

WOW Quilt Guild Board and Activity Chair Meeting—January 4, 2021

WOW, Women of the West dba WOW Quilt Guild

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

Welcome & Intro Communication Exercise

- Terri shared that last year was well done and the board has been doing a good job as a cohesive group. We hope the COVID will end soon. Special thanks to Carol for opening her house/yard to us and for Kevin's technical skills and hosting the Coffee Hours.
- Terri asked that each person to share how they prefer to communicate and make networking work better.
 - Kevin – Text message during the day and calls after work
 - Linda – Spends time on the phone and on FaceTime (seldom uses Zoom)
 - Sandra – Uses email, text and phone calls but prefers email.
 - Alice – Prefers telephone and email but doesn't text with her small flip phone. She prefers calls after 9 am
 - Carol – Texts frequently because it is fast (but she calls Alice and Deane)
 - Jeanne – Uses phone, email, text and iPad to Zoom or other communications. Her home phone messages are sent to her email. She mostly uses texts.
 - Mary – Uses text, email and phone. She will check her messages a few times a day (she is available early in the morning)
 - Jo Passenheim – Text is best. She checks her emails and phone messages once per day.
 - Terri – Text, email and phone calls, but she checks her phone messages and emails a few times per day. She would rather talk than text, but after 7 am. Terri prefers and uses a direct approach, e.g., bullet points, short and concise, one page or less.

Reports

- Secretary
 - Terri asked the attendees if they approve the secretary minutes from the last meeting.
 - **Motion: Carol motioned and Jeanne seconded to accept the Secretary's report. Approved.**
- Treasurer
 - Alice shared the Treasurer report describing that the year started with a balance of \$11,033.21 and ended the year on Dec 31, with \$10,192.14.
 - As of December 31, 2020, we have \$4,075.89 in checking and \$7,648.25 in deposit dividend account.
 - Alice thanked Carol for her contributions to the WOW income with \$517.00 for Gnomes and Barn Quilts sales to help the WOW Quilt Guild bottom-line.
 - To date we have collected \$600 in membership dues for 2021.
 - **Motion: Sandy motioned and Mary seconded to accept the Treasurer's report. Approved.**
- Budget
 - The WOW Quilt Guild budget must be reviewed and approved in January.
 - Alice shared the budget comparison statement and highlighted that the lack of in-person meetings has reduced what was raised by Birthday club in 2020 compared to previous years. Also, the differences in 2020 activity make it challenging to estimate the budget for 2021.
 - Miscellaneous Expenses

- To save money, Alice proposed changing our insurance coverage. We don't need insurance coverage for the meeting location as we are holding Zoom meetings.
- Alice called the insurance company and contacted Anchor of Plymouth about not having coverage for a meeting place but having liability insurance for a cost of \$266.00. The liability insurance would cover board members and the quilt show at Maple Grove center. If we start meeting in person again, the insurance coverage can be updated for an additional \$100. The change in insurance would save \$476.00 in 2021.
 - **Motion: Carol moved to pay the \$266 for liability insurance and if / when we meet in a location then add insurance coverage for an additional \$100 and Terri seconded. Approved.**
- Alice stated that we paid \$92 in 2020 and will pay \$106 in 2021 for the post office box. The 2021 post office box cost has been paid. Insurance and post office box are listed in the miscellaneous category.
- Zoom Costs
- Kevin is contributing the one-time cost for the Zoom meetings.
- For Zoom meetings we use a device with the WOW video camera to stream the meeting. The device converts the video format into a format that can be read by a laptop/computer. The use of the WOW video camera in place of a web camera provides better quality streaming. Kevin has been asked to submit a bill for the \$80 device for the conversion from the video camera for laptop/computer. The technology budget item has been increased to \$630 to cover the conversion device.
 - **Motion: Carol motioned to increase the technology/website budget by \$80 and Linda seconded the motion. Approved.**
- Quilt Show Budget Costs
- The group discussed whether we need prize money for a quilt in the show. A number of attendees stated that we don't need monetary prizes for quilts, budgeted at \$650. The quilt show is being held to show off our art form. We can attach something to the prize winner's badges in place of a monetary prize at a lower cost. The amount budgeted for prizes will be available for other needs for the quilt show and held as a reserve.
- Carol shared that Maple Grove Quilters vote on the quilt they like the best. The rest of the awards are chosen by the attendees.
- Carol stated that we will wait until April to determine if we will hold the quilt show in the Fall.
 - **Motion: Carol moved and Alice seconded to change the quilt show prize budget item to a quilt show reserve budget item. Approved.**
 - **Motion: Carol moved and Alice seconded to approved the preliminary 2021 budget that includes normal operations and the 2021 quilt show budget. Approved.**
- Addendum to Minutes
 - **Motion: Terri proposed and Carol seconded to move \$150 from the Quilt Show Recognition and Reserve budget to cover the \$60 dollars for the PayPal payment squares and the \$80 for the Zoom camera conversion device that we approved at the meeting. This would still leave \$500 in the Quilt Show Recognition and Reserve budget line and would give us a positive \$46 balance for the overall budget. Approved via email.**

Membership

- Linda would like to contribute more to the group as Membership chair as we are not meeting in person for her to meet people and host the membership table. Linda is keeping track of

membership and Kevin owns the data of the distribution list and address records (to get rid of paper files/spreadsheet). Kevin has been creating the badges and name tags.

- Terri suggested that Linda could send out emails as outreach to welcome members back to thank them for renewing or welcome new members. The information can include details about the small groups. The information will include small group list, membership list, membership pamphlet, etc. about WOW to be provided by email and links to website. It will provide a personal touch.
- Linda volunteered to find workers for the quilt show and fill the quilt show committee.
- The December 2020 members will receive a survey to approved the budget. We need a survey to approve the budget by the members in January.
- Also, a reminder in January will be provided to join the WOW Quilt Guild.
- The January membership request could be combined with newsletter about renewing membership and outline the meetings coming in next few months. Linda will write the information about the membership for the newsletter. Linda will send out the newsletter.
- After the newsletter, the survey will be sent out to approve the budget for 2021.
- Then, the past members that have not joined will receive a reminder again in February to join WOW.

Quilt Show

- If an individual pays the WOW dues by the end of February, they can have a quilt in the WOW 2021 Quilt Show.
- For members that joined after February for a lower price (than the \$30), they may need to pay for their spot to have a quilt in the WOW Quilt Show (e.g., \$10). We won't penalize new members.
- For Quilt Show quilt, Jo and Carol will meet this week to order the fabric, cut it up and put into Kits.
- We need a paper piecing teacher to provide Coffee Hour for a training session. Kathleen Winters has been suggested. We can have a Coffee Hour on paper piecing before the kits are handed out kits.
 - Carol will call Kathleen.
- The cost of quilt show quilt fabric is not known. The cost of the fabric, batting, and long arming will be between \$600-800. Jo will provide the long arming for free if she can put in a few business cards. The group agreed.
- For the quilt show, Kevin will help with registration. Also, Carol has asked Sonja to help with the quilt show.
- The size of the Quilt show will be decided in April. If we only have 40 members in April, we will have a smaller quilt show. Also the show will depend upon what is happening in April or May.
- Carol will review the contract as the down payment is not refundable but we can cancel within 30 days of the event. We can use only the large room or cancel entirely in April.
- The Maple Grove Quilt show in April may be cancelled and they have provided many activities in one room.
- The Chaska Quilt show is scheduled for September 27, 2021.
- WOW Quilt Show is scheduled for October 16-17, 2021. If we must cancel, we will have our show in 2022. The request for the Quilt Show volunteers for committees, e.g., for set-up, will be included in the newsletter (volunteers must be a member of the WOW Quilt Guild). The committee members will need to attend the WOW Quilt Show meetings to all be on the same page.

Technology/Coffee Hours

- The three Coffee Hours held in December were well attended. The demonstrations did take up most of time and limited connecting with each other.
- Future Coffee Hours will have more limited time for the demos or be an open discussion (e.g., troubleshooting or brainstorming).
- Another Coffee Hour idea is quilt shop tour, e.g., Hutchinson, via Zoom and will help the quilt shop too. Linda will help with Quilt Shop ideas for Coffee Hours. For example, the Two Little Ladies shop in Hudson WI.
- Next Coffee Hour meeting for Paper piecing should be held in the evening. Potentially we will repeat this meeting due to the paper piecing effort needed for the WOW Show Quilt. Another paper piecing meeting can be held after the kits are available.
- We can use someone to help with Facebook to work with Kevin on Technology or as a backup. Carol has put information on Facebook but it depends upon the contract, e.g., Weeks.

Mystery Block of the Month

- Jo provided and Kevin shared a picture of the design for the Mystery Block of the quilt blocks and they require different techniques. We talked about using panels. People can pick and choose or replace a block with a panel or make bigger or not use panel.
- It has 30 blocks to be 12"x12" finished blocks.
- The plan is to share blocks each month and instructions for the pattern.
- Kevin suggested that we create a holder in the Gmail account to go and to access the block. They can be downloaded. The access via link to the "block of the month" will be limited to WOW members and there will be three blocks per month. The virtual update on the coffee shop demos is the same concept.
- The example fabric requirements use a limited number of colors to show total yardage. The size is about a twin and requires 12 yards. It could be scrappy made from a collection of fabric. They can use a panel with a certain color scheme, and cut up. The WOW member can create their own creations.
- The information on the Block of the Month will be shared and include Jo's email. Jo did a class last spring as a Block of the Month on Facebook to provide directions. She can provide information for WOW members on a private YouTube for the WOW Guild. Jo will provide block instructions, templates, paper piecing (to print in actual size) and rotary cutting instructions.
- There will be information in newsletter about Block of the Month. Also, the Block of the Month can be introduced at the monthly WOW Zoom meeting and send out a separate email after the meeting.

Speaker Updates

- Terri reported a speaker date change that Swirly Girls will be moved to November 22 from October 25 due to the overlap with the Houston Market in October. She is available to present via Zoom if needed.
- We can use the WOW October meeting to recap from the WOW Quilt show and share decoration ideas.
- Speakers for Sewing Machine Maintenance and Granny's legacy will go to 2022. Carol Wilder is very good on Featherweights.
- We can ask members via survey for input on ideas for WOW meetings and Coffee Hours.

Community/Charity Coordinator

- Mary stated that we don't have a community service chair. Judy Magnus has done some delivery and has been making quilts for Teen Challenge. With Covid not everyone is taking quilts. Carol reported that she delivered quilts to Fulda. We cannot be picky with Covid on where quilts will be accepted.

- Deane asked Cross if they want her six quilts, but instead took them to Osseo. Deane has all quilts washed and put in clear trash bag so they have not been exposed to Covid 19 and do not need to be opened until they are distributed. Meals on Wheels will take placemats. Beanie Baby Dogs have been provided to nursing homes as Christmas gifts. Sandy recommended to date the items donated.
- Mary reported that most Small Groups are not meeting due to Covid.

