

Quilters Unlimited Steering Committee Meeting Minutes

January 16, 2018 Meeting

17 SC Members Present - Kerry Cohen, Carol Eskola, Janice France, Karen Skinner, Michele Hackmeyer, Lynn Gearity, Sue Isaac, Tara Goodman, Marsha Walper, Dawn Griffin, Judy Rainbrook, Roberta Granville, Sue Skornia, Christine Walsh, Elizabeth Hawker, Ruth Cuzzart, Wendy Stone

Kerry called the meeting to order at 7:00 p.m.

It was determined that there was a quorum for the meeting.

Kerry noted that minutes from the November SC meeting were sent via email and asked if there were any needed changes or discussion. Marsha Walper made a motion to accept the minutes as written. The motion was seconded by Tara Goodman. All were in favor of approval.

President's Report:

Kerry noted that an Audit Committee review is on the President's calendar with a report deadline of April 30, 2018. Notebook guidelines are located on the website and the review should be completed by a non-steering committee member. Janice suggested that 2 guild members should complete the audit. Kerry will make an announcement at the February Guild meeting in addition to placing a notice in the guild newsletter for volunteers to complete the audit.

Kerry noted that a Budget Review Committee, which consists of the President, President Elect, Treasurer and 1+ guild members will need to review the current budget and make recommendations concerning future guild plans, expenditures. This review is due by July 2018. Discussion ensued with some confusion about the committee purpose based on the title. Judy Rainbrook made a motion to change the committee title to Fiscal Planning Committee. The motion was seconded by Karen Skinner and all were in favor of approval.

Kerry suggested that the SC consider adjusting the timing of the 2019 budget to avoid an approval process over the holidays. SC members will submit their final reports in September with recommended 2019 budget, for approval at the November 2018 SC meeting.

Treasurer's Report:

Janice provided the 2017 Budget to Actual Report. She stated that the preliminary numbers show that income exceeded the budget by \$3,796 and that expenses were under budget by \$2,892. She noted some difficulty in discerning deposits by chairpersons. To keep accurate accounting records, Janice requested that any chairperson making a deposit to the guild bank account write a notation on the deposit slip that they turn in to her or send her an email letting her know about the deposit date and amount.

Janice presented handouts outlining the definitions of tax exemption status based on a 501 (c) (3), a 501(c) (4) and a 501 (c) (7). The guild is currently classified as a 501 (c) (4). Janice stated that in her professional opinion, our guild did not qualify for tax exempt status of a 501 (c) (3), but would qualify for a 501 (c) (7), albeit that there was no significant advantage to switch our status.

Lengthy discussion ensued concerning the pros and cons and rewards to be gained by switching, that could ultimately take 5 years to recoup the expense. Judy Rainbrook made a motion to table the discussion. Roberta Granville seconded that motion. All were in favor.

Membership Vice President's Report:

Karen Skinner reported that the guild had 194 members at the end of 2017 but only 125 have paid dues for 2018. Averaging 3 new members per month, our projected income from member dues will have a \$900 deficit from the 2018 budget. Discussion followed with Karen stating that she would send reminders to individual members who have not yet paid. Further discussion followed with a need to retain current members and make new members feel more welcomed and involved. Elizabeth stated that she is planning to set up a buddy system for new members and will recruit current guild members to assist with this. She also encouraged ride-sharing for older members who no longer attend meetings and possibly do not rejoin due to difficulty driving at night.

Old Business:

Marsha Walper provided an Inventory List of QU Property. Discussion followed concerning the need for a storage unit. It was agreed that since the bulk of the property was the library, which Jeanne Brenner has agreed to house for another 2-3 years, that the discussion of need for a storage unit should be tabled and revisited if the need arises later. Marsha Walper agreed to be the "gate-keeper" of the list and maintain changes so that all guild members will know on a current basis, what property exists and who possesses it. An additional suggestion was made that when recruiting members to serve as chairs, the individual should be made aware that the role involves storage of QU property in their personal home.

Karen Skinner presented a revised version of the Special Compensation Policy. Mileage rate was discussed and all agreed that the guild should follow that Federal rate, currently at 54.5 cents per mile. Roberta motioned to approve the policy. Sue Isaac seconded the motion. All members were in favor.

Committee Reports:

Workshop- Ruth Cuzzart presented some information on a suggested national speaker, Charlotte Amgotti. She will investigate further the guild interest in this speaker in addition to her availability.

Travel- Christine stated that she is awaiting the bus rental contract for the annual Jacksonville quilt show. She reported that we may not experience a price increase this year.

Judy stated that the Florida Quilt Network is a website that includes all Florida quilt guilds and activities. She will add QU to that website list. She additionally plans to submit articles to the Tallahassee Democrat that will highlight some guild activities.

New Business:

Workshop/Class Fee Policy- Kerry presented the policy that will ensure that income generated from guild classes will help cover the expenses of our national teacher/workshops, as opposed to being slated

as general guild income. Marsha moved to accept that policy as written. Tara Goodman seconded. Discussion followed with Sue recommending a revision of the wording to help clarify the terms “classes and workshops.” Marsha withdrew her previous motion and made a new motion to revise the wording of the policy. Tara seconded the motion. All were in favor.

With no further business, the meeting was adjourned at 9:00 p.m.

Submitted by Wendy Stone, in absence of QU Secretary