

WOW Board and Activity Meeting--January 6, 2020, Updated

Attendees: Carol S., Terri G., Deanne G., Alice B., Mary H., Faye R., Sandra H., Kevin H., and Ken B.

Arrangements

- Displays – The group discussed displays for the speaker and Quilt Challenge
- Guild Funds – We need to generate more money this year or we may need to tap into the checking account. We anticipate \$500 expenses for workshop and \$26 for square usage as approved on January 7.

Secretary Report

- **Motion: Kevin motioned and Faye seconded to accept the Secretary's report. Approved**

Membership Committee Report

- Business Cards
 - Kevin showed a sample of business cards for WOW Guild. He will order 1000 cards. Each member will have a few cards to handout to encourage individuals to attend meetings and become members. The cards will be passed out at local quilt shops too.
- Membership Check-in
 - The member name tags have QR code on the badge. The QR code will be used to check-in the members (using a student attendance application). Also the QR code can be used to link to the WOW Guild website.
- Skype Meetings
 - The group discussed providing the meeting via Skype for remote members. We can provide a live-feed with Zoom to link to the meeting (with a different code for each meeting). The presenter will be asked if they agree to present and be Lived-streamed, and some may decline.
 - Carol has a slide projector, camera and quilt stand that can be used for WOW Guild meetings.
- Mixers - Social Time at 6:30 pm
 - The WOW Guild will have a mixer/social half hour before the meeting. The January meeting topic will be share your New Year's Resolution.
- WOW Guild Points
 - All year long WOW members can earn points for activities at the meetings. A budget of \$300 has been allocated to award as prizes at the end of the year.
 - The points will be awarded for a number of categories:
 - Save a Seat – earn a point if you save seats and invite another person to join your group of seats.
 - Bring someone new to a meeting
 - Remembering your name tag
 - Meet one or two people and find out about them
 - Participate in a challenge quilt
 - Help at meeting, e.g., clean-up, serve coffee, bring cookies
 - Support community service, e.g., make walker bags, placemats
 - The activities to earn points will be documented on a card to share the initial plans
 - The individual earning the most points in the January-April; May-August; or September-November meetings will earn a small reward, e.g., fabric yardage; The main prize will be awarded in November
 - The main goal of the WOW Guild meetings this year is: building relationships is to get to know each other in WOW Guild.

- Community Service
 - The WOW Guild will purchase batting and quilt spray to finish quilt tops and ask that members donate yardage for quilt backs.
 - The Community Service budget is \$100.
- Birthday Club
 - Birthday club needs more bags. The budget is \$25
- Challenge Quilt
 - We will have a Challenge Quilt this year, as a non-Quilt show year and it will be a quilt that uses triangles. The maximum completed circumference of the challenge quilt will be 100 inches.
 - The budget is \$60 for prizes of \$10, \$20 and \$30, and \$80 for display drape
 - The Challenge quilt will be introduced at the March meeting and will be must be completed in September or October.
- Budget
 - Craft Show - \$1,000 is targeted, with boutique items, potentially raffle quilt, wall hanging, barn quilts
 - Retreat – First weekend in October \$400, Dawn Bryant
 - Insurance paid in 2019 for Beautiful Savior Church of \$436
 - Rent usage \$380, including moving walls
 - Net income projected to be \$383
 - Speakers will be asked to donate a door prize for their session.
 - The Quilt Inns will be free for attendees
 - Potentially workshops, e.g., raw edge applique, at another location, e.g., Church, charge attendees the cost of room and materials.
 - The budget will be included in the newsletter
 - The Bylaws will be available on the website
 - **Motion: Terri recommended the budget proposed be approved, and Deanne seconded. Approved.**
- Building Use
 - The group reviewed the Building Use document.
 - Bathroom – Alice
 - Kitchen – Deanne and Mary
 - Set-up/return room – Terri and Carol
- Meeting Agenda for January 27, 2020
 - 6:30-7:00 Social Half-Hour
 - Birthday Club table set-up—Kathy Barnes
 - Block of the Month table set-up—Audrey
 - 7:00-7:45 Speaker Sandy Irish, Irish Chain
 - 7:45-7:50 Show and Share
 - 8:00-8:15 Break
 - 8:15-8:25 Charity Ideas Brainstorming for Members to Support – Terri
 - 8:25-8:30 Membership—Kevin and Faye
 - Number of attendees, number of new members, number of visitors; Explain point system and handout card; Goal to grow membership
 - 8:30-8:35 Budget – Alice
 - Begin and ending balance and 20202 Budget

- 8:35-8:40 Birthday Club – Kathy Barnes
 - Explain Birthday Club
 - 8:40-8:45 Block of the Month – Audrey
 - 8:45-8:50 Newsletter and Quilts of Valor – Terri
 - Sign in and get email with Newsletter
- Carol returns from vacation on January 24 and can only receive email, no text, while out of town/country
- **Motion: Alice motioned to close the meeting and Mary seconded the motion. Approved.**

WOW Board and Activity Meeting—February 3, 2020 Revised

Attendees: Carol S., Terri G., Deane G., Alice B., Mary H., Faye R., Sandra H., and Kevin H.

Secretary Report

- Deana recommended changes to correct the spelling of her name and moving the reference that the QR code on the business card links to the website.
- **Motion: Deana motioned and Alice seconded to accept the Secretary's report with the changes. Approved**

Treasurer Report

- *Checking/Savings Accounts:* The balance started with \$6,918.97. The membership dues and Birthday Club added \$1,446.51. We had some bills to pay. The current balance is \$7,549.71.
- *Square:* The square fee would be \$35.00 per month to add another contact for the account opened by Brenda.
- **Motion: Terri motioned and Kevin seconded to open a new square account. Approved.**

Membership Committee Report

- *Membership*
 - Kevin reported we have 50 paid members and two individuals paid membership fees in November.
- *Point System*
 - Faye shared the point system in a handout. The clipboard has the point system for the clipboard. Faye plans to share the point system on posters.
 - The group discussed allowing any member to sign the point system sheet for show and share.

Programs

- Terri described that the programs are in place for 2020.
 - Follow-up: Terri contacted the speaker and gathered the details for February 2020 meeting.
- Terri shared that the programs for 2021 are set-up for March, April and September, for example Just Sew. The programs often involve lecture, pattern, and trunk show.
- Kevin suggested having a meeting with a panel presentation.
- The history of quilting was suggested as a topic for next year.

Activity Committees

- *Wayzata High School Project*
 - Mary shared a project from Joanne an art teacher at Wayzata Champion Unified School. Mary shared a few examples of batik pieces to be turned into quilts. About 5 quilts would be made by a small group of students (three to four) for each quilt. She needs people to turn the batiks pieces into cuddle quilts, possibly meeting on Saturday. The batik pieces would be the center of the quilts. The quilts could be 9 patch or 4 patch design. The students could bus to quilt store to pick out fabrics, for example Millie P's. Joanne's mother has a long arm. The project could have media attention, e.g., Sun Sailor.
- *Community Service Brainstorming*
 - Mary plans to take the brainstorming list and divide between on-time events and ongoing programs, and looking for new group meeting ideas. The members will be asked to vote on their top three choices to participate in small group community service projects. This will shorten the list of community service small group events to discuss.
 - Kevin suggested using an online survey for the member to vote.

- The small group meetings could be scheduled once a quarter for a different project, e.g., make placemats for Meals on Wheels. We need places to meet, e.g., Joanne, Michaels.
- *WOW Mission Statement*
 - The mission statement for WOW was read to the group. Other mission statement examples were shared. After discussion, the group decided to not change the WOW mission statement. The WOW mission statement includes text that addresses the goals discussed at the December meeting.
- *St. Barnabas Church Set-up*
 - The group discussed the room set-up with the walls and table arrangement.
 - The group reviewed the table arrangement and agreed to some revisions to facilitate movement of people.
 - The group would like to have the walls removed for the February meeting, unbudgeted \$25 cost.
 - **Motion: Terri made a motion to have the walls taken down for the February meeting, and Deana seconded the motion. Approved.**
 - **Follow-up: Carol contacted St. Barnabas Church about the removal of the walls for the February meeting. Due to staff changes, removal the walls is not an option at this time.**
- *Data Documents Management Officer Position*
 - Carol recommends that the March bylaws be changed to add a new officer position, Data Document Management. The new officer position would be responsible for WOW data organization, e.g., membership list and technology. The current membership “list” needs to be pulled together into one list (includes the names, address, emails, etc.) and include all members on one list.
 - Carol recommended Kevin as the Data Document Management Officer
 - **Motion: Faye made a motion for Kevin to be the Data Document Management Officer and Terri seconded the motion. Approved.**
 - Faye as the Membership Officer will be managing the membership table, points system and mentoring program.
 - Website: The website is being managed by a non-member, Brenda’s Husband. Carol suggested that the Data Document Manger manage the website.
 - **Motion: Faye motioned that Kevin as the Data Document Management Officer manage the website and Deana seconded the motion. Approved.**
 - Mentoring: Faye described the mentoring sheet for members to express interest as a mentor or mentee. The interest in mentoring at the meeting seemed low but members likely needed time to think of mentoring ideas. The mentoring program could be promoted by having a demo at a WOW meeting or during the social half-hour and individuals can sign-up. Also, the mentoring program sign-up can be provided on a poster sized form.
 - For example, mentoring session can use area locations to meet, e.g., open sewing days at Four Seasons (Tuesday and Wednesday) and Maple Grove Community Center quilt groups.
- *Website*
 - Website updates should be submitted to Carol and Deane by February 29.
 - **Action Item: Carol asked the group to review the website pages and provide comments to her. Carol will have Deana verify the updates.**
- *Comments from January WOW Meeting*

- Carol shared excerpts from members that attended the January meeting and requested changes. The comments included:
 - Difficult to hear the presenters/speakers
 - Set-up of the room with round tables was liked by many (and disliked by some).
 - Noises were heard from individuals talking and movement of the chairs during the meeting
 - Carol will remind members to quiet down during future WOW meetings.
 - Future meetings will include water and decaf coffee.
- *Agenda for February WOW Meeting*
 - Welcome – Carol
 - Presentation- Blueberry Backroads
 - Show and Share
 - Treasurer Report – Alice
 - Community Service – Mary
 - Survey results – Mary
 - Sew and Quilt Inn
 - **Motion: Deana motioned to change the name of the Quilt Inn to Quilt In, and Terri seconded the motion. Approved.**
 - Membership – Faye and Kevin
 - Number of members, number of new members, and guest (introduce them).
 - Birthday Club
 - Block of the Month - Audrey
 - Prizes – Carol
- *Newsletter*
 - Add a section on Tips and Tricks
 - Jean takes the pictures
 - Block of the Month will be URL links from the newsletter due to copyright law, not attached or included in the newsletter.
- Quilt Challenge – Mary
 - The group discussed the possibility of starting the Quilt Challenge in February. The plan is to start the Quilt Challenge in March.
- President
 - Carol shared her goal as president is that we work as a unified team. This means that we discuss everything and come to a common agreement. So again the agenda seems long but complete, many of the items will take less than a minute.
- **Motion: Alice motioned to close the meeting and Mary seconded the motion. Approved.**

WOW Board and Activity Meeting—March 2, 2020

Attendees: Carol S., Terri G., Deane G., Alice B., Linda W., Sandra H., and Kevin H.

Introductions - Each individual introduced themselves to the group.

