

**Meeting Date:** November 16, 2019  
**Meeting Time:** 9:45 am

**Meeting Place:** On-site

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

**Absent:**

**Others:** Sylvia Hernandez  
 Meeting called to order at 9:53

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
1. Reading and Approval of October's minutes & Special meeting minutes [10 minutes]	<ul style="list-style-type: none"> <li>• Typos noted and corrected.</li> </ul> <p>Anna moves to approve minutes as corrected, Michael seconds. Unanimously approved.                      Farrah moved to approve November 3<sup>rd</sup> minutes, Anna seconds. Unanimously approved.</p>	Minutes to be converted to PDF by Micki including financial report and sent to Margaret to add to Website.
2. Treasurer's Report [10 minutes]	<ul style="list-style-type: none"> <li>• Red item on report is a reverse expense (represents a refund from post office).</li> <li>• The guild's storage unit is registered under Carol Lieberman's name. Anna will be changing that to her name. The storage unit does not send a bill. Anna has a reminder to her calendar to pay this bill next year.</li> <li>• Anna has been transferring the \$15. from each annual membership fee into the show fund.</li> <li>• Anna is finding that the Bee is having difficulty posting her report due to formatting issues. She asks whether it is necessary to put her financial statement in the Bee every month due to this difficulty. The bylaws does not require that they are in the newsletter. Margaret suggests that the original financial report be sent directly to the Bee's proofreader along with the Bee proof. The</li> </ul>	<ul style="list-style-type: none"> <li>• Board meeting minutes and financial report will be reviewed by a proofreader prior to posting in the Bee.</li> </ul>

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	<p>guild has a tradition of posting the financial statement in the Bee monthly for the sake of transparency.</p> <ul style="list-style-type: none"> <li>• Anna is still waiting for the Guild's VISA card to be in her name.</li> <li>• Anna reported that she has learned that if a member uses his/her personal charge card to purchase something for the guild, the member may be obligated to pay sales tax. It may be that the only proper use of the guild's tax exempt number is for purchases made directly by the guild</li> <li>• Bank informed Anna that they can help with a merchant account to accept charge cards at the show. This involves setting up a free merchant account. Sylvia says that there will be a small surcharge.</li> <li>• Micki moves to accept treasurer's report, Andrew seconds. Unanimously approved.</li> </ul>	<ul style="list-style-type: none"> <li>• Anna to speak to accountant about this issue since other board members have experience using tax ID with their personal charge cards.</li> </ul>
<p>3. Programming [5 minutes]</p>	<ul style="list-style-type: none"> <li>• Stations are set up today for "Quilt Ready" activity after the meeting.</li> <li>• Our December holiday party has a plan for BINGO with prizes to encourage people to get to know each other. There is discussion about how to improve ways to integrate new members into the guild. Idea to change up what people bring to the pot luck. People will be assigned a dish by their birthday month. Programming chairs ask about the sub sandwiches that the guild provides. Sylvia says that they are donated. The logistics of the the party are discussed and agreed upon.</li> </ul>	<ul style="list-style-type: none"> <li>• Sylvia to find out about who donates the sub sandwiches.</li> </ul>

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
	<ul style="list-style-type: none"> <li>Michael has the name of someone, a certified appraiser, to come to January meeting who can talk about valuing one's quilt.</li> </ul>	
<p>4. Board Liability insurance Update [5 minutes]</p>	<ul style="list-style-type: none"> <li>Andrew sent board the 2 quotes he received. The premiums are extremely different. Maloney and Maloney was around \$3,000 and State Farm less than \$500. He has questions to ask the State Farm representative to clarify. He will ask about income restriction. Jennifer from Maloney and Maloney said that their quote included our show event.</li> </ul>	<ul style="list-style-type: none"> <li>Andrew to follow up with more questions</li> </ul>
<p>5. Show Report [15 minutes]</p>	<ul style="list-style-type: none"> <li>Raffle tickets are here. Postcards were delayed due to weather. Raffle tickets are being distributed today.</li> <li>Katie Mahoney is going to lead the raffle ticket work. Carol Lieberman has offered to mentor and Sarah Vinson has offered to help in any way, even helping with stuffing envelopes.</li> <li>Anna Foss offers to sell our raffle tickets at the Staten Island Show and at Empire. Difficulty of transporting the quilt is discussed. Decided that this is too difficult, but that she is welcome to sell raffle tickets for our show at their meeting and visa versa.</li> <li>Discussion of Empire and Staten Island and Empire Guild having space at our show to advertise their Guilds. Concern about space. Susan Sato to let them know if there is space.</li> <li>Trudy Reeves has agreed to lead admissions.</li> </ul>	<ul style="list-style-type: none"> <li>Susan Sato to inform the Staten Island and Empire Guilds if there is room at our show for them to have a table to advertise their guilds.</li> </ul>

