



Board of Directors Meeting
 Date: Feb 27, 2024. Fiscal Year FY2024
Time: 6:30 PM
 Location: via ZOOM

Join Zoom Meeting
<https://us02web.zoom.us/j/83580491319?pwd=aXN3c043aGxkbWRDdXA1QXB0UWY0QT09>
 Meeting ID: 835 8049 1319 Passcode: Board

[Link to Board Packet - February](#)

Board Members & Show Director

Board Members	Role	Attending	Absent
Wynn Martin	President	X	
OPEN	Past President MQ		
Mea Clift	President Elect		X
Marcy Huggins	Treasurer	X	
Deb Norsten	Secretary	X	
Brenda Lyseng	Show Director	X	
Liz McHenry Sarah Parker	Education Directors Ed Dir.	X X	

Board Members	Role	Attending	Absent
Karen Kopitzke Regina Zedell	Communication Directors	X X	
OPEN	Operations Directors		
Karen Root Wendy Kieser	Membership Directors	X X	
	Staff		
Wanda Shelton	Guests	X	

The mission of Minnesota Quilters, Inc, is to nurture the art and craft of quilting through inspiration and education, to support our communities through our craft, and honor our quilting heritage.

Agenda	Discussion	Tasks/Conclusion/Responsibility
Call to order		Call to Order was made by Wynn at 6:32 pm
Approval of minutes (Secretary)	<ul style="list-style-type: none"> ● Review/approve minutes ● Correction to December Approved Mtg Minutes <ul style="list-style-type: none"> ○ The December issue has this in the Membership section : <p style="margin-left: 40px;">Looking for ideas for celebrating 150th year celebration of the American Revolution in 2026 – think bicentennial celebrations from 1976.</p> <p>According to my calculations, this would be the 250th.</p>	<ul style="list-style-type: none"> ● Sarah made a motion to approve the January meeting minutes. Marcy seconded. Motion passed. ● No action needed from the board, the December meeting minutes will be corrected accordingly.
Treasurer	<ul style="list-style-type: none"> ● Current Financial status 	<ul style="list-style-type: none"> ● Cash on hand \$85,655 ● Additional revenue expected from <ul style="list-style-type: none"> ○ Quilt sales at show as MQ will charge 25% commission. ○ Fundraising Letter to be sent in the future. ○ Garage same in the fall. ● Looking at a couple of grant opportunities. Please let Marcy know if you see any grant opportunities. ● Revenue is expected to be similar to last year, but we are expecting expenses to be less, which will increase this year’s income compared to last year.
Show Director	<ul style="list-style-type: none"> ● Request for assistance finding show locker and adding quilt insurance 	<ul style="list-style-type: none"> ● See submitted report. ● Packets are still available to send out and we would like additional packets to be picked up. 70 guild packets are being mailed out on 2/28.

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		<ul style="list-style-type: none"> ● Four new vendors were signed for the show. ● Encourage everyone to be an ambassador for MQ and the show. Marketing has shown that talking to people is the best way to get show attendees, vendors, etc. ● Need help on two operations items: <ul style="list-style-type: none"> ○ 1. Temporary storage unit for show is needed to hold show supplies and quilts for May and June. Someone needs to check out the unit and rent it out. ○ 2. Need additional insurance to cover quilts while in our possession for the show, which usually total approx. 800 quilts. Someone needs to work with the insurance company to get this in place. Marcy may take on insurance item after her two week vacation if no one else has volunteered. Linda Wines and Kathy Simon Frank have done this in the past.
President	<ul style="list-style-type: none"> ● Board/Info table at the show - Motion to approve proposed changes to Board Policy. (see packet) ● Motion to add 1995 signature quilt to MQ collection (see packet) ● Motion to increase award values at State Fair for senior citizen classes (see packet) ● Job Descriptions (see packet) ● March 16 Special Board Meeting 10:00AM-1:30PM 	<ul style="list-style-type: none"> ● Board members are to sign up to serve at the show. Objective is to be an ambassador and help out with whatever whenever necessary. This is also the bag check table. A motion was made by Marcy to approve the updated content in the Board Policy related to serving at the board/info table and seconded by Sarah. Motion passed. ● All teachers at the 1995 show signed the signature quilt. Liz motioned to add this quilt to the MQ Collection. Deb N seconded and the motion passed. ● Increasing award values for the senior citizens

