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**DRAFT April Minutes**

**Sunday, April 10th, 10 am**

**Via Zoom**

**Board in attendance: Sara Flynn, Nadia Sokal, Marci MacFarlane, Marika Zimmerly- Beck, Chris Marchini, Alyson Evans**

**Scholarship Committee representatives: Renee Pype, Jennie McKee, Beverly Tiemann (& Small groups)**

**Ethics and Elections coordinator: Michelle Freedman**

* **Welcome, Call to Order, record (Sara) 10:04 AM**
* **President Agenda Items (Sara)**
* **Thank you for last years board- Precedence in the past**
	+ in the past, thank you gift for previous board
	+ suggestion of mug rugs & tea, brainstorm together at a future date
* **Scholarships 10:00 AM with Retreat Planning Committee**
* Retreat Scholarship review:
* previous vote 2:4 against providing a retreat scholarship
	+ update and corrections to information presented at last meeting presented by Sara Flynn:
	+ fund has ~1029$ restricted fund, by donations, like merchandise, UFO/WIP fees, guest passes, past years some funds from fabric fundraiser contributed, $748 contributed last year to scholarships, only can be used for scholarships, some of fabric fundraiser, in past years
	+ if we give out a scholarship, doesn’t cost us money, as it’s been donated for this specific purpose
	+ there was a retreat scholarship in 2019 (corrected from previous response of a scholarship had not been previously awarded), worked out great last time
	+ how is it decided which retreat will be awarded a scholarship as there are multiple retreats? - Only one retreat scholarship for Camp Tilikum was awarded in the past, this is what they are asking for this time, there are multiple retreats this year, two others are low cost, just for the food, not anticipating asking for additional ones this year
	+ how much is the scholarship for? less than $300, ensure making decision in line with other workshop scholarships and mid year scholarship
	+ Clarification - no scholarship committee formed as of yet - Carole Seubert, MIchelle Fitzgerald, Sara Flynn have a planning meeting for April 15
		- **MOTION (Alyson) to take a new vote for Camp Tilikum retreat scholarship**
			* **Seconder: Marika**
			* **Carried unanimously**
		- **ACTION ITEM (Apr 22): Nadia to email scholarship committee to let them know the result of the vote (COMPLETE)**
		- **ACTION ITEM (Apr 22): Alyson to make a scholarship form, to close on 9 pm on April 21st, Alyson to coordinate info with Chris for communication to guild**
		- **ACTION ITEM (Apr 22): Chris newsletter to include info on scholarship in newsletter**
* **Small groups update (Beverly)**
	+ growing pains, hard to accommodate everyone’s schedules
	+ Kawandi and activist group - Susan has been running these
	+ improv group - good turnout
	+ lunch bunch - attendance low, take May off, new member mixer online option, July and August off, reconvene in September
	+ surface design - last time 4, 6 to 8 previously, take time off in the summer
	+ question: how to communicate and advertise to those outside of the group? themes? last minute changes?
	+ Discussion about Chris updating the calendar, reminder posts, members only page, sharing resources (books that are not part of the library)
	+ Suggestions of group email, facebook, instagram hashtag
	+ **ACTION ITEM (Apr 22): Speakers for small groups - Alyson to look into this with Beverly**
	+ **ACTION ITEM (Apr 22): add Beverly to be added to planning team for mixer**
	+ Tabled discussion on increasing small group attendance, communication and engagement
* Membership Scholarships
	+ half year mark scholarships to open in early June
* Class scholarships:
	+ **Scholarship program document creation -** Michelle Fitzgerald has volunteered to lead, with Carole Suebert agreeing to review and edit. Meeting pending to set goals, timeline and share historical information.
* **Review and approve the March 2022 Board Meeting and March 27th meeting minutes (Sara)**
	+ [**March board meeting**](https://docs.google.com/document/d/1NuI1a5ClEM9CQxKcAbc4Um-GnT2x2iQU/edit)
	+ [**March 27th special meeting**](https://docs.google.com/document/d/1MA0Ho7nm8xyh-TUmZ3NmRe4iknQgE9gU/edit)
		- **MOTION (Chris): to move March board minutes, postpone special meeting minutes**
		- **Seconder Marika**
		- **Carried**
* **Executive update (Sara)**
	+ Email and resignation from Anne Nelson, see attachment
