Minnesota Quilters, Inc.  

Finance/Board of Directors Meeting  

Date: December 17, 2013  
Location: St. Lawrence Church, Minneapolis MN  

Board Members Attending:  
Kathie Simon Frank (Co-President)  
Patty Von Arx (Co-President)  
Mary Pozzini (President-Elect)  
Laura Nagel (Past President)  
Jill Schultz (Secretary)  
Kate Eelkema (Education)  
Sharon Peterson (Education)  
Kathy Brevig (Communications)  
Gail Hanson (Membership)  
June Kolodzieski (Operations)  
Kathleen Winters (Operations)  

Staff Attending:  
Linda Wines  

Guests:  
Lou Roos  

Board Members Not Present:  
Kathy Faust (Treasurer), Anne McCandless (Membership), Pat Curtner (Communications)  

Meeting called to order at 6:14 p.m.  

Welcome Finance Meeting (Linda Wines for Kathy Faust)  

A. Auditors are currently working on the financial status of Minnesota Quilters, Inc.  
B. Auditors presented the Board with a sample Investment Policy Statement for a Cash Management Program. The board also was presented with the MQ Investment Policy signed and dated January 26, 2012. The Auditors request that the board review the Investment Policy.  
C. If anyone in MQ has expertise in cash management, please tell our Co-Presidents.  
D. The 2013 Minnesota Business Filing is complete.  
E. Financials were presented and discussed.  
F. The auditors are interested in the cash value of the books owned by MQ.  

Action Item: Work as a group to get the books owned by MQ valued.  

Finance Meeting ended at 7:00 p.m.  

Welcome Board Meeting (Kathie Simon Frank and Patty Von Arx)  

A. The Co-Presidents requested that volunteer hours of the board be reported.  
B. Library usage was discussed. How many members will use the online method of checking out books? A library committee will start after January 1st.  
C. Cvent email blasts were discussed. The Co-President authorize what can go out. Kathy Brevig would like Cvent training.  

Motion: Kate Eelkema moved that the Communication Directors should receive training and authorization to send out Cvent email blasts to membership when necessary. Mary Pozzini seconded. Motion carried.  

Motion: Sharon Peterson moved that a second staff person receive training and authorization to send out Cvent email blasts to membership on an emergency basis only. Gail Hanson seconded. Motion carried.  

Secretary Report (Jill Schultz)  

A. The November 19, 2013 Board Meeting minutes were presented for approval.  

Motion: Mary Pozzini moved to approve the November 19 Meeting minutes as revised. Laura Nagel seconded. Motion carried.
Finance
A. Laura Nagel reported that the Christmas stockings and goodies were delivered to the St. Joseph Home for Children. In the future, we need to provide a more exact count of the goodies that go inside the stockings.

Show Director (Linda Wines)
A. Linda Wines reported that the Registration Book is at the printer.
B. The show website is being worked on.

Communications Report (Kathy Brevig)
A. A discussion was held about what programs would be more user friendly for postcards. There is a need for commercial grade PDF.
B. The board agreed to keep the $100 MQ award for Fine Arts at the Minnesota State Fair.
C. A group of MQ members made a 12 x 12 foot quilt for the New Brighton library. MQ will get publicity.

Education Report (Kate Eelkema and Sharon Peterson)
A. The December Brunch was great and we have a committee for next year. The use of two buffet tables was very helpful.
B. 7 past presidents will show their quilts at the April meeting.
C. Discussion was held about Sulky being at the Thursday July meeting and about the Saturday meeting being at the LeDuc Mansion in Hastings. In August, Lois Halleck will speak about the ergonomic studio and will have a Friday class to help 15 students design their own quilt studios. In October, our Saturday meeting will be held in Blue Earth and our presentation will be done by Mike Ellingson and our trip to Blue Earth may include a mini shop hop. November meeting may bring MQ Susan Carlson from Maine and she will offer a class.

Membership Report (Gail Hanson)
A. MQ will not order anymore window clings at this time.
B. Nancy Mambi will keep track of the membership use of the online library.

Operations Report (June Kolodzieski and Kathleen Winters)
A. Kathleen will get information from Craigslist on possible prices we can ask for the old movie screen. It was also discussed that we might be able to donate it to an organization. Sharon Peterson was meeting with someone from an organization who may want it and will let Operations know.
B. June reported that we are having many payroll problems with IComp. June presented the board with a Payroll Documentation Process and this will be followed to see if the problems can be corrected or if we need to find a different payroll company.

President-Elect Report (Mary Pozzini)
A. Mary Pozzini received an email from the Brainerd area – Lakeland Public TV to find out about the results of their grant request of $2,000. The request to MQ was lost along the way but Lakeland Public TV was using the current grant form so it seems the request was completed by the deadline.
B. In the future, immediately after the grant request deadline, forms should be updated for the following year.

Motion: Kathleen Winters moved that we give $650 to Lakeland Public TV. Kate Eelkema seconded the motion. Motion carried.
C. Newsletter articles focusing on different volunteers were discussed.
D. Year end donation requests were discussed as many organizations send out requests for donations before year end. The board does not want to do another donation request so close to the November GiveMn campaign.

Past-President Report (Laura Nagel)
A. Laura Nagel sent out exit interview questions to previous Bookkeeper. Research needs to be done on PTO pay for employees who leave.

Co-Presidents Report (Kathie Simon Frank and Patty Von Arx)
A. Patty discussed the board job descriptions. What is the policy? Do the changes in job descriptions need board approval? Patty requested that all directors look at their job descriptions (located online) and make changes before the January meeting. The directors are to send the changes to Patty a week before the board meeting.

Action Item: All Board Directors are to look at their job descriptions and make changes before the January meeting. The directors are to send the changes to Patty a week before the board meeting.
B. Different nominating committee procedures were discussed. One idea was to have a list at the Annual Meeting and anyone interested in being on the nominating committee could sign up. This year it was decided that we would have the sign-up list at the January meetings for people to sign up who are interested in being on the nominating committee.

C. The board needs to decide what needs to be changed in the bylaws and the job description of the nominating committee. The board may need a separate work time to accomplish this task.

Motion: Laura Nagel made a motion to adjourn the meeting. Kate Eelkema seconded the motion. Motion carried.

Meeting adjourned at 9:41 p.m.

Respectfully submitted,
Jill Schultz
Secretary