

Tucson Quilters' Guild
Business Meeting
March 3, 2010

Meeting called to order by Kathy Harris at 9:31 am.

- 13 Board members present.
- 6 Committee Chairs present.

Attendees: Joline Albaugh, Colleen Babcock, Mary Bazzano, Laura Cotter, Sally Dickinson, Ruth Ganeles, Evelyn George, Kathy Harris, Kay Hendricks, Nancy Landon, Mary Meserve, Marie Morris, Mary Perry, Donata Pfisterer, Meg Silvern, Joan Swanson, Kathryn Wald, Erma Watson, Shellie Whitman, Alice Wilder, Kathy Zimmer

Secretary: Minutes distributed by email 3/4/2010. Motion to approve minutes by Laura Cotter; seconded by Colleen Babcock.

Treasurer: Joan Swanson		March 3, 2010
Checking Acct.		\$7,747.73
Savings Acct.		5,915.86
Petty Cash		200.00
Fixed Assets	Accumulated Depreciation	-3,360.00
Equipment-Fixed assets		8,642.41
State Farm Bond Fund	Unrestricted	30,273.71
State Farm CD #1	Matures: 4/10/2010	8,008.88
State Farm CD #2	Matures: 2/10/2010	8,009.08
State Farm CD #3	Matures: 3/10/2010	7,500.00
Money Market	State Farm	531.01
Restricted Bond Fund	Endowment Account	25,146.69
Total Assets		\$98,385.37

Joan has 2 checks still to be deposited, one is for \$5.00, and the other one, from TCC, is for \$23,574.09.

Motion to approve treasurer's report by Colleen Babcock; seconded by Laura Cotter.

By-Laws: Marie Morris

- The approved Bylaws are posted on the website.
- There are four appendices to the Bylaws; three of these are currently posted on the website. These include
 - Member Guidelines
 - Job Descriptions
 - Endowments/Grants information
 - Still to be posted is information regarding Donations.
- Kathy asked elected Directors to check the job descriptions for their respective jobs, and to submit updates as needed for these descriptions.

Endowment/Donations: Mary Perry

- Mary has a poster and patterns for the Baltimore Album Quilt from the Baltimore Album Society. The Guild gave a grant to the BAS last fall for the development of this pattern. One copy of the pattern is in the Guild Library. Mary requested table space at the general meetings to sell copies of the pattern to the members. The guild has purchased these patterns to make them available to members.

Quilt Show: Mary Bazzano/Donata Pfisterer/Kathy Zimmer

- 5 chair positions remain to be filled for the 2011 show. These include Betty Hayden/Ed Seright awards, Demos, CD's, Signs, and maybe Program. In addition some chairs still need assistance on their respective committees. These include Boutique, Kid's Row, and Publicity.

Membership: Colleen Babcock

- As of the 2/28/2010 there are 400 members paid for the 2010/2011 member year. Of these, 53 are new members, and 347 are continuing members.
- Colleen submitted a list of one Member Emeritus and 8 honorary Members to Kathy for her checking and confirmation of the status and addresses for each.
- Colleen's Annual Report, budget, and inventory were submitted to the President on 2/20/2010.

Programs: Joline Albaugh/Erma Watson

- Registration for the September workshops with Kim Diehl opened today. There are 8 members registered for each class in September.
- The Friday Therese May workshop in May has one opening remaining.
- Paula Nadelstern requested that we consider her for a future meeting as guest lecturer/workshop presenter. She has been invited to speak in June, 2012. We have not received a response from her at this time. It may be that she is dealing with her current treatments and cannot make a decision yet.
- Due to member comments and emails received by the Program Directors, a decision has been made to change the format of the July meetings. In 2010 members will be invited to present their 1st quilt/last quilt and the book that has influenced them the most. Nancy Landon volunteered to present her 1st and last quilts. There will be space for about 20 presenters. In 2011 the Program Directors are thinking about holding a fashion show.
- Laura Cotter commented that she enjoys the Round Robin, and knows of other people who look forward to it as well. She asked that it not be allowed to go away completely. One problem with the current format of the Round Robin is sound. Donata suggested that instead of locating the speakers facing each other, to place the speakers back to back so that each is speaking towards the wall.
- Program Directors plan to relocate the Program Table at the Guild meetings along the back wall to relieve congestion. Kathy asked that they also consider relocating the speaker's table for sales away from the front of the room. Another suggestion is to remove the first 2 rows of chairs across the front to make more room for the speaker's table.