Resignation/New Officer

- Carol shared that Faye sent an email on Sunday and resigned per position on the Board as Membership Chair.
 - **Motion: Terri motioned and Kevin seconded to accept Faye's resignation as Membership Chair. Approved.**
- Carol shared that Linda Waterman has agreed to be Membership Chair.
 - **Motion: Terri motioned and Alice seconded proposing for Linda W to be Membership Chair. Approved.**

Secretary Report

- Carol asked the attendees if they had any updates to the secretary minutes.
 - **Motion: Alice motioned and Deane seconded to accept the Secretary's report. Approved.**

Treasurer Report

- Alice provided the Treasurer Report with the following information about the *Checking/Savings Accounts*:
 - The assets balance started at \$11,872.21 as of December 31, 2019.
 - The year-to-date income includes membership dues, Birthday Club, and interest added \$2,079.73.
 - The year-to-date expenses include speaker fees, membership dues, square fees, PO Box rental, insurance policy and challenge quilt of \$942.86
 - The current assets balance as of February 29, 2020 is \$13,009.08.

Membership Committee Report/Data and Technology

- *Membership*
 - Kevin reported we have 71 paid members.
 - Kevin has figured out how to export contacts out, use Excel and import contacts back into Google.
- *Point System*
 - Carol described the plans for the fabric prizes three times this year and members will self-report their points (honor system). Five prizes will be awarded in March:
 - First Place - 6 fat quarters
 - Second, Third, Fourth, and Fifth Places – one-half yard of fabric each
- *Facebook Administration*
 - The WOW Facebook administration will be updated for Kevin as Administrators and two other individuals as Editors.
 - **Motion: Carol motioned and Linda seconded to update the WOW Facebook Administration to one Administrator, Kevin, and two Editors. Approved.**

Programs

- Terri shared a table with the speakers and topics for 2019, 2020, and 2021.
- For 2020, Terri stated that the next speaker Swirly Girl Designs will charge \$250 plus mileage.
- For 2021, Terri reviewed:
 - January – Debbie from Just Sew on preparations from a Long Arm quilter, \$150 plus mileage
 - **Motion: Alice motioned and Deane seconded to approve the speaker from Just Sew. Approved.**
 - February - Melanie an art teacher from St. Cloud on how batik fabrics are made
 - March – Penny Kaspszak on Art of Quilting Crazy or Fearless - \$200 plus mileage
 - April – Granny’s Legacy on wool applique and trunk show - mileage
 - May - Open
 - June – Jean Carlton on making new projects from old quilt tops - \$250
 - **Motion: Sandy motioned and Alice seconded to approve Jean Carlton as speaker for June. Approved.**
 - July – picnic – no speaker
 - August – Carrie from Gratz, Carol Wilder from Four Seasons, and Creative Sewing on sewing machine maintenance
 - September – Shelli Ricci on textile arts and painting on quilts - \$200 plus mileage
 - October - Open (Maybe Carol to share about Jen Kingwell quilts)
 - November – Terri Good on Make & Take decorative ornament – cost for materials
 - December – no meeting

Activity Committees

- Carol shared the report provided by Mary H. including the following:
- *Community Service and Small Group Survey*
 - A survey will be sent to gather members’ interest and sign-up for small groups and community service projects. Also, the survey will request input on locations available for small group meetings (e.g., Joann’s, Michael’s, Community Centers, Grocery Stores, Libraries, churches).
- *Community Service Projects*
 - Carol shared from Mary H. that the Community Service projects for 2020 will include:
 - Wayzata High School Project on batik pieces to be turned into quilts
 - Walker Bags and Items for Cancer Patients at Methodist Hospital – The March 30 Quilt In will provide fabric to make walker bags. Individuals can bring thread for the projects.
 - Make Placemats for Meals on Wheels
 - Small Quilts for Teens – Youth Link
- *Quilt Challenge*
 - Carol shared from Mary H. that the Quilt Challenge Triangle Project will start in March to create a small quilt. Instructions will be provided and prizes will be awarded in the Fall.

Newsletter

- Deane shared that Jean creates the newsletter and Deane reviews it. Jean has a new camera and learning to use it for pictures at the meetings.
- Deadlines and Next Steps
 - The articles for the newsletter are due Wednesday, March 5 end-of-day to Deane for editing and will return comments back to the author.

- The updated article is due to Jean on Friday, March 7 at Noon to create the newsletter.
- Carol will send out the newsletter as a PDF.

By-Laws

- Carol facilitated a review of the WOW By-Laws and the group provided comments for updates.
 - **Motion: Alice made a motion and Linda seconded to present the updated By-Laws to the membership. Approved.**
- Carol will share the updated By-Laws with the members in advance of the meeting with highlights on the changes.

Agenda for March 23, 2020 WOW Meeting

- Welcome – Carol
- Presentation- Swirly Girl Designs
- Show and Share
- Treasurer's Report – Alice
- Challenge Quilt – Mary H.
- Community Service / Update on New Small Groups– Mary H.
- Present Updated By-Laws for Approval – Carol, Deane, Alice
- Membership Report – Linda
- Birthday Club
- Awards for January-March Point System - Carol
- Prizes – Carol
- **Motion: Deane motioned to close the meeting and Kevin seconded the motion. Approved.**

WOW Board and Activity Meeting—April 6, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, and Kevin H.
The group met via ZOOM.

Secretary Report

- Carol asked the attendees if they approve the secretary minutes.
 - **Motion: Alice motioned and Jeanne seconded to accept the Secretary's report. Approved.**

Treasurer Report

- Alice provided the Treasurer Report with the following information about the *Checking/Savings Accounts*:
 - The assets balance started at \$11,872.21 as of December 31, 2019.
 - The year-to-date income includes membership dues, Birthday Club, and interest added \$2,079.76.
 - The year-to-date expenses include speaker fees, membership dues, square fees, PO Box rental, insurance policy and challenge quilt of \$1,048.96
 - The current assets balance as of March 31, 2020 is \$12,903.01.
 - **Motion: Terri motioned and Sandy seconded to accept the Treasurer's report. Approved.**
 - The report is shown at the end of the minutes.
- Meeting Schedule and Dues -- Alice asked if we need to reimburse members a portion of the dues because we were unable to hold the March meeting and the April meeting will be virtual. The group agreed to not adjust dues for this year by a reimbursement. We will see how long the virtual meetings must continue and may choose to reduce the cost of membership for next year for this year's members.
- Expenses—Alice asked if anyone had expenses to submit for reimbursement. Kevin will be reimbursed for a webcam cord and Terri has expenses for postage and envelopes by submitting receipts to Alice.

Membership

- Carol asked how can we support members.
- The WOW members are supported by the WOW website and the Facebook Support Group page.
- Kevin suggested Virtual Happy Hours. We can use ZOOM to host up to 100 people. The group agreed to have a Virtual Happy Hour with Show and Share in place of the April 27 meeting, from 7:00-9:00 pm.
 - **Action Item:** Kevin will send out invitations to paid members for the April 27 Virtual Happy Hour Show and Share (VHHSS).

Programs

- The April meeting will be a virtual Happy Hour Show and Share.
- The May meeting is yet to be determined if there will be any changes to the current plans.

Activity Committees

- Carol shared the report from Mary H. including the following:
- *Community Service Projects*

- Carol shared from Mary H. followed up with the contact at Wayzata High School Project on batik pieces to be turned into quilts. However, the school is closes and she is unable to reach the contact. As a result, the project is on hold.
- Carol shared from Mary H. that she continues to look for a place for Community Service to meet once a month found a location. Mary has not been able to find a location to date.
- Individuals attending the meeting shared experiences as they work on Walker Bags for Cancer Patients at Methodist Hospital and making masks.
- *Quilt Challenge*
 - Carol reminded individuals that Mary H. shared the Quilt Challenge Triangle Project that started in March to create a small quilt. Carol added that the quilt entries must be completed (not just a quilt top) and will be shared at the October meeting.

Newsletter

- Carol asked attendees if we should have an April newsletter. All attendees agreed that we should not have a newsletter this month. Terri suggested that Carol share words of encouragement along with the current status on the virtual April Show and Share.
- The May newsletter and May 18 meeting are yet to be determined.
 - If we have a May newsletter Carol shared the deadline will be May 10 for articles.
- **The next Board and Activity Meeting will be May 4.**
- **Motion: Terri motioned to close the meeting and Alice seconded the motion. Approved.**

**WOW Quilt Guild
Treasurer's Report**

Financial Statement as of March 31, 2020

Total Assets as of December 31, 2019 **11,872.21**

	March	Year to Date	
Income			
Membership Dues	0.00	1,986.60	
Birthday Club	0.00	93.00	
Savings Interest	0.03	0.16	
Total Income YTD			2,079.76

Expenses

Speaker Fees	0.00	269.00	
Membership	106.10	154.17	
Square Fees	0.00	8.09	
Post Office Box Rental	0.00	92.00	
Insurance Policy	0.00	476.71	
Challenge Quilt	0.00	48.99	
Total Expenses YTD			<u>1,048.96</u>

Total Assets as of March 31, 2020 **12,903.01**

WOW Guild Board and Activity Meeting—May 4, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Alice motioned and Linda seconded to accept the Secretary's report. Approved.**

Treasurer Report—Alice B.

- Alice provided the Treasurer Report with the following information about the *Checking/Savings Accounts*:
 - The assets balance started at \$11,872.21 as of December 31, 2019.
 - The year-to-date income includes membership dues, Birthday Club, and interest added \$2,079.79.
 - The year-to-date expenses include speaker fees, membership dues, square fees, PO Box rental, insurance policy and challenge quilt of \$1,048.96
 - The current assets balance as of April 30, 2020 is \$12,903.04. (see details at end of minutes)
 - **Motion: Terri motioned and Kevin seconded to accept the Treasurer's report. Approved.**

Meeting Schedule—Terri Good

- Terri shared an update on rescheduling speakers from 2020. Terri has worked on the following speakers:
 - Moved April 2020 speaker to February 2021
 - Requested to move the May 2020 speaker to a new date via email.
 - Requested to move Swirly Girls from March 2020 to a new date.
- The June 2020 meeting is Carol and Shawn with instructions on purses (not Hawaiian fabrics).

Update on Quilt Show Bids and Proposals—Carol Steuck

Carol described that she gathered bids for quilt show to be held at Maple Grove Community Center for:

- Pole and drape of \$1,124 and next year it will for \$1,224; and another bid of \$2,100.
- Room rental of \$1,200 for both days
- Quilt show sign display of \$25 per day
 - The total cost would be \$2,574 for a two-day quilt show
- Carol estimated that 90-100 quilts can be displayed in the Maple Grove room, rather 125 quilts at the church. It will be a smaller quilt show.
- Carol shared that MQ said they would include WOW Guild members in the MQ quilt show planning and activities but they would do the same for other groups too. MQ lost a lot of money when they had to cancel the 2020 quilt show. Given the challenges for MQ, it is not an alternative for a WOW Guild Quilt Show. We can still help MQ Quilt Show.
- Carol described that the WOW Guild Quilt Show held at Maple Grove Community Center is proposed to be \$2,500 instead of \$5,200 at the church. We will save an additional \$100 if the quilts are taken down by 5:00 p.m.

