Nimble Fingers Executive Board Meeting Minutes

September 1, 2010

Meeting convened at 12:45 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 Auth

Francie Parrack

Jane Oden

Mary Jo Haczewski

Mila Haberman

Anne Datko

Jill Ruspi

Susan Sellers

Cheryl Layman

Beverly Ferrell

Laura Markus

Kim Jalette

Jane Vanhorn

Meeting was called to order by co-President Linda August at 12:45

Announcement: Next Executive Board Meeting will be in November, following the regular membership November meeting.

Approval of June 2, 2010 Executive Board Meeting Minutes: There were no corrections to the June minutes. A motion was made to approve the minutes as written

- Action: June 2, 2010 meeting minutes were approved as published on website.

Coordination of program/luncheon/workshop: It was noted that there may not be enough time for workshop set up, id the workshop is on the same day as a special luncheon such as the holiday lunch.

- Action: Carole Auth is looking into having the luncheon in the room net door. Another possibility is to have the class held next door since it is a handwork only class in December. Linda August noted that there will not be a conflict for the march and May planned special luncheons.

Treasurer's report: Barbara Kilby (Treasurer) provided the following information:

The financial statements for the year ended 4/30/09 have been audited by Patty Hayes and Ronnie Sullivan, and their audit report will be ready in October.

As of September 1, 2010, the quilt show account balance is about $7,000 and the guild account balance is about $10,000. Cash balances have decreased by about $2, 000 since May 1 because the year's rent and other major bills have already been paid.

The guild owns two Certificates of Deposit (CDs); one is for $3,200 matures in November, and the other is for $3,500 matured on August 27. The treasurer will reinvest this amount into a CD offering the highest possible yield, which may be a CD having a 5-year maturity.

It was suggested that only one of the two CDs have a long-term maturity period. The Treasurer agreed.

Committee's' Reports

Website: Jane Van Horn (webmaster) provided the following information/comments:

Membership@nimblefingers.org was added to the website contact list.

Test e-mails from the general guild website were sent to personal e-mails of the Board members to confirm that system is working properly.

Action: Board members will let webmaster know if test e-mails were successful.

Ms. August asked committee chairs and Board members to review the website and provide feedback to her with any changes to bring their sections up to date. She will provide a form to complete for this.

Action: changes will be due the end of October. Ms. August will send out instructions.

The webmaster asked the board to consider changing the color for the background for the guild's website.

Suggestions from the board:

Maintain information on the website that is not older than the previous two years

Add hyperlinks when relevant (for example to teacher's websites in the Programs section)

Maintain a global calendar, listing meeting dates, workshops, retreat, especial lunches or functions, etc.

Avoid duplication of the same information on multiple pages.

The members and speakers need to be informed that permission to publish photographs on the guild's website is implied..

Program chair (Susan Sellers) will ask Ms. Karen Fricke (today's speaker) if she does not object to have pictures from today's presentation posted on the guild's website.

Action: The Co-Presidents will announce at the beginning or each general guild meeting the implied consent by the members accepting publication of photos from programs and other activities on the guild's website.

The webmaster will not delete items on the website which are older than 2 years until the Historian has verified that hard copies are available in the archives.

Welcoming: Jane Oden (chair) provided the following information:

The committee has updated two fliers listing the activities of the guild. These can be given to new member, and may be used during the quilt show to attract new members as well. Ms. Oden also clarified the cost of these materials for the Board.

This committee will circulate a sign-up sheet for mini-groups. The intent is to facilitate the members with common interests getting together. There was a question whether the mini-groups were part of the welcoming committee or should be considered a separate committee

Action: The sign-up sheet for mini groups will be circulated in the October general meeting. Information regarding the sign-up sheet will be posted in the newsletter.

Nominating: It was noted that two more members are needed for this group, and that no one volunteered today for this group at the general meeting.

- Action: The executive board should canvass the members for participation in this group.

Newsletter: The board was reminded that the deadline for inclusion in the November/December newsletter is October 15, which is very close to the quilt show. The board was encouraged to submit newsletter items prior to the deadline if possible.

A request was made for an e-mail requesting the members to bring sergers, sewing machines, etc. to the November meeting.

