Meeting**

### **Tuesday, January 15, 2019**

**All members were present: President Martha Mazeika, Vice President Gail Dwyer, Treasurer Carmen Arnone, Program Chair Joyce Rodenhiser, Member-at-Large Sally Nimblett, and Secretary Dottie Macomber .**

**Welcome by President Martha Mazeika**, who called the meeting to order at 5:03 p.m.

**Highs and Lows-** Board members broke the ice by relating their “high” and “low” events of the week.

#### **Executive Board Positions**

- Review of membership list for potential candidates for Program Chair/Vice President: Gail had originally agreed to run again for Vice President but has since decided that she would rather run for Program Chair. We discussed a list of potential candidates for Vice President, as well as a review of the membership list for potential candidates for monthly drawing positions with a view to getting newer members involved in the guild. Gail will approach the suggested candidates to see if they would be willing to serve. The board discussed the idea that approaching members individually might yield better results than just the general call for volunteers at monthly meetings which, to date, has yielded no one coming forward.
- Discussion of an "apprenticeship" program to get members to shadow the current officers and learn something of the running of the guild so we may be able to get candidates more easily for those positions in two years:  
The board agreed that we should get the new board in place first and then start looking for “apprentices” to shadow the officers.

#### **Donations**

- Annual donation to the New England Quilt Museum:  
Our usual amount of \$250 was proposed and accepted unanimously.
- Proposed donation to the Senior Center's Activities Fund because they did not charge us to use the center during our show:  
The board proposed a donation of \$400 to the Saugus Council on Aging; this is in line with the amount paid in the past when the center submitted a bill to us, which they have not done for the past two shows- this amount was accepted unanimously. Dottie will compose a letter to accompany the check and will give it to Carmen to deliver at the February guild meeting.
- A new topic under Donations was introduced by Gail. She reported that some members have raised the concern that we do too much charity work. Martha suggested that we

compile all the information about what we do and where our efforts and money go. She suggested that we ask Gretchen for a summary of what programs have benefitted from our donations of goods. A discussion ensued about a relatively new charity for us, Quilts of Valor. However, this has been done at no cost to the guild; we have provided space at our last two shows, but it should be noted that this has also created a draw and has increased Sunday attendance, when the presentations of quilts to veterans has taken place.

- Another new item under this topic was brought up by Carmen. This year, members were asked for a \$5 donation for the Charity Donations committee to use to purchase Christmas pillowcase stuffers, instead of members being asked to buy designated items themselves. This ensured uniformity of the gifts that were purchased, as well as the appropriateness of the items purchased. Carmen felt that these monies collected should be turned in to the treasurer and then disbursed to the Charity Committee, either upon presentation of receipts for reimbursement or as an advancement for purchasing items with the understanding that receipts would be forthcoming. The board members agreed that all funds should be funneled in and out through the Treasurer; however, allowing an advancement of funds is acceptable, as not everyone is willing to put \$500 or more on a credit card and then get reimbursed later. Also, Gretchen should plan to ask members for their \$5 donation in September; this would give time for funds to go to the Treasurer and be available when the Charity committee needs them.

### **Quilt Show**

- Formal naming of quilt show chair(s) by president for Quilt Show 2020  
Pursuant to Section 5.7 of the bylaws, Martha appointed the quilt show chairpersons for the 2020 quilt show; Holly Petersen and Dottie Macomber were named as co-chairs.
- Preliminary budget figures suggest that we made a profit at the 2018 show of \$7,130; however, receipts have recently come in, and this also does not take into account the \$400 voted on tonight for the Saugus COA for the use of the senior center. Carmen will refine the figures and come up with final numbers soon.

### **Meetings and Programs**

- Do you think we would get enough people to take a class on a Wednesday afternoon before a monthly guild meeting? This question was raised by Joyce, to be discussed at this meeting. As the outgoing program chair traditionally has planned meetings for September through December of the incoming chair's term, Joyce is trying to do just that. She is proposing to have Michelle Banton do a workshop in October 2019, on the same Wednesday when she is scheduled to speak at our guild meeting. Michelle offers a \$50 discount if a guild books a workshop on the same day as a lecture. The board agreed that we should try a Wednesday afternoon workshop. The board also discussed having a flat fee for members to pay for workshops; Martha suggested \$20 but other members felt that \$25 is reasonable and would cost the guild less in the event that not enough members sign up to cover the cost of the workshop. Joyce will get more information from Michelle as to how many participants she will take in the workshop and we will determine a flat fee once we have that information.

Joyce will also get specifics about the length of the workshop and the space needed so we can see if a room at the senior center would be appropriate.

