

WOW QUILT BOARD MEETING - October 23, 2015 - Renelle Kunau's House

Attendees: Karen Anderson, Robin Kohls, Nancy Miller, Renelle Kunau, Lisa Olson, Brenda Dunlavy and Gail Bronner

Renelle Kunau opened the meeting.

1. Meeting location for 2016
 - a. Considering moving to Beautiful Savior
 - b. \$50/night instead of \$150/night at Medina plus \$75/night for projector
 - c. We would be in the gym
 - d. Shawn Taylor could get a \$1 Million insurance liability coverage for \$235/year
 - e. Flexibility to bring treats
 - f. We would save over \$1,800/year
 - g. Things to check on: audio-speakers, microphone, projector, screen, platform, can we do workshops there as well?
 - h. We will bring it to the members of the Guild on Monday evening

2. Quilt Show News
 - a. Brenda Dunlavy said the boutique brought in ~\$3,500 and raffle tickets were ~2,600
 - b. Boutique could really use 2 rooms
 - c. Maybe move Silent Auction baskets out by registration table to get more people to sign up which would give more space for boutique

3. Board Positions
 - a. Brenda Dunlavy said all 4 elected board positions have been filled.
 - i. President Co-Chairs: Shawn Taylor and Renelle Kunau
 - ii. Vice President: Robin Kohls
 - iii. Secretary: Sandra Kollath
 - iv. Treasurer: Brenda Dunlavy
 - b. We will plan to vote on Monday night.

4. Membership
 - a. Karen Anderson reported that we are up to 130 members

5. Programming
 - a. Robin Kohls said she has most of 2016 already planned
 - b. August speaker – Stitchin' Sisters has offered to reimburse \$150 or give 2 free workshops. We decided to bring it to the Guild on Monday and see what the majority wanted to do.

6. Small Groups
 - a. Brenda Dunlavy asked that we put on the website all of the Small Groups that are available and who to contact for more information. We had a visitor post on Facebook about wanting to join the Quilts of Valor group and it took a while to find out all the information. If it was all located in one space, it would be much easier.

Next meeting will be Tuesday, 11/10 at 7:00 pm. We ended at 8:30.

Respectfully submitted,
Brenda Dunlavy

WOW QUILT BOARD MEETING - September 9, 2015 - Plymouth Library

Attendees: Brenda Dunlavy, Robin Kohls, Nancy Erbst, LuAnn Sing, Renelle Kunau, Karen Anderson, Nancy Miller, Gail Bronner, Lisa Olson

Renelle Kunau opened the meeting.

Nancy Erbst told us that our status has been reinstated with the IRS. She got a notice that we need to file so she will check into that.

Nancy told us that she gets the bank statements next week so she will update the Financials then.

We have a total of 80 regular quilts that have been registered. The board decided to change the number to unlimited for the number of quilts to enter. Lisa Olson will send an email to WOW members.

Renelle said that we need to vote on offices in October. As of this meeting, Robin Kohls is Vice President and Brenda Dunlavy has volunteered for Treasurer. We still need a President and Secretary. Renelle will push for this at our next Quilt Guild meeting.

We decided to table the discussion of increasing membership dues.

Brenda Dunlavy said that we have sold 1,594 raffle tickets.

Karen Anderson said that membership is up to 127 members.

We talked about the August speakers and comments from members. In the future, we are going to try and get a description of their presentation or what they will be speaking about. Renelle is going to send a letter to them about soliciting funds for Africa was not what we were looking for in a presentation. Renelle will mention it at the September meeting.

Robin Kohls and Renelle brought in more donations for the boutique from vendors and quilt shops.

We ended at 8:35 pm.

Respectfully submitted,

Brenda Dunlavy

WOW QUILT BOARD MEETING - August 3, 2015 - Plymouth Library

Attendees: Renelle Kunau, Robin Kohls, Brenda Dunlavy, Mickey Ellis, Shawn Taylor, Gail Bronner,

Renelle Kunau opened the meeting.

No updates for the Quilt Show.

Mickey Ellis talked about the picnic and how well it went. We recommended doing it again. Everyone seemed to have a great time.

We got a notice from the IRS and we were not approved for reinstatement because of some wording. Renelle Kunau submitted an amendment and we are waiting on a decision.

Nancy Erbst was not present for the Financial Update.

Renelle will follow-up with LuAnn Sing about the expense form on the website to make sure it is up and running.

Renelle Kunau and Robin Kohls had signs printed for our Quilt Show.

Someone sent an email to Renelle about whether to pay the positions to get people to volunteer. We talked about giving their membership for free. We decided to give free membership to the President, Vice President, Secretary and Treasurer. Mickey Ellis made a motion to approve this. Robin Kohls seconded it. All approved.