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		<p>adds approx. \$300 to budget. Motion was made by Marcy to increase award values as outlined in the document. Sarah seconded and the motion passed.</p> <ul style="list-style-type: none"> • Treasurer and Secretary job descriptions are finalized. Changes to Communications, Education and Membership are still needed. These will be reviewed at the special meeting on 16th. No action needed at this time. • Special Board Meeting will be at 10 am on 3/16 at MQ office. Bring handwork and/or a show and tell. Lunch will be provided. Agenda forthcoming. It may be helpful for members to go through consultant documents and videos from March and July of last year for context. Wynn will point out the relevant documents. A board packet folder was created – Special Board Meeting 5A.
President Elect	<ul style="list-style-type: none"> • International Quilting Day in March 	<ul style="list-style-type: none"> • Three people are hosting a quilting day
Membership	<ul style="list-style-type: none"> • Review, discuss, approve Outstanding Volunteer Award Process • Approval for adding electronic Outstanding Volunteer Nomination form to Website and change wording on website • Update on planning and recruiting volunteers for Garage Sale 	<ul style="list-style-type: none"> • Wendy sent a procedure out for review. Currently there are 11 Outstanding Volunteer nominations, and 5 are eligible. Karen will get the nominations out this week or next week for review. We agreed there is no need to continue to have a plant or flowers as part of the award. • Approval was given for new verbiage and to publish the form to the website. • Garage Sale is being reassigned to Membership for community activity.
Operations	<ul style="list-style-type: none"> • OPEN 	
Communications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • The Newsletter deadline is March 12th at midnight. Editor resigned today. Debra will

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		<p>continue to do a great job with this. Thankyou, Debra!!</p> <ul style="list-style-type: none"> ● State Fair items – Karen and Regina will check with Mea to see what she has been able to get done, Wynn has signed and approved the State Fair contract. A written procedure would be helpful.
Education	<ul style="list-style-type: none"> ● Motion to purchase PC for use at monthly meetings, show and any other needs. ● Recommendation for new server would help stabilize environment ● Public & private accounts so we could dedicate more bandwidth to the private account during meetings 	<ul style="list-style-type: none"> ● Neither Sarah nor Liz will be at the March meeting and they have been using their own PCs. We need a laptop that is for meeting purposes. Mea had recommendations from CostCo. Liz and Brenda will send Wynn and Mea a list of what they need so they can get this taken care of as soon as possible. ● When the server/wifi fails, the membership meetings look bad and this need/ask will be included in the aforementioned list. ● March meeting without Liz and Sarah: <ul style="list-style-type: none"> ○ Jeanie is running owl, ○ Wynn is talking, ○ Regina will bring her computer. ○ Liz will pu power point together and send to Wynn. ○ Linda Wines to help somehow. ○ Liz can be host on zoom end. ○ All hands on deck at March meeting. ● Public and private wifi access at meetings is needed and someone needs to set that up. Bandwidth is at issue. Erica could set up the admin and guest wifi networks. ● Host needed for class for Saturday afternoon on March 9. Deb N and Amy can host the class together as they will both be attending.

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Old Business:	<ul style="list-style-type: none"> Comcast contract Annual Report: Due LAST September, still awaiting President and Treasurer 	<ul style="list-style-type: none"> We have a bid from Comcast and now waiting for bid from Verizon Report still pending.
New Business:	<ul style="list-style-type: none"> Volunteers on the Community side of the organization receive a free year of membership 	<ul style="list-style-type: none"> Community volunteers should also get a free membership similar to how this works for the board with specified parameters. Examples are Owl coordinators, Jeannie Lamore, welcome table people, etc. 12 board and 35 for show committee. This would be considered for consistent volunteering and provides meaningful recognition. We generate \$40k from membership fees over the course of the year, which is 10-15% of annual budget. Can discuss further during special board meeting.
Meeting Close		<p>Motion made by Liz and seconded by Karen K to adjourn the meeting. Motion passed and the meeting ended at 8:12 pm.</p>

Submitted by: Deb Norsten (Secretary)

Date: 2/29/24

Board Related Meetings

Member Meetings: First Thursday and following Saturday

MQP Meeting: ??

Staff Meetings: Second and Fourth Wednesday @ 2:00 PM

Finance Meeting: Fourth Tuesday @11:00AM

Membership Meeting: as needed

Show Committee: Fourth Saturday @9:00 AM

QFO Meetings: Every Wednesday 11AM-1PM

Executive Committee: Contact President if you wish to attend

FLAP Meeting: Third Tuesday @ 1:00 PM

Board Meeting: Fourth Tuesday @6:30-9PM (shorter if possible)

Communications Meeting: as needed