



Board of Directors Meeting
 Date: July 23, 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](#)- July

Board Members & Show Director:

Board Members	Role	Attending	Absent
Wynn Martin	President	X	
OPEN	Past President MQ		
OPEN	President Elect		
Marcy Huggins	Treasurer	X	
Deb Norsten	Secretary	X	
Brenda Lyseng	Show Director	X	
Liz McHenry	Education Directors	X	

Board Members	Role	Attending	Absent
Sarah Parker	Education Directors	X	
Karen Kopitzke Regina Zedell	Communication Directors	X X	
	Operations Directors		
Karen Root Wendy Kieser	Membership Directors	X	X
Debra Svedberg	Staff		X
Linda Wines Wanda Shelton	Guests	X 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 6:34 pm
Approval of minutes (Secretary)	<ul style="list-style-type: none"> Review/approve June minutes 	<ul style="list-style-type: none"> Marcy made a motion to approve the June meeting minutes. Sarah seconded. Motion passed.
Treasurer	<ul style="list-style-type: none"> Current Financial status 	<ul style="list-style-type: none"> Most bills are paid for the show. Mid- year budget review is provided and relies on Brenda's spreadsheet from the show. <ul style="list-style-type: none"> \$32k net show revenue, which is slightly up from last year per Brenda's numbers. Communications, Membership and MQP are on target. Education forecast \$13k in profit, but currently showing \$2k in profit, which may be impacted by inflation and higher instructor fees. Some of communications expenses may be impacting this and will be looked at. Higher donations account for the Executive Committee having \$9k more than the negative profit expected. Forecast for salaries are spot on. Net effect is that we are on budget. Everyone is doing a great job of performing work and forecasted accurately. Please review the mid year 2024 budget review located in the board packet folder/drive. . Brenda mentioned that we could see additional net income from the show as all bills have been paid, but not all income has been recorded.
Show Director	<ul style="list-style-type: none"> 2024 show evaluation Retirement! 	<ul style="list-style-type: none"> Evaluations are located in drive: Quilt Shows 2024 Final Evaluations Reports. <ul style="list-style-type: none"> Not all evaluations are completed. Committee reports are also located there. This folder provides a great place to learn more info.

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		<ul style="list-style-type: none"> ○ Faculty only gets their feedback for their workshops. Excellent faculty for the show. A couple newer teachers had some averages in scores. ○ Show committee input needs transcribing. ○ Vendor feedback is way different, as they are objectively concerned about profit. ○ Attendee feedback includes bus tour and advanced registrants' feedback. ○ Brenda will be adding the feedback for those who just went to the show via daily tickets. ● Final report document is in the board packet for reference. Some notable items are: <ul style="list-style-type: none"> ○ Gaps for the years where data couldn't be found or data affected by pandemic. ○ Seats taken in classes jumped to 83% which was phenomenal. ○ Number of vendors is back up to level prior to pandemic, and we continue to sign new vendors. ○ Attendance has been climbing since pandemic ○ Bus sent 171 attendees. ○ Presale tickets went way up, which may have had something to do with a discount. ○ Still need to obtain income from quilt shop sales, so far they sold 110, but this is not final. ○ Comp tickets also need to be calculated, still looking for the envelope with the green comp tickets. ○ Total attendance – almost 4k and we keep going up since pandemic – multi day tix over 5k. ● Overall great trending!! ● Considerations for next year: <ul style="list-style-type: none"> ○ Prices of daily tickets dropped from \$16 to \$15 and thus there was a lost \$3k, but this may have been made up by more attendees. ○ Lecture ticket price adjustment was also made this year and more people attended lectures, so this definitely paid off. ○ Changed show hours to 9-5 from 9-6 and this made vendors

