



Board of Directors Meeting

Date: Aug. 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 – August](#)

Board Members & Show Director:

Board Members	Role	Attend	Absent
Wynn Martin	President	X	
OPEN	Past President		
Wendy Kieser	President Elect	X	
Marcy Huggins	Treasurer	X	
Deb Norsten	Secretary	X	
Brenda Lyseng	Show Director	X	
Liz McHenry	Education	X	
Sarah Parker	Directors	X	

Board Members	Role	Attend	Absent
Karen Kopitzke Regina Zedell	Communication Directors	X	X
	Operations Directors		
Karen Root	Membership Directors	X	
Debra Svedberg	Staff		X
Linda Wines	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 6:31 pm

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Approval of minutes (Secretary)	<ul style="list-style-type: none"> ● Review/approve July minutes 	<ul style="list-style-type: none"> ● Marcy made a motion to approve the July meeting minutes. Liz seconded. Motion passed. ● Reminder to everyone to update hours as they will need to be completed for our fiscal year end soon. Please update if you have not done so in a while.
Treasurer	<ul style="list-style-type: none"> ● Current Financial status 	<ul style="list-style-type: none"> ● Invested amount is \$272k – full update in board packet. ● Amy and Marcy will be meeting with accountants, who manage other nonprofits, to discuss if a compilation (\$5k) or audit (\$15) is needed, the cadence of the same, and standard financial best practices for an organization our size. More to come on this next month after the 9/11 meeting with the accountants. Please let Marcy or Amy know if you have any questions prior to the meeting date. ● There is a big project needed to clean up the financials so data can be shared more easily.
Show Director	<ul style="list-style-type: none"> ● Show Policies ● RFP for future venues ● Cvent proposal ● Transition Update 	<ul style="list-style-type: none"> ● Financials from the Show: Almost \$56k net profit on the show this year. All bills are paid and Brenda’s salary is estimated for her remaining time. <ul style="list-style-type: none"> ○ There are still two quilt shops that need to send the tickets and money they collected on behalf of the show. Nice Job, Brenda!! ○ The big things that contributed to the excellent profit were: higher advanced registration, increased workshop attendance, increase in daily ticket sales, and increase in number of vendors and sponsors. ○ Additional small things added up such as selling quilts for the first time and increase in people covering the credit card service fees. ○ Specific financial items may shift from year to year depending how

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		<p>things are reported to explain some inconsistencies when comparing past years, such as a portion of Amy's and Debra's salary being applied to the show.</p> <ul style="list-style-type: none"> ○ Good feedback on how we take care of our vendors, which is a huge source of income for the show. ● 2025 Show Policies: <ul style="list-style-type: none"> ○ A motion is requested to approve the 2025 show policies which were in the board packet. ○ This primarily consisted of increasing the number of people who lead a committee from 2 to 3 people so those folks can participate in the show. Also, quilt sales was added as a committee and Marcy will volunteer for this and has a lot of ideas. ○ The motion will be deferred until next month so the document can be reviewed. ● Transition Update: <ul style="list-style-type: none"> ○ Brenda is working on show committee recruitment – 19 folks signed up so far. ○ Brenda is also working to documenting show planning tasks for the next show director. ● RFP: We have contracts for 2025 and 2026 shows in St. Cloud. The RFP went out for 2027, 2028, 2029, 2030, and 2031 shows to the 5 venues in the state that can accommodate the show. Three have responded and deadline is next week. A small group is needed to review the responses and make recommendations to the board. Wynn, Deb and Wendy volunteered. ● Cvent Proposal: A new account manager noticed that we are not getting the names and emails of those who purchase daily

