

Board Minutes, Wednesday, September 9, 2020

The meeting started at 1:04 pm.

Present was Karyn Heaney, Diana Wolf, Kathe Letulle, Diane Tewell, Bonnie Hall, Marty Morrison, Deb Warner, Heather Ross, Jan Bathke, Laurie Magee, Judy Brown, Pam Manley, Evelyn Fincher, Susan Coleman, Jackie Landon, Gail Steinbeck. Quorum established.

Karyn Heaney – Retreat – no changes, 12 openings in Friendship Star and the Blue Bonnet is full.

Diane Tewell – Treasurer – Aug 1<sup>st</sup> beginning balance \$13,497.37, Income 68.15, Expenditures of 2068.30, Ending bank balance of 11497.22. All checks have cleared, QuickBooks balance agrees with the bank balance of 11497.22. Savings account balance is \$33,155.90. We did receive income of 25.11 from Amazon Smile and the remaining \$14.00 was from various donations made through PayPal. There are six expenses that are due to be paid before the end of the year; QuickBooks, liability insurance, bonding insurance, Microsoft 360, Friendship Day and the November Program Speaker. These sum to \$2130.00 of additional expenses that are due in this coming quarter, which will reduce our checking account balance to about \$9,400.00.

The Treasurer's report was accepted unanimously.

The Secretary's report was accepted unanimously.

Bonnie Hall as Webmaster had little new to report. General meeting Zoom notice will be sent soon with the Zoom link and information that Debi Warner is doing a demonstration to make a versatile small bag. Show and Tell will also occur during the meeting. Part of the purpose of the demonstration is to teach participants how to watch a demonstration on Zoom.

Evelyn Fincher has no activity as scholarship checks for 2019 were awarded and cashed. She is ready for a new round of Academic Scholarship activity in the fall. The scholarship application form and award amount will be revised pending outcome of the budget discussions.

Membership reported 320 members. If we mail membership cards, Marty Morrison is asking for a budget increase to be as much as \$400.00 if the traditional new member packet is mailed. Discussion occurred and the cards will be emailed, with snail mail to the very few members with no email addresses.

The librarian reported all the library books are packed and stored in her garage without climate control until hurricane related repairs to her home are completed. Susan Coleman asked and received permission to move the boxes of books to the climate-controlled storage in Weslaco until such time as they can be moved to the library storage at Trophy Gardens RV Park. Arrangements were made for transportation of the boxes.

She had also pulled duplicate books and books over 30 years old. She wondered if these could be sold in some manner to benefit the Guild. The Show Chair, Laurie Magee, mentioned the new website associated with the Show will have an ecommerce function, and that Debi Warner was in charge of that portion of the Show website.

Jan Bathke said Fat Quarter Draw is all set for at least a year. There are several people on our Facebook page that are no longer Guild members. She suggested Membership look for those names and make them aware that the Guild is Zooming and they can join and participate in the Guild without traveling to the Valley.

Newsletter deadline remains the same for Judy Brown.

Pam Manley reported that Military Service quilt backings are being pieced together from fabrics in storage to make backing. A bundling day is planned soon.

Sunshine and Shadows had sent three cards to members. Jackie Landon welcomes information about persons in need of a boost or other support.

Chris Cowan reported that Community Service donations for the first quarter had a value in excess of \$67,627.00. Second quarter items were valued at \$3149.40 for these donated items, and a cash donation of \$250.00. July donations were of items valued at \$1218.00, and August items were valued at \$8265. Bonnie Hall took the several crumb quilts and donated batting, backing and then quilted them.

There was a question posted about how to record just hours donated to the Guild for volunteer time spent by various officers, committee and members in support of Guild endeavors. It was decided to adapt an existing or develop a new form for this purpose. The final form will be posted on the Guild website and associated with a spreadsheet to easily total hours. It will report names, the positions and the number of hours reported.

Heather Nelson for Schoolhouse reported after discussion with Schoolhouse teachers none wanted to teach during the current pandemic, or felt comfortable enough or ready enough to each on Zoom. She felt the program should be put on hiatus for some time. Judy Brown, a recognized expert for on-line learning, volunteered to help prospective teachers become more comfortable in an on-line teaching environment.