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		<p>happy since no one is on the show floor after 5.</p> <ul style="list-style-type: none"> ○ Raffle sold almost 1000 more than last year and this is pure profit ● Newsletter article will convey part of the report. ● President's challenge was a huge success. There were over 400 placements, which were all donated to Duluth meals on wheels.
President	<ul style="list-style-type: none"> ● Show Director Search ● Budgeting cycle to begin 	<ul style="list-style-type: none"> ● Brenda, our Show Director, is retiring effective October 4, 2024. She will be missed and we wish her well as she enjoys her grandkids and focuses on her own creative pursuits! <p>The executive committee met on Sunday, which was Wynn, Marcy, Deb N and Wendy.</p> <ul style="list-style-type: none"> ○ Proposed Org chart and written recommendation were reviewed and are in the board packet for reference. The recommendation establishes an Executive Director to report to and be accountable to the board and will oversee the staff and committees. ○ Takes care of the immediate need of a show director with future focus of moving to an executive director. ○ This will need to be a full time position with benefits so there will be extra costs. ○ Karen made a motion to accept the president's proposal to hire a show director with intent to train to be MQ's executive director. Sarah seconded. Motion passed. ● Recruiting and hiring process was discussed and ideas were: <ul style="list-style-type: none"> ○ Contact KS guild (Marcy) ○ Search for someone with trade show experience ○ Getting the word out and casting a wide net ○ Springboard for the Arts ○ LinkedIn ○ Brenda recommended a group be formed to review the job description and she can help to ensure it is an accurate reflection of the current position. ○ Brenda may also have someone in mind. ☺

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		<ul style="list-style-type: none"> ○ Brenda suggested a search committee be formed by reaching out to former board members and non-board members for those who have desired experience.. ● Communication related to Brenda's retirement and the open position should happen as soon as possible and there will be a notice in the upcoming newsletter. ● Reminder to everyone that budgeting process will begin in August and Year-end reports are due in September. The report can be a simple summary recap of what your area accomplished during the year.
Membership	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Garage sale coming up in October. Linda Wines has graciously volunteered to coordinate the sale. Meeting is scheduled for next Tuesday. Details are forthcoming. ● Raffle stubs from the show have name and contact info that is being uploaded into Cvent to expand non-member communication. Hopefully this will turn into new memberships.
Operations	<ul style="list-style-type: none"> ● OPEN 	
Communications	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Member directory update - Debra will be communicating about this periodically so people know it exists. ● Communications will be meeting with Membership to talk about the membership page on the website for potential improvements. ● Marcy was complimentary about how the website was helpful in grant writing since she can find almost all she needs from the site.
Education	<ul style="list-style-type: none"> ● 2025 Medora Pattern Challenge ● Mystery Quilt Designer 2025 ● Day Retreats - august open ● Fall Getaway Cold Spring 	<ul style="list-style-type: none"> ● Quilt challenge for next year will be Jill Blair's Medora pattern. Details will be worked out before September's meeting. ● Mystery quilt designer will be Susie Webster. ● Day retreats going well and well attended. ● Volunteer Merle Pratt will coordinate the fall getaway in Cold Spring.

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Old Business:	<ul style="list-style-type: none"> ● BOD Shared Drive – Regina ● Newsletter Archive on Google Drive ● Sept thru Dec 2023 newsletters are missing. 	<ul style="list-style-type: none"> ● No update on the BOD shared drive, which refers to the items that are scheduled to be deleted in October. ● Newsletter folders were renamed and reconfigured according to years and decades. This is completed and can be deleted from old business. ● Regarding missing newsletters, the recommendation is to ask Debra if she has missing newsletters stored somewhere on her computer. Regina will follow up.
New Business:	<ul style="list-style-type: none"> ● Turnover to new Board Members <ul style="list-style-type: none"> ○ Email ○ Signature ○ Hours ○ Google Drive ○ BOD Folder 	<ul style="list-style-type: none"> ● Turnover items –Turnover meeting is going to be 9/28/24 in the morning at the MQ office. <ul style="list-style-type: none"> ○ Elections forthcoming. ○ Annual meeting is early Sept. ● Board members were reminded to begin writing their year-end reports. Shorter reports are appreciated; just the highlights please.
Meeting Close		<p>Motion made by Deb N and seconded by Liz to end the meeting. Motion passed and the meeting ended at 7:44pm.</p>

Submitted by: Deb Norsten (Secretary)

Date: 7/24/24

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

President reviewed & approved the minutes on Jul 25, 2024.