

**Meeting Date:** *January 18, 2020*  
**Meeting Time:** *9:45 am*

**Meeting Place:** On-site

**Board Members Present:** Margaret Marcy Emerson, Anna Fike, Farrah Lafontant, Micki Segel, Andrew Hansen

**Absent:** Michael Sengstack, Mary Hawley

**Others Present:** Sylvia Hernandez

Meeting called to order at 9:58 am

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
1. Reading and Approval of December's minutes [10 minutes]	<ul style="list-style-type: none"> <li>• Anna makes motion to approve. Farrah seconds. Unanimously approved</li> </ul>	
2. Treasurer's Report [10 minutes]	<ul style="list-style-type: none"> <li>• Our fiscal year ended November 30<sup>th</sup>. Fiscal reporting is due April 15<sup>th</sup>. All required reports have been sent to our accountant for him to prepare our tax return.</li> <li>• Discussion regarding the cost of insurance and how it impacts the guild budget. Anna is thinking of creating a pie chart for the membership to show members all of the costs of the Guild. Membership dues go towards these costs.</li> <li>• Andrew says that current quote for insurance is around \$2,600.</li> <li>• Micki moves to approve the treasurer's report. Farrah seconds. Unanimously approved.</li> </ul>	
3. Programming [5 minutes]	<ul style="list-style-type: none"> <li>• The December Bingo game received a lot of positive feedback.</li> <li>• We have no formal programming for today since speaker was not available. Micki suggests having a simple get to know you</li> </ul>	

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
	<p>activity. Margaret suggests having some back up ideas for future meetings.</p> <ul style="list-style-type: none"> <li>• Next month is the quilting frenzy. Guild provides pizza. Jennifer Arzberger organizes this event and can be invited to talk about the ABC frenzy at today's meeting.</li> <li>• The March meeting is the Saturday before the show on March 14<sup>th</sup>. Ideas for programming include having people make name cards, aprons etc.</li> <li>• We hope to have a Speaker planned for April with a Trunk Show.</li> <li>• May programming is not yet planned.</li> <li>• Plans for Marien Heim workshops are not yet planned. Trude Reeves has volunteered to lead workshops at Marien Heim.</li> <li>• Continued question of how to assure that Marien Heim has members present</li> </ul>	<p>Michael and Farrah to continue to plan programming for upcoming meetings and Marien Heim.</p>
<p>4. Show Report [15 minutes]</p>	<ul style="list-style-type: none"> <li>• Sylvia suggests having volunteers at the Information desk with quilt inspired aprons.</li> <li>• Sylvia received the invoice from IC and Anna will be cutting a check for the deposit.</li> <li>• Sylvia will be sending out the letters for Show Book Ads this week.</li> <li>• Farrah asks if we thank the family members who help with the show in the show book. Right now we include the titles of the committees and who worked on each committee.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Susan Sato is to give Sylvia a final head count on the numbers of tables and chairs that we need.</li> <li>• Sylvia will arrange to get a coat rack.</li> <li>• We plan to hang our community quilts in the demonstration area.</li> <li>• The old insurance policy is to be compared to current policy. Each vendor has their own insurance separate from ours.</li> <li>• The silent auction is approved to purchase felt which can be reused.</li> <li>• Sylvia is trying to decide on aprons or sashes for show. Aprons are inexpensive. Sylvia will bring in samples. Use of lanyards to identify volunteers is an option as well. Sylvia will explore options.</li> </ul>	<p>Sylvia to send photos of aprons and people can decide if they want to purchase one and decorate it.</p>
<p>5. Technology Report [10 minutes]</p>	<ul style="list-style-type: none"> <li>• Eventbrite is live. If someone goes to website it is there with a click of the button.</li> <li>• Today Shelly Raffle can accept credit cards, cash or check today for tickets at \$10. Any funds received through EventBrite are for tickets to the show.</li> <li>• Number of hits on facebook page is over 3 thousand. People can promote the show on their social media by downloading from our website and sharing promotion documents.</li> <li>• Debbie Breckenridge is working on an article for the Bee on promoting the show. Farrah can add to it.</li> </ul>	

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
	<ul style="list-style-type: none"> <li>• Margaret created a hashtag #brooklynquilts 2020. This is for all social media.</li> <li>• Margaret suggests an Instagram 2020 workshop for the March meeting.</li> </ul>	
6. Insurance Update	<ul style="list-style-type: none"> <li>• Andrew brought hard copies of insurance policy for the show. He will ask Jennifer more questions about specifics regarding insurance for the show, specifically the questions about who covers if something happens with our poles.</li> <li>• Farrah suggests The Lawyers Alliance as a group that we can reach out to to ask legal questions.</li> <li>• Andrew got another new quote that is \$600 more for our general coverage. He is following up on that.</li> </ul>	
7. Membership	<p>New member packet is being worked on. Margaret is working with Mary and Lois Strasberg on this. The packet goes through what we do, how we get involved and helping to get people active in the guild. We plan to give the packet out to all new members in the Guild.</p>	

Meeting adjourned at 10:59 Micki motions adjourn, Anna seconds.

Respectfully submitted.  
Micki Segel

**Financial Report**

at January 18, 2020

**Account Balances (\$)**

Bank Accounts	
Checking	14,451.67
Savings Quilt Shows	26,094.98
Leni Abel Fund	2,726.58
Scholarship Fund 5101	97.00
Petty Cash	138.25
Credit Card	0.00
<b>Overall Total</b>	<b>43,508.48</b>

**Income & Expenses (\$)**

12/19/2019 through 1/16/2020

Membership Dues	60.00
Meeting Raffles	293.00
Hospitality	32.00
Show Booth Rental Fees	400.00
Show Raffle Tickets	440.00
Interest on Leni Abel & Show Fund	0.30
Donation	100.00
<b>Total Income</b>	<b>1,325.30</b>

Meeting Setup	40.00
Printing - Bee	118.23
<b>Total Expenses</b>	<b>158.23</b>

**Net Loss 1,167.07**