Debi Warner asked if some prospective teachers would be willing to be trained to teach on Zoom. Pat Cooper is willing to consider learning how to teach on Zoom and Debi plans to contact her. Judy Brown shared her career has been in on-line learning and would be willing to share and help with online skills. She is in the Online Teachers Hall of Fame.

Laurie Magee reported on behalf of the Show committee. There is an intern who will be largely developing a new website and have purchased a domain and hosting service. The existing Guild website does not have enough capability to do all of the things needed to put on a virtual quilt show. June Borneman and husband, Dale, will be facilitating photography for many of the quilts in the Valley to be entered into the show. The quilt pictures will be hosted on a free open source museum software and become part of the virtual quilt show. Debi Warner is directing development of the ecommerce portion.

She made a motion that Show Board be permitted to make an expenditure not to exceed \$1500.00 for the development of the website for the 2021 show. This includes the amount of \$346 previously spent for the domain name, RGV Quilt Show.org, and basic hosting. Discussion noted the Show committee has diligently researched and compared virtual shows by other Guilds to developing plans the by Show committee. The research included looking at techniques to raise money that were considered by others and if they could be incorporated or adapted to our show. The ecommerce software costs about

\$300.00 and about \$99.00 for a silent auction site. The rest of the funds are for expenses that are not presently known, but are likely to occur. These expenses would be deducted from within the Show. The domain name and other expenses are for more than a one year so the Guild would benefit in future years. The Show website will be search engine optimized. The motion did not need a second as it originated from a committee. It passed unanimously.

The Show Board received an updated contract from the South Padre Island Convention Center for the 2022 quilt show event. It contained a September 22 deadline to sign and was very similar to the boilerplate wording used in the last four years. However, several charges waived in the past are not waived in this contract. As Laural Powell will be the Show chair in 2022, she would sign this contract. A meeting is scheduled for Guild representatives and SPI Convention Center representatives for next week. The Show committee made a motion to receive permission to sign, contingent upon if the Convention Center addresses their concerns in writing, or extends the deadline to sign the contract. There are about 11 to 12 areas that need to be reconfirmed, and those agreements and any other changes would be required by the Show committee to be in writing prior to signing. The deposit for the 2021 quilt show at SPI has been rolled over to a deposit on the 2022 show, so no further funds are due at this time. If the Guild does not sign the contract, SPI convention center will keep our deposit. If we do sign, it might be possible to roll the deposit forward to another year. The addendum as read by Kathe dated August 25, 2020 for contract number 2515 contains: Rescheduling and postponing options by lessee in case of a disaster, including financial disasters. The South Padre Island Convention and Visitors Bureau will provide two sets of available dates for the same budget year for event rescheduling with a right of first refusal. The lessee shall postpone the event to the following year dependent on availability and carry over any payment on contractual file. If lessee has issued deposit, partial or full payment and above options are refused, an amount no greater than 50% of contractual deposit shall be retained by the lessor. The motion carried.

Categories for the Quilt Show have been trimmed to a lower number and a draft list with category descriptions was displayed. Quilt sizes will be limited to wall quilts and bed quilts. Volunteers are welcome to the committee in any capacity, as are suggestions.

Our Historian, Debi Warner completed an inventory of bins at the Weslaco locker containing history material of the Guild. Three notebooks concerning quilt show history were also inventoried.

Diane Tewell presented next year’s proposed budget as follows:

<b>Income</b>		<b>Expenses - Continued</b>	
Donations	200.00	Military Service Quilts	300.00
Fat Quarter Draw	200.00	Newsletter	0.00
Guests and Fines	0.00	Office Supplies	100.00
Membership (\$30.00x250)	7,500.00	PayPal fees	650.00
Other Income	0.00	Printing	0.00
Newsletter Advertising	400.00	President – Door prizes	0.00
Programs – Classes	4,100.00	Programs	4000.00
Quilt Show	0.00	Program Chair Expenses	100.00
Schoolhouse – 3 classes		Publicity	0.00
@ \$20.00 x 15	900.00	QuickBooks program	270.00
		Rentals – Board & Guild meetings	1050.00