- The quilt show at Maple Grove Community Center should provide more visibility, we had 350 attendees at the last WOW Guild Quilt Show and Maple Grove Quilters had 452 attendees at their last quilt show. We anticipate WOW Guild having 100 members compared to the 40 members of the Maple Grove Quilters. We hope for 500 WOW Guild Quilt Show attendees at Maple Grove Community Center.
- A sign for a WOW Guild Quilt Show can be displayed the prior weekend and week before the show.
- The Maple Grove Quilters paid for sign and bookmarks, and had Minnesota's Quilters and the Maple Grove magazine as publicity. The Maple Grove Quilt Guild does not request a grant, rather relies on a raffle quilt and a small boutique. The raffle quilt was made by the members. They had two vendors that provided demonstrations, offered food, and provided a scavenger hunt for kids. Maple Grove Quilters charged \$5 for entry into the Quilt Show.
- The Maple Grove Community Center location is used for Farmers' Market on Thursdays. Also the location has many programs and is located next to Life Time Fitness.
- Carol found that Maple Grove Community Center has October 8-9, 2021 available (not MEA weekend). The down payment is \$450 to hold the dates. A back-up date could be the third weekend in October 2021. We will need to confirm if the WOW Quilt Retreat has been scheduled for 2021 before we can commit to the October date. The WOW Guild Quilt Retreat is September 29-October 1, 2020.
 - **Action Item:** Linda will contact Dawn Bryant to find out the 2021 WOW Quilt Retreat date if it has been set. – Completed and no conflict for 2021.
- We can ask for a grant of maybe \$2,500 or \$3,000 (not \$5,000) to reflect the lower expenses for the WOW Guild Quilt Show. To request a grant, we will reference the previous grant request in the WOW Guild Quilt Show information from Brenda. The grant can be applied for education programs, which have been included as part of previous WOW Guild Quilt Show documentation. The grant application can be reviewed to determine whether we can apply for a grant without a quilt show.
 - **Action Item:** Terri will contact Brenda D. to get the previous quilt show documentation.
 - **Motion: Terri motioned to contact Maple Grove Community Center to secure the WOW Guild Quilt Show date with a down payment and to reserve one of the two cheaper pole and drape bids for the WOW Guild Quilt Show. Alice seconded the motion. Approved.**
 - **Action Item:** The WOW Guild Quilt Show motion will be taken to the membership for approval. The proposal to hold a quilt show at Maple Grove Community Center will be outlined for the membership and include the cost information compared to the costs/revenue for the previous WOW Guild Quilt Show.
- A quilt show at Maple Grove Community Center would be anticipated to make a few thousand dollars (without the grant). We need to make sure that we have a budget for a quilt show, and consider an entrance fee reduced to \$5. A quilt committee will be established, and coordinate a raffle quilt for a Fall 2021 WOW Quilt Show.
- The MG Quilt Guild show is April 2021.

Happy Hour and Show & Share—Kevin Hemberger

- Kevin shared that Happy Hour drew about 20 people. We received positive feedback to see others and the projects they have been working on during the Pandemic. Zoom supports the social distancing.
- Linda shared that she enjoyed the show and share. She wanted to have time to comment on the quilts.
- Kevin shared that the Open Mic was too much confusion.

- We can talk about the WOW Guild Quilt Show plans at the next Happy Hour Zoom session on May 18.
- Carol shared that if the church is open in June, maybe we can hold an open sewing session and observe social distancing, but the June WOW Guild meeting in person is uncertain.
- For the July WOW Guild Picnic Meeting Carol proposed holding the event in her backyard. Their backyard has been part of a Maple Grove garden show and Minnesota hosta tour. The backyard will not involve the “big hill” at the park. Also, we will propose bringing our own food (not to share). We will encourage car-pooling and will save the driveway for handicap individuals (holds six cars). Others parking is available on the street and we can walk to her house. The event will involve renting a few table and some chairs for about \$50.
 - **Motion: Alice motioned and Terri seconded to hold the July WOW Guild Picnic meeting in Carol’s backyard. Approved.**

Newsletter plans for May—Deane Gradous and Jeanne Wyman

The newsletter will be brief and include President’s letter, quilt show update, Treasurer’s report, Happy Hour Plans for May 18, Brainstorming for boutique items and heads-up on raffle quilt (Carol to contact J). The topics for the newsletter were discussed:

- Provide Directions for Zoom - Kevin
- Bylaws (sent separately) for approval – Carol
- WOW Guild Quilt Show to be held at a different location of Maple Grove Community Center, and request approval for the down payment (over \$500). (need 41 votes, as 51% of 80 members)
- WOW Guild Quilt Show pole and drape reservation, request approval for the expense.
- Brainstorm ideas for Boutique using a survey, pick to five or add one/two and then share/discuss at the Happy Hour Show & Share session.
- Highlight that the survey is coming on 5/12 or 5/13; to be completed by 5/31 - Kevin
- The newsletter will be shared by May 10. Content for the newsletter to Deane by 5/7 or 5/8.
- Note: The consideration to reduce membership fees for members that paid for a full year membership in 2020 will be addressed later this year, depending upon the number of meetings held without speakers. We have some standing costs regardless of meetings, e.g., insurance and mailbox.

Facebook questions—Terri Good

- Terri has questions on Facebook depending upon how you go to the site. Terri experienced different results going to Facebook through Google for WOW Facebook page, where she sees all the content (click on page to get full site). It is a business site (non-profit rather than personally). When Terri went to the WOW Facebook page by going through Facebook, she did not see the full page.
- We have possession of the Facebook site.

Thank Kevin for the Zoom Happy Hour and Show & Share meeting, it was fun to see WOW members and quilts/projects.

- **The next Board and Activity Meeting will be June 1.**
 - **Motion: Alice motioned to close the meeting and Jeanne seconded the motion. Approved.**

**WOW Quilt Guild
Treasurer's Report**

Financial Statement as of April 30, 2020

Total Assets as of December 31, 2019 **11,872.21**

	April	Year to Date	
Income			
Membership Dues	0.00	1,986.60	
Birthday Club	0.00	93.00	
Savings Interest	0.03	0.19	
Total Income YTD			2,079.79

Expenses

Speaker Fees	0.00	269.00
Membership	0.00	154.17
Square Fees	0.00	8.09
Post Office Box Rental	0.00	92.00
Insurance Policy	0.00	476.71
Challenge Quilt	0.00	48.99

Total Expenses YTD **1,048.96**

Total Assets as of April 30, 2020 **12,903.04**

WOW Guild Board and Activity Meeting—June 1, 2020

Attendees:

Carol S., Terri G., Alice B., Sandra H., Jeanne, Deanne, Linda, Mary, Carol J., and Kevin H. The group met via ZOOM.

Welcome—Carol S.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Alice motioned and Dena seconded to accept the Secretary's report. Approved.**

Treasurer Report—Alice B.

- Alice provided the Treasurer Report with the following information about the *Checking/Savings Accounts*:
 - The assets balance started at \$11,872.21 as of December 31, 2019.
 - The year-to-date income includes membership dues, Birthday Club, and interest is \$2,079.82.
 - The year-to-date expenses include speaker fees, membership dues, square fees, PO Box rental, insurance policy and challenge quilt of \$1,162.92
 - The current assets balance as of May 31, 2020 that includes 2021 quilt show deposit that totaled \$12,789.11. (see details at end of minutes)
 - Cash account balance of (\$176.10)
 - **Motion: Terri motioned and Kevin seconded to accept the Treasurer's report. Approved.**
 - The group discussed that WOW Quilt Guild has upcoming expenses, including costs for the website (hosting, security), insurance and other expenses during the year. Kevin shared that he is setting up folders on the Google Drive to store WOW Quilt Guild documents. The WOW Quilt Guild Bylaws will be placed on the Google Drive and on the website.

Meeting Programs—Terri Good

- Terri shared an update on rescheduling speakers from 2020. Terri has worked on the following speakers:
 - The May 2020 speaker has moved to November 2020, titled Upscaling your leftovers (scraps).
 - Terri will have the 2021 WOW Quilt Guild programs put on the website for January – May 2021.
 - Requested to move Swirly Girls and Fat Quarter Gypsy from March 2020 to a new date, still waiting for response.

Update on Wayzata Project – Mary H

- Carol shared that Mary is working on the plans for the Wayzata project and she will share an update and details when they become available.

Update on Quilt Show on October 16, 2021 (set-up on October 15)– Carol S.

- Carol shared the opportunity to rent additional space at the Senior Center at Maple Grove Community Center for the WOW Quilt Guild show at an additional cost of approximately \$600. The

costs are estimated to be: Friday for three hours \$120, Saturday for \$280, additional pole and drape for \$182. The additional space can be used for demonstrations and quilts.

- Another survey will be shared with members to describe the proposed changes to rent the senior center.
- A grant request will be prepared to help with expenses for the WOW Quilt Guild 2021 Show. Carol has heard that the Art Center is short on money and they don't know how much money they will have to share. A request of \$3,000-\$5000 would cover pole and drape, room rental, awards, etc. The Art Center referenced that a sponsor or representative assisted with the writing of the grant in the past. The grant must be submitted by early Fall.
 - **Motion: Jeanne motioned to bring to the membership to reserve the Maple Group Community senior center and additional pole and drape for the quilt show. Terri seconded the motion. Approved.**

June WOW Quilt Guild Meeting – Carol S.

- Carol shared that St. Barnabas Church is not comfortable with WOW Quilt Guild meeting in June or Quilt Inn in June at their location due to the Coronavirus. The church will have a new Pastor in July. The August WOW Quilt Guild meeting to be held at St. Barnabas Church is up in the air.
- The June WOW Quilt Guild meeting will be held via Zoom. The June meeting agenda will include:
 - Rules for a Zoom meeting – Kevin
 - Welcome – Carol S.
 - Show and Share - Terri
 - Information on July WOW Quilt Guild meeting – Carol S.
 - WOW Quilt Guild 2021 Quilt Show plans – Carol S.
 - Wayzata Project Plans – Mary H.
 - Quilt Challenge Reminder – Mary H.
 - Treasury Report – Alice
 - Other Possible Topics
 - Quilt shop visits or via email - Kevin
 - Favorite online sites for quilting oriented – Linda (make a list)
 - YouTube tutorials or Blogs - Jeanne
 - Projects – Alice
 - Etsy sites – Carol
 - Updates from members living in Minneapolis or St Paul near the unrest

July WOW Quilt Guild Meeting – Carol S.

- The July WOW Quilt Guild meeting will be a Picnic in Carol's backyard. Individuals will bring their own food and will practice social distancing.

Newsletter

- The WOW Quilt Guild updates will be shared as a letter in June.
- **The next Board and Activity Meeting will be July 6**
 - **Motion: Alice motioned to close the meeting and Terri seconded the motion. Approved.**

WOW Quilt Guild
Treasurer's Report
Financial Statement as of May 31, 2020

Total Assets as of December 31, 2019 11,872.21

	May	Year to Date	
<u>Income</u>			
Membership Dues	0.00	1,986.60	
Birthday Club	0.00	93.00	
Savings Interest	0.03	0.22	
Total Income month /YTD	<u><u>0.03</u></u>		2,079.82

<u>Expenses</u>			
Speaker Fees	0.00	269.00	
Membership	113.96	268.13	
Square Fees	0.00	8.09	
Post Office Box Rental	0.00	92.00	
Insurance Policy	0.00	476.71	
Challenge Quilt	0.00	48.99	
Total Expenses month/YTD	<u><u>113.96</u></u>		1,162.92

Deposits Paid for 2021 Quilt Show:

Quilt Show Pole/Drape	643.00		
Quilt Show Space	450.00		
Total Deposits Paid	<u><u>1,093.00</u></u>		1,093.00
Cash Accounts Net Change			<u><u>(176.10)</u></u>

Total Assets as of December 31, 2019 and May 31, 2020

	Dec 31,2019	31-May-20	Net Change
Cash Accounts	11,033.21	10,857.11	(176.10)
2021 Quilt Show deposits	0.00	1,093.00	1,093.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u><u>11,872.21</u></u>	<u><u>12,789.11</u></u>	<u><u>916.90</u></u>

WOW Guild Board and Activity Meeting—July 6, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, Mary, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

- Pictures of old quilts were shared and discussed. The quilts were made in 1900-1920, some with appliques on the background. The quilts are in rough shape, e.g., holes in places, but available.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Linda motioned and Jeanne seconded to accept the Secretary's report. Approved.**

Treasurer Report—Alice B.

