

**Nimble Fingers –Executive Board Meeting Minutes**

**June 2, 2010**

**DRAFT**

**Meeting convened at 1:00, at the Potomac Community Center**

**Members present:**

**Co-president: Linda August**

**Co-president: Patty Estey**

**Vice-President: Pat Lefevre**

**Treasurer: Barbara Kilby**

**Secretary: Evelyn R. Farinas**

**Carol Clanton**

**Francie Parrack**

**Jane Oden**

**Mary Jo Haczewski**

**Liz Brigham**

**Nancy Sharp**

**Jill Ruspi**

**Susan Sellers**

**Cheryl Layman**

**Board and new committee members:** Newly elected board members, committee chairs and committee members present were introduced and recognized.

**Approval of March 3, 2010 Executive Board Meeting minutes:** A motion was made to approve the March 3, 2010, executive board meeting minutes.

- Action: Executive Board meeting minutes were approved.

**Executive board meeting schedule:** Linda August announced that board meeting will be held as follows: June/September/November/January/March and May

**Bank signatures:** A motion to adopt a resolution authorizing the Co-Presidents Patty Estey and Linda August, Secretary Evelyn Farinas and Treasurer Barbara Kilby to sign checks on the Nimble Fingers guild account at Sun Trust Bank was made to the Nimble Fingers board.

- Action: The motion was unanimously approved by the board.

A motion to adopt as resolution authorizing Treasurer Barbara Kilby along with Burt White, the quilt show treasurer, to sign checks on the Nimble Fingers Quilt Show account at Sun Trust Bank was made to the Nimble Fingers board.

- Action: The resolution was unanimously approved by the board.

**Budget:** Line items in the proposed budget were discussed. It was stated that the organization functions on a budget of approximately \$8,000 per year. As shown in the proposed budget, there may be a deficit of \$503. (See attachment 1). However, Nimble Fingers has enough money in reserve to cover this deficit.

Hospitality, program and publicity committees can work within the proposed budget.

Meeting facility rental: Rental fee remained unchanged and was already paid for the 2010-2011 year. Room set up estimate will be the same as for the previous budget.

Quilting for others: Budget will be used to buy necessary supplies.

Raffle ticket sales: So far sales are about half the budgeted amount, with four months to go until the drawing at the October 2010 Quilt how. Those who do not plan to sell their tickets should return them, but many will not and the supply of tickets is running short. The guild has to decide whether to print additional raffle tickets.

Charitable contributions: It was pointed out that in 2009 was the first time that Nimble Fingers donated money directly to a specific organization. A charitable donation will be possible only if there is a profit made from the Quilt Show.

- Action: The proposed 2010-2011 budget was approved by the board. Each committee should contact the Treasurer to confirm whether their expenses match the proposed budget. Quilt Show Committee will decide whether an additional printing of raffle tickets is necessary. Quilt Show Committee will determine which charity(s) should receive a donation with proceeds from the quilt show. It will be voted on by the board after the Quilt Show when the Quilt Show books are reconciled.

**Room set up:** Attendees for the general meeting and for work shops have been setting up the chairs and tables for these activities. Hiring a person to do the set-up has not been successful. Employees of the Potomac Center are not allowed to take on this function as it will be considered performing and receiving compensation for two jobs taking place at the same time.

Historically chairs were set up for the business meeting, and then tables were set up prior to lunch. A mixture of two rows of chairs and 6 tables with 6-8 chairs per table, as done for the June 2, 2010 general meeting, was adequate. However, the speaker for the September meeting will require a set up that allows a table for Power point presentation. Additional long tables are needed for hospitality lunch set up and for membership and other functions of the guild, such as the Alzheimer's quilt project, artisan's attic, etc.

- Action: The presiding officer at each general meeting will remind the attendees for the need to help with set up and take down of the chairs and tables at each meeting, and request volunteers to do so. The room set up will continue in the format of the June 2, 2010 general meeting (two rows of chairs and 6 round tables) plus tables for hospitality, etc., (unless a different set up is needed for a specific meeting). An e-mail will be sent to the committees prior to the September meeting asking how many long tables are needed for their special projects/exhibits.