<b>Total</b>	<b>\$13,300.00</b>	Rentals – Program Class – 1 class	50.00
		Rental – Post office box	148.00
<b>Expenses</b>		Rentals – 3 Schoolhouses classes	150.00
Bank Service Charges	0.00	Rentals – storage unit	1540.00
Bee Keeper	0.00	Scholarships for Officers	0.00
Community Service	0.00	Scholarships – Academic	2000.00
Fat Quarter Draw	100.00	Schoolhouse instructors	150.00
Friendship Day	175.00	Sunshine and Shadows	25.00
Gift Certificates	0.00	Web Site service – annual	335.00
Legal Fees – State of Tx	\$25.00	Web service – Zoom – annual	180.00
Insurance – Liability	855.00	Web service – Zoom add ons	650.00
-- Bonding	247.00	Youth Education	0.00
Membership	200.00		
Memorial Flowers	0.00	<b>Total</b>	<b>\$13,300.00</b>

The proposed budget was discussed. Diane Tewell stated the budget was difficult to develop. From meetings with other Guilds across the country, many are postponing activity this year, no meetings, no teachers, no workshops and no fundraisers of any type. Current national events now and possible events in the future make projections very uncertain. Several guilds expect to start their meetings in October of 2021. Our projected budget for next year is based on Zoom classes and meetings for the first eight months. During those first eight months, the hope is to have one Zoom teacher and one paid Zoom class each month. There is one national Zoom teacher for March but no class. The fee for the teacher's lecture is \$500 but no class will be offered. The projected budget assumes Schoolhouse resumes in October 2021. Classes assume 20 students at \$20.00 fee. It also assumes 250 members renew for 2021. Membership renewals in other guilds are down about 30%. Newsletter advertising revenue is estimated to be \$400. Expenses by various committees and officers have been adjusted downward to meet the anticipated income. In expenses, it was noted that when Zoom attendance at a meeting exceeds 100, there is fee of about \$54 per month. The Guild also received a discount by paying at once for our current plan for one year. Webinar software from Zoom is an additional \$40 per month, if this is required by the teacher. It was noted that it would be possible to have more than 20 students.

It is currently anticipated that our Guild checking account balance will end the year below \$10,000.00. While this balance is sufficient for this year, it is little to start the next fiscal year. It is also assumed that the virtual Quilt Show will bring no money into the budget.

A question arose about scholarships, if we can really afford two at \$2,000.00 each and if that figure was in the bylaws. The response included that it is more an IRS and Texas taxing authority issue. The Guild is chartered under the two purposes of community service and education. Any scholarship dollar amount specified is subject to availability of funds. There followed much discussion about whether to award one or two scholarships and the amount of each.

It was noted there are several fixed overhead expenses that compose a large part of the budget, specifically \$3,952.00. Rentals for Trophy Gardens are not included in the budget and perhaps could be eliminated for Board and Show Board meetings to create some budget savings. The proposed budget discussion will be revisited next month, after Board members have considered it more carefully. Diane

will email a copy of the proposed budget to the Board members. She noted any increase in spending would need to be offset by an increase in income, and there are no certainties about Guild income.

Laurie Magee suggested the membership drive could start early, be proactive, and out of the box thinking be applied to it. Additional suggestions were discussed.

Bylaws issues tabled last month were taken up and discussed. Article 4, Section 12.01 which added a few additional words. The proposed revision is repeated, with the proposed words to be included shown in **bold**. There shall be no transfer of funds between Guild checking **accounts either to or from the Guild savings** account without prior Board approval. This is intended to help conserve Guild funds.

Additionally, there is a proposed addition to the Standing Rules, under committees which is Section 14, then under the committee descriptions to state: **Initial payment to a Quilt Show venue may be made after approval of the Show Board and the Guild Board**. During discussion it was noted that typically the Show Board committee does bring approval for this expense to the Guild Board, but it was not mandatory. This clarifies and standardizes the process. This will help sustain the financial health of the Guild for the long term. The proposal was approved as an addition to the Standing Rules.

It was a proposal to audit electronic monetary transactions, such as PayPal, presented last month. After discussions with several involved parties, it was decided to postpone further action until after January 1, 2021.

A letter was received from Subie Redd, requesting to purchase the manual crank AccuCutter and 8-inch cube die set for \$150.00 which was originally purchased with Guild funds for community outreach. The letter was included in Board materials provided prior to the Board meeting. Mary Morrison moved the offer be declined and it was seconded by Heather Nelson. Discussion occurred. The vote by the Board was to decline the offer. It is planned that the manual AccuCutter and accessories be stored in the Weslaco storage locker until a request is made by Guild members to use it.

The meeting was adjourned at 3:30 pm.