

Meeting Date: February 15, 2020
Meeting Time: 9:45 am

Meeting Place: On-site

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

Absent:

Others : Sylvia Hernandez
 Meeting called to order at 10:05 am

Agenda Item:	Discussion	Follow-up
1. Reading and Approval of January minutes [10 minutes]	<ul style="list-style-type: none"> Anna makes motion to approve. Margaret seconds. Unanimously approved 	
2. Treasurer's Report [10 minutes]	<ul style="list-style-type: none"> Our tax forms have been filed with the IRS and we have paid the accountant's preparation fee of \$325. Our income statement reflects the payment of the \$13,200 deposit for the show venue and our printing costs related to the show. Our printing costs have gone up due to the show. <p>Micki moves to approve. Mary seconds. Unanimously approved</p>	
3. Programming Technology/social media training [5 minutes]	<ul style="list-style-type: none"> Michael is working on securing a guest speaker for April – Linda Martin-Mills, The reluctant quilter. She is a motivational speaker. Her fee is \$200 plus gas. Michael also met with Madi Appell about how to best use the Leni Abel fund this year. They have created a list of possible people to present to the guild in May. This workshop may have to be for a fee depending on the cost. Michael will speak to Trudy Reeves about setting up workshops for Marien Heim to begin after the show. We also need to try and find a designated person(s) to be at Marien Heim. We discuss asking 	<ul style="list-style-type: none"> Michael to follow up on securing speaker for April meeting Programming chairs to explore further possibilities for May and next year.

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	<p>someone to manage the Bees at Marien Heim or encouraging a small quilt group to meet there to assure a presence at this site.</p> <ul style="list-style-type: none"> • Discussion about training for our membership on social media. Farrah would like to train people who are interested in becoming ambassadors of social media for the guild. 	<ul style="list-style-type: none"> • An email will be sent out to look for hosts for Marien Heim Sunday programs. • Farrah will send an email to those who express interest.
<p>4. Show Report How many card readers do we have? Do volunteers pay for days they are not volunteering? [15 minutes]</p>	<ul style="list-style-type: none"> • Farrah will be leading the admissions training for show on how to use technology for accepting payments. Mary will get admissions volunteer names from Trudi Roach so we can start scheduling training sessions. The date of training to be announced. • We need the quilt drop off instructions for website. • Some people are purchasing ads and Sylvia asked someone to pay through PayPal. Anna asks that people designate what the money is for when paying through PayPal. It is best if people pay by check. • Robin Engelman has the bracelets. One for each day. She has also completed the name tags. • Sylvia brought sample aprons. Robin Engelman has ribbons for sashes. We agree on sashes for white gloves. • The signed contract for the show has been delivered to Industry City. The check to venue hasn't cleared yet. • Williamsburg Library has offered to give \$250 for artists for the show there. • Question of whether to purchase a Facebook ad for our show. No decision made. 	<ul style="list-style-type: none"> • Sylvia to confirm quilt drop off instructions • Sylvia to write instructions on how to pay through PayPal • Sylvia to follow up with Industry City.

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	<ul style="list-style-type: none"> • The board agrees that anyone who volunteers for the show does not have to pay for any day that they come to the show. Family members who volunteer to work the show for 5 hours or more will also be admitted for free. A list of the names of family member volunteers will be created. • Katie Mahoney will make an announcement about need for everyone to sell raffle tickets. • We have to order more card readers at \$25.00 per card. • All tote bag raffles are cash only as well as quilt raffle. • Farrah suggests that we have a goal for tickets sale. She asks if we are promoting EventBrite or encouraging cash. On social media we are promoting EventBrite. Board agrees to sell on EventBrite until the Friday before the show. • We will sell tickets today at the meeting. 	<ul style="list-style-type: none"> • Sylvia to make announcement to guild. • Andrew will order 2 more card readers.
<p>5. Membership Report [10 minutes]</p>	<ul style="list-style-type: none"> • The board agrees that if people sign up as members at the show, they will get free membership for the spring 2020 (April, May and June) as well as their membership for 2021. We agreed that anyone joining after the show will get the spring membership for free. Mary Hawley reports that in years when we don't have a show, the board usually agrees to cut the membership fee to half sometime in the spring. 	
<p>6. Insurance Update</p>	<ul style="list-style-type: none"> • The cost of general liability insurance is \$2,700.00. • Mary asks if the church has liability insurance. Sylvia explains that given our relationship with the 	

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	church as a donator, not a tenant, we are not officially covered by their insurance.	<ul style="list-style-type: none"> Sylvia will check with the church to see if we are covered by their liability insurance.
7. New Business – New Member’s Packet	<ul style="list-style-type: none"> Our goal is to have the new member’s packet completed by the show. Lois Strasberg got a quote of \$300.00 to have it printed by a top NYC printer. Due to time constraints, Farrah volunteered to print the first run at her office. 	

Farrah motions to adjourn, Micki seconds. Meeting adjourned 11:00.

Respectfully submitted.
Micki Segel

Financial Report

Account Balances (\$) **at February 12, 2020**

Bank Accounts	
Checking	2,428.51
Savings Quilt Shows	26,095.20
Leni Abel Fund	2,726.65
Scholarship Fund 5101	97.00
Petty Cash	138.25
Credit Card	0.00
Overall Total	31,485.61

Income & Expenses (\$) **1/17/2020 through 2/12/2020**

Membership Dues	180.00
Guest Fees	30.00
Meeting Raffle - items	174.00

Meeting Raffle - 50/50	108.00
Hospitality	59.65
Admission	660.00
Show Raffle Tickets	845.00
Interest on Leni Abel & Show Fund	0.29
Total Income	2,056.94

Hospitality	70.57
Printing - Bee	151.80
Printing - other	103.14
Professional Services - Accountant	325.00
Quilt Show - Event Space	13,200.00
Quilt Show - Printing	285.25
Quilt Show - Misc	92.56
Telephone	55.64
Website	110.85
Total Expenses	14,394.81
Net Loss	-12337.87