Members-at-large: Nancy Landon/Kay Hendricks

- Both directors were present; however, there were no reports at this time.

Bears: Margaret Newman

- Margaret will continue in this position.

Bees: Laura Cotter

- A new bee is being formed on the east side. It will meet in the vicinity of Camino Seco and 22nd on the fourth Thursday afternoon from 1:00 to 4:00 pm. The purpose of the bee will be to make charity quilts, especially for QFO. Mary Meserve said that materials are available if needed.

Block of the Month: Kay Hendricks/ Evelyn George

- April block is called Star Flower. There will be directions available to make this a 6" block if people want. Suggestions were made to have these directions included in future newsletters.

Corresponding Secretary: Shellie Whitman

- Kathy will transfer records and the mailbox key to Shellie.

Education: Kathy will contact Jan Wright to see if she wants to remain as Chair.

Guild Pins: Kathy will contact Patty Kruse to see if she wants to remain as Chair.

Historian: Kathy will contact Karen Kelter to see if she wants to remain as Historian.

Holiday Blocks: Kathy will contact Joyce Harrison to see if she wants to remain as Chair.

Hospitality: Kathy will contact Vicki Oberg to see if she wants to remain as Chair.

Library: Donata Pfisterer /Kathryn Wald

- Both will continue in position. All's well with the library.

Newsletter: Nancy Clancy

- Nancy did a great job with her first newsletter.
- Flora's name needs to be removed in conjunction with the Charity bee that meets at Cactus Quilt Shop.

AZ Quilter's Hall of Fame: Cathy Dargel No report.

NQA: Jo Cady-Bull No report

Place Mats: Kathy will contact Nancy Clarke to see if she wants to remain as Chair.

Quilt-a-thon: Evelyn George/Mary Bazzano/Kathryn Wald

- Mary is excited about this job. This year's quilts will be donated to the Gospel Rescue Mission.
- Evelyn is designing new patterns to be used at the Quilt-a-thon.

Quilting for Others: Mary Meserve

- There was a huge response from members to make smaller projects for charity. All kits for the stockings were taken on Tuesday evening. More kits are being made by a group of members called the 'kit fairies'.
- A large quilt (Queen Size) was given to the Kidney Foundation to be used in a silent auction. The quilt was made by Opal Bemis.
- Desert Dialysis asked if Guild members would make tiny pillowcases for use by dialysis patients. Kathy will be getting the dimensions for these pillowcases in the near future.
- Mary will take completed quilt tops to the next meeting of the bee at Cactus Quilt Shop to be put together with batting and backings. These quilts will be available for members to take home to quilt. This is a great way to practice machine quilting.
- Joan Swanson asked about the infant shrouds that were made for stillborn babies. She has several at her house as does Colleen. Mary Meserve asked that these be brought to her and she will take them to the appropriate agencies.

Raffle Quilts:

- 2011 quilt is currently at the quilter's.
- 2012 Kathryn Wald
 - The first meeting of the committee was held last month. The next meeting of the committee will be held on Monday, March 8 at Cactus Quilt Shop at 1:30. The committee is currently working to plan for the fabrics to be used in the quilt.

Website: Meg Silvern

- Meg noted that there is plenty of room on the website. Also, items can be removed from the website as needed without a problem.
- Items will be posted in pdf format. Documents may be sent to her in that format, or Meg will convert before posting.

- If corrections need to be made to a document already posted, please send Meg the entire document with corrections included. She will replace the existing document.
- Directors need to let Meg know if they want their phone number posted on the website, or just an email address.