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		<p>tickets for future marketing opportunities. A new feature of Cvent would allow folks to purchase tickets via a QR code. This would add approximately 3k registrations to our contract and as a result add \$10k to our costs. A suggestion to cover the added costs is to add a \$3 fee to each ticket price. The QR code could be put on marketing materials. The MQ staff will study more and make a recommendation at the next BOD meeting. They will also explore changing our credit card vendor from Evalon to Cvent for purchases made through Cvent Continued research is recommended.</p>
<p>President</p>	<ul style="list-style-type: none"> ● Status on Job postings for Show Director (Future Executive Director?) ● Reminder: Brief Year end reports are due 9/1 ● Motion to change Wendy Kieser’s role on the board. ● Status on board recruitment ● Debra’s Hours: Motion to change our posted “Open” hours as Tuesday-Friday from Noon to 6:00PM. Debra will work Monday-Friday from 11:00 AM - 6:00PM with a 30-minute break ● Wynn’s future role 	<ul style="list-style-type: none"> ● Communication of the job posting is published on various sites and we are getting good results with multiple resumes received thus far. The posting closes on 9/5/24. We are hiring for the show director and want someone to grow into executive director role. Marcy will do initial contacts and then determine who will be interviewed. Brenda asked if staff should be involved in the interviews and this will be considered as it is a good idea. ● Year end is coming up. Please complete a brief year-end report, less than a page that consists of bullet points on accomplishments over the year. Send to Deb and she’ll compile for Wynn. ● Wynn made a recommendation to install Wendy as president elect (which is currently a vacant position and the board can appoint during the year) to ensure she is able to work in google suite. She will be on the election ballot for president when the election is conducted. ● Wynn has been busy recruiting for the board and still has some names to fill the roster. <ul style="list-style-type: none"> ○ Maureen Ohland likes to streamline and make things work more effectively. Considering as president

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		<p>elect or director of community engagement.</p> <ul style="list-style-type: none"> ○ Jennifer Viedma is interested in communications and technology, so she is being considered for communications. ○ Susan Panelli and worked with Jennifer on a committee. ○ Tina Rohde is also interested in being on the board. ○ We need to notify people of the date of the election 30 days before the election. Optimistically, we could have the election in late September. We can consider sending the notice of the election now with the date and then send the candidates' names 15 days prior to the election date, which satisfies the bylaws. ○ The board turnover meeting will likely be pushed back. <ul style="list-style-type: none"> ● Debra's hours – Discussion centered on access to the building. QFO has a key. When closer to show there are a lot of quilt drop offs and when registration opens there is increased phone activity. Motion to change posted hours to Tues – Fri, noon to 6pm and Debra's hours to Mon – Fri 11:00 am to 6 pm, with caveat there are times where flexibility is needed to be in the office earlier as show needs arise. Marcy seconded. MOTION passed. ● Wynn will be in the past president role for the next fiscal year. ● Brenda's retirement send off! Marcy and Liz will plan a party.
Membership	<ul style="list-style-type: none"> ● Garage Sale 	<ul style="list-style-type: none"> ● Garage Sale is scheduled for 10/12 from 9 am to 3 pm. Intake days are 10/10 and 10/11. <ul style="list-style-type: none"> ○ Message is getting out there via flyers at the fair, Facebook posts, and newsletters.

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		<ul style="list-style-type: none"> ○ Volunteers slots are on signup genius. ○ Amy will take care of the cash, check, and credit card logistics. QFO will have items for sale and will keep track of those sales separately. ○ First two hours items will be sold by the pound, second two hours by the bag for \$15 and final two hours \$5 per bags with QFO items exempted. ○ Given there are other guild sales mid-October we discussed having the sale in May next year, but not too close to show. Consider this a topic for the turnover meeting.
Operations	<ul style="list-style-type: none"> ● OPEN 	
Communications	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Who does state fair report to? Subcommittee under membership? Job descriptions will be routed out as a sent to be discussed again. Wynn will add to her list.
Education	<ul style="list-style-type: none"> ● Grouper ● Membership Survey Proposal ● Oct Saturday Member Mtg - Open ● Sept Saturday - Celebrate the Winners 	<ul style="list-style-type: none"> ● Grouper is an organization that helps coordinate health wellness benefits. One is able to get hobby organizations dues (such as MQ) paid through a health insurance program. Grouper/member coordinate the benefits, we would get the dues paid by the member and the member seeks reimbursement from the health insurer/grouper. It appears MQ responsibility is only to send an email to our members two to three times per year and it doesn't cost us anything. We do not sell our list to grouper. SAQA participates and we can reach out to them for more information on whether it is beneficial to SAQA. Appears to be more a benefit to members than MQ – Tabled for tonight due to time. ● Looking for ideas for educational items and want to know what folks want to see in future programming. Survey is being considered to get a broader scope of