- Alice provided the Treasurer's report for the period ending June 30, 2020.
- The Assets are \$12, 537.38. Total Assets which include down payments on future events has increased since December 31st, 2019 by \$ 665.17 while cash bank balances have decreased by
- \$ 627.83.
- Total Revenues equaled \$ 2,079.85.
- Total expenditures of \$ 2,707.68 included \$1,414.68 for 2020 activities and \$ 1,293.00 for down payments on the 2021 Quilt Show.
- The Cash accounts have changed as follows:

•	Dec 2019	June 2020	Difference
• US Bank Checking	\$ 6,918.97	\$ 6,290.89	(628.08)
• Money Market	4,114.24	4,114.49	.25
• Total Bank Accounts	11,033.21	10,404.38	(627.83)

- The June 30, 2020 Financial Statement is available at the end of the minutes.
 - **Motion: Terri motioned and Sandy seconded to accept the Treasurer's Report. Approved.**

Meeting Programs—Terri

- Terri shared that the speaker scheduled for November has retired. For the November the meeting we will have members bring their favorite Holiday creations to be shared.
- The plans for the August meeting may not be held in the Church. We will not know the availability to hold meeting in the church until after August 1. Given the uncertainty of the August in-person meeting, Terri will ask the speaker to speak next year instead of August 2020.

Quilt Retreat Discussion – Kevin

- The Quilt Retreat has been an activity for WOW Quilt Guild members but not all members are aware of the event. In addition, this activity requires pre-payment of a \$400 deposit and the Board is not involved in the decision to use WOW Quilt Guild funds. Given the Quilt Retreat is offered as a WOW Guild activity, it should be included in the WOW Quilt Guild Activity Committee.
- Carol asked Mary to request that Dawn provide a short presentation (7-10 minutes) on the Retreat location, rooms, sewing area, lake, etc. to the Board and Activity meeting. Then, have Dawn can

present the Retreat information to the membership to make all members aware and encourage new members to get involved.

- Mary shared that a Retreat date for 2020 has been set for the first week in October but Covid 19 may change the plans (e.g., number of attendees, food service)
- Mary shared that a few years ago she asked the WOW Board for a \$200 contribution for the retreat (e.g., prizes), but the proposal was turned down because all members cannot attend.
- The Quilt Retreat room will probably accommodate 20 people and provide social distancing. The Quilt Retreat is not exclusive to the WOW Quilt Guild.
- Alice shared that as Treasurer she has no invoice for the \$400 Quilt Retreat reservation to hold space for WOW members. Alice reported that the amount is shown in the checking statement. Alice has an invoice for the Quilt Retreat down-payment for a few years ago. The event payment of \$4,800 was full amount last year. The deposit is not refunded and appears to be held over from year to year.
- Mary will ask Dawn to talk at the picnic about the Quilt Retreat and generate interest.

Budget for the WOW Quilt Guild Quilt Show Grant Request for 2021 - Carol

- Carol described that the request for a grant requires that expenses must match the income. Carol shared a budget to use for a grant money request. The budget supports a grant request of \$2,000 to match estimated expenses. A grant for the WOW Quilt Show would provide a cushion in case a large storm, low attendance, need to cancel the quilt show, or other issue develops after we have expended money for the WOW Quilt Show.
- If we get a grant for \$5,000 and spend \$5,000 for the quilt show, but make \$7,000 we can keep the \$2,000 profit but must include the profit on the report provided back about the use of the grant money.
- The WOW Quilt Show budget was reviewed and numbers were adjusted where we think we can do spend less than the previous Quilt Show, e.g., raffle tickets printing. We will use available supplies from the show last year as appropriate, e.g., boutique supplies. We plan to have minimal extras for the show, e.g., no ribbons, no T-shirts, maybe pins for lanyard (but may be too expensive).
- We plan to have information in the Maple Grove Magazine that is free (Carol is a resident) compared to a newspaper ad. Also, Carol being a resident allowed WOW Quilt Guild to get the room at the Maple Grove Community Center.
- Some of the approaches will change to simplify processes, e.g., printer labels to mark and price items. We will code items for who made them. If people want items back from the boutique that are not sold, we will code to return the item and use another code if we can keep the item for a later sale.
- For the week ahead of the WOW Quilt Guild Quilt Show, we plan to have signs with the show date and location of the Maple Grove Community Center. We are aware that the signs cannot be put on the boulevards.
- The 2021 WOW Quilt Guild Quilt Show is scheduled for October 16, 2021.

Motion: Linda motioned and Alice seconded for WOW Quilt Guild to apply for a \$2000 grant. Approved.

PROJECT BUDGET/INCOME WITH GRANT 2019 Women of the West Quilt Show

<u>Estimated Income</u>	<u>Amount</u>	<u>Explanatory Notes</u>
1.Grants and contributions		

○ Individual contributions		
○ Foundations and corporations		
○ Government		
○ Other - Sales		
○ Boutique/gift shop	\$2400	Donated items
○ Silent Auction	\$ 600	
Subtotal grants & contributions	\$3000	

2.Earned income

○ Sales (see above)		
b. Admissions	\$2000	400 @ \$5
c. Cherrywood /venders	\$350	
Subtotal earned income	\$2350	

Subtotal from 1 & 2 earned income. \$5350

3.Raffle Quilt tickets \$2500. Not included in grant!

4.MRAC request \$2,000

TOTAL INCOME \$7,350

- (Add lines 3 & 4. Must be equal to line 8, Total Expense)

Total With Raffle Quilt \$9,850

- WOW Quilt Guild is a 501(c-7) as a social group. Chaska Quilt Guild is a different type of organization.
- As a social group, a WOW Quilt Guild raffle quilt would be handled separately from the WOW Quilt Guild Quilt Show. The money generated by a raffle quilt can be donated to a charity, e.g., breast cancer. Last year we made \$1,200 on the raffle quilt.
 - **Motion: Alice motioned and Kevin seconded to pay the after-hours set-up fee of \$150 for six booths in the Senior Room for the WOW Quilt Guild 2021 Quilt Show at Maple Grove Community Center. Approved.**

Four Seasons have Open Sewing/Quilting for \$5.00 a Session - Carol

Four Seasons offers open sewing/quilting in the upstairs room for up to about 15 people (half capacity), with one person per table. Individuals can go and sew, but must sign up ahead of time due to limited capacity. The open sessions are from 10 am – 5 pm on certain days, e.g., Second, Third, and Fourth Tuesday or Wednesday, starting in July. WOW Quilt Guild can encourage members to sew/quilt at Four Seasons, targeting the last week of July, but must sign-up ahead. Lunch would be “bring your own” or go to local shop, e.g., Subway. The email to members can about the July meeting can include information about the Four Seasons Open Sew/Quilt and ask about members’ interest.

July Meeting - Picnic Plans and Time – Carol

- The July meeting will be Picnic in Carol’s backyard.
- Members will bring own chairs (and Carol has 14 chairs too).
- Members will bring own food and drink

- Everyone will Social Distance and wear mask (expect when eating).
- The picnic will start at **6:30 pm. on July 27, 2020.**

August Meeting – Carol

- The WOW Quilt Guild meeting for August is expected to be a Zoom Meeting.
- The church has many decisions to make after the new minister arrives in August, e.g., after-school activities, piano lessons, scouts
- For WOW Quilt Guild meetings in 2020, the group may need a back-up plan, e.g., Community Center in Maple Grove or Plymouth, bull horn and parking lots

Newsletter or Email – Carol

- An email will be shared this month rather than a newsletter.
- The email will cover the Picnic, picture of old quilts and Four Seasons sew/quilt opportunity. For the old quilts, sections of a quilt could be framed.
- Carol will have a table in garage with donated fabric that is available for members to take and make items for donations.
- In case of rain, the group can move into the garage or move to the next day.
- Announcements

Close the Meeting

- The next Board and Activity Meeting will be August 3.
 - **Motion: Terri motioned and Jean seconded to close the meeting. Approved.**

WOW Quilt Guild
Treasurer's Report
Financial Statement as of June 30, 2020

Total Assets as of December 31, 2019 11,872.21

	June	Year to Date	
<u>Income</u>			
Membership Dues	0.00	1,986.60	
Birthday Club	0.00	93.00	
Savings Interest	0.03	0.25	
Total Income month /YTD	<u><u>0.03</u></u>		2,079.85

<u>Expenses</u>			
Speaker Fees	0.00	269.00	
Membership	0.00	268.13	
Go Daddy - Media Expenses	251.76	251.76	
Square Fees	0.00	8.09	
Post Office Box Rental	0.00	92.00	
Insurance Policy	0.00	476.71	
Challenge Quilt	0.00	48.99	
Total Expenses month/YTD	<u><u>251.76</u></u>		1,414.68
Net Income / (Loss)			665.17

Deposits Paid for 2021 Quilt Show:

Quilt Show Pole/Drape	0.00	643.00	
Quilt Show Space	200.00	650.00	
Total Deposits Paid	<u><u>200.00</u></u>		1,293.00
Cash Accounts Net Change			<u><u>(627.83)</u></u>

Total Assets as of December 31, 2019 and June 30, 2020

	Dec 31,2019	30-Jun-20	Net Change
Cash Accounts	11,033.21	10,405.38	(627.83)
2021 Quilt Show deposits	0.00	1,293.00	1,293.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u><u>11,872.21</u></u>	<u><u>12,537.38</u></u>	665.17

WOW Quilt Guild Board and Activity Chair Meeting—August 10, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, Mary, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

- Carol welcomed the group to the Zoom meeting.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Alice motioned and Jean seconded to accept the Secretary's report for July 2020. Approved.**

Treasurer Report—Alice B.

- Alice provided the Treasurer's report for the period ending July 31, 2020 (see Treasurer's Report at end of minutes).
- The income was \$2,079.88, an increase of \$.03 in savings interest.
- The expenses were \$1,414.68 and deposits paid for the WOW Quilt Guild 2021 quilt show totaled \$1,293.
- The Cash Accounts change was \$(627.80) as of July 31, 2020.
- The Assets are \$12,537.41 as of July 31, 2020.
 - **Motion: Terri motioned and Jean seconded to accept the Treasurer's Report. Approved.**

Meeting Programs—Terri

- Schedule: Terri shared a table with the schedule for the WOW Quilt Guild meetings for the remainder of 2020 and into 2021.
- August 2020: Presenter Margie McNichols from Noble Quilters will present a lecture/trunk show on Deb Tucker Rulers is scheduled for August 2020, and she will have items as a vendor. The August meeting will be held in Carol's backyard.
- September 2020: The presenter is Mike Ellingson from Blue Earth. If we hold the September meeting in Carol's backyard, she suggested moving the meeting to September 14, 2020 starting at 6 pm with the presentation starting at 6:30 pm. If the September meeting is held via Zoom, it will be on September 28, 2020 at 7:00 pm.
- October 2020: The October 2020 meeting speaker is Stacy Horton from The Quilting Grounds and will lecture on paper piecing with Tula Pink. The meeting will be Zoom or in-person, yet to be determined.
- Future Meetings: Carol suggested we may want to go outside of our region to get national speakers for the open schedule and meet via Zoom. Guests would be charged \$5 (e.g., pay via PayPal) to attend a Zoom WOW Quilt Guild meeting. For example, a speaker request might be extended to Doug Leko, Mike Ellington (MN), or Stacy Horton to speak at our September meeting.
- Terri reported that we need to have a meeting location before we invite a speaker. We have speakers lined up the January – April 2021. Heather Mulder has been rescheduled for February 2021, sharing her own fabric and patterns designs with a younger look.
- Swirly Girls need to be rescheduled for 2021, maybe May.
- Terri will update the program write up and provide to Kevin for update on the website.
- Carol will meet with St Barnabas on Monday. St. Barnabas is not meeting for Church Services.
- Carol will share the meeting updates in a letter to members targeted to be sent out next Tuesday.

