

MINNESOTA QUILTERS, INC.
BOARD OF DIRECTORS MEETING MINUTES Revised
Tuesday, July 21, 2009
Meeting held at MQ Office, Textile Center, Minneapolis, MN

Board Members Attending: Mary Brandt, Kathie Simon Frank, Linda Lysdahl, Miki Peine, Sue Rutford, Sue Sandager, Char Wenger, Cindy Wilson, Linda Wines, Kathleen Winters

Board Members Absent: Yvonne Curran

Staff Absent: Becky McPeek

Others Attending: Karen Kopitzke (Website volunteer); Wynne Martin (Strategic planning consultant), Jill Schultz (2010 Show Co-chair), Jan Walstrom (2010 Show Co-chair)

Call to Order and Announcements (Mary Brandt)

Mary Brandt called the meeting to order at 6:30 pm and circulated the sheet for recording volunteer hours worked.

Roll Call and Minutes (Kathie Simon Frank)

Kathie Simon Frank offered the June 2009 minutes for approval.

MOTION: Linda Wines moved, and Kathleen Winters seconded, to accept the June 2009 minutes. Motion carried unanimously.

Communications Directors' Report (Cindy Wilson)

Cindy Wilson circulated a thank you note from the Marquette, Michigan Quilters Guild (www.marquettequilters.com) that requested and was sent a copy of the 2009 MQ annual show and conference banquet PowerPoint presentation.

Cindy has included in the August newsletter an announcement that for 60 days (beginning July 15) Martindale Books invites MQ members to sign up for their newsletter. In turn, Martindale Books will donate quilting books to the Textile Center library. The announcement is also posted now on the MQ website.

The first meeting of the Logo Redesign Team has occurred. The members are Cindy Wilson, Linda Lysdahl, Wynn Martin, Laurel Haycock, Diane Moe, Linda Wines, Yvonne Curran, Bette Hart, and Lynna Hastings. They will work throughout the summer and into the autumn. They will present their suggestions to the Board and the membership after they are done working.

Cindy Wilson spoke about the possibility of hiring a photographer, even as a volunteer, to document the annual show. She recommends that the MQ Board should draw up a contract to define the relationship between Board and photographer. The contract should include who owns the photographs and how they may be used.

Karen Kopitzke recently agreed to oversee MQ's on-line registration and membership functions. She and her team have begun to investigate and evaluate systems that might serve MQ's purposes better than MemberClicks, which MQ currently uses. We need the system for membership registration and show and conference/class registration. Choosing a new system involves many factors, including a comparison of cost, features, and access to support.

CVENT is the system that the committee is currently recommending. One particularly attractive feature of CVENT is the ability to produce reports. This is problematic on MemberClicks. Like MemberClicks, CVENT would permit registration for our show and classes, allow membership registration, and offer a Bulletin Board. CVENT would also allow for managing contracts, and accommodating bids for venues and travel for our teachers. The Board recommended that we inform CVENT we can only continue to negotiate with them if they give us some hands-on experience with their system.

MOTION: Char Wenger moved, and Sue Rutford seconded, that the Board allow Karen Kopitzke and her team to proceed talking with CVENT in order to evaluate its usefulness for us. The Board passed the motion unanimously.

In the discussion that followed, the Board felt that the following questions should be answered before deciding on switching from MemberClicks to another system:

(Investigate with MemberClicks) Do we have a contract with MemberClicks?
What does it involve?

If there's a contract, is it possible to cancel with/without penalty? If with penalty, what would that penalty be?

(Investigate with CVENT) What kind of training do they provide?

What services are included with the annual fee?

What kind of manual do they have?

Is there a users' guide?

How frequently do they have updates? How do those updates affect the data already in the system?

Can someone come to MQ to demonstrate the CVENT system?

Can we get references from other current users of CVENT? Are any of them local? Are any quilt guilds or arts organizations among their customers?

Are there user acceptance sites?

We would like to try this out for a small event before relying on it for the annual show. Would this be possible? We could try it out on Fall Getaway, for example.

Treasurer/Finance Report (Miki Peine)

Miki Peine was unable to bring the Finance committee report to the meeting, but said she would send it to the Board before the next meeting.

The assets of MQ have been stable. Money will be moved from savings to checking to cover a few more expenses still outstanding from the 2009 Annual Show and Conference. It looks like MQ will do fine this year. The financial report shows that we're on track.

MQ's records are really clean this year because people are reporting their expenses in the right accounts. The budget process begins in August. Preliminary budgets will be sent out in August for consideration.

Miki Peine said that the Board should focus on policy. For example: 1) MQ doesn't give cash refunds. Every financial transaction needs to be tracked, and that means issuing checks. 2) All checks must come through the office. This would include refunding fees from the judged and non-judged quilt committees.

There are more than 300 show bags left over. These bags must be sold, not donated, to produce revenue.

The co-chairs of the door prize committee still need to turn in their in-kind donation forms. As long as most donations are documented, some gifts valued at less than \$50 might be left anonymously. This is not to be encouraged, but the Board was urged not to worry about the exact value of those gifts.

Mary Brandt, president, Miki Peine, treasurer, and Becky McPeck, office manager, met to discuss the pros and cons of conducting an annual audit. For organizations with assets between \$300,000 and \$750,000, the government does not require a certified audit; a "review" is permitted instead. Or the organization can alternate between audits and reviews. If MQ did a review rather than an audit, we could save \$8,000 each year.

