**HQG Executive Board Meeting**

**Tuesday, August 28, 2018 at the Saugus Public Library**

Present: Martha Mazeika (president), Gail Dwyer (vice president), Dottie Macomber (secretary), Carmen Arnone (treasurer), Sally Nimblett (member-at-large) and Joyce Rodenhiser (program chair)

The meeting was called to order by Martha at 5:00 P.M.

Each member started by presenting her personal High and Low for the past week or so.

The business portion of the meeting opened with a discussion of the programs for this coming guild year. Joyce announced that she has a speaker for our April 3, 2109 meeting: Betsy Habich, a local quilter who does thread painting. She will also do a thread painting workshop for us on Saturday, April 6, 2019. Her fees are $350 for the meeting and $400 for the workshop. Our other speaker fees for this year are $250 to Kristin Callahan, who will give a presentation on “Hearts and More” rulers developed by Sue Pelland (Kristin is now a certified Sue Pelland instructor); $250 to husband and wife team Janice and David Jones; and we may have two members doing a trunk show. This will bring our budget for speakers more in line with what it has been in years prior to 2017-2018.

The meeting continued with a discussion of the results of the survey which members completed in June. The board went over Dottie’s analysis of the numbers and discussed both the graphs compiled by Dottie as well as member comments. Dottie asked if we should consider switching to a shorter survey or a different format, perhaps one where members could just write short answers to a few questions (Which meeting was your favorite? Which was your least favorite and why?), since some members seem to object to completing a survey. Martha made the point that the quantitative data and the qualitative members’ comments are both useful and suggested that we keep the survey format as is.

The board then discussed a new section of the survey, the one asking members to express their preference for meeting format: speaker or guild business first, break in between or no break. It was clear that the members preferred a break regardless of whether the speaker or the business is first. Although there was a slight preference for “Speaker First” over “Business First”, the board decided to keep the meeting format the same as it has been with the business first, then a short break and then the speaker or activity. The board members agreed that if a speaker went first, many members would leave right after the speaker and miss crucial information that is given during the business portion of the meeting. We will keep the business meeting and break to only 45 minutes or less. Dottie mentioned that Pam Weeks, a speaker in the spring, said to Dottie that she doesn’t mind going after the business portion of the meeting because she likes seeing what guilds are doing.

A discussion then ensued about what to do about people who talk during meetings, both during speakers and during business presentations. The suggestion was made that Martha pause the meeting and just wait for the offenders to stop and not to try to talk over them; repeat if needed and see if the people around the “talkers” will help police them to be quiet during the meeting.

The board then began an in-depth discussion of the guild’s budget, as we have not had the time at the past two board meetings to discuss the budget in depth. Carmen provided a Budget Review Worksheet which contained figures for expenditures for 2017-2018. (Some of these figures will have to be corrected, as Carmen did not break every expense paid into as much detail as some members of the board were asking for; she does have that detailed a breakdown in her account book.) Proposed allocations for many of the areas/activities were discussed and added to the chart, as indicated below:

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **2017-2018 Expenditure** | **2018-2019 Allocation Proposal** |
| Rent | $1,250 | $1,250 |
| Charitable Activities |  |  |
| * Pillowcases, Gretchen
 | $326.80 (does not include the monetary value of items purchased and donated by members) | $250 (takes into account that Gretchen will also be collecting a voluntary donation of $5 per member instead of having members purchase specific items) |
| * Quilt Museum, Dottie
 | $330 | $250 |
| * Blessed Sacrament
 | $100 |  |
| * Misc.
 | - | $200 (might include donations to meeting locations, such as the public library) |
| Raffle Prizes | $180.98 | $200 |
| * Margarita Blyumkina
 | $5.21 |  |
| * Linda Anthony
 | $37.34 |  |
| Creative Quiltworks |  |  |
| * Printing/copying
 | $111.75 | $115 |
| Hospitality |  |  |
| * Monthly supplies
 | $434.65 | $200 |
| * Potluck supplies
 | -$39.09 (?) | \* |
| Membership |  |  |
| * Tote bags (25)
 | $262.00 | $150 |
| Postage/Mailing |  |  |
| * Secretary
 | \* | \* |
| * Membership
 | \* | \* |
| Copying/Printing |  |  |
| * Secretary
 | $1,023.57 | \*This needs to be refined; much of this printing was also for the quilt show and some was for membership (cards, applications) |
| * Membership (cards, survey)
 | $33.40 |  |
| Website expense | $155.40 | $160 |
| Activities expense |  |  |
| * Quilt Show 2018
 |  | \* |
| * Bus trip
 | $1,280 (does not subtract out what members paid) | $600 |
| Getaway |  |  |
| * Hotel
 | $7,642.82 (does not include $500 deposit paid before the weekend) | \* |
| * Prizes
 | $306.05 | \* |
| * Deposit for 2019
 | $500 | \* |
| Ice Cream Social |  | $400 |
| * Supplies
 | $100 |  |
| * Banana Splitz (ice cream)
 | $295 |  |
| Speakers | $2,278 | $1,600 |
| Miscellaneous |  |  |
| * PO Box rental
 | $134 | $135 |
| * Bank checks (order will last more than one year)
 | $143.76 | $75 |

The areas and items marked by an asterisk (\*) will have to be refined after more detailed analysis but at least this gives us working budgets for many of the activities and committees.

Sally will keep track of the $5 donations to the pillowcase “fund” so we have an idea of how much, if any, additional money will need to be budgeted for this area.

We will revisit the expenses for copying/printing once Carmen has had a chance to break down this expense by area.

We then discussed the possibility of subsidizing the cost of the getaway weekend for a member. Dottie has had a request from someone who says she is unable to pay but would like to go; she also wanted to discuss this as a possible way to spend down our treasury somewhat, as some members complain about our large balance. We discussed the possibilities: hold a random lottery? use a complimentary room if one is provided by the hotel? review financial need and assign by need? We all decided that we do not want to get into members’ personal finances to give “scholarships”. We also decided that it would be just one more thing for someone to do, to run a lottery and pull a “winner”. There was also some concern that giving out a “scholarship” would violate Article 2, Section 2.2 of our bylaws by providing a financial benefit to someone who is not providing a service to the guild. If the hotel for our getaway provides two comp. rooms, the organizer should get one and the cost of the other could reduce everyone’s cost by a few dollars, or we could use that extra money toward the cost of the prizes at the getaway. In any case, it was decided that we will not give a room away at the getaway.

Martha asked Gail if she would be responsible for the prizes for our monthly raffles, now that she has a definite budget to spend. It had been suggested in the past that the Connecting Threads catalog might be a good place to buy prizes, but Gail said she’ll buy them at Jo-Ann’s when she gets coupons.

We then discussed the program calendar for the year:

* September, Meet & Greet
* October, Quilt show prep
* November, Janice & David Jones, speakers (she quilts, he paints)
* December, Potluck and gift swap: Mr. & Mrs. Wright return!
* January, Auction
* February, Kristin Callahan presenting “Hearts and More” templates
* March, TBD- Joyce is waiting to hear from Judy Massakowski and Linda Reppucci to see if they are willing to do a trunk show
* April, Betsy Habich, thread painting
* May, Business meeting and elections
* June, Ice cream social and annual survey

Newsletter entries continue to be due to Dottie on the 15th of the month.

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Dottie Macomber

Secretary