Quilt Show Budget--Carol

- Carol shared revised budget options for the 2021 WOW Quilt Show quilt show (see end of meeting minutes). Carol reviewed the revised budget version without a grant. Carol revised the quilt show budget by adding items for craft item expenses and raffle quilt earnings.
- The budget without a grant and no advertising resulted in expenses of \$7800 and income \$8650. A grant will not be noticed if the request is not over \$5,000. We would add additional expenses of a \$1,000 for a regional speaker and Plymouth newspapers of \$600, to have a grant request of \$2,500. Instead we plan to use free advertisement in the Maple Grove newspaper. We can cut expenses some to be able to hold the show without a grant. With the Covid 19 environment, being fiscally responsible makes sense.
- Carol described that the Maple Grove Quilters kept their Raffle quilt money. We could use part of the money expenses for the quilt show (e.g., \$1,200 for post cards and materials for the raffle quilt). Also, the Maple Grove Quilters used the remainder of the raffle money for batting and backing for donation quilts. When a non-profit has a raffle, any profits must be donated to charity, e.g., for charity quilts. We can keep the profit to use for the quilt show expenses (e.g., \$800 for post cards) and for charity quilts (e.g., \$500). We will need to keep a record of the expenses.
- With a budgeted \$1,000 difference between expenses and income, the effort of requesting and chance of getting a grant is unclear. To get the grant, we must write the grant. However, we may not get the grant because we are not making enough money. We can add a speaker and newspaper advertisement to spend more to get request a grant. Other entities likely need the money to keep them afloat compared to the WOW Quilt Guild. The group discussed the pros of getting a grant and the cons of not getting a grant. There are risks either way and we may not get a grant. If we do not get or apply for a grant, we will need to cut expenses to make money. The 2021 WOW Quilt Guild quilt show will not be the same as last year's show. For example, to save money we will use thinner paper on tickets and post cards, less expense spent on design and printing. We can print and cut the raffle tickets ourselves (we will need to pay for ink). Alice reminded the group that if we print tickets ourselves, we must number the tickets to track them for gaming. Alice showed a numerical sequence stamp.
- Kevin share an idea to replace ribbons for prize winners. We can make buttons and lanyards with custom printed fabric for prize winners. The WOW member prize winners can wear their new lanyard to WOW meetings with their WOW Quilt Guild name tag.
- The minimum amount to request for a grant is \$5,000 and we don't have \$5,000 in expenses to request a grant (we have budgeted expenses of \$2,500). Otherwise we would need to add Zoom speakers.
- Carol asked the group to vote on proceeding with the plans for the WOW Quilt Guild 2021 quilt show without a Grant.
 - **Vote: Terri proposed to proceed with the plans for the WOW Quilt Guild 2021 quilt show without a Grant. Approved.**
- WOW Quilt Guild will not apply for a grant to hold the WOW Quilt Guild 2021 quilt show.

Nominating Committee- Carol

- Carol announced that the Nominating Committee will consist of Sandra Hamlin, Randi Bradford, and Rita Body. Carol shared that Randi welcomed everyone to the Church and she is on the nominating committee. Rita is a friend of Randi and quilts on Wednesday with Maple Grove Quilters.

- Carol reviewed that we want some of the open positions to be filled by new members. Open positions include Vice President, Secretary, Birthday club, Secret Sisters, Block of the month, Small group leader, and Service project chair.
- A few of the Officers and Activity Chairs positions that are filled include:
 - Membership chair by Linda
 - Technology chair by Kevin
- Carol asked for suggestions of individuals to fill the Officer and Activity positions for 2021. For example, potentially Randi Bradford, Rita Body Susan Panelli, and Jennifer Viedma.
- **Action:** Carol stated that the **Secretary needs to sign the Bylaws** and be sent to Kevin.

Retreat - Mary

- The 2019 Retreat cost was about \$280 for a single room for an individual. For sewing, last year generally two people were set-up to a table.
- The 2020 Retreat could handle up to 20 people with single rooms (rather than two per room), scheduled to be held the first weekend in in October 2020. The Retreat should be open up to all members and we must have 10 or more people to attend this year to have meals. The tables will be set-up to support social distancing. Individuals must wear a mask if they get up from a table. The cutting table, iron, and other items would not be available to share. The sign-up deadline of September 5.
- If we cancel our commitment for 2020, the down payment would be moved to 2021 and the Retreat will be held the last weekend in September or first weekend in October 2021. In 2021 the Retreat will likely accommodate 30 people maximum. We would like to know who registered for the Retreat by using the WOW Gmail account (then we know the order of sign-up) and could pay via WOW account.
 - **Vote:** Sandy proposed to not support the 2020 Retreat due to the Covid 19 concerns and ability to support more members in 2021.
 - **All attendees voted to cancel the support for the 2020 Retreat and move the down-payment to the 2021 Retreat, targeting the September 2021 Retreat weekend. Approved.**
- The Minnesota Quilter Quilt Show in St. Cloud is the first week in October 2021. Chaska has not chosen a date for quilt show.

Other Business

Challenge Quilt - Mary

- Mary reported that the Challenge quilt is due in October using triangles. The Challenge quilt will be displayed and voted on via Online if we cannot meet in person. You cannot link a picture into a survey. Therefore, the vote will be handled via polling using Zoom. The quilts will be posted with a number to use for voting. There are three prizes for the top 3 winners.
- If we can meet in person in November, we can change the meeting to display and vote on the Challenge quilts. Mary will move the Challenge quilt deadline to the November meeting.

Show and Share - Carol

- When pictures are taken for the members during Show and Share, we will ask if they can be shared on the website. We plan to include the person's first name and initial from last name (not full name for privacy). A sign up book will be used to provide the information when in line to come up front for Show and Share. Individuals will include their name, name of quilt and agree to their picture with quilt or not. We will have two people available to hold up the quilts for Show and Share, and ask that they hold the quilt still for a few minutes to take a photo.

- We will use the book for individuals to sign out to work on the tote bags or tea towels to prepare sale items for the WOW Quilt Guild 2021 quilt show.
 - **Motion: Alice proposed and Terri seconded to use individual's first name and last initial with their permission to post Show and Share pictures or information. Approved.**

Close the Meeting

- The next Board and Activity Meeting will be August 31 (September 7 is Labor Day).
 - **Motion: Jeanne motioned and Mary seconded to close the meeting. Approved.**

**WOW Quilt Guild
Treasurer's Report
Financial Statement as of July 31, 2020**

Total Assets as of December 31, 2019 **11,872.21**

	July	Year to Date	
<u>Income</u>			
Membership Dues	0.00	1,986.60	
Birthday Club	0.00	93.00	
Savings Interest	0.03	0.28	
Total Income month /YTD	<u>0.03</u>		<u>2,079.88</u>

<u>Expenses</u>			
Speaker Fees	0.00	269.00	
Membership	0.00	268.13	
Go Daddy - Media Expenses	0.00	251.76	
Square Fees	0.00	8.09	
Post Office Box Rental	0.00	92.00	
Insurance Policy	0.00	476.71	
Challenge Quilt	0.00	48.99	
Total Expenses month/YTD	<u>0.00</u>		<u>1,414.68</u>
Net Income / (Loss)			<u>665.20</u>

Deposits Paid for 2021 Quilt Show:

Quilt Show Pole/Drape	0.00	643.00	
Quilt Show Space	0.00	650.00	
Total Deposits Paid	<u>0.00</u>		<u>1,293.00</u>
Cash Accounts Net Change			<u>(627.80)</u>

Total Assets as of December 31, 2019 and July 31, 2020

	Dec 31,2019	July 31, 2020	Net Change
Cash Accounts	11,033.21	10,405.41	(627.80)
2021 Quilt Show deposits	0.00	1,293.00	1,293.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u>11,872.21</u>	<u>12,537.41</u>	<u>665.20</u>

PROJECTED BUDGET/EXPENSES WITHOUT GRANT
2021 Women of the West Quilt Show

Estimated Expenses	Cash	Explanatory Notes
1. Personnel		
(employee or contract)		
a. Administrative	0	All other time donated by members
b. Employee benefits	0	
2. Supplies		
Staging Props	350	
Demonstration supplies	50	
Boutique supplies	100	
Craft Supplies	400	
Subtotal	\$900	
3. Printing & postage		
Advertising postcards	\$800	Printed in color (1000+) Outside the Community Center
Signage/banners	150	
Postage	150	
Show Signs	150	
Misc (e.g., ballots, handouts)	150	
Newspaper ad		
ADA-related Hangtags	120	
Subtotal	\$1520	
4. Space & Equipment Rental		
Community Center	\$1600	
Pole & drape rental	\$1700	Ultimate Events
Subtotal	\$3300	
5. Transportation	\$ 0	
6. Other		
Awards to "Viewer's Choice"	\$750	6 categories @ \$50/\$30/\$20
Ribbons	\$190	
Subtotal	\$940	
Raffle Quilt and tickets	\$1225	
7. TOTAL EXPENSES	\$6660	
8. Total with Raffle Quilt.	\$7885	

PROJECTED BUDGET/EXPENSES WITH GRANT
2021 Women of the West Quilt Show

<u>Estimated Expenses</u>	<u>Cash</u>	<u>Explanatory Notes</u>
1. Personnel		
(employee or contract)		
a. Administrative	0	All other time donated by members
b. Employee benefits	0	
c. Speaker	850	
Subtotal	\$850	
2. Supplies		
Staging Props	600	
Demonstration supplies	100	
Boutique supplies	100	
Craft Supplies	400	
Subtotal	\$1200	
3. Printing & postage		
Advertising postcards	\$800	Printed in color (1000+) Outside the Community Center
Signage/banners	150	
Postage	150	
Show Signs	300	
Misc (e.g., ballots, handouts)	300	
Newspaper ad	600	
Subtotal	\$2300	
4. Space & Equipment Rental		
Community Center	\$1600	Ultimate Events Services
Pole & drape rental	\$1700	
Subtotal	\$2300	
5. Transportation	\$ 0	
6. ADA-related costs		
Large-print hang-tags	\$120	
Subtotal	\$120	
6. Other		
Awards to "Viewer's Choice"	\$900	6 categories @ \$50/\$30/\$20
Ribbons	\$190	
Subtotal.	\$1090	
Raffle Quilt.	800	Not included with grant!
tickets	425	
Total	\$1225	
7. TOTAL FOR GRANT		\$7860
8. TOTAL EXPENSES WITH RAFFLE QUILT		\$9085

PROJECT BUDGET/INCOME WITHOUT GRANT

2021 Women of the West Quilt Show

<u>Estimated Income</u>	<u>Amount</u>	<u>Explanatory Notes</u>
1. Grants and contributions		
a. Individual contributions		
b. Foundations and corporations		
c. Government		
d. Other - Sales		
Boutique/gift shop	\$2400	
Donated items		
e. Silent Auction	\$ 600	
Subtotal grants & contributions	\$3000	
2. Earned income		
a. Sales (see above)		
b. Admissions	\$2800	400
@ \$7		
c. Cherrywood /venders		\$350
	\$3150	
3. Raffle Quilt	\$2500	Not
included in grant		
Subtotal earned income from 1 & 2	\$6150	
Subtotal from 1,2& 3 earned income.	\$8650	

PROJECT BUDGET/INCOME WITH GRANT
2019 Women of the West Quilt Show

<u>Estimated Income</u>	<u>Amount</u>	<u>Explanatory Notes</u>
1. Grants and contributions		
a. Individual contributions		
b. Foundations and corporations		
c. Government		
d. Other - Sales		
Boutique/gift shop	\$2400	Donated items
e. Silent Auction	<u>\$ 600</u>	
Subtotal grants & contributions	\$3000	
2. Earned income		
a. Sales (see above)		
b. Admissions	\$2000	400 @ \$5
c. Cherrywood /venders	<u>\$360</u>	
Subtotal earned income	\$2360	
Subtotal from 1 & 2 earned income.	\$5360	
3. Raffle Quilt tickets	\$2500.	Not in Grant
4. MRAC request	\$2,500	
TOTAL INCOME	\$7,860	
(Add lines 3 & 4. Must be equal to line 8, Total Expense)		
Total <u>With</u> Raffle Quilt	\$10,360	

WOW Quilt Guild Board and Activity Chair Meeting—August 31, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, Mary, Deane, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

- Carol welcomed the group to the Zoom meeting.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Alice motioned and Jeanne seconded to accept the Secretary's report for August 2020. Approved.**
- Alice asked to change the word maximize to maximum in the Challenge Quilt topic for August member meeting highlights. Completed.