- Joyce noted that we are going to offer a Saturday workshop on thread painting with Betsy Habich in April; details as to price, place and time to be determined.
- Gail wanted to discuss the possibility of continuing summer meetings (even if we charged \$5 admission). Two members were opposed to this: Dottie because it means more newsletters to write (!) and Carmen who feels it is good to have a break; Carmen also expressed the concern that we would have to pay the Senior Center an extra \$125 for each of these additional meetings. The July and August 2018 meetings did not cost us extra because we had not been charged for two winter meetings that had been canceled due to weather. Martha is going to create a survey to be available to members at the February meeting asking if they would like summer meetings and if they would be willing to pay \$5 per person per meeting for them. She feels that these two meetings can just be advertised as a Sit 'n' Sew, with no special preparation or newsletter required, unless they take the place of a canceled winter meeting, as happened this year. In that case, that activity or program will just be carried forward to one of the summer meetings. Martha also proposed that the summer meetings could, once again, be on the second Wednesday of those months in order to avoid conflict with July 4<sup>th</sup> and to keep both summer meetings consistent.
- Retreat: discuss having a masseuse at the getaway. Carmen had brought up this topic for discussion, as she knows someone who would be willing to do this. Dottie checked with the Saco Ramada Inn to make sure this is allowed and found out that other groups have done it. Therefore, Carmen has agreed to get more information from her friend and to coordinate this. The massages will be 10-11 minutes and will be paid by attendees who wish to participate; there is no cost to the guild for this program.
- Another getaway-related topic was brought up for discussion. A very small number of members have expressed a desire to go to a location other than the Saco Ramada Inn, while the majority have expressed their satisfaction with that location. Sally and Dottie, both of whom have been involved in the past with the very difficult task of finding a suitable location for a weekend getaway, impressed upon everyone the various factors that must be considered when looking for a suitable venue. Because we need to give the Saco Ramada Inn a deposit check during the weekend this year in order to reserve that weekend for the following year, we will plan to go to the Saco Ramada in 2020 as well. (Dottie mentioned that the hotel is raising its prices next year, so she is going to make the Friday and Saturday night meal plans optional for 2020.) However, if someone is willing to take on the search for another venue, Martha suggested that Dottie publish in the March newsletter the specifications for a suitable getaway venue: handicapped accessible; reasonable cost; adequate sewing room space (get the specs for the current conference room as an exemplar); shopping in the area (i.e. quilt shops); a food plan available OR a restaurant in the hotel OR nearby restaurants; no extra charges per each electrical outlet; ability to bring in our own snacks, etc. Then if someone wants to take on the search for a new venue, they will have the necessary specifications and, if they find a suitable location, they can then report back to the Program Committee and/or the Executive Board. However, we would need this

information well in advance of March 2020 so we could let the Saco Ramada Inn know then whether or not we will be returning there in March 2021.

- Carmen reported that we took in \$787 in this year's auction. \$94 was slated to go to the New England Quilt Museum for memorial donations for some of the silent auction items that were donated to the guild. However, Carmen donated another \$6, saying she hadn't bid on any items at the auction; this way, we could send an even \$100 to the museum. Therefore, the total realized from the auction was \$793, with \$100 going to the museum and \$693 going to the guild.

## Bylaws Review

- When she decided to run for Program Chair, Gail had initially said that she could do that instead of Vice President, or she could do both jobs. Dottie reviewed the bylaws and found that there is nothing that prohibits a board member from holding two board positions. However, she thinks there ought to be such a prohibition and proposed the following amendment:
  - Proposed Bylaws Amendment for May 2019:
    - Add the following:
    - Section 5.8 No member may hold more than one position on the Executive Board at the same time. An Executive Board member may be the chairperson or member of a standing committee (see also Section 6.2).
- Discussion: Dottie had three reasons for the proposal:
  1. If one person held two board positions, there would only be 4 voting members of the Board instead of 5 (the President votes only in the case of a tie);
  2. This would tend to concentrate too much decision-making responsibility and control in an even smaller group of people; and
  3. Ideally, we would like to involve as many members as possible in the running of the guild.
- The Board voted unanimously to proposing this amendment to the membership. Per section 7.2 of the Bylaws, this proposed amendment will be published in the April newsletter and will be presented at the April guild meeting. Discussion and voting on the amendment will take place at the May guild meeting.

## Budget

- Further General Budget review and refinement: The Board is putting in a great deal of effort to document income and expenses. We had a successful year with both the show and the auction; however, members should remember that the profits from the quilt show are to be used for the running of the guild for the next two years. Dues cover roughly the amount needed to pay for the monthly rental of the Senior Center, but all other expenses- speakers, workshops (above the fees paid by participants), workshop venue rental, bus trips (again, above the amount paid by participants), printing for Creative Quilt Works and Secretarial needs, miscellaneous postage for secretarial needs, the website expense, plates and utensils for monthly hospitality, the ice cream and toppings for the Ice Cream Social, and misc. activity expenses- come out of the money we make at the quilt show. It should be noted that the Getaway and the 3/\$1 raffles basically pay for themselves.

Carmen is still in the process of reviewing income and expenses and is working on a clear but concise summation of income and expenses for the following areas:

- Rent
- Charitable Activities
- Raffle prizes
- Creative Quilt Works
- Hospitality
- Postage/Mailing
- Copying and Printing
- Web Site Expense
- Activities Expenses
- Get Away
- Ice Cream Social
- Speakers

We discussed the best way to organize such a report. Copying and Printing should no longer be one umbrella category; instead, copying and printing should be attributed to the area for which they are done- Secretary, Membership, Creative QuiltWorks, Charitable Activities, Program, etc. Speakers and Getaway are under program but should be separate line items. Ice Cream Social is under Hospitality but should have its own line item. Once this organization takes place, we can let the head of each committee or area know what their budget is; these amounts can be adjusted, if necessary, in the future.

- Balance and how large it is: The December bank statement showed \$18,824.11 in the account. However, this includes about \$9,000 that will be due to the Saco Ramada Inn in March.
- How did we do at quilt show? As reported above, preliminary figures indicate that we made about \$7,000. When the final figures are in, Carmen will make a report to the membership.

### **Other Business**

- Martha will schedule a Quilt Show Committee meeting in the next couple weeks to wrap up the 2018 show to discuss what worked, what didn't, and what to do differently next time; then planning can begin for the 2020 show.
- Newsletter entries continue to be due to Dottie on the 15<sup>th</sup> of the month.

The meeting adjourned around 7:30 p.m.

Respectfully submitted,  
Dottie Macomber, Secretary