Newsletter

- Newsletter articles are due to Deane, she will review and send them back to the submitter to review corrections. Then Deane will send final articles to Jean. Jean would like to receive the final product / article.
- For the WOW meeting is January 25, the newsletter deadline is January 12th (Tuesday before) to send to Deane. The newsletter can be mailed out by the January 15 (two Fridays before the meeting).
- The last few newsletters Carol has sent out via the WOW Gmail account. This time Terri will send out the newsletter to the members and separately to the non-members.

Location Follow-up

- Carol has been communicating with the Church and will continue for a while. Carol will check back in a few months.

New business

- Kevin shared that we will want to buy the card readers this month for the price break of half off or \$60 for the two readers. We will need the card readers for the WOW Quilt Show.
 - **Motion: Carol proposed to purchase two card readers and Deane seconded. Approved.**
 - **Alice can contact the Bank and order the card readers to be sent to Kevin.**
- Alice shared that the registration with the State of MN has been completed.
- Jeanne asked about pictures for the up-coming speakers and/or their quilts in the newsletter. The group discussed that pictures for the next presenter is helpful to provide information for the members and encourage attending the meeting. For the other 2021 speakers, it is helpful to include their webpage to take up less space.
- Jeanne had estimated one column for President's letter but it was longer in recent newsletters and she started the speaker information on the next page. Terri plans on a shorter President's letter.
- Alice thanked Jo for attending the meeting and working with Kevin on the Mystery Block of the Month.

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 February 1.

Next WOW Member Meeting

The next WOW member meeting will be held on January 25, 2021 at 7 pm with Debbie Tonkin from Just Sew sharing information on finishing quilts with batting, thread and design, using PowerPoint.

Close meeting at 9:02 pm

WOW Quilt Guild Board Meeting - March 1, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon.
The Board met via Zoom.
- WELCOME:
 - Terri opened the meeting, and welcomed Sharon as the new Secretary to her first Board meeting
- REPORTS:
 - Secretary
 - Terri asked the attendees if they approve the secretary minutes from the last meeting
 - **Motion: Linda motioned and Alice seconded to accept the Secretary's report. Approved.**
 - Treasurer:
 - Alice shared the Treasurer's Report
 - Balance as of 1/1/21: \$11,724.14
 - February 2021 Income: \$1,680.00 membership dues
 - February 2021 Expenses: \$799.93 includes \$150 check not yet cashed for last month's speaker
 - Balance as of 2/28/21: \$12,604.21
 - \$4,477.13 in Checking - Terri recommended and the group agreed to move \$2000 from checking to savings; Alice will make the transfer.
 - **Motion: Sandy motioned and Jeanne seconded to accept the Treasurer's report. Approved.**
 - Alice shares a copy of the Treasurer's Report via email before the Board meeting also. A copy of the emailed Treasurer's Report should be included in the Newsletter.
 - Updating signatories: Terri and Sandy are in the process of completing their signature pages from the bank to be added as approvers on the account
 - Alice has not had an update about the Clover devices/card readers and will follow up again
 - Alice thanked Sandy for finding out about docusign, making it easier to complete the documents - it worked well despite the bank saying it could not be used
 - Budget
 - 24 Surveys have been completed, which does not meet the required 51% in order to approve the budget
 - The Board agreed to solicit approval by member vote during the March member meeting
 - Other Survey Results

- Commitments for 10 large, 12 small, 4 BOM quilts to be entered in Quilt Show as per survey
 - Will do another survey in May to factor into Quilt Show go/no-go decision at the June Board meeting
 - Membership:
 - Linda shared that to date there are 58 paid members, up from 49 last week!
 - Kevin has checks from 3 members and will deposit them directly on Wednesday. These 3 checks account for the difference between Linda's and Alice's membership records (58 vs. 55).
 - People can still join throughout the year
 - The Board discussed the possibility of creating a Junior Membership:
 - Kevin shared an example from another guild
 - Focus on junior- and senior-high-school age groups
 - Lower fee \$10/year
 - Allow junior members to enter one quilt in the quilt show no matter when they become members
 - Encourage members to invite guests in this age group to attend a meeting as a preview
 - Linda will write up information about Junior Membership for the newsletter and will also present it at the next member meeting
 - Membership Communication:
 - Terri shared that she is sending the Newsletter and member meeting notes to 2021 current members
 - When Terri sends the next Newsletter to 2020 nonmembers, and 2020 members who are not yet 2021 members, she will ask them to confirm whether they still wish to receive the Newsletter
 - Those who respond positively will be added to a 2021 nonmember email distribution list for the Newsletter only (not the member meeting notes which are intended for paid members only)
 - Those who decline or don't respond will no longer receive it
 - Kevin shared that this opt-in approach (vs. an opt-out approach) is more in keeping with how data privacy laws are evolving
 - Quilt Show: Carol shared quilt show plans and the Board discussed them as summarized below
 - Raffle quilt update:
 - 30 squares are returned and Jo is beginning to assemble the quilt top
 - Terri will collect additional blocks on 3/13 10:00 - 3:00 at Four Seasons for those who wish to drop them off there (give them directly to Terri)
 - Finished blocks are due 3/30

- Members who are having trouble finishing them can return them unfinished and Jo will help finish them; Carol is also making extra blocks with leftover fabric
 - Once the raffle quilt is finished, it will be featured on the postcards to publicize the show
 - Will print black/white raffle tickets this year
- Volunteers
 - Boutique: Rita Bote, with help from Mary and Kathy. Linda will also recruit volunteers. Kevin will develop a program for pricing/labeling, quilters will send descriptions and prices, Rita will make up the labels. Quilters can pick up any unsold items at the end of the day if they choose.
 - Registration: Kevin
 - Check-in: Alice
 - Greeter: Linda
 - Organizer for hanging quilts: still need a volunteer for this role
- The Board discussed when to make the final go/no-go decision for the Quilt Show and agreed to make the decision at the June 7, 2021 Board meeting. The Maple Grove Community Center is fairly flexible about confirmation/cancel date.
- The Board discussed keeping the second room to allow space to showcase BOM quilts in particular. The Board hopes and expects membership to continue to grow and members to enter quilts in the show. Historically about two thirds of members entered quilts in the show.
- Publicity/Flyers - half sheets of paper, double sided. Easier to send half sheets, easier for quilt shops to display on their counters.
- Carol will schedule a planning meeting in mid-March with quilt show committee
 - Committee will decide on categories for quilt show entries (some ideas are Art Quilts, Hand Piecing/Quilting, Miniature Quilts, Non-Judged, New Quilters) with the goal of encouraging participation. Attendees will judge. Quilts will be grouped by category.
- (Mystery) Block of the Month - Jo will attend the next member meeting to talk more about BOM (she wasn't getting some emails from the guild). BOM will be a topic of future Coffee Shop.
- Technology/Coffee Shops - The Board aligned on the following:
 - Continue to mix days of the week and times of day
 - Kevin must be available to host the Zoom meeting
 - Have some Coffee Shops with demos and some without to encourage open discussion and relationship building, extended show-and-share opportunities
 - Dates and topics for upcoming Coffee Shops
 - Thursday 3/11 7:00 - 9:00 PM - open show-and-share
 - Saturday 3/27 10:00 - 12:00 Demo TBD (first half hour), then open

- Wednesday 4/14 7:00 - 9:00 BOM tips and troubleshooting
 - Saturday 4/24 TBD (possibly open show-and-share of BOM progress after the BOM topic on 4/14)
 - Future topic idea: binding demo
 - Speaker Updates - Sandy recapped upcoming speakers
 - March 22: Penny Kaspczak - collage quilts, pet portraits, thread painting trunk show
 - April 26: Kim and Katie of Granny's Legacy Patterns - wool creations
 - Working on speakers for the next year and firming up dates
 - Meeting locations:
 - Confirmed for May at Carole Olson's house
 - She may be able to host other meetings too, but is not able to confirm yet
 - Carol S. called the church, they are just resuming their in-person church services, but will not be open for outside groups through summer. Carol asked whether they would be open to hosting us outside on their lawn - it's possible, check back with them.
 - Parks are not in the budget at \$100+ to rent space
 - Community/Charity Coordinator
 - Mary shared that there have been no RSVPs for the 3/11 Sew Day at Four Seasons. We could try for an April date instead and cancel March. Terri will send another email to members (email was sent on 3/2) and will let Mary know by Friday 3/5 whether there were any RSVP's, so Mary can confirm or cancel/reschedule for April with Joanne at Four Seasons.
 - Newsletter
 - Articles due to Deane by 3/9
 - Newsletter sent by 3/13
 - Deane asked whether the Newsletter schedule (sent out approximately two Fridays before member meeting with deadline for article submission the Tuesday before) is working well for everyone, she can turn it around quickly; it is working well.
- NEW BUSINESS
 - Community/Charity - Mary shared a fundraising opportunity with the Board: Millie P's can offer a purchase bonus where on a specific date (a Tuesday or Saturday), guild members would use a designated code for their online purchases and 10% of proceeds that day using that code would go to WOW.
 - Mary will get more information about how it works and check available dates in April, targeting a Saturday
 - Mary will write up an article for the Newsletter
- NEXT WOW MEMBER MEETING: Monday, March 22
 - Agenda for next member meeting:
 - Welcome - Terri
 - Speaker Intro - Sandy
 - Speaker Presentation - Penny Kaspczak

- Business Meeting
 - Budget Approval vote by members (in lieu of survey due to low participation)
 - Quilt Show update - Carol
 - Community/Charity update - Mary
 - Sew Day update
 - Millie P's special sale opportunity
 - BOM update - Jo
 - Membership update - Linda
 - Current membership report
 - Junior membership overview
 - Technology/Coffee Shops - Kevin
 - Upcoming Speakers - Sandy
 - Show & Share - Members
- NEXT WOW BOARD MEETING: Monday, April 5
- ADJOURN
 - The Board adjourned the meeting at 8:48

WOW Quilt Guild Board Meeting - April 5, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon
- WELCOME: Terri welcomed the Board and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Carol motioned and Alice seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Financial Report
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through 3/31/21: \$2026.67 (\$2025 of which is membership dues!)
 - Expenses YTD: \$1223.79
 - Balance YTD: \$12,947.93
 - Alice confirmed she transferred \$2000 from checking to savings as discussed in March
 - Alice stated she received the invoice from Penny (March's speaker) and will send the check
 - **Motion: Jeanne motioned and Linda seconded to accept the Treasurer's report. Approved.**
 - Other Updates
 - Alice reported that she provided PayPal with the documents they needed (organization info and IRS tax ID#) and expects to hear from them soon
 - Alice contacted the insurance company to ask about Cherrywood material on consignment coverage and will report what she hears back from them
 - Terri stated that she, Sandy and Alice spoke about alternatives to Clover since they've heard nothing back from Clover
 - Kevin and Sandy will research PayPal readers and report to Board next month
 - Address: the church address is still sometimes being used instead of the correct PO box (e.g. the invoice from Penny was mailed to the church)
 - Carol confirmed she updated all scheduled speakers about which address to use, but not everyone is making the updates to their records
 - Terri asked Sandy to include the address reminder and payment procedures (whether invoice or pay from contract terms which we could do) when she confirms each speaker