Treasurer Report—Alice B.

- *Financial Statement Activity*
 - Alice reported the change to the WOW Quilt Guild Financial Statement is the activity in August of \$150 expense for speaker fee.
 - The Treasurer's Report is included at the end of the minutes.
 - **Motion: Terri motioned and Linda seconded to accept the Treasurer's Report. Approved.**
- *Consideration of Adding PayPal*
 - Carol started the discussion of adding PayPal as an option for members to pay dues or for other items. We want to increase membership to include individuals that don't drive at night to attend meetings. Also, we want membership to include individuals that winter in warmer climate locations and have not joined WOW Quilt Guild this year due to Covid 19 concerns.
 - We want to offer members the option to view speakers online with Zoom meetings but we want individuals to pay in advance to be a member. As a result, we would like a method for new members to pay online. The October meeting can be the first meeting to use PayPal for membership and have new members be able to attend the meeting via Zoom.
 - The proposed speaker, Weeks Ringle, has a contract that will offer speaking on-line to only members. Every speaker is different and has different rules/regulations in their contract.
 - Given the focus of speaking to members only by Weeks Ringle, WOW Quilt Guild would be limited to advertising to members only for the Weeks presentation. The advertising message could be: "As a member of WOW you will have the ability to view speakers via Zoom. If you join now for September meeting, you can view the programming for the rest of the year."
 - We will advertise the specific speakers separately from the membership advertising email.
 - The remainder of the year membership fee for new members is \$9.00 for the September, October and November 2020 meetings.
 - A guest fee to attend a WOW Quilt Meeting is \$5 per meeting.
 - For a WOW Quilt Guild Zoom meeting, Kevin must admit everyone into a meeting session from the Zoom waiting room. The Zoom entry process will limit attendees to members only.
 - The cost for PayPal cost is a 3.5 percent fee plus \$.30 per transaction. The PayPal payment would be made directly to the WOW Quilt Guild bank account and the vendor does not have

- the individual's credit card information. For example, the membership fee of \$9.00 would result in \$8.40 to WOW Quilt Guild and \$.57 service fee to PayPal.
- The group discussed alternative ideas for membership that could include the remainder of 2020 and include 2021. Snowbirds often attend the WOW Quilt Guild meetings in-person for the months of May, June, August, and September.
 - For example, a "Snowbird Special" would offer membership, with options that could be:
 - Join now through the end of February at a slight discounted rate of \$20 (they will miss the opportunity of meeting in person or participating in the vending).
 - Join for the rest of year for \$9 to attend 2020 meetings via Zoom (equivalent \$3 per time). Then join for 2021 in January for \$20 to view meetings via Zoom only.
 - Terri suggested to offer Zoom membership of \$20 (and include 4 members in person, e.g., May, June, August, September) and an in-person membership \$30 per year for 2021.
 - We plan to try and offer Zoom for each WOW Quilt Guild meeting but it will depend upon the speaker.
 - Carol proposed to Advertise membership for rest of year is \$9 and wait until January to determine \$20 or \$30 options (January Board meeting) as a simpler solution. The group agreed.
 - A guest is someone who never attended a WOW Quilt Guild meeting.
 - *Checking Account Costs*
 - Carol reported that the WOW Quilt Guild checking account has a Bank fee charges for checks or other transactions deposited into the account when there are more than 125 transactions per month in 2020. The fee is a \$.50 per transaction over the first 125 transactions in a month. For example, the quilt show could result in a one-time cost of \$225 for 600 checks.
 - Square is considered a transaction for a Bank account.
 - Carol suggested that we research bank options for the WOW Quilt Guild checking account. For example, True Stone would not charge for the checks and PayPal could be set-up as part of a new account. We can negotiate with a Bank.
 - Alice shared that WOW Quilt Guild is a 501(c-7) non-profit that is not a tax deductible non-profit for individuals; (compared to a 501 (c-3) non-profit).
 - WOW Quilt Guild uses Square and a second Square would have a cost of \$150 per month.
 - PayPal offers a swipe device too. PayPal is like online banking with credit cards information already on file with PayPal. The fee is likely similar to the Square fees. We can add the Square or PayPal fee to the costs, e.g., Cherrywood, Quilt Show entrance, Boutique, etc.
 - *Advertise Membership with Zoom Availability for the Remainder of the Year*
 - Advertise membership cost of \$9 for rest of year with access to meetings with Zoom. If you join as a member, you will be able to watch WOW Quilt Guild meetings via Zoom and provide social distancing if uncomfortable due to Covid 19.

Meeting Programs—Terri

Terri shared a table with the schedule of meeting speakers/activities for the remainder of 2020 and into 2021.

2020

- **September 14, early 6 pm start (due to sunset at 7:22 pm) and speaker will start early** – Mike Ellingsen, pattern designer – Challenge quilt and Exchange and trunk show need more social

distancing for vendor when selling, more tables and spread out in garage. Put masks on when selling.

- **October 26** – Weeks Ringle – Rethinking Color – needs to be booked = \$150 from quilt show and rebooking and \$300 additional fee.
 - Election of new Board members via Zoom
 - **Motion: Linda moved to book Weeks Ringle for the October meeting. Terri seconded the motion. Approved.**
- **November** – Triangle Quilt Challenge; Members show favorite holiday creations via Zoom
- **December** – no Meeting

2021

- **January** – Debbie Just Sew- choosing finishing, batting, thread, design; \$150 plus mileage
- **February** – Heather Mulder Peterson—Anika Treasurers – Fresh perspective on traditional piecing; \$300 plus mileage
- **March** – Penny Kaspszak – Art of quilting crazy or fearless; \$200 plus mileage
- **April** – Granny’s Legacy – Wool appliques and trunk show; \$0
- **May** – Stacy Horton – Paper piecing Tula Pink
- **June** – Jean Carlton – Making new projects from old tops; \$250

Terri will update the information to reconfirm the January and March 2021 speakers.

Nominating Committee- Carol

- Carol shared an outline of the Nominations Slate:
 - Vice President – Sandy Hamlin
 - Secretary - Barb McKeever, not confirmed
 - Getting to Know Us (instead of Simple Mixers) - Randi Bradford
 - Membership Chair – Linda Waterman
 - Small Group Coordinator - Rose Keller
 - Block of the Month - Jo Passenheim
 - Community Service Projects – Open, possibly Carol Henderson
 - Birthday Club - Mollie McGraw-DeTviler and Alleene Butterfield
 - Quilt Retreat Coordinator - Open
 - Quilt Show Chair – Carol Steuck
- Slate Publish: The Director and Activities Chairs nomination slate will be published in the September newsletter, per By-Laws.
- Election: The Director and Activities Chairs Election will be held in October; The election will be held after the October meeting using a Survey for voting
- Officers and Activity Chairs –in place:
 - President – Terri Good
 - Activity Chair – Mary Havisto

Membership Intention for the Quilt Show - Kevin

- Kevin described the concern about ensuring more members are able to show their quilts at the 2021 WOW Quilt Show. At the last quilt show, we had 15 people displaying 6 or more quilts in the show.
- We have 22 new members for a total of 83 members after having only three in-person meetings in 2020 (other than the Picnic). The current membership level does not include individuals as returning members after being Snowbirds.

- In January and again in June 2021, we will conduct a survey of the members' intentions to display a large quilt, a small quilt, or both large and small quilts at the WOW Quilt show. The remaining display slots will be made available via a raffle.
- The WOW Quilt Show will have space for 60 large quilts and 50-60 small quilts. Also, the show will have room for Block of the Month and Challenge Quilts in a separate room.
- To display more quilts, we may consider laying quilts on top of one another on a bed and have a "bed turning" to show more quilts.
- We want WOW Quilt Show attendees to see beautiful quilts and be inspired, we want quality rather than quantity (like the State Fair). Our members have nine months to create really nice quilts for display and we want them to be able to submit quality work in one or two quilts.
- Carol mentioned that she will follow-up on the Poll and Drape company as the individual contact we had been working with is out on extended leave. We still need to have a contract for the extra room.

Branding - Kevin

- Kevin described that the WOW Quilt Guild logo uses the blue log cabin block design on website and the image is poor. Kevin suggests that we modernize the logo design and update the color for our brand. Kevin shared some trending color combinations, likely keeping the blue color and combining with a second key color, e.g., silver. We can choose a simpler image block or design, e.g., sewing machine.
- Mary cautioned to be middle of the road rather than too modern. Mary shared that some members were unhappy the year we had many Modern speakers.
- Terri suggested that we put out a challenge to the membership as a contest for an updated logo and have the membership vote on the submitted logos.
- Some of the group stated that they like using a quilt block as part of the WOW Quilt Guild logo.
- Deane shared that she likes the log cabin logo, but if people want to change it, I suggest a friendship star block logo. Bright colors with a big black WOW in the center square would suit. Such a logo is simple enough; it says quilting; and it fits our mission (purpose) as stated in the by-laws.

Next WOW Member Meeting

The next WOW member meeting will be held on September 14 (due to limited daylight):

- The meeting starts at 6:30 pm and the speaker is Mike Ellingsen
- Mike will have vendor items for sale in garage.
- There will not be a table with donation fabric to pick-up.
- The September meeting rain date is September 28 for a Zoom meeting.

Close the Meeting

- The next Board and Activity Meeting will be October 5.
 - **Motion: Sandy motioned and Linda seconded to close the meeting. Approved.**

[WOW Quilt Guild Board and Activity Chair Meeting Addendum Call—September 2, 2020](#)

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, Mary, Deane, and Kevin H. The group met via ZOOM.

Changing Bank Accounts, Online Invoicing and Swiper Solution—Carol S.