Old Business:

- Member-at-large paper ballots will be used at the March general meetings for the election. Candidates running are Kay Hendricks, Sue Franklin, and Jan Lemmons. It was suggested that Jan be asked to attend the morning meeting so members will know who she is. Marie noted that she plans a bylaw change to require one member-at-large representative attend the evening meetings and one attend the morning meetings.
- Kathy received a quote from Qwest for phone service. The rates for a small business with voice mail are \$49.99 a month, or 39.99 a month with a 3 year commitment. Currently we are paying \$96 quarterly with Kachina answering service. Marie suggested tht we could purchase a prepaid phone from a discount supplier such as Walmart for the 100 calls or so we receive per year. Kathy suggested that we cancel all phone service and she will use her home phone as a contact for the Guild. Donata moved that we try this plan to save money. Mary Meserve seconded the motion. Motion passed. Joan will call Kachina to cancel and request a refund since we are currently paid up through February 2011.

New Business:

- Ruth Ganeles requested permission to sell tickets at the March meetings for a Raffle quilt to benefit Altrusa. The quilt was donated by Quilting for Others. Tickets will be \$5.00 each. All tickets not drawn in the original drawing will be in a drawing for a \$500 cash prize. The drawing for the raffle quilt will be held on March 27, 2010.
- Mary Perry recommended that the finance committee be appointed by the President as provided for in the Bylaws. Kathryn Wald has agreed to chair this committee. Committee members will include Kathryn Wald, Mary Perry, Nancy Landon, Marie Morris and Sally Dickinson.
- Kathryn Wald made a motion to postpone the Guild vote on the budget until April so the newly formed committee has time to work with the Treasurer to complete the proposed budget. Colleen Babcock seconded the motion. Motion passed.
- Joan indicated that she was in favor of both the formation of the committee and the postponement of the vote to approve the budget until April.
- Mary requested records from the treasurer; Joan will bring these records to the meeting next Tuesday evening for Mary.
- Joan noted that the credit card merchant's fee has a \$43.95 monthly charge. Colleen has budgeted for six month's of this fee in the membership budget. If we don't use the card it can be suspended to avoid paying the fees. Discussion was held regarding suspension of the card in months when it does not get a lot of use. In those months, new members will have to pay be check or cash.
- Mary Perry suggested that the check request form be revised to include commonly used categories. She will work on this.
- Committee chairs will need to submit a check request form, even if the anticipated bill is coming in the mail. Then the treasurer will have the check request to match with the bill prior to making payment.

- Laura Cotter suggested that committee chairs be asked to submit quarterly budget reports to itemize expenses to date and to compare these to approved projected budget amount.
- Sally Dickinson suggested that the cost of the new microphone/amplification system purchased by bed turning be moved to the Guild Equipment budget. This equipment may be used throughout the year by guest lecturers as well as at the Quilt Show. Kathy Harris agreed that this is a good move and will keep the Bed Turning budget under the amount approved for the 2010 Quilt Show.
- Joan stated that she needed to add new categories to the annual budget for new items this year. These categories include (but are not limited to) credit card Merchant Fees, Guild pins, Mutual fund fees (investment costs), and telephone expenses. Some of these fees have been included in prior years in one line item such as Administrative Costs. To better understand what is going on with the budget it was decided to itemize these expenses separately.
- Discussion was held regarding the rental of the storage units, and the costs involved. The rental of the units was itemized as follows:
 - Quilt show (2 units) \$1,760
 - Guild (1unit) \$1,100
 - Boutique (1 unit) \$935
 - Quilting for Others (1 unit) \$1,690
- The total annual cost for these units is \$5,445.
- Mary Meserve will talk to the manager at the storage facility to determine the size (square footage) of each unit. Also, Mary will ask about the available sizes at the facility, and the cost for each size. It may be that a larger unit would be less expensive to rent than 2 of the smaller units for example, and provide a savings to the Guild.
- The Guild needs to determine which records have to be kept, and which can be discarded. If the number of the records the Guild keeps can be reduced, then rental of a smaller unit may be possible, and help to keep costs down.

Meeting adjourned at 11:12 am.