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		<p>educational topics.</p> <ul style="list-style-type: none"> ○ Consider extending survey to two different audiences. Database is full of members and non-members. This is easy to set up and Debra has done this in the past. Thursday thimbleful would be best way to distribute. Get a draft and Wynn can take a look. ● October teacher cancelled for the Saturday meeting. Checking with Patricia Bishop. ● Sept – Saturday’s program is to celebrate winners and share workshop projects. Not a lot of people signed up yet. We hope to be greatly surprised when folks show up to the meeting.
Old Business:	<ul style="list-style-type: none"> ● BOD Shared Drive – Regina ● Missing Newsletters ● Turnover meeting 	<ul style="list-style-type: none"> ● BOD shared drive is tabled due to time. ● Missing newsletters have been located, so this item is resolved. ● Someone in FLAP wanted us to do something with the turnover meeting. It will likely be delayed. Likely early October.
New Business:	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Scholarship notice went out? Brenda will check with Debra on this status. This needs to be posted. ● QOTY notice needs to go out soon as well. Brenda will send the board the info and Wendy will take it from there. This was posted in the newsletter with a 9/30 deadline.
Meeting Close		<p>Motion made by Marcy and seconded by Wendy to end the meeting. Motion passed and the meeting ended at 8:11 pm.</p>

Submitted by: Deb Norsten (Secretary)

Date: 8/31/24

Board Related Meetings

Member Meetings: First Thursday and following Saturday

QFO Meetings: Every Wednesday 11AM-1PM

MQP Meeting: ??

Executive Committee: Contact President if you wish to attend
Staff Meetings: Second and Fourth Wednesday @ 2:00 PM
FLAP Meeting: Third Tuesday @ 1:00 PM
Finance Meeting: Fourth Tuesday @11:00AM
Board Meeting: Fourth Tuesday @6:30-9PM (shorter if possible)
Membership Meeting: as needed
Communications Meeting: as needed
Show Committee: Fourth Saturday @9:00 AM

Calendar of Events:

- September 5 and 7, Thursday we have Eva Paige Quilt Designs! Saturday will be “Winners!”.
- September 15, Scrappy Applique Workshop with Kristie Naranjo, 11:30 am to 6:00 pm CST. Special Zoom Workshop!
- September 19-21, Day Retreat. Mary Ann Alencich and Darlene Bushinski host.
- September 25 to 29, Fall Getaway!
October 3 and 5, Thursday, Jenny Lyon tells us how “Quilting is a Contact Sport”. Saturday TBA— suggestions welcome!
- October 12 MQ Quilter’s Garage Sale. Questions? Email lindawines@comcast.net
- October 17 to 19, Day Retreat. Loretta Stone and Jennifer Schultz host. *
- November 7 and 9, Thursday Lisa Thorpe presents “Photo to Fabric: Design in the Palm of Your Hand”. Saturday with Pat Cox and Marit Lee Kucera present “A Creative Partnership”.
- November 21 to 23, Day Retreat. Loretta Stone and Denise Mike host. *
- December 5 and 7, Thursday: a lecture called “Writing a book is like making a quilt: Common threads in the creative process” with Marie Bostwick.
- Saturday, Dec 7 we will be together for a free sewing day. The MQ website has the complete calendar of events.