	+ Sara can review details of email if requested
	+ Sara will address any questions or concerns about this with any concerned parties, if any board member would like to be present during any meeting about these issues, please let Sara know and you will be included in communications
* **Retreats**
	+ **Action item (Mar 22): Chris to follow up with folks who are asking for construct the present coupon to go to scholarship fund, will go to PMQG programs (which includes scholarship fund) Transparency with the members on where guest passes go to - Scholarship fund**
* **Class openings - Alyson**
	+ Spinoff class needs more promotion
	+ great interest in the Nested curves workshop
	+ discussion to have a volunteer help with attending workshops
* **Fabric Challenges**
* **Maywood challenge**
	+ update, review in mid summer, September deadline, a few bundles left
* **Rainbow Fabric challenge -** update - Marci & Casey Manley
	+ **ACTION ITEM (Mar 22): Chris to work on wording for Rainbow Fabric challenge sign up, do not have to use the PMQG bundles for application to show, UPDATE (APR 22): ready to be launched Chris will post before guild meeting, show will be up from June 3-29**
	+ Marci and Casey to plan, QR code for voting
	+ Discussion for an opening event, on the Marquee
	+ **ACTION ITEM (Feb 22): Chris to create item in shop for shipping - flat rate $8.50USD - International shipping offered as well (COMPLETE) - Sara has not had to deal with shipping yet**
* **Meet the board/volunteer initiative** - update going well, good interaction, comments, likes, promotion & encourage volunteers, marketing: we are human, we appreciate volunteers, culture of connection with volunteers
	+ **ACTION ITEM (Mar 22): All - send in info if you haven’t (voluntary)**
	+ **ACTION ITEM (Mar 22): Sara to make list of volunteers to approach for spotlight on social media (voluntary)**
	+ **ACTION ITEM (Mar 22): Chris to send questionnaire to volunteers once he gets the list from Sara**
* **Sisters show** - update, excited, questions, deadline April 24th
	+ **ACTION ITEM (Mar 22): Sara to highlight Sisters show deadline on slide for March meeting (COMPELTE)**
	+ Have 15 submitted, promotion for Sisters at next meeting, we would like at least 20 quilts
* **Block of the month update**
	+ **ACTION ITEM (Mar 22): Sara to send email to designers to remind them about invoicing**
	+ going well, hashtag
* **Charity Quilts**:
	+ **ACTION ITEM (Mar 22): Marci to talk to Cath about getting photos of donation quilts for social media, folks can tag themselves if they were involved in the quilt, if they wish**
	+ have not started sew days yet
	+ willing to come to guild meeting, if lineup is given beforehand
	+ Raffle quilt at end of year for their program and restricted fund
* Fidget quilt charity project (Marika) - update, need a kit making day, Marci has lots of stuff
	+ **ACTION ITEM (Mar 22): Marci can demo/make a fidget quilt to show folks on sew day, Sara to promote at meeting and Chris on social media (COMPLETE)**
	+ **ACTION ITEM (Mar 22): Marika and Marci to coordinate a day to make fidget kits, might be sew day UPDATE (APR 22): planned for May 7th, 1-3 PM at Marika’s house, goal of 100 fidget quilts, 23 made so far**
* International spin on Charity quilts (Nadia)
	+ have 10 people, Debra Thompsen volunteered to co-lead. We have a plan and emailed instructions to participants, good response
	+ working on a hash-tag
	+ wondering if there is room in the budget to help cover postage, custom labels, batting or backing? exploratory question, will revisit in May
	+ **ACTION ITEM (Mar 22): Nadia to have one last call out for participants, in March meeting, email plan out to the folks who have expressed interest COMPLETE**
	+ shout out in show and tell
	+ quilts will be donated to locations in members communities that align with our values
* **In person Sew day -** Sew day - feedback, attendance, next date possibly in May 21st - Day of free table only
	+ folks had great time, good attendance
	+ Marci will host free table at her home and get rid of items that are not taken
	+ Marjory Elliot can help with free table in the fall
	+ If another volunteer wants to organize a sew day we are happy to have another volunteer
	+ Idea: fabric fundraiser at Mill End and a sew day - to be explored further with those involved
* **2022 T shirts** -
	+ **ACTION ITEM (Mar 22):** Chris to look into redbubble for on demand PMQG merchandise