The Task Force will look into other chair positions as to some kind of compensation.

Task Force – Do we want to look at a different day? We pay \$150/month for the Medina Ballroom.

Brenda gave an update on what officer and chair positions we need filled for next year. We need President, Secretary, and Treasurer (all of those are elected). Brenda will get a couple of people to call a few people about these positions. Mickey Ellis will look into the rest of the positions that need to be filled which are: Birthday Club, Membership, Newsletter, Secret Sisters and Retreat Coordinators.

Mickey Ellis said that no one has volunteered to be on the Task Force committee. We decided to table that for this year and to try and get it going next year.

Talked about getting a focus group together about where you see the Quilt Guild in 5 years. Talked about putting a suggestion box at the membership table.

We adjourned at 8:20 pm.

Respectfully submitted,

Brenda Dunlavy

WOW QUILT BOARD MEETING - June 1, 2015 - Plymouth Library

Attendees: Renelle Kunau, Robin Kohls, Karen Anderson, Nancy Miller, Lisa Olson, Gail Bronner, Mickey Ellis and Brenda Dunlavy.

Renelle Kunau opened the meeting.

1. Tickler File

- a. We decided that the Tickler File is ready to be sent to LuAnn Sing for the website

Brenda Dunlavy and Lisa Olson talked about the MQ meeting and some of the things they do differently. We need to try and think of different ways to encourage people to help hold/fold for Show & Share or if we have a speaker who has a trunk show.

We talked about ways to make more money to cover room rental, etc. Birthday Club is providing 1/3 of our room rental. Do we raise dues? Should we form a committee to brainstorm ideas? We decided to table those two things for a future meeting.

2. July Meeting

- a. Birthday Club – YES
- b. Show & Share – NO
- c. Talked about if people want to bring a quilt to lay on the ground and have a walking mini quilt show – YES
- d. Talked about playing Pictionary for quilt blocks
- e. We will have a Fat Quarter drawing. Members should bring a Fat Quarter if they want to be included
- f. Talked about having a shuttle for people who can't walk up the hill to the picnic area. Members should get in touch with Robin Kohls or Renelle Kunau if they need help with this
- g. Designing a paper quilt
- h. Looking for someone to take pictures in July

3. Membership

- a. Karen Anderson said that 121 members have paid
- b. Karen Anderson to email roster to Robin Kohls & Nancy Erbst
- c. Brenda Dunlavy to print out roster copies in case people want a paper copy

4. Programming Updates

- a. Next workshop is September with Laura Wasilowski

5. Activities Update

- a. Nancy Miller has 5 flowers for her card already. Mickey Ellis will be bringing the cards to the next meeting in case people have forgot what they put on their list.
- b. Mickey & the Transformers will be meeting soon to go over the UFO's

6. IRS Details

- a. No word from the IRS about reinstatement. It hasn't been 90 days yet
- b. We don't have to do the Annual Filing since we don't make much for profit
- c. Once we are reinstated, we just need to do an e-postcard

7. Financial Update

- a. Reimbursement expense sheet is now on the website
- b. Nancy Erbst gave an update for financials
 - Total Income \$12,894 (includes \$5,000 MRAC Grant)
 - Total Expenses \$ 9,076
 - Net Income \$ 3,818
- c. She will email financial statement to board members

8. Forms on Website

- a. Quilt Registration forms were sent to LuAnn Sing. She will let Nancy Erbst know when it is online
- b. Lisa Olson talked with LuAnn about forms on the web that is password protected for board members. It looks like that might be a possibility

We decided to skip July for Board Meeting. Our next meeting will be August 3, 2015 at 7:00 pm.

Meeting adjourned at 8:30 pm.

Respectfully submitted,
Brenda Dunlavy

WOW QUILT BOARD MEETING - May 4, 2015 - Plymouth Library

Attendees: Renelle Kunau, Robin Kohls, Nancy Erbst, Shawn Taylor, Karen Anderson, Brenda Dunlavy, Mickey Ellis, and Nancy Miller.

Renelle Kunau opened the meeting.