Ms. Jalette reminded the board that she does not edit the material sent for publication in the Newsletter.

- Action: An e-mail will be sent prior to the November meeting requesting that the members bring equipment to sew and finish charity quilts at the November meeting.

Quilting for Others: As of today, no one has stepped up to lead this group and Ms. F. Parrack is acting as lead. Ms Parrack stated that:

Storage of supplies for this committee is no longer a problem as supplies not suitable for quilts have been donated to worthy causes.

Mostly this group's leader acts as a liaison with the county's facilities; this function could be performed by two or three members.

Ms Parrack clarified that the shelters do not expect a regular supply of quilts. Historically the guild supplies enough quilts as needed for the shelter, so that every shelter client receives a quilt.

In the past, the members voted to donate quilts to Montgomery County shelters and to Habitat for Humanity.

The number of quilts available for donation depends to a large extent on the number of members that show up to work on these quilts at the November meeting.

It was suggested that the new program "Block of the Year" could be another source for donated quilts.

Historian: Ms. Sellers proposed bringing a book with the guild's history for display at the quilt show.

- Action: The board agreed with this suggestion, and it was decided that this photo album would be place in the same table as the raffle table for safe keeping.

Hospitality: The chair suggested that members bring to the November meeting canned food, toiletries and other supplies that may be used for shelters clients.

It was stated that the shelters do not accept canned goods but there are other organizations that will accept them.

- Action: An announcement for the November collection of toiletries for the shelters will be made at the October meeting, and a notice will also appear in the Newsletter.

Library: There was a question as to how the recently purchased books were selected, and about the cost of the books. Ms. August stated that the library committee is responsible for the book selection, and that the prices were very reasonable.

Membership: There are 124 paid members; and 22 that have not renewed the membership. The finalized roster will be sent to the Quilt show committee so that members can be contacted for assignments during the quilt show.

Program: The program schedule is finalized and registration for the workshops was started at the September general meeting. None of the members have registered to have quilts appraised at the November meeting. The guild is only responsible for paying the appraiser's transportation.

It was suggested that the program schedule be posted in the Newsletter

- Action: the complete program schedule as submitted will be published in the Newsletter

Susan Sellers presented information about the current workshop refund policy that Nimble Fingers follows as well as policies from other guilds. She discussed the need to balance the financial obligations of the guild with the desire for refunds on the part of some members. Once a contract has been signed to bring a speaker in for a lecture and workshop, Nimble Fingers is obligated to pay the full fees, even if the workshop does not fill. An effort is made to keep the workshop fees low so that all members can afford them. Susan has discussed the workshop refund policy with members who have served on the previous program committees for the last five years and there is consensus that refunds were only given for certain specific situations. Members have been allowed to find someone to fill a space if the workshop is full, but the guild has not typically written refund checks. There was discussion about the benefits of changing the workshop refund policy. Susan asked the group to express their opinions on whether the policy should be modified and, if so, how.

- Action: The program committee will meet and draft a revised policy, which will be presented to the executive board for a vote at the November Executive Board meeting.

Quilt show: It was stated that volunteers who work 4 or more hours at the quilt show get free admission to the show. This should be announced at the October meeting.

It was suggested that programs not be given to the volunteers on the first day of the show so that there will be no shortage of programs on the second and last day of the show.

It was suggested that there should be a mechanism to tally the number of attendees, and how the attendees heard about the show. The former is required for audit purposes to match monies collected with number of attendees. One person at admissions should collect money and a different person tally number of attendees.

- Action: An announcement will be made at the October meeting stating that volunteers who work at the quilt show for 4 hours or more will receive free admission to the show.
- Action: The quilt show committees will ensure that volunteer at the admission table tally number of attendees each day, paying and non-paying.

Retreat: The Chair (Ms. A Datko) will be out of town on October 1st, which is the day registration for the retreat open per the last newsletter. Ms Datko is putting in place the following procedure: prospective attendees should leave a phone or e-mail message stating their intent to attend the retreat. Acceptance will be on a first come, first serve basis.

- Action: Ms. Datko will send an e-mail to the guild members explaining the registration procedure.

Respectfully submitted

Evelyn R. Farinas

Secretary