MQ Board of Directors Meeting

Date:       July 17, 2012
Location:   St. Lawrence Church, Minneapolis, MN

Board Members Attending:   Staff Attending:   Guests:
Wynn Martin               Linda Wines           Gail Hanson
Lou Roos                  Mary Pozzini         Kathy Simon Frank
Laura Nagel               Karen Kopitzke
Mary Pozzini               Pat Curtner
Yvonne Curran             Carol Fisher
Wynn Martin
Lou Roos
Laura Nagel
Mary Pozzini
Karen Kopitzke
Pat Curtner
Yvonne Curran
Carol Fisher

Board Members Not Present:
Char Wenger

Meeting called to order at 5:49 p.m.

Wynn passed around an attendance sheet asking for volunteer hours to be reported.

Show Director Report (Linda Wines).

A. Maxine Rosenthal will teach “Suitable Totes” to 2012 Show committee at no charge. Send to Linda if you want to attend or not and when.

B. Financial Report still pending. Did receive about $48,000.00 in gate revenue which will cover the costs of the civic center.

C. 2013 Show- Duluth: had walk thru. Committee positions still open.
   Action Item: Job descriptions will be sent to Board next week for review. Linda was instructed to let the Board edit them instead of trying to do this herself. Laura volunteered to be show secretary.

D. Propose change to sponsor/vendor contract; remove chairs and tables from items supplied. Most vendors take these out of their booths and use their own equipment, but we still pay for them. Action Item: Linda will change contract to show this change and circulate to Board at which time Wynn will call for motion to pass vendor contract.

E. Suggestions received for consideration of BOD
   -If guild is a member of MQ, don’t have to pay non-member entry fee. (guild best of show?)
   -Have more ribbon awards (no prize money, but ribbons cost around $7.00 each) for non-judged
   -Have vendor booth awards (ribbons)
   -Add Banquet option to list of recognitions for Sponsors/Vendors

F. Future shows- 2014 and 2016 contracts (both in St. Cloud) have been signed, deposit sent, waiting for signature from St. Cloud.
   2015 contract with Duluth has been signed by both, and deposit has been sent.

G. Rochester still wants us. They will have a chance for the 2017 show.
H. Discussion about lack of Show Chair in Duluth. What responsibilities does the BOD take on.

Secretary’s Report (Charlotte Wenger, Secretary- not in attendance).

A. Since everyone did not have a copy of the minutes, BOD decided to wait until Char is back and have her route them again via email, ask for a motion to accept.

Past President Report (Yvonne Curran)

Discussion about concerns of the election not following by-laws and what is valid and not valid. The By-laws were handed out and excerpts from Roberts Rules of Order were handed out. After much discussion by the BOD and guest Gail Hansen, the Board decided to:

- acknowledge our failure to consistently provide ballots at the Board Table in advance of the meeting
- announce results and acknowledging co-president elect is not in accordance with our by-laws and are looking at changing the by-laws
- discussed the pros and cons of a co-president elect/presidency.
- discussed quorums needed to pass by-laws.

Motion: Karen Kopitzke. moved that we allow President-elect, President and Past President to be co-positions. Mary seconded the motion. It passed with 3 yes votes and 2 no votes.

- discussed possible need to have a parliamentarian- no action was taken

Further discussion on the motion was moved to new business.

Education Report (Lou Roos and Laura Nagel)

A. Concerns that information is not getting in the newsletter or up on the web site in a timely manner which is affecting our dollar bottom line.

Action item: Send any communications regarding classes, events for Debra Svedberg (Administrative Assistant) or Karen Knoll (Website) and cc other Education Co-director, President and Communications Co-Directors.

B. Requests for Debra Svedberg from any Board member needs to go to Wynn also.

C. Wynn requested that Education provide the calendar of events to Debra Svedberg, Karen Kopitzke, and Wynn.

D. E-mail blasts monthly to supplement newsletter and website

E. Question about Membership Report that is received every Sunday. Karen explained.

F. Storage closet in meeting space- people setting up for the Thursday and Saturday meetings had a very hard time because the merchandise from the show was put in the closet in front of all the shelves. Another concern was with the removal of items off the shelves in the closet and moved without asking.

Action Item: Mary will speak with Greg about storage options.

Per Mary P. there is going to be a close out sale at our August meetings to sell the left over merchandise
**Communication Report** (Karen Kopitzke and Pat Curtner)

A. Replacement of ADDR is in the works

B. Talked with Karen Knoll and her software supports our replacement for ADDR

C. Karen Kopitzke got the name of the woman responsible for the church group of women. Her name is Jackie Travis.

   **Action Item:** We should invite them to our meeting/s (?) for free. (Mary?)

D. By-Law change - going from required 2 month notice membership is expiring to 1 month notice (request of staff). Problem - if a member gets a notice 2 months out that their membership is expiring in 2 months and they pay it then, C-vent adds on the year at that point, not to the actual expiration date. To correct this, calls are coming into the office to change the dates which can be done by hand. Question - why change by-law instead of C-vent. Answer - Cvent does not seem able to do handle this problem at this time.

**President’s Report** (Wynn Martin)

A. September Turnover meeting - call for agenda items. Discussed location. NOTE - meeting will be Sunday, September 16 at Four Seasons Quilt Shop. Meeting will run from 10 am to 4 pm.

   - time to transfer job description/roles/responsibilities to new members
   - Have training for Board members
   - plan and organize for next year
   - review budget
   - goal setting

Under this scenario, there will still be a Board meeting on Tuesday, September 18.