1. Tickler File
 - a. Take out Secret Sister information
 - b. All information is taken from the 2012 Bylaws
 - c. Renelle to update form and send a revised file
2. Membership
 - a. Karen Anderson said that 109 members have paid
 - b. Welcome Flyer is done and Brenda Dunlavy gave to Karen at last Guild meeting. Brenda to send to Luann to put on website
 - c. Membership Card is done and Brenda gave to Karen at last Guild meeting
3. Quilt Show
 - a. Youth Group from Beautiful Savior Church will sell box lunches for \$7.00. Proceeds will go towards their Mission Trip.
 - b. Beautiful Savior Church would like us to advertise that they will be selling box lunches
 - c. Shawn Taylor & Elaine Franks will send details to Robin Kohls & Renelle Kunau so they can include in the advertising
 - d. Beautiful Savior Church signed over the check and Shawn Taylor gave it to Nancy Erbst
 - e. Shawn Taylor is taking care of doing letters to VFW's
 - f. The church will not be carpeting the whole gym floor. They don't seem worried about it
 - g. Shawn Taylor & Elaine Franks signed the contract for the church. They will get a copy to Nancy Erbst so she can mail a check to them
 - h. Nancy Erbst will cut off registration on September 11, 2015 for quilts
 - i. Shawn & Elaine will give Luann more specific details regarding Quilt Show to be put on the website
4. Programming Updates
 - a. Robin Kohls said it is hard to schedule a Saturday workshop because of cost issues
 - b. Talked about doing a workshop on Sunday afternoon/evening. Thought that might be hard because of church, people having to go to work on Monday
 - c. Mickey Ellis brought up an idea about doing an in-town retreat on a Saturday for people to work on their own things. It would be low cost. Robin to check with Medina on available dates
 - d. Lisa Olson will be sending out email regarding upcoming workshops
 - e. June is tool/notion month. Bring your favorite one
 - f. July will be picnic month
5. Activities Update
 - a. Mickey Ellis got a few UFO's from last meeting. Will be picking them up each month and getting together with the Transformers to take a look at them and see if we can get some finished
6. Administrative Assistant
 - a. Decided that the Tickler File will replace the need for an Administrative Assistant
7. Financial Update
 - a. Nancy Erbst gave us an update on the Financials for year-to-date
 - b. The earliest we will have to file with the IRS is in May, 2016
 - c. We are waiting on approval from the IRS regarding tax filing
8. Robin Kohls gave an update on the statutes to put on the website. We will be going with Nancy's verbage which was a little easier to understand but still put the statutes or a link for back-up.

Next meeting will be June 1 at 7:00 pm. Location TBD. We are going to skip the month of July.

Meeting adjourned.

Respectfully submitted,
Brenda Dunlavy

WOW QUILT BOARD MEETING - April 6, 2015 - Plymouth Library

Attendees: Renelle Kunau, Robin Kohls, Nancy Erbst, Shawn Taylor, Karen Anderson, Brenda Dunlavy, and Nancy Miller.

Renelle Kunau opened the meeting.

Quilt Show News

- Shawn Taylor said she found the signs. She will be picking stuff up from Sharon within 2 weeks.
- Renelle Kunau picked up a bunch of stuff from Patty Morrison.
- Dean Davis talked with Shawn about donating quilts to Quilts of Valor and ALS.
- We talked about applying for grants from VFW's to help with funds for the Quilt Show. Nancy Miller will contact people to see how many walker bags they made at retreat, stuff we have donated to Quilts of Valor, VA homes, etc.
- Carole Olson is checking with the church and is 95% sure they will do food.
- Shawn is making a list of restaurants in Plymouth and Maple Grove for people to grab a bite to eat before they come and pick up their quilts.
- We decided to invite Cakes from Grace to sell cupcakes at the Quilt Show. They are one of the recipients that are raffle ticket funds will be going to.
- Shawn can get insurance for the 2 days of the Quilt Show for \$50.00 from State Farm. They will be attaching it to her policy.
- Dean Davis has a lot of extra flying geese that she wants to make a couple of baby quilts to donate to Children's Hospital.
- Brenda gave an update on boutique items. We have about 75 items so far.
- Nancy Erbst gave an update on State of MN for raffle money distribution. We must contribute all NET proceeds to 501c3 or 501c4. Shawn will research to make sure our recipients are either 501c3 or 501c4.
- Renelle will talk to Jennifer Rose regarding VFW applications. Shawn will talk to Elaine Franks.

Shawn gave us an update on our filing status. Re-instatement for filing from the accountant was \$994.50. Shawn said that our group only wanted to pay \$350. She was willing to pay the difference but the Quilt Board decided that the Quilt Guild should pay for it.

Shawn talked about having a tickler file. Renelle said we will update the tickler file and that the President, Vice President, Secretary and Treasurer should all have a copy.

Nancy Erbst gave an update on the 2015 Financials. Birthday Club is \$21.00 under budget so far. Workshops expense is higher than planned because we have already planned for a few in the years 2016 and 2017. She also found out that we are 501c7 which is a Social and Recreational Organization. How can we clearly state to the members this? We decided to put this wording into the Newsletter, on the WOW Website and also tell the members. Nancy Erbst will write up an article for the newsletter.

Nancy Erbst created a form for people to use when submitting expenses for reimbursement. It will be put on the WOW website, so everyone has access to it.