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
	<ul style="list-style-type: none"> <li>• Sylvia has obtained the show book price list for ads. Lyn Hill has agreed to do the show book with Margaret Marcy Emerson.</li> <li>• The next show meeting is January 12<sup>th</sup> at Marion Heim. Sylvia Hernandez to send meeting reminder email to all show chairs. Meeting is open to all members.</li> <li>• Volunteers. Trudi Roach to inform memberships what volunteer opportunities are available and describe them at todays meeting.</li> <li>• Space is available at Marion Heim on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month. There are times when no one is there.</li> <li>• Advance sales will be on our Website through Eventbrite.</li> <li>• We currently have a legacy account with SquareSpace which has page limitations. Margaret to get the increased cost to upgrade our Squarespace account and bring to next meeting.</li> <li>• We plan to start advance ticket sales in December.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to make decisions about proof of purchase of advance admissions sales.</li> <li>• Margaret will bring the SquareSpace costs to our next meeting.</li> </ul>
<p>6. Membership Scholarships [10 minutes]</p>	<ul style="list-style-type: none"> <li>• Farrah LaFontant believes that we need to communicate to the entire membership before we give out scholarships. There is discussion that we have communicated this to our members, but decision is made to hold off on providing scholarships this year. Mary has</li> </ul>	

<b>Agenda Item:</b>	<b>Discussion</b>	<b>Follow-up</b>
	<p>written recommendations for offering scholarships.</p>	
<p>7. Technology Report [10 minutes]</p>	<ul style="list-style-type: none"> <li>• Square and Paypal offer readers for credit cards sales with almost identical services and costs. The readers make it possible to take chipped credit cards (including international cards) through current smart phones. Both companies currently offer promotions with one free reader at sign up. The readers break easily if dropped so we will need to have extra on hand. The money goes directly into our checking account along with data for each transaction that can be analyzed. We want to accept credit card payment for admission, silent auction purchases and possibly the raffles. We need to confirm if the data designates what was purchased. The readers also work without WIFI but with a larger transaction fee. We need to verify IC has working WIFI. It is reported that all the vendors at our last show were using WIFI. These readers will not give a paper receipt.</li> </ul>	
<p>8. Creating a fundraising committee [10 minutes]</p>	<p>Discussion tabled.</p>	
<p>9. New Business</p>	<p>No new business.</p>	

Motion to adjourn. . Meeting adjourned at 11:05. Michael motions, Anna seconds

Respectfully submitted.  
Micki Segel

**Financial Report**

**Account Balances (\$)**

**at November 13, 2019**

Cash and Bank Accounts	
Checking	6,737.25
Savings Quilt Shows	25,974.55
Leni Abel Fund	2,726.45
Scholarship Fund 5101	97.00
Petty Cash	118.25
Credit Card	0.00
	<b>Overall Total</b>
	<b>35,653.50</b>

**Income & Expenses (\$)**

**10/17/19 through 11/13/19**

Membership Dues	1,555.00
Meeting Raffle (50/50)	102.00
Meeting Raffle (Items)	115.00
Hospitality	65.50
Vendors	70.00
Bee Ads	320.00
Bee Mailing Fees	20.00
Interest on Leni Abel & Show Fund	0.28
	<b>Total Income</b>
	<b>2,247.78</b>

Storage Unit Rental (Through Dec 2020)	3,635.00
Hospitality	148.89
Printing - Bee	139.11
Post Office Box Refund	-6.00
Website Security	9.90
Telephone	111.28
Quilt Show Printing	339.40
Show Quilt Photography	200.00

**Total Expenses** **4,577.58**

**Net Loss** **2,329.80**