

LIGHTHOUSE QUILT GUILD BOARD MEETING\
AUGUST 16, 2022 6:30 PM
CHURCH OF THE DUNES CLASSROOM #4

Present: Susan Yancer-Hatcher, Barbara Dryer, Elizabeth Clark, Kim Frisch, Jackie Fisher, Alicia Gilewski, Marie Huyge, Joan Thomas, Beth Hwacinski, Amy Stuparits, Marianne Stuparits, Wendy Rice, Marie Bustin, Virginia Tallman, Dianne Gustafson.

WELCOME

Co-chair Susan Yancer-Hatcher called the meeting to order at 6:35 pm.

AGENDA

Susan announced that Susan Harper has agreed to run as LQG Co-chair for 2022-2023. Because our September meeting is shared with PALS hosting in Muskegon, Susan Harper's nomination will be voted on at our next general meeting, October 10, 2022.

Treasurer Barb Dryer conducted the remainder of the meeting, distributing copies of the 2022-23 draft budget for approval. Certain income line items were deleted, such as Hospitality, which no longer receives contributions. The guild will cover modest expenditures such as coffee and paper goods.

The fee for a physical copy of our newsletter was deleted, now that we have electronic delivery via email to guild members. Newsletter income from advertising was discussed. Wendy would like us to solicit more advertisers for our new Mailerlite format. Decisions must be made about what to charge advertisers, both businesses and individuals.

Funds set aside for a possible auction were discussed and retained as there has been interest in another auction.

Elizabeth confirmed that Community Outreach will have an auction/sale of donated items in November. Their income and expenses are treated separately.

Covid was a huge interruption to our regular planning and spending. Currently we have 135 members, about half of whom renewed in August. Those members not renewing by the October meeting will be dropped from membership and no longer receive email notifications or the newsletter. After some discussion, it was agreed to keep annual dues at \$20 for the 2022-23 year.

Income from the 2022 Quilt Show was a happy surprise. Not all expenses have been finalized, but it is expected that income from admissions, the boutique and vendors will more than cover expenses. Ticket sales from the Raffle Quilt enabled

us to present The People Center, our chosen charity, with a check for \$2,000.00 at our August 8 meeting.

Barb clarified for co-chairs Joan and Marie that there are two separate categories for Program expense: 1. Programs (monthly speakers at our regular meetings) and 2. Workshops (by a meeting speaker, or a separate event.) Joan and Marie have planned the 2023 winter months without workshops and hope to arrange several sew-in days for members to meet and socialize while working on individual projects.

Other expenses evaluated were expected to remain constant. By affirmation, the budget for Take-a-Chance was increased. Adele has been a careful shopper but needs more freedom to offer good prizes.

Technology expense is a work in progress. It was suggested at the last Board meeting that we purchase a laptop for the exclusive use of the Zoom committee. Beth researched laptops recently, but felt we should wait until several technical issues have been resolved among committee members. \$3,000 has been reserved for equipment.

Barb will continue to evaluate expenditures and income. She announced projected income for the 2022-23 year at \$20,708, expense at \$21,750. Elizabeth moved to accept the budget report, seconded by Beth. Passed unanimously.

POLICIES AND PROCEDURES

Next on the agenda was review of the Policies and Procedures document that Barb has been working to revise. Copies of the latest version were distributed to Board members. She clarified that some portions of this document are from our bylaws, and a change to these items can only be made by amendment ratified by a majority vote of the membership.

Her hope for this document, once finalized, is that it will be available to every member considering a Board position, and will contain specific job descriptions for each position. The August General Meeting, in the future, will be old and new Board members meeting to exchange information.

Reciprocity with neighbor guilds is still unresolved. Barb suggested naming a committee of 2 or 3 members to contact reps of the other guilds and discuss what arrangements would be mutually beneficial.

JOB DESCRIPTIONS & SPECIFIC DUTIES OF ELECTED BOARD MEMBERS

Chair/Co-chair no change

Secretary: Amended to include responsibility for Guild correspondence such as get-well cards, letters of condolence, thanks for non-Program related activities.

Treasurer: Amended to include maintaining an accurate inventory of equipment owned by the Guild and location of these items.

SPECIFIC ACTIVITIES OF APPOINTED BOARD MEMBERS

Community Outreach—This committee has several members. Any or all of these members can attend Board meetings, but Barb confirmed that only one person, the designated or appointed chair, can vote on Board decisions.

Elizabeth, as chairperson, said they want to resume sew-in days for Outreach and hoped these would not conflict with Programs' suggested sew-ins. The Outreach sew-ins are specifically set up with patterns and fabric kits for completing donation quilts.

Communications— The main areas of Guild communications have been consolidated under one umbrella: Website Manager/Blogmaster, Newsletter, and Zoom Committee. Each area may have multiple people with assigned duties. The Zoom Committee, still a work in progress, will have a number of meetings to define and finalize responsibilities. One person, the Zoom Chair, will maintain our Zoom account and continuously update the email list of members for scheduling Zoom meetings.

Hospitality—No change except that they will no longer receive contributions. The Guild will fund items like coffee and paper products.

Library—No change, except that the librarian is now responsible for maintaining and updating the online catalog as well as the physical inventory of books.

Membership—This is another committee with several members, but only the chair can vote. Dues are currently set at \$20 for a 12-month membership beginning each September. Discussion followed about the dues being low and constant for a number of years. Marie suggested that we consider raising them, not this year when we are still recovering from Covid lockdown, but for next year.

Nominations—No change.

Photographer—This is, in fact, our Historian given a more accurate name. While the duties of documenting programs, speakers, workshops, special events, etc., remain the same, the job is primarily maintaining a “picture history” of Guild activities. These are to be sent to the Website/Blog manager and posted on our Facebook page as well as other social media platforms. If the photographer will miss an event, it is important that she designate a sub to serve in her absence.

Program Committee—No change in stated responsibilities, but a clarification about Guild activities such as retreats, bus trips, challenges, auctions, etc. While under Programs’ umbrella, these require separate leadership.

The rule for entertaining a guest speaker/workshop leader for meals has been changed to allow one or two guild representatives to accompany the guest at Guild expense.

Publicity—No change.

Quilt Show Committee—No change except for discussion concerning the Raffle Quilt. Barb confirmed that the Raffle Quilt has not always been connected with our Quilt Show and previously had been a separate event. Quilt Show co-chairs Jackie and Alicia asked for some time to consider the role and timing of the raffle quilt. They have reserved sew-in space at the church in October if a raffle quilt plan goes forward.

Take-a-Chance—No change, except as previously reported, Adele’s budget for this popular part of our meetings has been increased.

Barb’s FINAL copy of the revised LQG Policies, Procedures and Guidelines will be posted on the website for members and made available to anyone considering an elected office or a committee appointment.

The meeting adjourned at 9:15 pm.

Minutes submitted by _____ Date _____
Dianne Gustafson for Linda Engel

Minutes approved by _____ Date _____
Susan Yancer-Hatcher, co-chair