Membership:

- Karen Anderson gave an update on membership. We have 101 paid members. 26 have not paid. She is going to send out an email to the people who have not paid. Will include the file that has all the speakers/workshops, etc. Renelle will email Karen the file.
- Brenda will work on updating the membership registration form and print copies for Karen.
- Brenda will work on the Welcome Flyer and print out copies for Karen.

Articles of incorporation were 3-27-2001. We were established in 1997 and incorporated as WOW Quilt Guild in 2001.

Renelle talked about donating quilts to ALS for a great cause to donate to and also a chance to win prizes. She will bring it up at the next WOW Quilt Guild meeting.

Monday, May 4 is our next Quilt Board Meeting at 7:00 pm at the Plymouth Library.

We adjourned at 8:45 pm. / Respectfully submitted, / Brenda Dunlavy

WOW QUILT BOARD MEETING - February 1, 2015 - Plymouth Library

Attendees: Renelle Kunau, Robin Kohls, Nancy Erbst, Karen Anderson, Brenda Dunlavy, Mickey Ellis, Nancy Miller, and Mary Gunness.

Renelle Kunau opened the meeting.

Nancy Erbst gave an update on the 2014 Financials. Per bylaws, the Financial Review and Review Committee went through the 2014 Financials and it is ready to present at the February Guild meeting.

Goals for 2015:

- Increase membership
- Have great speakers and workshops to build membership and increase our knowledge

Nancy Erbst presented the 2015 preliminary budget. We went through it line by line and made adjustments as necessary. The board decided that the workshop fees for 2015 will be \$50.00 for WOW Quilt Guild members and \$60.00 for non-members.

Nancy Erbst gave us an update on 2015 spending YTD.

Robin Kohls made a motion to submit the 2015 Proposed Budget to the WOW Quilt Guild at the February meeting. Mickey Ellis seconded it and it was approved.

Renelle Kunau will follow up with Shawn Taylor regarding the re-instatement filing.

Mickey Ellis, Elaine Franks, and Lisa Olson will be taking a tour of Beautiful Savior Church on Tuesday. This is the location of our Quilt Show for 2015. They will be looking at the vendor locations specifically to see how many vendors we can have.

Nancy Erbst said the Secretary of State registration is good through 12/31/15.

Our next board meeting will be April 6, 2015 at 7:00 pm at the Plymouth Library.

We ended at 8:45 pm.

Respectfully submitted,

Brenda Dunlavy

WOW QUILT BOARD MEETING - January 12, 2015 - Plymouth Library

Attendees: Renelle Kunau, Mickey Ellis, Robin Kohls, Lisa Olson, Nancy Miller, Nancy Erbst, Diane Salls, Carole Olson, Gail Bronner and Brenda Dunlavy.

1. Renelle Kunau opened the meeting and we started with introductions.
2. Robin Kohls gave us an update on speakers:
 - January: Caron Lage
 - February: Sue Heinz – Kismet Quilting
 - March: Deb Karasik
 - April: Hillary Fry
 - August: Vicki Pignatelli (tentative)
 - September: Laura Wasilowski
 - October: Judi Madsen (tentative)
 - November: Lenore Crawford

Mickey Ellis suggested not having the December meeting due to low attendance and cost of refreshments, etc. Mickey Ellis made a motion to not have the December meeting. Lisa Olson seconded it. It was unanimously approved.

Robin Kohls suggested having a picnic for one of the months instead of a speaker. She will also send a list of speakers to LuAnn Sing to be put on the website.

3. Nancy Erbst – Finances
 - Nancy Erbst gave us an update on the finances. Preliminary numbers for the year 2014 looks like our Income was \$4,000 less than forecasted for 2013.
 - We talked about whether we still need an umbrella policy since we are staying at Medina.
 - Nancy will work on a proposed budget and email it to the board members.
4. Mickey Ellis is doing a UFO activity for 2015. We should count all of our UFO's before the January meeting.
5. Gail Bronner asked that she get some help with birthday club so she can sit with her friends, etc. during the meeting once in a while.
6. The grant for \$5,000 was sent off.
7. Nancy Miller gave an update on Community Service for the year 2014: We donated 118 Quilts, 114 Placemats and 73 miscellaneous items to charities.
8. Carole Olson talked about a new small group starting. They will be meeting before January meeting to discuss logistics, etc.
9. Diane Salls talked about Secret Sisters. The form was emailed out to all members in hopes they will fill it out before the meeting in January. The reveal for 2014 will be at the January meeting since a lot of people were absent for the December meeting.
10. Mickey Ellis volunteered to write a job description for the administrative assistant position.
11. Our next Quilt Board Meeting will be February 2, 2015 at 7:00 pm at the Plymouth Library.

Respectfully submitted,
Brenda Dunlavy