- If pay from contract terms, share speaker's info with Alice
 - Alice verified there was no mail in the PO box as of 3/31/21
- Membership - Linda
 - Linda reported current membership at 69 and that there was some interest in Junior Membership - likely to see some prospects attend next member meeting
 - The Board discussed the reasons behind making the newsletter available to non-members - the practice serves as a recruiting tool for future membership
 - The recipient list has been culled
 - Alice thanked Deane and Jeanne for their work on the newsletter
- Quilt Show - Carol
 - Carol and Kevin will coordinate the first committee planning meeting even though a go/no-go decision has not yet been made, to discuss themes and preliminary plans
 - Vendors
 - Carol is working with Sonja on updating the vendor letter (dates/times). There were no other changes from the Board.
 - Vendors will be offered to speak at the show in lieu of the \$125 entry fee
 - Set up time will be during the day, not evening
 - Cherrywood - waiting on insurance coverage confirmation. We could otherwise consider buying their whole show inventory and selling any unsold inventory back to them
 - Raffle Quilt
 - Terri, Mary are helping Jo assemble the quilt
 - The Board discussed moving the go/no-go decision from the June Board meeting to May
 - **Motion: Kevin motioned and Sandy seconded to move the Quilt Show go/no-go decision from June to May. Approved.**
 - Carol recommended we use the Senior Room for the show in addition to the main space - the Board will decide this also in May
 - No additional room is available
- (Mystery) Block of the Month - Kevin
 - Kevin has assumed leadership of this program from Jo
 - Next set of blocks will be shared with the April member meeting notes
- Coffee Shops - Kevin
 - The Board discussed the name of these events as we've been using different names, and decided "Virtual Coffee Shop" (instead of Hour, because they're longer than an hour)
 - The 3/27 sit-and-sew table runner/wall hanging project was a success - thank you Kevin
 - Deane was inspired and made another one!

- Photos - the Board discussed including photos in the newsletter, but it increases file size prohibitively in some cases, so instead we'll encourage members to share photos as part of the member meeting's Show and Share
 - Virtual Coffee Shop Schedule
 - Wed 4/14 7:00 - 9:00 Block of the Month Tips and Troubleshooting
 - Sat 4/24 10:00 - 12:00 Show and Share plus Pets of WOW
 - Friday 5/14 7:00 - 9:00 Share Your Favorite Quilting Book and Tool (tentative)
 - Schedule only one Virtual Coffee Shop in May due to the holiday
- Speaker Updates - Sandy
 - Kelly Willey is confirmed for April and will talk about mini quilts
 - Sandy will confirm address and invoicing with Kelly
 - No speaker or location is confirmed yet for June
 - The planned speaker for June will only present in person and we don't yet know if we'll be able to meet in person
 - Carol is the back-up and would speak about purses
 - Carol recommended a potential speaker from Maple Grove about antique sewing tools
 - The Board discussed having a few members show-and-share featured quilts
 - Having renowned speakers differentiates WOW from other guilds and drives membership
 - All Board members will brainstorm speaker options and share with Sandy
- Community/Charity - Mary
 - Sew Days
 - Thu 4/8 - 6 confirmed so far and likely to get a few more RSVP's so no need to send a reminder email to members
 - Fri 5/14 planned (different day of week than usual)
 - Sew Days help members get together since we can't yet for member meetings
 - Millie P's "Millie's Marketplace Live" fundraiser event benefiting WOW
 - Sat 4/17 9:00
 - Mary will send any suggested content edits to Deane, and Deane will send final edits to Kevin so Kevin can send a reminder
- Newsletter - Deane & Jeanne
 - Articles due by 4/14
 - Newsletter scheduled to be sent by 4/17
- NEW BUSINESS
 - Kevin asked about making a decision for hosting the Retreat
 - The Board decided to make a go/no-go decision in the May BOD meeting

- Alice clarified that WOW has a debit card, not a credit card, so that won't work for Cherrywood (Quilt Show vendor)
 - The Board discussed other options as noted above
- Kevin and Sandy will research PayPal's credit card reader as noted above
- NEXT WOW MEMBER MEETING: April 26
 - Agenda
 - Welcome - Terri
 - Speaker Intro - Sandy
 - Speaker Presentation
 - Business Meeting
 - Treasurer's Report - Alice
 - Quilt Show Update - Carol
 - Community/Charity Update - Mary
 - BOM Update - Kevin
 - Technology/Virtual Coffee Shop Update - Kevin
 - Membership Update - Linda
 - Upcoming Speakers - Sandy
 - Show & Share - Members
- ADJOURN
 - **Motion: Alice moved and Jeanne seconded to adjourn the meeting. Approved.** Meeting adjourned at 8:15.
- NEXT WOW BOARD MEETING
 - Monday May 3
 - Include these Agenda Items as discussed in the April BOD meeting
 - PayPal card readers
 - Quilt Show go/no-go decision
 - Senior Room rental yes or no
 - WOW Retreat go/no-go decision

WOW Quilt Guild Board Meeting - May 3, 2021 & Addendum May 12, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Alice motioned and Carol seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through April: \$2,198.67
 - Expenses YTD: \$845.79
 - Balance YTD: \$12,569.93
 - Outstanding check included in balance (not yet cleared)
 - **Motion: Linda motioned and Sandy seconded to accept the Treasurer's report. Approved.**
 - Other Updates
 - Clover update - no new information
 - PayPal readers - pending final decision of Clover. Move forward with exploring PayPal (\$60/year/reader) - Kevin/Sandy.
 - Insurance - consignment coverage - Alice said insurance provider wanted to know WOW's claims history, which has been provided. Alice expects to hear within the week.
 - Membership - Linda
 - Terri shared that she received an inquiry from Susan Panelli (sp?) stating she was a 2021 member
 - Alice checked our records which indicate she has not paid dues for 2021; she was a paid member in 2020
 - Susan is currently listed as a Non-Member/Newsletter recipient
 - Linda will follow up with Susan.
 - 70 members to date, no junior members have officially joined yet
 - Prospective junior members showed-and-shared during April member meeting but haven't joined as members
 - Kevin proposed we consider a family junior member discounted rate of \$20 in lieu of \$10/member to support larger families; Alice proposed we consider a straight \$5 each and no discount. The Board discussed and agreed junior membership would be \$5 each to keep rate consistent regardless of family size.
 - Quilt Show - Carol
 - Carol shared the following current community center parameters

- Banquet room capacity - 142 which is 50% of the room's regular capacity and allows for social distancing
- Attendees can enter in groups up to 6 people without having to social distance within the group
- Masks are required
- Senior room 42-45 capacity
- Chairs in any seating areas must be 6' apart
- Check-in must be 6' apart
- Not sure about contact tracing
- These parameters may change before the Quilt Show depending on state requirements
- The Board discussed that these requirements are manageable
- S-Hooks \$0.25/each to rent. Alice shared her friend's experience purchasing S-hooks, they are \$1-4/each. Don't use the old hangers, they don't look nice and don't befit the quilts; some are rusted. Kevin will investigate further, needs to know pipe diameter from Carol.
- Next step - planning committee meeting and will start purchasing needed items
 - Meeting scheduled for Thursday, May 6 at 7:00
- Raffle Quilt - may need to hand out brochures late summer/early fall so may not need it quilted quite yet for publicity purposes anyway. Cathy will quilt it if Jo can't.
- Senior Room would plan to house BOM and triangle challenge displays, community service / Quilts of Valor, and demos.
- Advertisement - free article in Maple Grove Shopper and Maple Grove Magazine. Haven't found who handles the calendar but probably too expensive for an article (pay per community); Carol continuing to check on publicity options within the budget
- **Motion: Sandy motioned and Sharon seconded to proceed with having the Quilt Show, including the Senior Room. Approved.**
- Technology/Coffee Shops - Kevin
 - May 14 7:00 PM - Share Your Favorite Quilting Book and/or Tool. So far, Deane and Sharon have submitted their items
 - Future dates/topics TBD. The Board discussed and agreed to suspend the Coffee Shops until November - summer is busy for people, and they were meant to supplement programming when we couldn't have in-person monthly member meetings. We can revisit if needed (e.g. if we need to revert to Zoom-only membership meetings if we can't find space to meet in person)
 - There are no updates about the possibility of meeting at the church inside. Perhaps they would be open to hosting us outside. Sandy will continue to look for a new meeting place (see also notes below)
 - May 24 Membership meeting

- Meeting at Carole Olson's house 3820 Pilgrim Lane N, Plymouth. Kevin will send address and map link when he sends Zoom link (keeping virtual option)
 - Will send email before meeting with address, map link, 3820 Pilgrim Lane N, Plymouth. Kevin will send info in Zoom meeting invite.
- Speaker updates - Sandy
 - May 24: Information about the next program is on the website, Stacey Horton is the speaker, Carole is hosting in her backyard (garage if raining), members to bring their own chairs and wear masks
 - June 28 - Sandy investigated possible locations:
 - Robbinsdale school district (no after hours meetings in the summer)
 - Osseo (room rental \$82/hour + \$18 for building staff + \$48 building use + insurance required at \$1MM)
 - Wayzata (lecture hall \$60/hr, may require insurance)
 - Hennepin Tech (no outside group meetings until Fall)
 - Will continue to search, including Carole's or church.
 - Linda recommended checking Earl Brown Center.
 - 5/12/21: see below for addendum
 - July - Sandy investigated park options
 - East Medicine Lake park shelter \$100 on the lake, by a playground with close parking, open (may be hard to prevent public from wandering in). Won't work for June meeting based on Speaker requirements.
 - Parker's Lake (accessibility issue there)
 - Weaver Lake Park - lots of parking, lower rate for resident to reserve
 - The Board discussed and agreed to pursue Weaver Lake Park for July. Linda will call for reservation and will let Sandy know if not available.
- Community/Charity Coordinator - Mary
 - 5/14 Four Seasons Sew Day, 10-12 people with distancing
 - 6/11 Four Seasons Sew Day
 - 6/26 Millie P's Millie's Marketplace Live event
 - Can repeat up to Quarterly per Millie P's
 - Will put information into 2 newsletters
 - The 4/17 MML generated \$140 for WOW - a triple win for members, the Guild, and Millie P's!
 - Mary will edit the write-up to highlight more detailed information about how it works, and the benefits (10% off, loyalty points, then 10% for guild, free shipping if \$75, clarify there are some exclusions such as pre-orders, gift cards, Tula, MN)

- Sandy requested that the WOW PO Box be put on the form as part of WOW's address, and also on the website. Kevin requested confirmation about where to put it on the website.
- ADJOURN - The Board Meeting was adjourned at 8:27
- NEXT WOW MEMBER MEETING: May 24, 2021
- NEXT WOW BOARD MEETING June 7, 2021 7:00 PM via Zoom
 - Include these Agenda Items as discussed in the May BOD meeting
 - Retreat go/no-go decision
 - Registration Form review
- 5/12/21 ADDENDUM TO MINUTES
 - Based on speaker requirements and due to concerns regarding cost of securing an appropriate meeting venue, the Board voted by email to reschedule the June speaker (Jean Carlton) for a time when we have an appropriate meeting venue. Instead, Carol Steuck will give a program on purse making tips via Zoom.