B. Screening process has been started for Treasurer

C. Circulated Thank you notes from show.

D. State Fair - reiterated that there are needs for volunteers for intake and during the fair. Wynn, Kate Elkema, and possibly Pat Curtner will select the Fine Arts winner for MQ

E. Employee PTO has been figured out by Wynn and Mary and communicated to our employees.

**President’s Elect Report** (Wynn Martin)

A. Letters mailed to all past grant recipients advising change of timing for acceptance of 2012-13 Grant applications

**Treasurer’s Report** (Wynn Martin)

A. Presently there is over $97,000.00 in bank with $42,000.00 worth of checks to be sent.

B. One CD was rolled over. Will wait for Treasurer to review remainder.

**Membership Report** (Carol Fisher)

A. Do speakers get a free 1 year membership. No

B. Handed out a postcard that WOW uses. Look at the budget for next year

C. A member renewed at the show, but we find no money or receipt, only find a notation in our membership book at the BOD table. Decided to give her the 1 year.
**Operations Report** (Mary Pozzini)

A. Gave a report about sew in with Evergreen Quilters and their recommendations. Will plan more sew-in days.
B. Working on getting quotes for our insurance
C. Planning to do an inventory of all the storage lockers/office and meeting space so that the Board and the office staff know where everything is.

**New Business**

A. Approval for Board members to serve on show committee.

MOTION made by Lou Roos to let Pat Curtner, Mary Pozzini, Wynn Martin, Laura Nagel and Karen Kopitzke serve on the 2013 Show committee. Motion seconded by Mary Pozzini. Motion Passed.

B. Show Chair options- divide among board members based on job descriptions they took to review. Keep this idea silent at the August turnover meeting.

C. Benefits for show committee- registration fee waived, free show bag and show pin, free volunteer pin, priority registration for show working on and next year’s show. Can we add merchandise at costs? What other perks can we add that will not cost us money.

**Action Item- Wynn to get from Linda what we are giving now and circulate it for Board to see and give other ideas.**

D. By-law changes were again discussed by the Board and guest Gail Hansen. Discussion about uncontested candidates can voted in by voice vote at annual meeting. Could not happen with QOTY on the ballot.
   - Discussed how job description would look for co-elect/pres/past elect.
   - Other groups have co-presidents. When asked if we could get info on how this looks in other groups, told that it doesn’t matter. Let the co’s write up their own job descriptions,
   - This will increase the size of the Board
   - There will still be only one vote of Pres-elect and for Past Pres.
   - Both Presidents will be able to sign checks

   - If changing by-laws then need to also include
     o Co-officers (an option, not mandatory)
     o Is past president an officer
     o Remove the ability to change by-laws from Board and give to the general membership
     o Add how to have a special meeting
     o Electronic voting
     o Timing on when ballots need to be turned in
     o Quorum- define and make sure it is consistent in the by-laws
     o Membership expiration notice from 2 months to 1 month.

MOTION- Karen Kopitzke motioned that the Board approve to write up the proposed changes to the by-laws by the end of the week (July 21), send them to Char and if she feels they work, we then announce the proposed changes at the August meetings for input. A vote to change the By-Laws will happen at the August Board meeting. Pat Curtner seconded the motion. It passed by 3 yes to 2 no votes.

**Action Item- Karen Kopitzke will write up the proposed changes to the By-laws and send to Char.**

E. Wynn raised the question of succession and asked if anyone would like to come on as President. Laura Nagel volunteered to leave her Education Co-Director position to become President for 2012/2013. She
will continue to help Lou out while her Education Director position is filled. Laura stepped out of the room for BOD discussion. The BOD recommended that Wynn appoint Laura as President-Elect immediately. Wynn appointed Laura to the President Elect position to commence immediately.

MOTION: Yvonne moved that the Board accept Wynn’s appointment of Laura Nagel to President Elect. Pat Curtner seconded the motion. Motion passed.

Laura came back into the room- congratulations Laura.

MOTION: Pat Curtner moved to adjourn the meeting; Mary Pozzini seconded; the motion carried.

Meeting adjourned at 9:45 p.m.

Respectfully submitted,
Yvonne Curran
Stand in Secretary for meeting
On Friday, August 3, 2012, Wynn Martin, President, informed the Board that Kathy Faust’s background check was approved. Wynn called for a motion to approve Kathy’s appointment to fill the vacant position of Treasurer, immediately.

MOTION: Via email on 8/3/12, Laura Nagel (Education Co-Director) made a motion that the BOD approve the Kathy Faust’s appointment to fill the vacant position of Treasurer. This term will end September 30, 2012. Char Wenger Curran (Secretary) seconded the motion. After discussion, this motion was voted on and motion carried.

MQ BOD members voted as follows:

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<thead>
<tr>
<th>Role</th>
<th>Vote</th>
<th>Date</th>
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<tbody>
<tr>
<td>Past President (Yvonne)</td>
<td>Yes</td>
<td>8/6/12</td>
</tr>
<tr>
<td>Secretary (Char)</td>
<td>Yes</td>
<td>8/6/12</td>
</tr>
<tr>
<td>Operations (Mary)</td>
<td>Yes</td>
<td>8/6/12</td>
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<td>Membership (Carol)</td>
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<tr>
<td>Education (Laura &amp; Lou)</td>
<td>Yes</td>
<td>8/6/12</td>
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<tr>
<td>Communications (Karen and Pat)</td>
<td>Yes</td>
<td>8/6/12</td>
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<tr>
<td>President (in case of tie) (Wynn)</td>
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