**Committees:** A discussion of the duties and responsibilities for differing committees ensued. It was noted that the duties of the committees are not listed in the by-laws.

- Action: A list of the duties of each committee is to be sent to the Co-Presidents by the end of June. Communications from the Board will only be sent to lead committee members who are requested to pass on the information to their other members.

**Membership Committee:** Responsible for maintaining the roster, and distributing name tags at each general guild meeting. Historically, this committee was responsible for sending packets with guild information to new members

- Action: Membership committee will send a roster to the members via e-mail or standard mail if needed once a year.

**Welcoming Committee:** Responsible for giving new members information about Nimble Fingers, such as welcoming letter, roster, brochure, etc. if available. It was noted that the

Newsletter committee is not responsible for sending welcoming packets to new members. It was proposed that committee members sit with new members at general meetings when possible and inform new members about events and policies of the guild as the Newsletter is published every other month. Other possibilities for welcoming new members, such as setting up signs at the general meetings, usher new members as welcome hosts/hostesses, and pairing new members with older members according to geographic location, were discussed.

Francie Parrack stated that an updated roster is needed prior to the September meeting to sign up volunteers for the quilt show. It was noted that members must be current in their dues in order to enter a quilt at the Quilt show

- Action: Membership and Welcoming Committees will remain as two separate committees. Welcoming and Membership committees will work together to maintain and update the roster. Both committees will cooperate to create or reactivate a brochure and other welcoming materials for new members, which can also be used as recruiting tools at the Quilt show. An updated roster will be provided to Francie Parrack by the membership committee prior to/ or at the September meeting for recruiting volunteers for the quilt show. Kim Jallette will be asked to send a general membership e-mail reminding members that only members current in their dues can exhibit at the Quilt Show. Membership committee will contact members who are not current in their payment, and remind them to pay. New name tags to be provided to all members, with bigger font format, for the members to keep and be responsible for. These will be distributed at the September meeting. Welcoming signs can be placed by this committee at the general meeting site.

**Programs Committee:** Susan Sellers stated that the intent of the program committee was to present program that meet the different needs of the group while keeping within the budget. Programs cover machine and hand work, and vary in length from half to a full day. (See Attachment 2.) Committee will work on programs beyond the 2010/2011 year as many speakers book their programs with several months lead time. It was noted that speakers' fees vary, with some charging as much as \$1200 for a program.

**Current events:** No discussion.

**Historian:** Keeps pictures, documents, etc., pertaining to Nimble Fingers. The documents are in hard copies and electronic version when possible. Susan Sellers has made a list of the historical documents in her possession.

- Action: Old photos of Nimble Fingers may be exhibited at the Quilt show if space is available. Susan can resend the list of documents in her possession if requested.

**Hospitality Committee:** Will continue offering the standard sandwich/ salad/dessert and drinks menu, with two pot luck buffets during the year (May and December). It was suggested that the

committee circulate a list with the duties of each person (i.e. what to bring and when) in order to update it and give members another opportunity to sign up.

**Library:** It is not known if the library inventory is current. No further discussion.

**Newsletter:** No discussion.

**Nominating Committee:** It was suggested that the nominating committee should search for a new person to chair Quilting for Others.

- Action: Members of the nominating Committee should get in touch with Francie Parrack to learn the duties and responsibilities of Quilting for Others

**Quilt Consortium:** Susan Sellers indicated that this is a group representing guilds in the area which was formed to share information about their programs so that multiple guilds might possibly schedule speakers for the same time period and share travel expenses and/or let other guilds know of openings in their workshops.

**Quilt Show:** It was noted that a volunteer is available to transport the poles for the quilt show. No further discussion.

**Quilting Bee:** No discussion.

**Quilting for Others:** Francie Parrack stated that a new chair for this committee has not been found yet. There are some supplies available to make quilts. Habitat for Humanity will have six houses ready in February but no work will be started until the guild is given a list of residents for each house. It is not known when that will occur. Other shelters welcomed the quilts made by the guild and the coats donations. The quilts are donated to shelters where the residents keep the quilts as a personal item. This charitable work will be advertised at the Quilt show.