WOW Quilt Guild Board Meeting - June 7, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Linda motioned and Sandy seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through June: \$2,320.17
 - Note: Birthday Club proceeds were reported during the May meeting as \$29.50; \$28.50 was actually collected. Will be kept in petty cash to help make change for the next Birthday Club.
 - Expenses YTD: \$1,942.27
 - Balance YTD: \$12,102.04
 - **Motion: Sharon motioned and Carol seconded to accept the Treasurer's report. Approved.**
 - Alice reported that the insurance company confirmed coverage of the consigned vendor goods during the Quilt Show at no extra cost, and Alice informed Sonja who is handling the vendor agreements
 - Sandy shared what she learned from her research about PayPal card readers for use at the Quilt Show, and the Board discussed:
 - Costs
 - 2.9% per transaction plus \$0.30 fixed charge
 - Other rates apply and minimum \$10 charge required if QR code is used; we don't expect to use QR codes
 - Because the Guild is a 501(c)7 and not a 501(c)3 nonprofit organization, the standard commercial rate applies rather than the discounted rate
 - For a chip/swipe reader, the first device is no charge and the second device is \$24.99; we would need two devices
 - We don't expect to need the more expensive chip/tap/swipe reader
 - The transaction statement which Sandy demonstrated is clear and the funds are easily transferred, which Alice handles
 - Managing transaction fees
 - The Board agreed to be clear with attendees about entry fee of \$7.50 if paying electronically / \$7.00 if paying with cash

- Transaction fees as they apply to Boutique/vendor purchases
 - **Motion: Carol motioned and Jeanne seconded to implement a \$10 minimum total purchase for PayPal at the quilt show Boutique and to ring up Boutique transactions separately from Cherrywood (vendor) transactions. Approved.**
- Sandy proposed to proceed with PayPal and obtain two chip/swipe readers as soon as possible so that we can ensure their receipt and operation. **Motion: Alice motioned and Carol seconded to obtain these two devices. Approved.**
 - Next step: Kevin will contact PayPal to order and set up the devices
- Alice thanked Sandy for researching PayPal and Kevin for ordering and setting them up
- Membership - Linda
 - Linda reported that we currently have 71 members
 - Linda created a draft registration form to be used in Newsletters and on the website which she shared with Terri; she'll continue to edit it to add clip-art for black and white printing
- Quilt Show - Carol
 - Carol reported and the Board discussed the following information regarding the Quilt Show
 - Kevin has ordered items to be embroidered for sale at the Boutique
 - Mary shared that some bags are on backorder until the end of June, so if pre-orders for them exceed the quantity on hand, there may be a delay in ordering more
 - Publicity
 - Jo has had the Raffle Quilt photographed to be used in publicity
 - 5x7" flyers will be developed using Vistaprint design and production services; some flyers will be hand-delivered to quilt shops in July by Carol and Mary and others will be mailed
 - Members who share show info on Facebook will be entered into a prize drawing, similar to how Millie P's advertises
 - Publicize with other Guilds
 - \$45 advertisement for 1/3 page ad in two editions of MQ newsletter which is sent to 700 recipients (copy due 8/1 and 9/1 for respective month-end ads)
 - Free article in Maple Grove Magazine

- One vendor continues to contact WOW through the gmail account seeking someone to follow up with them. Carol will contact Sonja to do so.
- Quilts displayed during the show will have a defined pick-up procedure at the end of the show:
 - Senior room, in through one door and out through the other, staffed by volunteers to control traffic (Linda volunteered and will recruit other volunteer if needed)
 - Barcode or 2 forms of ID required for members to pick up their quilts
- Kevin drafted a registration form for members to complete for their Boutique donations
- Carol will schedule the next Quilt Show Planning Committee Meeting within the next week, and the Committee will meet in person in July
- Technology/Coffee Shops - Kevin
 - Coffee Shops are suspended for the summer
- Mystery Block of the Month - Kevin
 - Block patterns continue to be released after each month's membership meeting
- Speaker Updates - Sandy
 - Sandy confirmed with Carol that she will be presenting bags/purse tips and trunk show for the June meeting; no materials list will be needed
 - The July picnic is confirmed for Weaver Lake Park in Maple Grove
 - The Board discussed and agreed that it would be a brown-bag this year instead of the usual pot-luck, out of a continued abundance of caution during the pandemic
 - Water and ice cream will be provided
 - Kevin proposed to use the quilt stand to set up a photo booth for members to take fun pictures during the picnic
 - Terri proposed a Hawaiian shirt theme and has related props
 - The agenda will also include a Show-and-Share plus Show-and-Donate of the Charity Baby Quilt Challenge from May's meeting
 - August - closer to the meeting date, we'll confirm whether Carole Olson or another member can host in their backyard or whether we need to revert to a Zoom-only meeting, at which point Sandy will confirm arrangements with the speaker
 - Carol contacted St. Barnabas Church about resuming Guild meetings in their facility
 - It is likely that these can resume in September, barring any concerning pandemic developments
 - Carol sent our meeting dates to the church, copying the WOW gmail address, and expects confirmation soon

- Sandy will verify with the remaining scheduled speakers once confirmation is received
 - Community/Charity Coordinator - Mary
 - Mary reported that she tried to contact Jane Doane (?) for donation of the Charity Challenge baby quilts but the email bounced back
 - Mary confirmed that she canceled the June Sew Day at Four Seasons
 - Mary reported that she delivered a community service quilt and door prize to Judy
 - Judy indicated she scrounges for batting to use in finishing the charity quilts and Mary suggested to budget for batting to support this community service offering. The Board discussed using part of the Raffle Quilt proceeds to buy batting.
 - Mary confirmed the details about the June 26 Millie's Marketplace Live benefitting WOW will be in the next newsletter
 - Retreat - The Board discussed:
 - Retreat dates September 24-26
 - Terri shared that she didn't see the Retreat contract in the materials she has but will look again; a new contract may be needed anyway but we'll review what we have
 - Kevin volunteered to co-chair the Retreat planning
 - Registration will be first-come/first-served among members first then former members; past retreats have not exceeded capacity
 - Whether to increase registration fees to cover door prizes, whether the Guild budget will cover these expenses, and/or whether to repurpose donations received for the Quilt Show raffle baskets to use as Retreat door prizes. The Retreat planning committee will develop a proposal for the Board's approval.
 - **Addendum 06/09/21: Terri confirmed by email that she does not have a copy of the 2020 Retreat contract. Kevin confirmed by email that Jody and Suzanne have volunteered to co-chair the Retreat with Kevin and as part of the planning they will contact the facility for a copy of the contract, plan Retreat events and cost.**
 - Newsletter - Deane/Jeanne
 - Content due by 6/15 and Newsletter will be sent out by 6/19
- NEW BUSINESS
 - None
- NEXT WOW MEMBER MEETING: June 28
- ADJOURN
 - Terri closed the meeting
- NEXT WOW BOARD MEETING
 - July 5

WOW Quilt Guild Board Meeting - July 5, 2021 & Addendum July 9, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon submitted the final draft of last month's minutes via email prior to the Board meeting
 - **Motion: Carol motioned and Deane seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through June: \$2,343.19
 - Expenses YTD: \$1,967.27
 - Balance YTD: \$12,100.06
 - Alice shared that the June Birthday Club proceeds were added to petty cash, that she thanked Carole Olson for hosting the May meeting in her backyard with \$25 from petty cash and a thank-you note, and that the GoDaddy bill for the calendar year will be reflected in July's business
 - **Motion: Linda motioned and Jeanne seconded to accept the Treasurer's report. Approved.**
 - Membership - Linda
 - No change, currently 74 members
 - Membership form
 - Terri edited the membership form clip-art to reflect a more diverse image and Kevin shared it
 - It will be used in Newsletters, on the website, and at the Quilt Show
 - **Motion: Carol motioned and Linda seconded to approve the membership form. Approved.**
 - Quilt Show - Carol
 - PayPal
 - Kevin will order devices this week
 - PayPal fees have changed slightly
 - The Board reinforced the need for a \$10 minimum purchase if using PayPal to minimize the impact of fees
 - Deane clarified that cash can be used for purchases under \$10
 - Carol recommended to Sharon that when pricing boutique items, keep the fee in mind
 - Carol shared Terri's idea for a "bundle deal" at entrance, \$10 for entrance fee plus 3 raffle tickets

- The community center will be open for set-up at 7:00 AM both Friday and Saturday
- The Quilt Show Planning Committee will meet in person Wednesday 7/28
- Publicity
 - The Board discussed the number of flyers needed and agreed 4000 is suitable for sending to quilt shops, taking to other guilds, and giving to members to share, while still managing the budget
 - Volunteers are needed to help distribute/mail flyers to shops by July 30 when MN Shop Hop begins
 - Jeanne asked about publicizing via Facebook
 - The show will be on WOW's Facebook page
 - Members who "share" the WOW FB post will be entered into a drawing for \$25 gift certificate
 - Alice asked whether a drawing is needed as members are likely to share anyway
 - Carol said that non-members also follow the WOW FB page and a drawing will help encourage everyone to share, and that Millie P's has good success using this method as their advertising
 - Kevin updated the website with the Quilt Show information, raffle quilt photos, and boutique registration link
- Misc.
 - Kevin will archive all Quilt Show documents in the shared drive for ease of access for future shows
 - Kevin will bring items to the July picnic for embroidery by member volunteers
 - Raffle tickets will be in-hand by the picnic so we'll distribute them at that time
 - Picnic shelter is available in the afternoon for our use
 - Board Member/Quilt Show Planning Committee members will meet before the picnic to package the raffle tickets for distribution to members
 - State Law requires tickets to be tracked by name and which tickets they have, and unsold tickets to be returned
- Boutique
 - Terri received a donation of items from Faye that will need to be registered/labeled. Terri will bring these and other donated items to the picnic to give to Sharon who is in charge of the Boutique. Sharon can register them. Faye does not wish her items to be returned.
 - Volunteers will be needed to help price boutique items. Kevin shared that it was an arduous process last time. Carol reinforced

to follow the recommended pricing provided on the registration form in most cases.

