Meeting called to order at 6:00 p.m.

CLA Audit

John Tauer and Brittany Jackson of CliftonLarsonAllen presented a review of the Audit report.

Secretary Report (Karen Knoll)

A. The December, 2016 Board Meeting minutes were presented for approval. The rewrite of the grant application will be made an action item, Karen Kopitzke and Adrienne Lemberg will work on it.

Motion: Martha moved the minutes be approved, seconded by Kay. Motion carried.

Treasurer’s Report (Vicci Mattsfield)

A. The new bookkeeper, Renae Shields, was introduced.

B. Vicci presented the Treasurer’s report.

Motion: Karen Kopitzke moved to approve the Treasurer’s report, seconded by Kathie. Motion carried.

C. Rose reported that 2 CDs have been renewed (26K each) one comes due at the end of July, the other in January 2018. A CD comes due in February, the decision on that CD will be made at the finance committee meeting.
D. Check request process – take a look at the policy. When signing it should also be dated? It will be reviewed at the finance committee meeting.

**Show Director Report** (Linda Wines)

A. The registration report was presented.
B. Linda will be mainly working from home.
C. We have a new banquet committee for the 2017 show (Linda Kosfeld and Rita Culshaw).
D. 2018 Raffle quilt selection – Pat will contact Jude for more information, submit a budget.

**Education** (Merle Pratt)

A. What to do with the donated longarm machines. Get the Sunshine machine evaluated to see about the tension issues noticed during testing. Advertise the Tin Lizzie for sale.
B. QFO will be making red/white/blue placemats that will be donated to the Meals on Wheels program in Duluth during the show.

**Executive Committee**

A. Several applicants for the Show Director position were interviewed, and it was decided to offer Brenda Lyseng the position. She will start this week and will be training with and transitioning duties from Linda.

Motion: Vicci moved to approve the hiring of Brenda Lyseng as Show Director, seconded by Kay. Motion carried.

B. Karen Newman will fill the position of Operations co-director to complete the term ending in September 2017. She has met with Kathie to divide up responsibilities.

Motion: Vicci moved to approve the appointment of Karen Newman as Operations co-director, seconded by Lynette. Motion carried.

C. Martha – nominating committee, review next meeting. Needs reports from past board members.
D. PR needed for the Carolyn Mazloomi lecture on March 11.

**Operations** (Kathie Simon Frank)

A. Discussion of the lost quilt. Rose and Kathie will talk to the owner.

Vicci moved to adjourn, seconded by Karen Kopitzke. Motion carried.

Meeting adjourned at 9:15

Respectfully submitted,

Karen Knoll
Secretary

2/3/2017 - Karen Kopitzke was approved via an online vote to serve as co-coordinator with Rebecca for the 2017 show.
<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></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>Comm/President-Elect</td>
<td></td>
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</tbody>
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