**Retreat:** No discussion. Retreat chair Anne Datko was not present.

**Sunshine:** Betty Ford sends cards in case of illness or death to family members of the group. Ms. Ford does not want to be reimbursed for the cards and postage expenses. Any information regarding illnesses or deaths should be forwarded to Betty Ford.

**Website:** No discussion.

**Privacy issues concerns:** It was noted that members' private information, such as addresses, phone numbers and e-mail addresses may fall into the wrong hands if disseminated over the web or published in the newsletter. It was announced that the organization will rent a PO Box for Nimble Fingers correspondence, and will set up a generic e-mail such as [info@nimblefingers.org](mailto:info@nimblefingers.org) to be published at the website. Linda August will email addresses for committees and officers that will get routed by the guild's service provider to those members' real email addresses. That will ensure that personal email addresses are not published on the guild's website.

Respectfully submitted,

Evelyn R. Farinas, Secretary

Attachment One: Proposed Budget

Fiscal Year May 1, 2010 to April 30, 2011

	<b>General budget</b>		<b>Quilt show budget</b>	<b>Combined totals</b>
<b>Revenue</b>	-----		-----	-----
Dues – 140x\$25	3,500	Admission fees	3,000	
Workshop revenue	5,040 SJS	Raffle ticket sales	5,300	
Retreat fees - \$305x16	4,880 BK	Vendor fees & ads	4,600	
		Boutique/auction etc.	2,300	
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<b>Total Revenue</b>	<b>13,420</b>		<b>15,200</b>	<b>28,620</b>
<b>Expenses</b>		<b>Expenses</b>		
Hospitality (supplies)	150	Admission expenses	100	
Historian	50 SJS	Boutique expense	300	
Membership	100	Publicity	1,000	
Newsletter (print+postage)	250	Raffle expenses*	1,050 (see below)	
Retreat expenses	4,880 BK			
Lectures and workshops				
Lecturers	2,100	SJS Show Programs	700	
Workshop instructors	2,600	SJS Vendor mailings	100	
Travel & meals	2,355	SJS Silent Auction pmts	750 (pmts to makers)	
PowerPoint projector	550	SJS		
Supplies	150	SJS Other expenses	350	
Total lectures/workshops	7,755	Additional draperies	500 BF	
Library	100 PT			
Quilting for Others	100 FP			
Meeting facility rent	1,000 TBA	Quilt show facility	6,850	
Room set up	500 TBA	Quilt show setup	300	
Gifts and awards	150	Gifts and awards	150	
Liability insurance	218	Quilt insurance	500	
Website & domain name	100	Charitable donation	1,000	
Administrative expenses	100			
NQA membership	20			
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<b>Total expenses</b>	<b>15,473</b>		<b>13,650</b>	<b>29,123</b>
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Net of revenue over expenses	<u>-2,053</u>		<u>1,550</u>	<u>-503</u>

\*Materials, appraisal, insurance, tickets, photos, postcards, etc.

Attachment Two: Nimble Fingers Program 2010-2011

June 2, 2010	Gyleen Fitzgerald: The Art of Color Blending
June 3, 2010	Workshop: It takes Seven Sisters, 10 AM-4 PM, \$45 plus \$5 pattern fee
September 1, 2010	Karen Fricke: Thread Sketched Photography
October 6, 2010	Large show and tell, quilt show planning
November 3, 2010	Quilt-in for other; Mary Kerr: Quilt appraisals
	Note: Guild to pay Ms. Kerr transportation costs; appraisals to be paid by member seeking this service
December 1, 2010	Jane Garrison: What a difference a thread makes
	Workshop: Hand is not always a four letter word
January 5, 2011	Tool time round robin
January 6, 2011	Kim Jalette: Mystery quilt workshop
February 2, 2011	
March 2, 2011	Sue Reno: Cyanotype printing on fabric (tentative)
April 6, 2011	Mary Stori: Let it shine
	Workshop: Decorative beading techniques
May 4, 2011	
June 1, 2011	