Minnesota Quilters, Inc.
Board of Directors Meeting

Date: May 28, 2013
Location: St. Lawrence Church, Minneapolis, MN

Final

Board Members Attending: Staff Attending: Guests:
Laura Nagel (President) Linda Wines
Kathie Simon Frank (President-Elect) 
Patty Von Arx (President-Elect) 
Wynn Martin (Past President) 
Char Wenger (Secretary) 
Kathy Faust (Treasurer) 
Kate Eelkema (Education) 
Lou Roos (Education) 
Pat Curtner (Communications) 
Kathy Brevig (Communications) 
Gail Hanson (Membership) 
Katie Niessen (Membership) 
Mary Pozzini (Operations), 
June Kolodzieski (Operations)

Board Members Not Present: None

Meeting called to order at 6:05 p.m.

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

Secretary Report (Charlotte Wenger)
A. April Board minutes presented for approval.

Motion: Wynn Martin moved to approve the April Board minutes as amended. Gail Hanson seconded. Motion carried.

B. Discussion about whether or not we should record our board meetings. Decision was to try it and see if it is of any value.

Action Item: Char will research recording devices.

Treasurer Report (Kathy Faust)
A. April Financials presented.

B. Kathy has talked to Anna (auditor). She has received the final draft of the audit and will send out to the board and ask for a vote to approve.

C. 990 Draft – will be sent to Kathy sometime next week.

Action Item: It was requested that Kathy have the 2011 Audit Review be posted on MQ website.

D. Discussion regarding tax-exempt status. We do not qualify. Kathy will research.

Action Item: Kathy to research tax exempt status.

Show Director Report (Linda Wines)
A. Hanging quilts in the DECC lobby. This was done 4 years ago and added to the quilt atmosphere as soon as you walk in the door. Lou will contact Helen Stone to find out if her group has any quilts to hang.

Action Item: Lou Roos to contact Helen Stone in Duluth to find out if her group has any quilts to hang in the DECC lobby.

B. Road construction on I-35. E-mail blast will be sent out to membership and all show registrants.
C. 2013 Show  
   a. Profit & Loss through June 1 presented.  
   b. Class registration through June 1 presented.  
   c. Piecemakers – vendor backing out. It was agreed not to go after the money from them.  
   d. 102 vendors  

D. 2014 – Show – St. Cloud  
   a. Recognition for Sponsors and Vendors needs approval by Board at June Board meeting.  
   b. Booth prices – include information that tables and chairs are not included. Discussion about whether the sponsors are the only ones to get tables included?  

E. Guide to Gift Acceptance – to be included in Show Committee Book. There is a statement in the Volunteer’s Handbook about gift acceptance. Include that language in the Show Committee Book?  

F.  
   Incident Reports – Mary handed them out and will have copies at many places at the Show (information, Show Director booth, Board table, etc.)  

**Old Business – none**  

**President’s Report** (Laura Nagel)  
A. Laura passed around a sign up sheet for manning the Board table at the Show.  

B. Debra’s hours – June 3 – 7 – Monday through Friday; June 10 – 13 (not working June 14); June 17 - 21  

C. Annual Meeting  
   a. Format – agenda for annual meeting discussed  
   b. Ballots – okayed  
   c. Kathleen Winters volunteered to take on the Operations Co-Directorship  
   d. Gail Hanson explained the voting procedures for the Annual meeting.  

D. Textile Center Dues of $150 have been paid, but library fee has not been paid. A proposal was made to the Textile Center and needs to go to their board for discussion. Library fees discussion has been tabled to July board meeting.  

E. Discussed need to have someone designated to have a computer at Board meetings in order to look things up on MQ website since we no longer have Board manuals.  

**Presidents-Elect Report** (Kathie Simon Frank and Patty Von Arx)  
A. Slate of officers – ballots sent out for approval.  

**Past President’s Report** (Wynn Martin)  
A. Draft annual report sent out to Board. Review and send comments to Wynn. Suggested listing the in-kind donations in next year’s annual report.  

**Communications Report** (Pat Curtner and Kathy Brevig)  
A. Suggested that the June newsletter be posted early since it contains a lot of Show information. Board agreed.  
   B. CVENT Contract renewal due August 25, 2013. Same price as previous 2 years - $12,936 per year. Proposal needs to be accepted by the end of June.  
   Discussion: - Do research on other membership/registration products after the Show. Other questions posed for research. Treasurer recommended that we pay for this for at least one year because of the benefit we get from it. Pat noted that if we go back to paper registrations, looking at member dissatisfaction, increased volunteer and staff time to manage. Pat Curtner suggested allocating the expense across departments depending on the benefit each receives.  
   Vote has been tabled to June Board meeting.  

**Action Item:** Research other membership/registration products after the 2013 Show.
Action Item: CVENT questions: – Is there a penalty if we cancel early; can they change our contract date to match our fiscal year; do they have 1 year contracts; Is there a lower number of registrations (we currently pay for 1,200); any additional cost if we don’t sign the contract by June 30.

