

## Nimble Fingers Executive Board Meeting Minutes

May 4, 2011

Meeting convened at 1:00 at the Potomac Community Center

Members present:

Co-presidents: Linda August and Patty Estey

Treasurer: Barbara Kilby

Vice-President: Pat Lefevre

Secretary: Evelyn R. Farinas

Mary Moore Payne

Margaret Natof

Susan Sellers

Carole Auth

Anne Datko

Liz Brigham

Joan Winovich

Francie Parrack

Jill Ruspi

Anne Datko

Rainie Broad

Jane Oden

**Announcements:** Next Executive Board Meeting will be June 1, 2011 following the regular membership meeting.

**Approval of March 2011 Executive Board Meeting Minutes:** There were no corrections to the minutes. A motion was made to approve the minutes as written

- Action: March 2011 board meeting minutes were approved.

**Treasurer's report:** Ms. Barbara Kilby provided a suggested budget for Nimble Fingers. Ms. Kilby reported that NF has approximately \$30,000 in bank accounts. There is no Quilt show in 2011, and the projected budget for the year ends April 30, 2012. It shows expenses that are greater than the expected income by \$2,000. There are enough funds in our bank accounts to cover the shortfall. In addition, we expect the garage sale in April 2012 to also provide additional income. We are likely to be in the black again the following fiscal year since there will be a Quilt show in 2012. See attached budget proposal.

- Action: Proposed budget for 2011-2012 was approved.

**Reimbursement for out of pocket expenses:** The Board discussed the process for reimbursing members expenses incurred while hosting and or transporting speakers and also while doing office work for the guild, such as copying. It was decided that a member hosting should receive a per diem when a speaker is staying at his/her house and is being provided transportation to and from airports and train stations. It was decided also that members should be reimbursed for expenses incurred doing copies for the guild.

- Action: Member who is hosting a speaker will receive a \$40 for each night the speaker is housed as reimbursement. No receipts are required.
- Action: Cost of meals for a speaker at a restaurant will be reimbursed to the hostess, in addition to the \$40 per diem. The hostess should provide receipts.
- Action: Cost of meals and expenses for husbands or others accompanying the speaker will not be paid by NF.
- Action: NF will pay \$0.25 per mile to NF member who is transporting the speaker to and from airport or train station. Mileage must be submitted to obtain reimbursement.
- Action: Amount reimbursed per mile may be revisited due to increasing cost of gasoline.
- Action: NF will pay parking incurred while transporting speaker to and from airport or train station. Parking receipt must be submitted to obtain reimbursement.
- Action: NF will pay members who make copies at home for programs or activities associated with NF at the rate of 5 cents per black and white page, and 10cents per color page.

#### **Committees' reports:**

**Programs:** Ms. Sellers reported that there are openings in the June workshop and suggested that the June program be open to members of other quilting guilds in the area. She noted that expenses for programs have increased because many speakers fly in and request hotel accommodations, which are expensive. The program committee will ask cooperation from the

hospitality committee for the December meeting, which is very busy. Presently, programs are scheduled through May 2012.

- Action: The June meeting should be opened to other quilting groups in the area.

**Nominating:** Per by-laws, two members for this committee have to be selected from the Executive Board. The names of all Board members, except for current officers and the librarian/quilt show chair, were entered into a “hat” so that there would be no bias in the selection. The time table for nominations and elections was reviewed (i.e., slate needs to be in place by late February so it can be presented in March, and put to a vote in May).

- Action: Kim Jalette and Liz Brigham were selected as the two Board members who will also become members of the Nominating Committee.

**Hospitality:** The June meeting is a pot luck lunch. For regular meetings, Carole Auth indicated to Rainie Broad that she would pick up the sandwiches if Annie Hammond could not do it. It was noted that the Potomac Center requires all trash be bagged and placed in the trash bins outside the building.

**Newsletter:** Not present

**Library:** Not present

**Quilting for Others:** It was reported that the Krahnke Center has no need for additional quilts at this time. It was suggested that the NF charity quilts be donated to Project Linus, an organization that supports primarily Montgomery County hospitals and shelters, and occasionally donates to two Prince Georges County Hospitals and Children’s hospital in DC. In addition, Susan Sellers is the new Chairperson of Montgomery County Project Linus.

- Action: Charity quilts will be donated to Project Linus

**Quilt Show:** Not present

**Retreat:** No new information to report

**Website:** It was proposed to make Jane Van Horn an honorary NF member for one year.

- Action: Ms. Jane Van Horn was declared an honorary member for the 2011-2012 membership year.

**Quilting Bee:** Ms. Parrack stated that NF will be able to use the conference room at the Habitat for Humanity center throughout the summer.

**Historian:** Liz Brigham stated that the light at the stage was very poor, which resulted in very dark pictures.

- Action: Every effort will be taken by officers and photographer to make sure there is good lighting for the taking of photographs.

**Membership:** It was proposed that a colored sticker or some other identifier be place on the name tag of each member to indicate payment of dues.

**Welcoming:** Ms. Jane Oden stated that there were 3 guests at today's meeting. They indicated that they would become active members in June. There is one mini-group set up and another is being planned.

**Sunshine:** Not present

**Current Events:** Not present

**Quilt Consortium:** Not present

Respectfully submitted,

Evelyn R. Farinas

Secretary

**Nimble Fingers Quilters 05/05/11**  
**Approved Budget**  
**Fiscal year May 1, 2011 to April 30, 2012**

<b>Revenue</b>	<b>Budget</b>	<b>Notes</b>
Dues	3,000	Conservative: 120 @ \$25
Workshop revenue	4,640	
Retreat fees	4,880	16 times \$305
Hospitality	2,000	10 meetings, average \$200
Other revenue		Sales, pins, interest
<b>Total revenue</b>	<b>14,520</b>	
<b>Expenses</b>		
Hospitality food +supplies	2,000	Approximately break even
Historian	50	
Membership supplies	100	
Newsletter printing +postage	150	
Retreat expenses	4880	Approximately break even
Programs		
Lectures	2,978	Fees +speaker expenses
Workshops	4,788	Teacher fees, expenses, facility
Supplies/equipment	1 00	
	???	
Total programs	7,867	
Library	100	Books
Quilting For Others	300	
Meeting facility rent	1,200	Increase 20%
Less allocation to Workshops -660 Included above		
Gifts and awards	150	Prizes
Liability insurance	218	Same as last year
Website & domain name	40	Heller Info Service 1 yr
Administrative expenses	100	Tax software, postage
NQA Membership	20	Chapter Dues
Charitable donation	0	Skip this year, no QS
	???	
<b>Total expenses</b>	<b>16,515</b>	
???		
<b>Net revenue (expense)</b>	<b>1,995</b>	
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Approved May 4, 2011