MQ is cash rich. Because of this, Miki Peine recommends continuing to do an audit. This would protect the organization as a whole, its employees, and its Board members. The procedures that have been implemented in the past couple of years are still new, not yet part of the organization's "institutional culture". Therefore, it's important to continue to carefully follow the procedures for good accounting.

One action we could take is to shop around for another auditor. We can ask other non-profits what they pay and who they use. One that Sue Sandager spoke with, the Horticultural Society, pays \$3000 less than we do. She will find out the name of the auditor they use. Good practice dictates that organizations should switch auditors every 3 to 5 years; so we are due to find a new auditor and should put it out for bids now.

The next step would be to send out a Request for Proposal (RFP). Miki Peine recommended that we continue with an audit at least for the next few years.

Linda Wines said she still needs to check the DECC bill before she can give a final 2009 show report.

Show Coordinator Report (Linda Lysdahl)

Linda Lysdahl asked for the Board's input on the revised contracts for vendors, sponsors, and annual show faculty. The Board responded with their suggestions and corrections. There was a sense that we should have one contract for vendors, and one for sponsors that includes all the information for vendors plus additional sponsor characteristics. Linda also presented a faculty contract, and one for judges. Linda recommends that each year the Board should briefly review the contracts. Mary Brandt will send the contracts to Renae Leone for legal review.

The Board discussed booth fees. The sense was that corner booths should fetch \$100 more than others. Should we charge sponsors extra for premium locations? Linda Lysdahl, Sue Rutford, and Mary Brandt will do research into vendor fees at comparable shows.

We need to set the DECC dates in Duluth now for 2013 (June 6th – 8th). Discussion followed about our preferred meeting dates for 2017. We prefer the second weekend (June 12-15), but we could schedule for the weekend after Grandma's Race. Linda Lysdahl will check again about the availability of all June 2017 dates and will present them to the August Board meeting.

A problem has arisen concerning a dissatisfied sponsor from the 2009 show. She has asked for \$1000 of her booth fee back because she thought her space was not of sponsor quality.

MOTION: Sue Sandager moved, and Kathie Simon Frank seconded, that MQ refund her \$1000 but not allow this sponsor to be a sponsor or vendor in the future. Discussion followed. A vote was called. Motion failed. Sue Rutford agreed to write to this sponsor to tell her that her request is denied. Before sending it, she will ask Renae Leone, attorney, to review her letter to make sure it is legally correct.

President Elect's Report (Char Wenger)

Char Wenger announced that \$2600 remains in the 2009 grant fund. She presented proposals from four groups requesting grants: KSMQ (Austin, MN) requesting \$1200 for their annual programming for 104 spots for 52 weeks; Penumbra Theater (St. Paul, MN) requesting \$1000 for their annual community quilt-making project focusing on their annual production of Black Nativity; Bundles of Love requesting \$500 for supplies they give to new mothers who have no resources to provide clothing, bedding, and diapers for their new babies; and Big Brothers, Big Sisters requesting \$400 for supplies for quilting projects with children in their program during the 2009-2010 school year.

MOTION: After discussion, Char Wenger moved, and Linda Wines seconded, that MQ make the following grants:

\$1200 for KSMQ;

\$ 500 for Penumbra Theater;

\$ 500 for Bundles of Love; and

\$ 400 for Big Brothers, Big Sisters.

These grants will use all the remaining money in the grants fund. New proposals will be considered when the new fiscal year begins in October 2009.

2010 Show Committee Report (Jill Schultz and Jan Walstrom)

The co-chairs of the 2010 show are getting bids for pipe and drape suppliers and installers for the St. Cloud show.

Raffle quilt cards will be distributed to shops in time to distribute them during the August Shop-Hops around the state.

2009 Show Committee Report (Linda Wines)

No report this month.

Business Manager Report (Becky McPeek, absent from meeting)

No report.

Operations Director (Sue Sandager)

No report.

President's Report (Mary Brandt)

No report.

Education Director's Report (Sue Rutford)

No report.

Past-President's Report (Linda Wines)

No report.

Other Business

Wynne Martin said she and the Strategic Planning committee would like to work on the action items designated in her report. She is making a time-line for getting various tasks completed. She would like to recruit volunteers to work on strategic planning tasks/projects targeted for completion. There will be a "station" at the September membership meetings that is hosted by the strategic planning committee to inform members about the planning that is being done and to solicit other interested people to participate in the process.

Mary Brandt, Char Wenger, and Miki Peine will update the job descriptions and the information in the Board notebooks during the next month.

At the August Board meeting, the question of employee salaries will be considered.

Mary Brandt announced that the September Board retreat would be on Saturday September 19, 2009 at Sue Sandager's home in Scandia. New Board members will be notified of the date and location of this September transition meeting.

The next Board meeting will be at the MQ office on Tuesday, August 18, 2009 at 6 pm for social time and 6:30 pm for the meeting.

Mary Brandt adjourned the meeting at 9:35 pm.

Respectfully submitted and revised (8/19/09),
Kathie Simon Frank
Secretary

Revised minutes approved at August 18, 2009 meeting.