Education Report (Lou Roos and Kate Eelkema)
A. July Meetings – Diane Ellison – she is a member from Duluth who participated in the Elly Sienkiewicz Appliqué Academy and was the “Honored Quilter”.
B. Studio Tour fundraiser to be held August 3 from 1 – 5 p.m. Eight studios lined up: Gail Hanson, Bonnie Ellis, Nancy Birger, Kathie Simon Frank, Martha Eaves, Melissa Nellis, Argene Whalen and Nancy Wick have agreed to open their studios. Ticket sales will beat July and August meetings. The price will be a minimum donation of $20 for members and $25 for non-members.

Membership Report (Gail Hanson and Katie Niessen)
A. Quilt Sale at Show- 20 quilts and 5 or 6 quilt tops. Gail explained her pricing strategy.

Operations (Mary Pozzini and June Kolodzieski)
A. New parish administrator – Rochelle
B. Working with Rochelle on working up an addendum to the Lease for the following points:
   a. Social Hall – three days per month
   b. Classroom – three days per month and can use them other months.
   c. Storage Space – coat closet in social hall (only for close to Show)
   d. Our lease indicates that the building is supposed to be open and manned until 10 p.m. This is not happening. Agreed to leave that as is and not make an issue of it.
   e. Hours of use: social Hall – 8 a.m. – 4 p.m. on Saturday; Thursday – timing needs to be changed; classroom – 5 days or 50 hours
   f. Laura mentioned that the microphone that is provided by the church does not work properly and requested that the church replace it.
   g. MQP storage unit costs $1200 per year – is there storage space onsite that we can use? Mary indicated that the church is planning to do some renovations on the 2nd floor and we may be able to get some of that space for storage.
   h. Parking issue.

New Business
A. Received membership renewal for Minnesota Council of Non-profits. This discussion will be tabled until the June Board meeting.
B. Rochester Chamber of Commerce is offering a free stay in Rochester in July for a Chamber event.
C. Laura commented on her President’s letter in the June newsletter regarding the information about where the next four shows will be held and how that decision was made.

MOTION: Kate Eelkema moved to adjourn the meeting. Mary Pozzini seconded; the motion carried.

Meeting adjourned at 9:45 p.m.

Respectfully submitted,
Charlotte Wenger
Secretary
Attachment M-1

Pat Curtner presented the CVENT contract for approval. Here are the answers to the Board’s questions from the May Board meeting (CVENT’s comments are in italics):

Do you offer 1 year contracts? *Two-year contracts are really our limit; most people sign a 3 or 4-year contract.* If you need to sign a 1-year contract, the pricing would be quite different.

What happens if we sign the 2-year contract and need to back out before the term is up? *We do not have a cancellation clause.* (Pat’s comment – I think this means that we may be able to change our minds when the bill comes due in 2014.)

Is there a way to adjust the start date of our contract to October 1 to get in sync with our fiscal year? *I could have the first term run from 8/26/2013 to 9/30/2014 and then year 2 run from 10/1/2014 to 9/30/2015 for no additional charge.* (Pat’s comment – I’m not sure this is necessary, plus it would require him to send a modified contract in the short time we have.)

We currently are set at a minimum usage of 1,200 registrations. Is there a number lower than that? What would be the cost difference? *You can buy less than 1,200 registrations.* If you go below 1,000 the price per registration would go up closer to current rates (keeping in mind the contract you have is a promo pricing from years back and prices have gone up. (Pat’s comment – this means that we could drop down to 1,000, but if we go lower than that, the total cost would be the same as if we still had 1,200.

What is the cost if we do not return the contract by June 30? *I can work that up for you but we’d probably be looking at at least a 25% total increase.* I can work up a 2-year contract offer that can be in by August, but the reason I was trying to do this early was because we have had price increases in the past 4 years from when you got this promo pricing and I was trying to lock this in as a courtesy to you. Also keep in mind the invoice will not happen until August. (Pat’s comment – a 25% increase would be $16,170 per year.)

MOTION: Via email on 6/19/2013, Pat Curtner (Communications) moved that MQ renew the contract with CVENT with no modifications for the term of August 26, 2013 to August 25, 2015. Gail Hanson seconded the motion. After discussion, this motion was voted on and motion carried.

MQ BOD members voted as follows:

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<th>Role</th>
<th>Yes/No</th>
<th>Date</th>
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<tbody>
<tr>
<td>Past President (Wynn)</td>
<td>Yes</td>
<td>6/20/13</td>
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<tr>
<td>Secretary (Char)</td>
<td>Yes</td>
<td>6/20/13</td>
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<tr>
<td>Operations (Mary &amp; June)</td>
<td>Yes</td>
<td>6/19/13</td>
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<tr>
<td>Membership (Gail &amp; Katie)</td>
<td>Yes</td>
<td>6/20/13</td>
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<tr>
<td>Education (Lou &amp; Kate)</td>
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<tr>
<td>Communications (Pat &amp; Kathy B)</td>
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<td>6/20/13</td>
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<tr>
<td>Presidents-Elect (Patty &amp; Kathie)</td>
<td>Yes</td>
<td>6/20/13</td>
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<td>Treasurer (Kathy F)</td>
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<td>President (in case of tie) (Laura)</td>
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