- Carol asked to hold this Board meeting to review the use of Square and consider changing the financial institution for the WOW Quilt Guild bank accounts.
- Carol reminded us that using the current checking account at US Bank for upcoming quilt show will charge \$.50 for every transaction over the first 125 transactions, with transactions including checks, debits, Square, etc.
- Alice, as Treasurer, learned we have been paying \$15 per month for the Money Market account as the balance had fallen below the minimum requirement. For example, one year we paid \$195 in fees, with \$10 related to checks. The bank had been charging \$.30 per check/transaction for over 150 checks.
- TruStone is a credit union and they don't charge to move money into an account. TruStone charges a monthly fee of \$25 when you write more than 20 checks per month. There are no charges for credit card or debit card transactions.
- Carol shared information on a **Small Business Checking/Club Account** that be the type of account used by WOW Quilt Guild. The information included:
 - Minimum to open \$100
 - Minimum balance – none
 - Monthly service fee – none
 - Check written after 20/month – fee of \$.25 each
- With a business account we cannot earn interest.
- To transfer the account to new Board members next year we will bring in Board minutes with the listing of who is authorized to sign on the bank account.
- Carol shared that she would like to have Kevin added to Square or Clover account.
- The name on the bank account will be Women of the West doing business as WOW.
- Carol went to TruStone to learn about the bank account offering for WOW Quilt Guild, and learned that they use Clover.
- TruStone shared concerns with security of PayPal over the last few months. Both PayPal and Square use an intermediary between the vendor and TruStone account.
- Clover does not require an intermediary, rather the transactions go directly to TruStone. Other details about Clover and TruStone include:
 - The Clover hardware charge will be \$69 for the year
 - Questions on Clover are handled directly by TruStone
 - WOW will pay \$70 to buy a swiper (and plans to wait for a special run to get two swipers for the price of one)
 - Clover has a variable cost structure that offer small stores with point of sale retail set-up that can have costs from \$69 up to \$1349 (or \$799 for Square)
 - Clover will allow more than one person on the account, compared to Square that charges \$150 for a second person on the account. Clover would allow Alice to monitor what is going on with Clover. In fact, we can have four people on the account from the Board with access to Clover.
- Closing the current US Bank account would end the Square account.
- Alice shared that we have about \$4,000 in the current Money Market Account (MMA). The group discussed whether we should put the MMA funds into the checking account or a separate Savings/MMA account at a new financial institution. Sandy, Terri and Alice recommend putting MMA money in the Savings account even if we don't earn anything on it. Carol suggested leaving about \$2,500 in the checking account having the remainder put into the MMA/Savings account. Carol stated that the business MMA/Saving account will have a limit of four withdrawals per year.

- Alice confirmed that we prepaid for Quilt Show and all the checks have cleared.

Motions

- Move Checking and Savings Account from US Bank to Another Financial Institution
 - **Motion:** Deane motioned and Terri seconded to move the WOW Checking and Savings accounts to another financial institution of TruStone. **Approved.**
- Close the US Bank accounts after Moving the MMA Funds to Another Financial Institution
 - **Motion:** Terri motioned and Linda seconded to Authorize Carol, as President, and Alice, as Treasurer, to determine the type of Savings or Money Market account to open and to close account at US Bank. **Approved.**
- Switch from the Use of Square to Clover
 - **Motion:** Terri motioned and Deane seconded to have WOW switch from the use of Square to Clover with the safety, on-site support by TruStone, and multiple people on the account. **Approved.**
- Close the Square Account
 - **Motion:** Alice motioned and Kevin seconded to close the Square account. **Approved.**
- Set-up a Clover Account
 - **Motion:** Jeanne motioned and Terri seconded to open a Clover account. **Approved.**
- Signers on the TruStone Account
 - Carol suggested to include Kevin on the financial institution account, along with Carol, Terri, and Alice. Kevin would be added to the account will help him manage the Gmail account used for individuals to sign-up as a member or other expenditures, and be able to send out a WOW invoice using Clover for payment (e.g., by a new member). Kevin will be our lead for discussions with TruStone on Clover.
 - Alice described that WOW has a policy of two signatures on checks.
 - **Motion:** Terri motioned and Linda seconded to have Terri, Carol, Kevin and Alice as signers on the checking account and on the Clover account. **Approve.**

Other Business

- Membership Drive
 - Carol shared that she sent an email to non-members to encourage them to join the WOW Quilt Guild for \$9.00 for the remainder of the year and asked that they pay by check. Carol will share a separate email letter out to share the agenda for the remainder of the year.
- September Meeting
 - Carol will emphasize the requirement to wear a mask and maintain social distancing, including the presenter when he is vending in the garage.
 - The September meeting format will change and start at 6:00 pm. The meeting will not be able to support a social hour due to the early sunset at 7:22 pm. with the September meeting being held outside.
- October Meeting
 - Carol shared that she has not received the contract back from Weeks yet. Carol has sent Weeks all the contact information. Weeks will get the \$5 guest fee if they attend the October meeting. We don't have to provide a list of members to Weeks.

Close the Meeting

- **Motion:** Alice motioned and Linda seconded to close the meeting. **Approved.**

WOW Bylaws Except on Financial Records Review

According to the Bylaws for the Women of the West Quilters dba WOW Quilt Guild: "Treasurer...Shall submit financial records and fiscal year end reports for review by a review committee consisting of the outgoing and current Treasurers, the President, and two guild members appointed by the President who are not current Board members."

Deposit Insurance at TruStone (from the TruStone website)

- "The money you deposit into a TruStone Financial account is protected. We want you to sleep easy knowing that your credit union takes every step necessary to insure your money.
- Your deposits are insured up to \$250,000 through the National Credit Union Administration and backed by the full support of the United States government.
- As always, if you have any questions about the security of your money, please don't hesitate to ask during your next visit."

WOW Quilt Guild
Treasurer's Report
Financial Statement as of August 31, 2020

Total Assets as of December 31, 2019		<u><u>11,872.21</u></u>
	July	Year to Date
<u>Income</u>		
Membership Dues	24.00	2,010.60
Birthday Club	0.00	93.00
Savings Interest	0.03	0.31
Total Income month /	<u><u>24.03</u></u>	2,103.91
<u>Expenses</u>		
Speaker Fees	150.00	419.00
Membership	0.00	268.13
Go Daddy - Media Expenses	0.00	251.76
Square Fees	0.00	8.09
Post Office Box Rental	0.00	92.00
Insurance Policy	0.00	476.71
Challenge Quilt	0.00	48.99
Total Expenses month	<u><u>150.00</u></u>	1,564.68
Net Income / (Loss)		539.23
<u>Deposits Paid for 2021 Quilt Show:</u>		
Quilt Show Pole/Drape	0.00	643.00
Quilt Show Space	0.00	650.00
Total Deposits Paid	<u><u>0.00</u></u>	1,293.00
Cash Accounts Net Change		<u><u>(753.77)</u></u>

Total Assets as of December 31, 2019 and August 31, 2020

	Dec 31, 2019	August 31, 2020	Net Change
Cash Accounts	11,033.21	10,279.44	(753.77)
2021 Quilt Show deposits	0.00	1,293.00	1,293.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u><u>11,872.21</u></u>	<u><u>12,411.44</u></u>	539.23

WOW Quilt Guild Board and Activity Chair Meeting—October 5, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Jeanne, Linda, Mary, Deane, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

- Carol welcomed the group to the Zoom meeting.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Terri motioned and Jeanne seconded to accept the Secretary's report for September 2020. Approved.**

Treasurer Report—Alice B.

- Alice shared the combined financial report for the WOW Quilt Guild for the period ending September 30, 2020 (see end of minutes).
- The activity in the book cash accounts in September includes interest earned of \$.16 and speaker fees paid of \$425.
- The changes in the Total Assets for the fiscal year to date includes additional membership dues, savings interest, and speaker fees.
- In September, WOW opened checking and savings accounts at TruStone Financial, with \$2,000 placed in each account. On September 30, the WOW accounts were closed out at US Bank with the checking account of about \$3,700 and savings of \$6,100. The WOW balances are adequate for the planned speaker for next year with expected costs of \$1,500 plus mileage.
 - **Motion: Sandy motioned and Linda seconded to accept the Treasurer's report for September 2020. Approved.**

Program Meetings Next Year – Carol S.

- Carol stated that WOW will hold Zoom for rest of this year. She asked the church about holding WOW meetings in 2021 and she was told to call back in November. She shared that the church is currently holding 20-minute services. Carol let the church know that we would like to hold meetings in the church, with social distancing and use of Zoom. For a meeting at the church, we will need to keep an accurate count and list of attendees to track Covid-19. We will limit number of individuals at a table and clean everything at the end of the meeting.

Raffle Quilt—Jo Passenheim

- Jo explained that a raffle quilt will be paper piecing made by members. Jo shared a picture of the planned quilt. She described:
 - The templates will be pre-printed.
 - The bright white material will be provided for contrast. The white portion of the piecing will have special long-arm quilting.
 - Additional fabric for the quilt will included and she described that bright pieces of material, e.g., Tula Pink jelly rolls, will be distributed for consistency.
 - The fabric for the quilt should be small prints or solids fabrics.
 - One piece of fabric will be used only 4 or 5 times in the quilt.
 - Members will be allowed to add a few bright colored fabrics for some of the pieces.

- The group discussed the size of the blocks, either 9" or 12" squares. The size of the quilt may be 72" by 84." The number of block rows will likely be an odd number. Jo will share the directions on the raffle quilt at a future meeting.
 - **Motion:** Alice moved to accept the raffle quilt proposed by Jo, and Jeanne seconded the motion. Discussion included review of Tula Pink fabric line options. Approved.

Block of the Month for 2021—Jo Passenheim

- Jo proposed a Block of the Month with a different technique for each month. Jo shared an example of using a panel center of 10" by 10" or smaller and a different technique each month to expand the block to 20" by 20." Each WOW member will select and purchase/provide their own center for each block, e.g., panel, applique, or embroidery. This will allow members to be creative with their Block of the Month. The completed 2021 Block of the Month quilts will be displayed at the WOW January 2022 meeting. The 2021 Block of the Month plan will be announced to the members in October to allow them time to shop or begin preparing the block centers.
 - **Motion:** Alice moved to accept the Block of the Month proposed by Jo, and Terri seconded the motion. Approved.

WOW Invoices – Kevin H.

- Kevin described that when we met with TruStone we were told there would not be an additional cost for invoices using Clover. However, it is \$5 per month for a total of \$60 per year as a service fee for Clover invoicing plus a service fee of x% for each transaction.
- Another option in place of Clover for invoices is to use Venmo that would be coordinated by Kevin. Venmo is free for deposits in one to three days or faster for an additional service charge.
- WOW would issue invoices for membership renewals.
- WOW would use swipe, check, or cash for payments at the quilt show.
- WOW plans to purchase two swipers for Clover at \$65 in January.
- Terri, Carol and Kevin will investigate the options to initiate WOW invoices.
 - **Addendum:** Terri, Carol and Kevin investigated the options to initiate WOW invoices and make purchases online, comparing Clover through TruStone and online transactions using the WOW Gmail account. The team recommended the use of PayPay for online transactions for WOW invoices, e.g., membership, and to be available to make online purchases, e.g., WOW Quilt Show preparations. The Data and Technology Chair will coordinate the online transactions for invoices and purchases.
 - **Motion:** On October 13 Carol communicated with each Board member about the use of PayPal for online transactions, including WOW invoices and online purchases. She asked whether the Board members approved the use of PayPal for online transactions. Approved by Majority of the Board members.

Verification of Member Lists - Carol

- Carol reminded the group that Linda and Kevin will be verifying the members address and phone number information, not related to renewals. This will reduce the number of contact sheets.
- Currently, we have 81 members paid members.

October Meeting

- On September 18, Carol shared with the membership the plans for the October Meeting. Our guest speaker will be **Weeks Ringle** on October 26 from Modern Quilt Studios.

- We will receive a link to watch her one-hour presentation on **Rethinking Color** a week before our October meeting.
- On October 26 the WOW Zoom meeting will be held at 7:00 p.m. for a one-hour Question and Answer session with Weeks. Terri will ask the questions to Weeks based on questions submitted before the meeting or during the meeting in the chat box. Everyone will be mute except Weeks and Terri to ask questions.
- The presentation is open to members only.
- The newsletter will share information on the Weeks presentation.