- Budget
 - Expenses for signage designating the different quilt categories will be minimal as we don't need fancy printing for that purpose
 - Raffle ticket expenses are included in the Raffle Quilt budget line item
- Mystery Block of the Month - Kevin
 - This month's blocks have been sent out
- Speaker Updates - Terri on behalf of Sandy
 - July is picnic/no speaker
 - We are waiting to confirm whether the August meeting will be in Carole's backyard. Addendum 7/9/21: Confirmed
 - Future speaker updates in next meeting
 - Addendum 7/9/21:
 - August: Heather Mulder-Peterson is confirmed (and she knows it will be outside)
 - September: Shelli Ricci is confirmed (and she knows that we plan to be in the Church)
 - Starting in September, we are planning to return to St. Barnabas
- Community/Charity Coordinator - Mary
 - Mary reported that Jane can find a recipient for the Charity Challenge baby quilts
 - Mary hasn't heard back from Millie P's about proceeds from 6/26 MML benefitting WOW and will follow up again
 - Terri received 4 bed-sized quilts for donation from the Loose Bobbins group and Linda has a bed-sized quilt to donate also
 - Terri kitted remnant QOV fabric and batting into placemat-sized kits and will bring to the July meeting as the next Charity Challenge. There are about 30 kits.
- Retreat - Kevin
 - Kevin hasn't heard back from facility contact about pricing and will follow up with her
 - Jodi and Suzanne are co-leading Retreat planning with Kevin
 - Retreat registration will be done through the website
- Newsletter - Deane/Jeanne
 - Content due to Deane by 7/13, Newsletter to be distributed by 7/17
- NEW BUSINESS
 - 2022 Board Elections and Committees - Sharon
 - Sharon asked which Board positions would be vacant for 2022, to begin planning for election
 - All will be vacant
 - Practice has been for the Vice President to assume the President role though that is not specified in the By-Laws

- Some current Board members are willing to volunteer again (Linda, Sharon, Kevin) or consider new roles on the board though it is healthy to include new Board members also, and we should open all vacating positions to everyone
- Carol shared the name of a prospective Treasurer and Sharon will contact her
- Sharon will include an article in the July Newsletter (and August if needed) to solicit volunteers and we all should solicit interest in upcoming meetings
- Per the By-Laws, nominees are to be listed in the September Newsletter and elected in October
- Alice thanked Sharon for planning ahead
- Committees & Other Roles
 - **Motion: Kevin motioned and Alice seconded to retain the current Birthday Club volunteers for two more years. Approved.**
 - **Motion: Kevin motioned to create a new Board position of Editor, to edit all WOW communications, and nominated Deane for this position. No second. Not approved.**
 - The Board discussed that other roles can be identified which are not Board-level positions
 - An Editor role could be a volunteer under the Newsletter Chair
 - A Member-At-Large Board position could be created
 - Volunteers are needed to get into the church if there are no other church meetings happening at the same time as our member meetings, and to clean up after our meetings (Board members usually clean up). It is unclear whether the church will give us a key or if they'd have a church member there to let us in and lock up.
- Sound System - Kevin
 - Kevin recommended WOW purchase a new sound system since the system at the church is not available and the current WOW technology is old
 - A modern working professional sound system is important to ensure a good experience for our speakers and members
 - We have some unallocated funds in the budget from the cancelation of June's speaker
 - A new system is estimated to be under \$500 and as such, does not need a vote by membership
 - Kevin will prepare a proposal for approval in the August Board meeting
 - Alice thanked Kevin for his stewardship of technology, especially the Zoom meetings which allowed WOW to continue an active guild throughout the pandemic

- Raffle Quilt Stipend - Carol
 - Carol proposed giving a stipend to Jo P. For custom quilting the Raffle Quilt
 - Carol will prepare a proposal for approval in the August Board meeting
- NEXT WOW MEMBER MEETING: July 26 7:00
 - Picnic!
 - Show-and-Donate
 - Show-and-Share
- ADJOURN
 - Meeting adjourned at approximately 8:30
- NEXT WOW BOARD MEETING
 - August 2, 7:00
 - Include these Agenda Items as discussed in the July BOD meeting
 - Sound System Proposal - Kevin
 - Proposal for stipend to Jo P. For custom quilting the Raffle Quilt - Carol

WOW Quilt Guild Board Meeting - August 2, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandy, Alice, Kevin, Carol, Deane, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Sandy motioned and Deane seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through July: \$2,343.19
 - Expenses YTD: \$3,163.91
 - Balance YTD: \$10,903.42
 - Alice reviewed the quilt show expenses to date
 - Checking account balance \$1,125.89 will be \$656.48 when outstanding checks clear
 - Alice asked whether there are any payments coming in; Kevin said he has yet to receive any from the retreat, but would deposit and let Alice know once checks start coming in
 - Alice recommended and the Board supported moving funds from Savings to Checking to cover expected expenses (speaker fees, PayPal devices, sound system) prior to receipt of additional payments; Alice will move \$1500
 - **Motion: Carol motioned and Sandy seconded to accept the Treasurer's report. Approved.**
 - Other Budget Items
 - Kevin plans to order PayPal scanning devices this week and will email Board with cost information before order is placed
 - Sound system proposal: the Board discussed the proposal submitted via email by Kevin to purchase sound equipment including PA system (\$329), speaker stands (\$60), wireless clip-on lavalier microphone (\$50) and wireless hand-held microphones (\$109)
 - Whether to include 2 cordless microphones
 - The recommended system comes with one corded mic and the proposal includes the purchase of one clip on mic so the Board agreed not to purchase additional cordless mics at this time
 - Speaker/microphone stands
 - The Board discussed weighted round bases vs. adjustable tripod bases and agreed to purchase weighted round bases for stability when using the stands with speakers

- Other topics discussed
 - Range for corded and wireless clip on mics
 - Reinforcing the need to upgrade the current system now
 - Current system is from 2003
 - A new system will be beneficial for backyard meetings and quilt show
 - Weight of system (portability)
 - How to dispose of old system (options include donate to Goodwill, Unique, Art Village)
 - **Motion: Sandy motioned to approve the purchase of the sound system, clip on microphone, and two speaker stands with round weighted bases. Sharon seconded. Approved.**
- Membership - Terri on behalf of Linda
 - No new members reported; current membership is 74
 - The picnic had the highest turnout in a number of years: 32
 - Alice thanked Terri for the fun Hawaiian theme and props; Terri thanked Kevin for the idea to have a theme
- Quilt Show - Carol
 - Raffle tickets & raffle quilt
 - 58 packets of 15 tickets each were handed out to 31 members at the July meeting
 - Continue to encourage members to sell raffle tickets
 - All tickets must be accounted for by law: members must turn in proceeds from ticket sales or unused tickets
 - Carol will develop a touring schedule for members to take the raffle quilt and sell tickets to other guilds and sewing groups
 - Alice recommending using gloves when handling the quilt; Sharon will get them from Linda
 - Terri shared that in the quilt show planning committee meeting, the committee agreed to provide a \$250 stipend from the quilt budget to Jo for assembling and quilting the raffle quilt
 - **Motion: Alice motioned and Mary seconded to approve the \$250 stipend. Approved.**
 - Alice shared that a check and thank you note was sent.
 - Quilt registration
 - Registration page is active and a few members have submitted registration but not all have submitted photos
 - Photos do not need to be of the finished quilt
 - Carol will communicate the importance of registering even if the quilt is not finished, and that photos of unfinished quilt can be used or photos can be submitted after registration
 - Boutique
 - Sharon will get tags from Kevin for whatever's been registered up through the August member meeting and begin tagging items.

- She'll schedule 1-2 tagging sessions with volunteers a few weeks and a few days before the show.
 - The tags will be coded for who donated the item but without the price printed, to allow the volunteers to use judgment along with recommended price when tagging
 - Payments
 - Pole and drape payment is due 7 days before the show
 - Community center payment is due 30 days before the show
 - Alice will issue checks accordingly
 - Mystery Block of the Month - Kevin - this month's blocks have been sent
 - Speaker Updates - Sandy
 - August: Confirmed at Carole Olson's house, speaker Heather Mulder-Peterson
 - September: Planned at church, speaker Shelli Ricci
 - We will need to continue to monitor whether church will be available, or if the building is not available, whether we could use the churchyard
 - Sandy will confirm with Shelli whether she has flexibility for venue and date if needed
 - Alice asked what Shelli's speaker fee is; Sandy reported it is \$300 plus mileage
 - Kevin recommended moving meeting time earlier if the meeting needs to be moved outside, due to daylight timing
 - Terri will call or stop by the church to speak directly with the pastor
 - Community/Charity Coordinator - Mary
 - Terri shared that 20 placemat kits were handed out at the July picnic and there are about 20 left that can be handed out at the August meeting
 - To be donated to Meals on Wheels and nursing homes
 - Carol shared that Kathy Barnes has contacts for Meals on Wheels and a nursing home in Medina
 - Deane shared that CROSS Services (charitable organization based in Rogers with food shelf, food delivery, and other programming to support the elderly) also accepts placemats
 - St. Benedict in Osseo may also accept them
 - Mary shared that she has contacted Jane about the baby quilts but is not sure if she will take all 12. Terri will donate the leftover fabric.
 - Other quilts for donation: Judy Mages can take them to Teen Challenge and Lois can take them to Loose Bobbins
 - Millie P's:
 - Alice asked what the proceeds were from the Millie's Marketplace Live event; Mary shared that it was about \$22 and a check from Millie P's will be coming soon
 - The Board discussed when to schedule the next event and agreed that we would try for sometime between the October and

November member meetings, and in the meantime continue to publicize in the newsletter plus in an upcoming meeting show people how to participate

- Retreat - Kevin
 - Kevin reported that registrations have been received by 12 members and 3 no members
 - Kevin will continue to publicize at the next member meeting and in an enhanced newsletter article in hopes to get more registrations including from new members
 - Deane suggested the article include a testimonial to encourage registration; Kevin will ask Linda to write one
 - Registration confirmation is due to the venue the Monday before the event
 - Registration costs include \$25/person for gifts/prizes so that the event is self-sustaining
- Board Elections - Sharon
 - Sharon shared that Mary has agreed to serve with her on a nominating committee. Mary also asked Carole Olson, who declined, and Judy Mages, who accepted. Sharon will schedule a meeting.
 - Sharon facilitated a session to capture the Board's input about success criteria for each Board position. See last page for notes from that session. The criteria will be used to help identify nominees.
- Newsletter - Deane/Jeanne
 - Article drafts due to Deane by Tuesday 8/10
 - Newsletter to be emailed by Saturday 8/14
- NEW BUSINESS
 - Alice asked to confirm the date of the next Board meeting since the regularly scheduled meeting is on a holiday; the Board agreed to hold it on 8/30
- NEXT WOW MEMBER MEETING: August 23 7:00
- ADJOURN
 - **Motion: Sandy moved and Alice seconded to adjourn the meeting. Approved.** Meeting adjourned.
- NEXT WOW BOARD MEETING
 - August 30, 2021 (Due to the Labor Day holiday on September 6)

WOW BOARD OF DIRECTORS SUCCESS CRITERIA DISCUSSION

Each Board member in attendance at the August 2, 2021 Board meeting gave input into the most important factors that make someone successful in each Board position. The summary of the discussion is below. This information will be used to help identify Board nominees.

