Minnesota Quilters, Inc.

Date: August 22, 2017
Location: Recovery Church, St. Paul MN

Board of Directors Meeting

Board Members Attending: Rose Allen (Co-President)
Pat Curtner (Co-President)
Martha Eaves (Past President)
Adrienne Lemberg (President-Elect)
Vicci Mattsfield (Treasurer)
Kathie Simon Frank (Operations)
Karen Knoll (Secretary)
Karen Kopitzke (Communications)
Merle Pratt (Education)
Diane Rose (Education)
Lynnette Wass (Membership)

Staff Attending: Brenda Lyseng
Renae Shields

Guests: Rose Allen (Co-President)

Meeting called to order at 6:01 p.m.

Secretary Report

The June, 2017 and July, 2017 Board Meeting minutes were presented for approval.

Motion:  Kathie moved to approve the minutes, seconded by Merle.  Motion carried.

Treasurer’s Report

The finance summary/recommendation sheet was presented.

Motion:  Adrianne moved to approve the monthly finance report, seconded by Martha.  Motion carried.
A 30K CD was cashed out to pay some of our expenses.  Costs are going up and our income is flat.

Motion:  Martha moved to ratify the cashing in of the CD, seconded by Karen Kopitzke.  Motion carried.

A draft budget was presented for review.  Give any updates to the Treasurer.

Show Director Report

From the survey of those who did not attend the show, the #1 reason was personal/work schedule.

The following board members have volunteered to work on the 2018 show committee: Merle, Pat Rose, Kathie, Mary, Karen K., Lynnette.

Motion:  Vicci moved allow these board members to serve on the 2018 show committee, seconded by Martha.  Motion carried.

The 2018 Show policies document was reviewed.
- Should the Treasurer get optional room?
- List the committees in the policy document.
- Make budgets very clear. Check with office for supplies before purchasing anything. Only emergency spending at the show.

**Motion:** Vicci moved to approved the 2018 show policies document as amended, seconded by Lynnette. Motion carried.

Brenda will send out the updated document.

Fedex shipping account – can we streamline our shipping? Set up account with FedEx and UPS.

Insurance – $2500 covers up to $500,000. We need insurance in order to get 2 special exhibits (worth $10K each) Kathie is concerned about the timing, we need to build this into the budget.

**Motion:** Martha moved that we buy insurance for the 2018 show, seconded by Vicci. Motion carried. (Kathie abstained)

For the 25th anniversary we did something about the 1st 25 years of MQ. Can we for the 1st 40 years of MQ for this show? Could our historian help out? The MQP booth will emphasize red & white quilts, get signatures of current members to create a signature quilt.

**LRPP**
Finalized 15 instructors for the show. Got letters of intent back. Hopefully get the contracts out and get 2019 show teachers set.

**Education**
Finalized the March MQP program. May and July programs needed.

**Executive Committee**
There was some discussion of getting the Office Administrator salary more in line with that of the other employees. Updated list of duties for the position description – Kathie and Rose went over with her.

**Motion:** Karen Kopitzke moved that we open salary discussion with Debra, seconded by Pat. Motion carried. (Martha abstained)

Need to work with all employees to set caps on their hours.

Discussed selling donated items at the meetings as a way of raising money – like an ongoing garage sale. Who would run it? Need someone to price items. Try it at the September schoolhouse meetings.

The turnover meeting will be September 16th. We will make it a strategic planning meeting.

**Operations**
The storage lockers have been reorganized. There are some 4x8 foam board design walls that we should get rid of.

**Membership**
At the September meeting there will be a drawing for a free membership from the list of people who have brought a guest to meetings.

Vicci moved to adjourn.
Meeting adjourned at 10:00pm

Respectfully submitted,
Karen Knoll, Secretary
<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>When Presented</th>
<th>Responsibility</th>
<th>Progress/Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work as a group to get the books owned by MQ valued.</td>
<td>December 17, 2013</td>
<td>All Directors</td>
<td></td>
</tr>
<tr>
<td>The Communications Directors will be working on an article for a PR person for MQ.</td>
<td>April 28, 2015</td>
<td>Communications Directors</td>
<td></td>
</tr>
<tr>
<td>Organize a bus trip to Quilt National</td>
<td>December 20, 2016</td>
<td></td>
<td>Bus trip in conjunction with Textile Center for August 17th, 2017</td>
</tr>
<tr>
<td>Modify grant proposals form to be more specific as to amounts that can be requested</td>
<td>December 20, 2016</td>
<td>Communications &amp; President-Elect</td>
<td>Completed 4/25/2017</td>
</tr>
<tr>
<td>Decide on what to do about insurance for quilts in future shows.</td>
<td>February 28, 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Look at policies for use of MQ logos and show logos</td>
<td>May 23, 2017</td>
<td>Communications</td>
<td></td>
</tr>
</tbody>
</table>