November 23 Meeting

- **Triangle Challenge Quilt**
- At the November meeting, members will share their Triangle Challenge Quilt with a maximum circumference of 100". The group discussed whether the challenge should be judged with voting OR the quilt becomes an entry for a special raffle. The group discussed the limitation of online viewing for quality or craftsmanship. The group decided to have a raffle for the winners.
- The prizes will be \$30 for first place, \$20 for second place, and \$10 or third place OR as prizes for the raffle winners. Other prize options suggested were fat quarters or gift certificate from Four Seasons or Milli P's.
- For members to share the Triangle Challenge Quilt, a picture will be submitted to Kevin to be placed online. Kevin can post the entries on the website with a secret link (not identifying the maker of the quilt).
 - The information will be shared in the newsletter to be sent out next week, e.g., October 16.
 - The newsletter will ask which individuals are participating in the Triangle Quilt Challenge and will need responses by Monday, October 26.
 - The pictures will need to be sent to Kevin by Sunday, November 8.
- **Potential Speaker**
 - In advance of this meeting Carol shared information on Sheri Cifaldi-Morrill, Whole Circle Studio. The group discussed the information available on Sheri's website on presentation choices of two programs and two workshop.
 - Programs
 - Content Concepts and Quilts
 - Aurifilosophy Presentation/Trunk Show
 - Sewing Curves with Confidence
 - Workshops Online (as a presentation or demonstration)
 - Hawaiian applique
 - Walk the talk and quilt it
 - Double Friendship Knots

The comments from the group included that they did not see new ideas and examples of quilting included straight lines close together. It is not clear whether the curves presentation is piecing or applique. A demonstration is hard to follow on Zoom. In the end, the group does not want to pursue a presentation from Whole Circle Studio.

December 14 Meeting

- The December meeting will include Show and Share, including favorite Holiday items.
- If Carol finds a speaker, it would be for the December meeting.

Secretary Suggestion – Carol S.

- An individual is needed to fill the Secretary position.
- Carol shared Secretary suggestions – Sonja has been secretary already and will help with quilt show. Susan Clemens is moving up north to the lake. Karen Anderson will be perfect but not currently a member. (she does not like art quilts)

Newsletter – Carol

Newsletter articles are due Monday, October 12 to Deane. Jeanne will put together the newsletter on October 14 to be sent out on October 16.

Election – Carol S.

- The Election of Officers will be held using Survey Monkey and we need 41 people to vote for Vice President, Membership, and Secretary positions.
- We can ask members about ideas for meeting speakers and topics for 2021.
- We can ask members if they are interested in small group meetings via Zoom. Deane suggested paper piecing session to prepare members to work on the raffle quilt (perhaps Kathleen Winters could teach it).

Adjourn

- **Motion: Alice moved and Jeanne seconded to adjourn the meeting. Approved.**

Next WOW Board and Activities Chair Meeting

The next WOW Board and Activities Chair meeting will be held on December 2.

WOW Quilt Guild Cash Account Activity For Month Ending September 30, 2020

	USBank Checking	USBank Savings	Trustone Checking	Trustone Savings	Total Cash per Book
Balance per August 31, 2020	6,164.89	4,114.55	0.00	0.00	10,279.44
Revenues					
Membership Dues	0.00	0.00	93.00	0.00	93.00
Interest Earned	0.00	0.03	0.00	0.13	0.16
Expenditures					
Speaker Fees	(425.00)	0.00	0.00	0.00	(425.00)
Transfers					
September 9th	(4,000.00)	0.00	2,000.00	2,000.00	0.00
September 30th	(1,739.89)	(4,114.58)	1,739.89	4,114.58	0.00
Balance per September 30th	0.00	0.00	3,832.89	6,114.71	9,947.60

WOW Quilt Guild
Treasurer's Report
Financial Statement as of September 30, 2020

Total Assets as of December 31, 2019 **11,872.21**

	September	Year to Date	
<u>Income</u>			
Membership Dues	93.00	2,103.60	
Birthday Club	0.00	93.00	
Savings Interest	0.16	0.47	
Total Income month /	<u><u>93.16</u></u>		2,197.07

<u>Expenses</u>			
Speaker Fees	425.00	844.00	
Membership	0.00	268.13	
Go Daddy - Media Expenses	0.00	251.76	
Square Fees	0.00	8.09	
Post Office Box Rental	0.00	92.00	
Insurance Policy	0.00	476.71	
Challenge Quilt	0.00	48.99	
Total Expenses month	<u><u>425.00</u></u>		1,989.68

Net Income / (Loss) **207.39**

Deposits Paid for 2021 Quilt Show:

Quilt Show Pole/Drape	0.00	643.00	
Quilt Show Space	0.00	650.00	
Total Deposits Paid	<u><u>0.00</u></u>		1,293.00
Cash Accounts Net Change			<u><u>(1,085.61)</u></u>

Total Assets as of December 31, 2019 and September 30, 2020

	Dec 31,2019	30-Sep-20	Net Change
Cash Accounts (Book)	11,033.21	9,947.60	(1,085.61)
2021 Quilt Show deposits	0.00	1,293.00	1,293.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u><u>11,872.21</u></u>	<u><u>12,079.60</u></u>	<u><u>207.39</u></u>

WOW Quilt Guild Board and Activity Chair Meeting—November 9, 2020

Attendees: Carol S., Terri G., Alice B., Sandra H., Linda, Mary, and Kevin H. The group met via ZOOM.

Welcome—Carol S.

- Carol welcomed the group to the Zoom meeting.

Secretary Report—Sandra H.

- Carol asked the attendees if they approve the revised report of the secretary minutes from the last meeting.
 - **Motion: Linda motioned and Terri seconded to accept the Secretary's revised report for October 2020. Approved.**

Treasurer Report—Alice B.

- Alice reported that the WOW Quilt Guild balances are down with fewer members and no birthday club income compared to the budget. The beginning balance on September 30 was \$9,447.60. In October we had income of member dues of \$36.00 and Barn quilt and Gnome sales of \$140; and expenses of \$300.00 for speaker fees. The ending balance as of October 30, 2020 was \$9,823.60.
- The group discussed that the Treasurer's report is on the WOW website from the minutes and an abbreviated version is included in the newsletter.
- Carol shared that she has generated an addition \$63 in sales for the WOW Quilt Guild balances in November.
 - **Motion: Mary motioned and Sandy seconded to accept the Treasurer's report for October 2020. Approved.**

Membership—Carol S.

- The group discussed that accurate records will be maintained on who attends the WOW Quilt Guild Zoom meetings and whether they have paid their member dues. We will encourage members to join WOW Quilt Guild to be members for the January meeting. We want to make sure that we maintain or increase the number of WOW Quilt Guild members in 2021. We want to support a large number of members, each other, and participate in the WOW Quilt Guild Quilt show in the Fall. We have better attendance when we have a speaker. Also, we look forward to being able to hold meetings in-person again, but may not be able to meet in the church until April.
- The upcoming programs will be offered to members paid in full. WOW Quilt Guild offers PayPal, along with checks to pay dues. Dues for \$30 should be sent to:
 - **WOW Quilt Guild**
 - **PO Box 46222**
 - **Plymouth MN 55446**
- Also, membership dues cover ongoing expenses such as insurance and website for the WOW Quilt Guild.

November 23 Meeting – Terri G.

- **Agenda**
 - **Triangle Challenge Quilt**
 - We have eight quilts signed up for the Triangle Challenge quilt.
 - Participates will be placed in a random drawing for a certificate to Millie Ps or Joanne's Four Seasons Quilt shop.

- **Show and Share**
 - For show and share, members will send in a picture of their favorite Christmas or Holiday quilt. Carol will share an applique quilt. Potentially Audrey will share her lace snowmen on wood.
- **Business Meeting**

December 14 Meeting – Carol S.

- Timna Tarr will be our speaker in December for members via Zoom.

Program Meetings 2021 – Terri G.

- Terri shared that the speakers for January and March have been confirmed to speak via Zoom.
- Terri will follow-up on the planned speaker for February.
- Carol shared ideas for potential speakers that includes:
 - Kellie Wailley – Miniature quilts and trunk show for \$350
 - Mary knows someone that makes a bed size quilt and makes it again as a miniature.
 - Barbara Elkmeier - Scatter Quilt - How to take a number of block and make a scatter quilt that was popular in the late 1800s for \$350
 - Jordan Fabrics -
 - Pat Cox -
 - Paige Johnson -
 - Kevin suggested that we may want to consider having an extra meeting as a special presentation in one of the month.

Secretary Needed – Carol S.

- WOW Quilt Guild is still looking for a Secretary for 2021.

Election – Carol S.

- The election slate will be shared in a survey format. The survey will include:
 - Officer Positions of VP – Sandra Hamlin, Secretary – OPEN, and Membership – Linda Waterman.
 - Contact Information confirmation, e.g., personal phone number, personal email
 - Ideas for Topics and/or Speaker for 2021
 - Comments on joining WOW Quilt Guild meetings via Zoom (need directions or assistance?)
- We need 41 people to vote for Vice President, Membership, and Secretary positions.

Newsletter – Carol

- Newsletter email with include:
 - Programming for next year
 - Encourage membership to sign-up and pay for the \$30 dues.
 - In place of the President's block that we usually coordinate at this time of the year, we are instead asking members to make one Christmas ornaments to sell at the WOW Quilt Guild Quilt show boutique in Fall 2021.
- Articles for the newsletter email is due to Deane by 11/12 end of day.

Adjourn

- **Motion: Alice moved and Terri seconded to adjourn the meeting. Approved.**

Next WOW Board and Activities Chair Meeting

The next WOW Board and Activities Chair meeting will be held on December 2.

**WOW Quilt Guild
Cash Account Activity
For Month Ending
October 31, 2020**

	USBank Checking	USBank Savings	Trustone Checking	Trustone Savings	Total Cash per Book
Balance per September 30th	0.00	0.00	3,832.89	6,114.71	9,947.60
Revenues					
Membership Dues	0.00	0.00	36.00	0.00	36.00
Barn Quilts			140.00	0.00	140.00
Interest Earned	0.00	0.00	0.00	0.00	0.00
Expenditures					
Speaker Fees	0.00	0.00	(300.00)	0.00	(300.00)
Transfers					
September 9th	0.00	0.00	0.00	0.00	0.00
September 30th	0.00	0.00	0.00	0.00	0.00
Balance per October 30, 2020	0.00	0.00	3,568.89	6,114.71	9,823.60

**Women Of The West dba WOW Quilt Guild
Summary Cash Activity for 10 months ending October 31, 2020**

December 31, 2019 Cash Balance	11,033.21
Revenues	2,373.07
Expenditures	(3,582.68)
October 31, 2020 Cash Balance	9,823.60

**WOW Quilt Guild
Treasurer's Report
Financial Statement as of October 31, 2020**

Total Assets as of December 31, 2019		<u>11,872.21</u>
	October	Year to Date
<u>Income</u>		
Membership Dues	36.00	2,175.60
Birthday Club	0.00	93.00
Sale of Barn Quilts	140.00	140.00
Savings Interest	0.00	0.47
Total Income month /	<u>176.00</u>	2,409.07
<u>Expenses</u>		
Speaker Fees	300.00	1,444.00
Membership	0.00	268.13
Go Daddy - Media Expenses	0.00	251.76
Square Fees	0.00	8.09
Post Office Box Rental	0.00	92.00
Insurance Policy	0.00	476.71
Challenge Quilt	0.00	48.99
Total Expenses month	<u>300.00</u>	2,589.68
Net Income / (Loss)		(180.61)
<u>Deposits Paid for 2021 Quilt Show:</u>		
Quilt Show Pole/Drape	0.00	643.00
Quilt Show Space	0.00	650.00
Total Deposits Paid	<u>0.00</u>	1,293.00
Cash Accounts Net Change		<u>(1,473.61)</u>

Total Assets as of December 31, 2019 and September 30, 2020

	Dec 31, 2019	Oct 31, 2020	Net Change
Cash Accounts (Book)	11,033.21	9,823.60	(1,209.61)
2021 Quilt Show deposits	0.00	1,293.00	1,293.00
Retreat Deposits	400.00	400.00	0.00
Petty Cash	439.00	439.00	0.00
Total Assets	<u>11,872.21</u>	<u>11,955.60</u>	<u>83.39</u>