PRESIDENT: Open to input, organized, brave, courageous, leadership, humility, diplomatic, inclusive, problem-solver

VICE PRESIDENT: Works well with new people, learning new skills, cooperative, people skills, learner, willing to include all kinds of skills, outgoing approach to get speakers, outreach into community, builds relationships

SECRETARY: Organized, listener, timely, written communication skills, documentation skills, able to capture highlights and key points, patient

TREASURER: Integrity, honesty, financial aptitude, accounting skills, good with numbers, organized, keeps good records

NEWSLETTER CHAIR: Computer skills, writing skills, wordsmith, attention to detail, design skills, reaches out for articles, understands language, creative/PR skills

MEMBERSHIP CHAIR: Warmth, extroverted, authentic, organized, cheerleader, makes connections, happy person, represents the guild well

COMMUNITY/CHARITY CHAIR: Outgoing, makes connections, courageous, generous, time to give, able to keep organized with all the groups and charities, love of service, provides group support/helps keep group together, coordination, community and guild relations

DATA/TECHNOLOGY CHAIR: Technical/computer knowledge and experience, forward looking, coordinated, fearless about technology, implementing programs, learner, patient, Superman

WOW Quilt Guild Board Meeting - DATE, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Sandy motioned and Jeanne seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through August:\$3,853.71
 - Includes about \$1,300 in Retreat receipts and \$150 in raffle ticket receipts, recently deposited by Kevin
 - Birthday club \$42.50 year to date
 - Membership \$2,216 year to date
 - Expenses YTD: \$4,009.43
 - Includes about \$450 in expenses to purchase the new sound system, which is reflected in the Insurance line item (one-time expense)
 - Balance YTD: \$11,568.42
 - **Motion: Carol motioned and Linda seconded to accept the Treasurer's report. Approved.**
 - Other Budget Item: PayPal - Kevin
 - Kevin reported that PayPal scanning devices have been ordered
 - Payment and other terms have changed favorably since last researched
 - \$79 per reader less \$50 promotion so around \$116 was spent for two readers
 - No annual fee
 - Pay 2.29% + \$0.09 per transaction (down from \$0.50 per transaction)
 - More forms of payment are now accepted including ApplePay
 - Can set up specific users and connect through app via Bluetooth
 - Delivery expected in 7-10 days
 - Petty Cash will be needed to make change for those paying with cash
 - At registration and at boutique
 - Alice has the petty cash
 - Membership - Linda

- Linda reported that three new members have joined WOW due to the retreat, and one more may also join
 - Linda's records show membership now at 76 members
 - Linda's records indicate one fewer member than the number on the email contact list and she has been unable to reconcile the difference
- Quilt Show - Carol
 - Linda reported status of volunteer sign-ups, with 37 vacancies for the Saturday show and other vacancies for Friday set-up
 - Carol reported that with the number of quilts registered (80 to date), we have room to host the full show in the banquet room and can likely cancel the senior room reservation, which would simplify many aspects of the show as well as reduce the expenses
 - The Board discussed and agreed that canceling the senior room reservation is a good approach, barring a significant number of late quilt entries
 - Carol will review the proposal with the planning committee during the next meeting and once a little time has passed since the "still time to register" email Carol sent to members
 - Room for each member to enter up to three quilts
 - Some members have registered more quilts
 - Carol shared updates about quilt categories/themes
 - She had questions about how some members were categorizing their quilts with regard to professional quilting and has followed up with members to recategorize as needed
 - She would like to display Halloween and Christmas quilts in groups and needs a few more to make the groups
 - Sharon will include a reminder to members in the next Newsletter to drop off boutique items in the September meeting
 - **Addendum 9/2/21: Sharon will also accept donations during the quilt drop-off time on 10/9 at Four Seasons**
 - Terri shared that she is involved in a craft sale on 11/6 with a different organization, and any unsold boutique items donated by members who do not want them back can be donated for this craft sale (along with handing out membership flyers)
 - Publicity information has been sent to publications as discussed previously
 - Alice reported that MQ's check cleared very recently so we should expect to see the article in their next issue
 - Deane shared that the Maple Grove Senior Center is willing to hand out flyers
 - Sharon will drop flyers off with Deane on Wednesday morning
 - Raffle Quilt

- Alice asked and Sandy shared that many speakers do not wish to present via Zoom as they rely on vending sales during their speaking engagements, their presentations do not lend themselves to delivering remotely, and/or they are not set up to deliver
 - February: No speaker has yet been confirmed for February
 - Carol suggested we consider a national speaker to present via Zoom for February, whom we could engage for an affordable fee
 - The Board discussed
 - The need to research cost and availability keeping in mind the impact on next year's budget
 - Suggestion to look at calendars of other guilds for ideas
 - Kevin recommended we consider Peter Byrne and Sandy will look into this option
 - **Addendum: Sandy shared additional information about Peter with the Board via e-mail on 8/31 and many members agreed to proceed. Sandy contacted Peter and learned he is available for March and the fee would be \$350. Many members expressed agreement via email on 9/1-2 to confirm the booking.**
 - Terri requested Board members research other options to discuss in the next Board meeting
 - March: Jean Carlton is scheduled
 - April: Granny's Legacy Patterns is scheduled
 - May: Judy Gauthier of Bungalow Quilting is scheduled
- Newsletter - Deane/Jeanne
 - Input due to Deane by 9/14
 - Newsletter out by 9/18
- Board Nominations - Sharon
 - Sharon shared that the nominating committee comprised of Mary, Judy and herself have confirmed Karen Martodam has agreed to serve as either Treasurer or Auditor
 - Sharon had informed Karen that the focus was on filling the Treasurer role and Karen confirmed her interest in this role
 - Carol recommended an Audit committee be formed as per the by-laws and Karen could serve on that committee as an introduction to the Treasurer role
 - The Board discussed possible next steps and agreed to continue soliciting volunteers as follows
 - Sharon will write an article for the September newsletter with more specific information about the duties and qualities of each role
 - Mary will present this information in the September member meeting
- NEW BUSINESS

- Sharon shared that she cannot attend the next member meeting due to a personal conflict and asked for a substitute to take minutes at the meeting; Sandy agreed to take minutes
- Deane recommended purchasing an additional hand-held microphone to avoid having to share the lavalier mic which seemed awkward during the August meeting
 - The Board discussed
 - We do have a corded mic which was not used at the August meeting
 - The August speaker had a little trouble using the lavalier mic
 - Whether the option of a double mic is available
 - Kevin researched and shared that a double mic is \$35
 - **Motion: Jeanne moved and Deane seconded to purchase a double mic. Approved.** Kevin will continue to research available options, and will send an email to the Board with a recommendation.
- NEXT WOW MEMBER MEETING: September 27
 - Include in the agenda: Board Nominations - Mary to describe Board roles
- ADJOURN
 - The meeting was adjourned at approximately 8:15
- NEXT WOW BOARD MEETING
 - October 4
 - Include these Agenda Items as discussed in the MONTH BOD meeting:
 - Zoom speaker recommendations for future meetings

WOW Quilt Guild Board Meeting - October 4, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri, Sandra, Alice, Kevin, Carol, Linda, Deane, Jeanne, Mary, Sharon
- WELCOME: Terri welcomed the BOD and opened the meeting
- REPORTS:
 - Secretary - Sharon
 - Terri thanked Sandy for taking minutes during the member meeting last week in Sharon's absence
 - Sharon confirmed there were no changes to last month's minutes since the final draft was shared via email
 - **Motion: Linda moved and Sandy seconded to accept the Secretary's report. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through September: \$7,472.90
 - Expenses YTD: \$10,229.31
 - Balance YTD: \$8,967.73, not including some checks outstanding
 - Alice recommended that, with only \$161 currently in the Checking account, we move \$1000 from Savings to Checking to cover expected upcoming expenses
 - The Board discussed expected expenses including reimbursement to Kevin and Terri for retreat and quilt show expenses, other quilt show expenses including pole/drape and hook expenses
 - Terri recommended moving \$1500 and the Board agreed
 - The Board discussed other banking needs related to the quilt show; see Quilt Show section for details
 - Alice confirmed receipt of rebate from Millie P's of \$30
 - Alice reported \$2,632.64 in quilt show expenses to date, not including pole and drape
 - **Motion: Carol motioned and Jeanne seconded to accept the Treasurer's report. Approved.**
 - Membership - Linda
 - Linda reported one new member and Alice confirmed she paid her dues, bringing our total membership to 77
 - Quilt Show - Carol
 - The Board discussed banking/financial needs related to the quilt show
 - Pole and Drape expense: Carol will confirm the final invoice amount on Tuesday 10/5 after finalizing needs so that Alice can send the check
 - Should be less than \$600 (a significant reduction compared to the last quilt show's pole and drape expenses)

- S-hooks: Kevin will order 440 hooks for \$110, and we'll evaluate whether they will work (might be too tight)
- Terri purchased blackboards and easels for signage
- Linda purchased single-use rubber gloves to be used instead of the usual multi-use cloth gloves due to COVID
- Terri asked about the purchase of masks and the Board discussed that we'd follow the current guidelines: patrons can provide their own masks if they choose to wear them but masks will not be provided by WOW
- Managing transactions
 - Alice asked how much petty cash we will need for the show and in what denominations. After discussion it was agreed:
 - Total of \$300 in one dollar bills (\$200 for registration and \$100 for boutique)
 - Total of \$100 in five dollar bills (for boutique)
 - Total of \$300 in ten dollar bills (\$200 for registration and \$100 for boutique)
 - PayPal card scanning devices
 - Kevin confirmed PayPal transaction fees of \$0.09 + 2.29% of purchase amount for use of card scanning devices
 - The Board agreed to retain the firm requirement of \$10 minimum purchase to use electronic payment
 - Kevin has set up each of the two card scanning devices for the WOW account. There will be one user (Kevin) at registration and one user (Sharon) at the boutique.
 - It was confirmed that paper receipts will be written for the following items and Alice will purchase 4 receipt books (in addition to the 1 ½ books Linda has):
 - All Cherrywood purchases regardless of electronic or cash
 - Electronic transactions (not cash) at registration
 - Electronic transactions (not cash) at boutique
 - The Board agreed that \$100 bills will not be accepted at the show due to concern about counterfeit bills and to eliminate the need for bill verification
- Prize categories
 - Carol proposed and the Board agreed that prizes will be awarded as follows:
 - Machine appliqué: 1st place only since there are only 2 quilts entered in this category

- Hand applique: 1st and 2nd place only since there are only 5 quilts entered
 - All other categories: 1st, 2nd, and 3rd place prizes
 - Reminder that WOW members will be voting for the top 3 prizes among all categories combined (by-category voting is for non-member patrons of the show)
- Survey to solicit feedback about the quilt show
 - The Board discussed and agreed to link a survey to member and non-member patron ballots so they can complete a feedback survey in real time. The survey can also be open via email after the event. Kevin will prepare the survey and links.
- Other quilt show items discussed
 - A non-member requested entering a quilt in the show. This request was denied.
 - Carol is finalizing the lay-out of the hall
 - Carol invested \$100 to ensure pole and drape is set up by 10:30 out of staffing concerns and to ensure timely quilt hanging
 - The Board discussed how to hang mini quilts, using straight pins on the drape itself as last time hangers were used but these quilts didn't hang nicely
 - The Board discussed how to display the info cards for each quilt
 - Linda will check with Shawn and others to see who may have the flowered clothes pins used previously; otherwise we can use straight pins or safety pins to pin on the drape next to each quilt
 - Carol is printing signs and Terri purchased blackboards and easels
 - Carol will contact a friend who may be able to lend display crates to the boutique
 - Carol shared that Shawn is making an embroidered sewing machine cover and other items to create a fourth raffle basket
 - Terri and Mary can bring ladders for set-up and tear-down
 - Kevin received raffle ticket proceeds during last week's member meeting but needs to go through them to see how much was received
 - Alice verified today that there is no mail in the post office box
 - Carol will advertise the show again on Facebook
- Retreat Update - Kevin/Linda
 - The retreat was successful and enjoyable. One registrant was not able to attend and her refund has been processed. The camp provided beverages and snacks at no extra charge. People introduced themselves and their projects which was a really nice exercise.
- Technology - Kevin - no new updates to report
- Community/Charity Coordinator - Mary
 - Mary confirmed that Jane will take the baby quilts from the quilt show

- Mary shared that Judy has the baby quilts and has selected a few to showcase at the show in the community/charity section
 - Deane offered a large charity quilt to loan for display in the community/charity section of the show
 - Terri offered some donated baby crinkle quilts to include in this section also
- Speaker Updates - Sandy
 - October - no speaker
 - Agenda will include: Quilt show debrief/Survey review, Holiday decoration ideas, Board slate vote
 - November - Joanne Hillstad of Swirly Girls Designs changing to Sew Organized Studio
 - December - no meeting
 - January - March - committed speakers
 - March: national speaker via zoom and members can still meet in person for this session
 - The Board discussed and agreed to survey members in November to solicit speaker/topic ideas for future meetings
 - Carol shared that Terri Atkinson is back on the speaker circuit and would be a big draw. Sandy will investigate further.
 - Carol suggested a topic to have members bring in their antique quilts for show-and-share, for a meeting when no outside speaker is booked
- Newsletter - Deane/Jeanne
 - Terri requested a procedure change to improve the newsletter process.
 - Beginning immediately, each Board member will verify whether or not they have any content for each monthly newsletter as follows: new article, run previous article, or no article
 - ADDENDUM: via email after the Board meeting, the following deadlines were confirmed for October's newsletter:
 - Tuesday 10/12: non-quilt show related articles are due to Deane (or no-article confirmation)
 - Wednesday 10/13: Deane - edits complete and submitted to author and Jeanne
 - Thursday 10/14: Jeanne - initial layout complete
 - Sunday 10/17: Quilt show-related articles due to Deane from Terri, Carol, any others
 - Monday 10/18: Deane - edits complete and submitted to author and Jeanne
 - Wednesday 10/20: Newsletter published
- Board Nominations - Sharon/Mary
 - No new volunteers or nominees have come forward
 - We'll do a "last call" at the next member meeting, then vote on the current slate of candidates during the meeting:

- President: Sandy
 - Vice President: Sharon
 - Treasurer: Karen Martodam
 - Secretary: OPEN
 - Technology/Data Chair: Kevin
 - Activity/Community/Charity Chair: OPEN
 - Newsletter Chair: OPEN
 - Membership Chair: OPEN
- Carol has volunteered to serve as Interim Newsletter Chair until the position can be filled
- Sharon will continue Secretary duties until the position can be filled, and will prioritize Board meeting notes over Member meeting notes
- Alice suggested reminding people they can partner with another member to share a Board position
- Kevin reminded the Board that we had agreed the Birthday Club committee would roll over for another year, assuming the current volunteers wish to continue which is likely. The Board discussed other committees which have not been active recently but the focus is on filling open Board spots before pursuing a revival of past committees.
- NEW BUSINESS
 - WOW By-Laws - Sharon
 - Sharon asked whether the By-Laws would need to be amended to reflect coverage of vacant Board positions, since current By-Laws state that no Board member can hold more than one position at a time; the group discussed interim volunteers.
 - **Motion:** Terri moved and Carol seconded to propose changing the By-Laws such that one year's Vice President becomes the next year's President, to ensure continuity of leadership.
 - ADDENDUM: Sharon will draft an amendment to the By-Laws for review via email by the Board members, and if approved, for presentation to the members during the slate approval process at the next meeting. Changes to By-Laws require Board approval, timely notice to membership about the proposed amendment before the meeting, and a 51% vote of members present at a Guild meeting.
 - Small Group Survey - Kevin
 - Kevin reminded the Board that member Rose Keller wishes to do a survey to identify small groups
 - Kevin shared the results of the most recent survey a few years ago, pre-COVID, which show members' interests in small groups at that time
 - Kevin shared Rose's proposed questions

- The Board discussed that the purpose of identifying small groups is to make connections with others who have similar interests, in keeping with WOW's mission
 - An inventory of ALL small groups would not serve this purpose as not all groups are open to new participants
 - Alice suggested we have table discussions during a future member meeting as a way to capture interests
 - Carol suggested hosting a sister-guild collaboration for a Jen Kingwell small group, and the Board discussed technical challenges of a joint group
 - Terri proposed and the Board agreed to conduct a small group survey in November (so as to not compete with quilt show feedback survey), along with soliciting Board member volunteers/nominees and speaker/topic recommendations
 - Alice thanked Kevin for purchasing an additional headset for meeting speakers, which made a difference at the last meeting
- NEXT WOW MEMBER MEETING: October 25, 2021 at St. Barnabus
 - Agenda: Quilt show debrief/survey review, Holiday decoration ideas, Board slate vote
- ADJOURN
 - **Motion: Carol moved and Alice seconded to adjourn the meeting. Approved.**
- NEXT WOW BOARD MEETING
 - November 1, 2021

WOW Quilt Guild Membership Meeting - November 22, 2021

WOW, Women of the West dba WOW Quilt Guild

SUMMARY OF MEMBER FOLLOW-UPS REQUESTED:

- Make a 5x5" or 5x7" mug rug for a member friendship challenge, to be exchanged with other WOW members during the January member meeting, in commemoration of Terri Good's guild presidency
- Consider volunteering as Social Media representative, to manage WOW's Facebook page - contact Kevin if interested

SUMMARY OF UPCOMING EVENTS

- No member meeting in December - happy holidays, everyone!
- January 24, 2022: Stacy Horton - Paper Piecing with Tula Pink (in person and via Zoom)

MEETING MINUTES

- Terri welcomed everyone to the November member meeting
- Sandy introduced the speaker, Joanne Hillstad of Swirly Girls Design/Sew Organized Design <https://fatquartergypsysshop.com/>
- Joanne presented a trunk show and lecture
 - When she was five, her mom helped Joanne and her younger sister make a pillow, an activity that is etched in Joanne's memory and was the start of her love with fabric and sewing
 - Joanne began making clothes in home ec class in 8th grade
 - With the arrival of sons, Joanne made boys' clothes and toys
 - Her mother-in-law introduced her to quilting, and Joanne showed the first two quilts she made with "unconventional techniques" since she didn't know anything about quilting
 - At a girlfriends' weekend craft getaway where she was the only one quilting among scrapbookers, Joanne was inspired to write patterns from a friend's suggestion
 - Joanne woke up one day with a powerful calling to "follow my dreams" and she began designing and writing quilt patterns in 2013
 - Granny Dot was her first pattern in honor of her mom
 - She started getting picked up by distributors
 - At a business leadership seminar, a friend encouraged her to produce pop-up kits/patterns, and with her husband's machine shop and wire bending expertise, two months later she quit her day job to focus on her passion business full time.
 - Trunk show:
 - Joanne handed out a flyer and brochure with her patterns
 - Quilts
 - Many using fat quarters or other pre-cuts
 - Quilts using panels, adaptable for different sized panels and including a calculator; different border options

- Pop-ups in different sizes and themes
 - Wire framed tote bags and pot luck totes
 - Table topper/tree skirt, Lacy Runners with appliquéd and cut-out felt
 - MN-made wire frames for pop-ups, totes, etc.
 - Joanne's businesses
 - Swirly Girls Design - approached by the original owner who was retiring, Joanne bought the business and worked together with the original owner for three years. Swirly Girls gives Joanne a platform for quilt patterns that's separate for pop-ups. Joanne is keeping the Swirly Girls Design brand.
 - Sew Organized Design - transitioning to this new name from Fat Quarter Gypsy to be more reflective of her total line and to move away from a politically sensitive term
 - Thank you Joanne for an energetic and entertaining, talk and trunk show. Beautiful, creative, well-made products!
- BREAK
- Terri reminded members to review the Treasurer's Report which was included in the November newsletter
- Sharon presented the new volunteers for the vacant 2022 Board positions and asked members to vote:
 - Terri Good and Mary Havisto volunteered to share the Secretary role
 - Jody Holand volunteered for Newsletter Chair
 - Brenda Dunlavy and Audrey Fresh volunteered to co-chair the Activity Chair role
 - **Motion: Margie Lindbergh moved and Suzanne Crane seconded to approve the additions to the 2022 Board slate as listed above. Members voted and, with majority approval of members present and online, the motion was approved and the 2022 Board is finalized.**
 - Thank you to all who volunteered to serve as the 2022 guild leadership!
- Carol and Kevin presented the Quilt Show awards to recipients: insulated mugs etched with their names and awards listed
- Terri reviewed proposals to amend the guild's By-Laws, which were approved by the Board. Membership voted on each proposal. All proposals were approved and the By-Laws will be updated to reflect the changes.
 - **1. VP to President Succession - Donna Richtsmeier moved and Carol Steuck seconded to approve. Members voted and, with majority approval of members present and online, the motion was approved.**
 - **2. Term limit contingency - Suzanne Crane moved and Brenda Dunlavy seconded to approve. Members voted and, with majority approval of members present and online, the motion was approved.**
 - **3. Data/Tech Chair role - Suzanne Crane moved and Dawn Bryant seconded to approve. Members voted and, with majority approval of members present and online, the motion was approved.**

- **4. Raffle quilt net proceeds - Brenda Dunlavy moved and Alice Barrera seconded to approve. Members voted and, with majority approval of members present and online, the motion was approved.**
- Terri shared that we are seeking a volunteer for Social Media representative, a newly-created role coordinating with Kevin as the Data/Tech chair, to represent WOW on Facebook. Contact Kevin if you're interested.
- Membership
 - Terri shared that this is Linda's last meeting in person as she is moving to Arizona. She will continue to join via Zoom. Best wishes, Linda!
 - Linda shared that there were 40 members attending tonight's meeting in person and 8 online
 - Terri welcomed returning member Patricia, new member Jane, and guest Betty to our meeting
 - Terri reflected that in a time when many guilds are shrinking, ours has grown! A nice testament to all our guild has to offer.
- Terri thanked the 2021 Board of Directors for serving in especially challenging times, working hard to hold events to keep members engaged, and gave Board members a storage caddy she had made.
- Birthday Club - congrats to the winners! Birthday Club raised \$11.75 this month
- Show and Share - thank you to everyone who shared personal stories and holiday projects
 - Also during Show-and-Share, Audrey shared an idea for 2022 Block of the Month. More details will be shared once finalized.
- Community - Terri thanked everyone who made placemats for community service donations. Placemats were and will be distributed to several charities in Plymouth and Brooklyn Park.
- January Friendship Challenge - It has been WOW's tradition to thank the outgoing guild President with quilt blocks made by members. Terri requested that members who wish to do so make a 5x5" or 5x7" mug rug for a Friendship exchange among guild members during our January meeting. What a thoughtful way to continue to foster relationships in times challenged by the pandemic. Thank you for your leadership of the guild, Terri!

WOW Quilt Guild Board Meeting - December 6, 2021

WOW, Women of the West dba WOW Quilt Guild

- ATTENDEES: Terri Good, Sandra Hamlin, Alice Barrera, Kevin Hemberger, Carol Steuck, Linda Waterman, Deane Gradous, Jeanne Wyman, Mary Havisto, Sharon DeTaeye, Brenda Dunlavy, Audrey Fresh, Jody Holand, Karen Martodam, Cheryl Vessels
- WELCOME: Terri welcomed the 2021 and 2022 Board members and opened the meeting
 - Terri thanked the incoming 2022 Board members Brenda, Audrey, Jody, Karen and Cheryl for joining the meeting to aid in transition, and shared the agenda
- REPORTS:
 - Secretary - Sharon
 - Terri reminded the 2021 Board that the minutes dated 11/23/21 include addenda for the By-Law changes and remaining Board elections as voted by members in the November member meeting, and this version is what we are voting to approve
 - **Motion: Carol motioned and Deane seconded to accept the Secretary's report. 2021 Board members voted. Approved.**
 - Treasurer - Alice
 - Balance as of 1/1/21: \$11,724.14
 - Revenues Year to Date through November: \$17,482.65
 - Expenses YTD: \$14,606.12
 - Balance YTD: \$2,876.53
 - **Motion: Sharon motioned and Jeanne seconded to accept the Treasurer's report. 2021 Board members voted. Approved.**
 - Membership - Kevin on behalf of Linda
 - Kevin shows 78 members in the database
 - Alice mentioned there was 1 new member in October and 2 in November. Alice will send Kevin their names.
 - Quilt Show - Carol
 - Carol is finalizing the documentation from this year's show
 - The Board discussed the proposal Carol shared via email for the raffle quilt net proceeds and community service policy/procedures
 - Kevin suggested to clarify the "additional donations" language by removing "completing projects" verbiage. The Board agreed and Carol made the change.
 - Jody asked whether the donation language was needed; Carol shared that the committee requested it be included in the document
 - Carol shared criteria for choosing charity recipients of the quilts
 - Suggestions can come from any member

- Alice clarified that the Community Service Committee evaluates, narrows down the options, and brings the final recommendations forward for membership vote
 - Brenda asked for clarification of the role of Activity Chairs, Alice and Terri responded that the role is to present suggested charities to and from members, and that the Committee reports up through the Activities Chairs
 - Audrey asked who the Committee members were and for how long they serve. Carol shared the Committee was appointed by the Board and consists of Carol, Alice, Deane, and Mary but term lengths were not discussed.
 - A draft of the proposal was not shared with the incoming Board members prior to the meeting as it was 2021 business. The final copy was shared with the 2021 and 2022 Board members.
 - Carol and Terri shared that volunteers will store the materials and distribute to longarm volunteers as needed
 - Alice sourced lower-priced batting and backing
 - **Motion: Sandy moved and Sharon seconded to approve the Policy and Procedures for Community Service with the minor edit discussed. 2021 Board members voted. Approved.**
 - **Motion: Carol moved and Alice seconded to approve \$400 for Community Service materials be included in the 2022 budget and recommend \$400 be included in the 2023 budget. 2021 Board members voted. Approved.**
- Technology - Kevin
 - Kevin shared that a member survey is recommended for January to solicit ideas about small groups, depending on how the incoming Board defines the role of small groups in the guild
 - Sharon shared that other topics could be included in the survey such as speaker recommendations
- Activity Chair - Mary
 - Mary shared that the Wayzata High School project can restart now that school is in person again
 - Batik squares made by students to turn into small quilts with the help of members to identify patterns and help with sewing including loan of sewing machines
 - Requires follow-up as it was started before COVID, then halted due to COVID
 - No cost to WOW as the high school is providing funding to support the learning experience for students
 - Mary will reach out to the contact at the high school and introduce her successors
 - Terri shared the results of the placemat donations

- 168 placemats were donated to Meals on Wheels groups from WOW (88 placemats) and Quilts of Valor (80 placemats)
 - 10: Brooklyn Center MoW
 - 50: Plymouth MoW
 - 60: Maple Grove MoW
 - 48 Brooklyn Park/Brooklyn Center MoW
 - Terri shared that all the groups were very happy to receive the donations
 - Alice thanked Terri for the idea for this project
 - Speaker Updates - Sandy
 - Sandy shared that 2022 is fully scheduled with 10 speakers (excluding July and December)
 - Newsletter - Deane/Jeanne
 - No newsletter in December
 - Terri will send a holiday note
 - Terri shared that the 2021 Board established a calendar for newsletter content due dates 8 days following the Board meeting, so newsletter could be finalized and sent prior to the monthly member meeting
 - Board Nominations
 - Terri reported the 2022 Board is officially filled, and thanked Sharon for leading the process. Sharon thanked everyone for helping with the process and the volunteers for agreeing to serve.
- NEW BUSINESS
 - 2022 Budget Proposal - Alice
 - Referencing the proposal Alice emailed to the 2021 Board prior to the meeting, Alice pointed out that it is not a balanced budget as we do not have an expansive revenue source based on projected membership alone
 - Kevin recommended we make items to sell at craft fairs which has been a past revenue source and since the quilt show boutique did well
 - Carol and Mary shared that gnomes and wine toppers seem to be popular currently and could generate some revenue
 - Sharon asked whether it is customary not to have a balanced budget; Carol shared that it has been challenging to cover speaker expenses in non-quilt show years and reminded the Board that a minimum estimate of \$5000 needs to be set aside for 2023's quilt show
 - Audrey asked whether the Activity committee has a budget
 - The Board shared that it does not, other than the community service budget item we approved in this meeting
 - Sew-ins are usually covered by member attendance fees and members have not had issues with \$5 fees

- Funding needs would need to be requested from and the Board
- **Motion: Sandy moved and Jeanne seconded to approve the 2022 Budget Proposal as submitted by Alice. 2021 Board members voted. Approved.**
- The proposal will be voted on by members in the January meeting
- Transitions to 2022 Board
 - Secretary
 - From Sharon to Mary (for Board meetings) and Terri (for member meetings)
 - Sharon will share her Board Meeting Minutes template
 - Process review: type up minutes after meetings, send to all Board members for editing, collect and make edits as needed, re-send final copy
 - Board minutes: vote to approve in subsequent Board meeting
 - Meeting notes: sent by Kevin with Block of the Month patterns
 - Treasurer
 - From Alice to Karen
 - Karen will be out of town in January and February so Sharon will fill in for any banking needs and checking the Post Office box. Sharon will get checking materials and PO Box key from Alice
 - Trustone is our bank
 - They require a Board resolution to update signatories
 - Signatories are President, Vice President, Treasurer, Data/Tech Chair
 - Actual signing can be done electronically
 - Sharon will prepare the resolution for official approval for the January 3 Board meeting
 - Kevin shared that deposit slips are not needed for depositing checks - just need account number
 - Alice will file the required Business Record for WOW with the Minnesota Secretary of State's office, indicating Sandy as the President and using Sharon's address as the registered WOW office address since a PO Box cannot be used
 - **Addendum 12/7/21: The filings have been completed**
 - Alice will pay the PO Box fee for 2022 as it is due before the end of the year
 - Quilt Show Chair
 - Carol is finalizing documentation for the 2021 show including where items are stored

- Terri has 4 bins of items for quilt show and general guild use. Sandy, Sharon, and Terri will go through them together to determine where else to store them for future use.
- Data/Technology Chair
 - Kevin will make changes effective 1/1/22:
 - Email box access
 - Remove Carol, Terri
 - Add Jody, Cheryl, Sandy, Sharon
 - Facebook - Jeanne has volunteered to handle social media for WOW and Kevin will give her access
 - Jeanne asked what to post/not to post
 - Jody shared that following quilt shop pages and other sites helps expand exposure for the guild
 - Share meeting topics/speakers
 - Share photos of Show-and-Share items with member permission only
- Vice President
 - From Sandy to Sharon
 - Sandy will share booked speaker information with Sharon
- Newsletter Chair
 - From Jeanne and Deane to Jody
 - Jeanne has shared a template with Jody and the timing that was used in 2021
 - Terri shared a best practice for each Board member to confirm or deny whether they have content for the upcoming newsletter
 - Carol previously shared a template for a new member spotlight article, as a way to welcome new members, as a feature to consider for future newsletters
 - The group discussed topics for the January newsletter
 - Mug rug swap
 - Membership dues
- President
 - From Terri to Sandy
 - Church must be left as it was found each month
 - Church contact is Julie (Secretary)
 - It takes approximately 30 minutes for Kevin to set up the technology and approximately 30 minutes for Terri to set up the room
 - Use 2 people to move the round tables, don't drag them across the floor
 - Must lock all doors (check all doors even though all doors might not be used by WOW). Terri showed Sandy the lock procedure last month.

- Must turn off all lights (some lights are automatically left on for security)
- We can use the kitchen area if we want
- Suggested using table signs for Charity, Free, Check-In
- For Activities - Terri talked to Carol Henderson about walker bags and will bring kits and a revised pattern for them
- Membership Chair
 - Linda gave Cheryl the 3-ring binder with membership information
 - At meetings, Membership Chair sets up check-in table, tracks attendance, collects membership dues
 - Membership chair updates roster, gives membership checks to Treasurer
 - Kevin will meet with Cheryl to talk about badges, credit cards, etc.
 - Cheryl asked who explains the guild to new members. The Board discussed having an info sheet to hand out. Brenda has a copy of what was used in the past and will share it with Cheryl.
 - Linda shared that she facilitated introducing new members to other members and suggested table mixers to help members get to know others. Sharon recommended that Board members also make an effort to sit at different tables and mix with different members at each meeting.
- Donation to Church
 - **Motion: Alice moved and Carol seconded to make a \$100 donation to the church for our guild's free use of their facilities for three meetings this year. 2021 Board members voted. Approved.**
- 2022 Block of the Month - Audrey/Brenda
 - Audrey shared the proposal for 2022 BOM to be a tree skirt/table topper, to appeal broadly to both those who celebrate Christmas and those who don't. Terri asked whether different sizes would also be available to appeal to those with smaller spaces. Audrey shared that the skirt/topper could be made smaller with fewer blocks or smaller block sizes.
- Terri asked Sandy as the incoming President if there's anything she'd like to share. Sandy shared that in the January Board meeting we'll do introductions to help everyone get to know each other.
- Alice and the Boards thanked Terri for her leadership of the guild in 2021
- ADJOURN
 - **Motion: Linda moved and Alice seconded to adjourn the meeting. Approved.** Meeting adjourned at approx. 8:45.
- NEXT WOW MEMBER MEETING: January 24, 2022
 - Agenda to include vote on 2022 budget proposal, mug rug swap
- NEXT WOW BOARD MEETING
 - January 3, 2022
 - Include these Agenda Items as discussed in the December BOD meeting:

- Introductions to help everyone get to know each other
- Board Resolution for banking signatory changes
- Role of small groups in the guild
- Survey