* **Summer picnic update:**
	+ Summer picnic, planned for July 23rd at members Alvera Gaskins home on the Washougal river. New member mixer offering at the picnic, Michelle Fitzgerald offered to procure items for goodie bags from Connecting Threads. Camille Ainsworth has volunteered to lead the new member mixer portion.
	+ **ACTION ITEM (Mar 22): Sara and Lindsey Oldani to check out location in May, parking situation & any other details**
	+ **ACTION ITEM- Sara to email Alvera Gaskins to confirm the date COMPLETE**
	+ picnic update planning meeting next month
	+ There will be an online member mixer event, with small goodie bags sent in the mail, coordinated by Sara
	+ discussion on how to suggest carpooling on website - folks to coordinate on their own, highlight encourage, those with mobility issues to have closer access, suggest parking at one location in Washougal and shuttle folks (Pendleton parking lot)
	+ **ACTION ITEM (Apr 22) Sara & Chris to communicate carpooling plan for the picnic online**
* **DEIA Committee (Chris or Nadia)**
	+ Bonus Program from DEIA April 16th, 10-11 AM, talk on cultural appropriation
	+ no meeting this month
	+ **ACTION ITEM (Mar 22): Sara and all to craft talking points about meeting location and guild values, everyone’s input is required, highlight all reasons for looking at locations, accessibility, technology, lighting, as well as values statemen**t
* **Meeting Programs/Speakers/Workshops (Marika, Alyson)**
	+ Program Updates: Monthly Meetings & Workshops (**Bold indicates signed contract)**
		- April ‘22 - **Daisy Aschehoug/**Warm Folk
		- May 22 - **Ruby Star Society** - lecture only, \*\*5pm start\*\* & recorded (Susan)
		- June - **Ben Venom**
		- July - Sheila Frampton-Cooper
		- August 22 - Giuseppe/Giucy Giuce (21/22 team need to decide workshop & program topic)
		- Sept 22 - Sheri/Whole Circle Studio (21/22 team need to decide workshop & program topic)
		- October - lecture and town hall? annual meeting, voting for new board
		- November - **Sarah Nishiura**
		- December -  **Charles Cameron**
	+ **ACTION ITEM (Feb 22):** **Marika & Alyson to get contracts signed, Chris to help with marketing materials ONGOING**
	+ **ACTION ITEM (Mar 22) : Marika to reach out to Tighe Flanagan for October**
	+ **ACTION ITEM - Promotion of upcoming speakers on social media and in the newsletters - lineup for the rest of the year - Marketing for dates and class costs on website and social media**
	+ **ACTION ITEM (Mar 22): Everyone to chat on slack about how to fill classes with low enrolment - Slack has been deleted**
		- **Motion by Marci: To raise prices for workshops to up to $10 on top of current prices in order to break even if classes have low enrolment.**
		- **Seconder: Chris**
		- **Carried unanimously**
	+ **Plan for next year - update on online, in-person, hybrid? location? -** send survey in June
	+ **Bookings for next year** - on hold until June
	+ **ACTION ITEM (Mar 22): Sara to coordinate with Alyson and Marci to get zoom info for Marci to host a Daisy Aschehoug class. ONGOING**
	+ one scholarship for each class $290 scholarship, offer two
	+ discussion on scholarship for advertised cost or actual cost
	+ reminder to work with membership list to ensure non-members pay the extra $10 as a guest
	+ not opening workshops all at the same time, financial inequity
	+ **ACTION ITEM (APR 22): Alyson and Marika to make slide for each future workshop & speaker, dates and costs for April meeting**
* **Treasurer position:**
* Five self- nominations,all invited to speak to the board and ask questions at the meeting, two were unavailable
* Three self nominated individuals attended as follows @11 Kathleen Altman, @1110 Elise Walsh, @1120 Jeanne Al-Ghamdi
* Angel Van Note provided background on Quickbooks online, online transactions, restricted funds, email monitoring, PO box, taxes already filed, and she is happy to help with transition and mini audit once everything has rolled over
* Nadia described board meeting attendance, action items, what is expected to be presented and included in the meeting minutes
* One candidate did not have accounting experience (Jeanne) and discussion around volunteering with the workshop lead occurred and Jeanne agreed to volunteer in this way instead.
* **ACTION ITEM (Apr 22): Alyson, Marci and Jeanne to discuss workshop volunteering and logistics**
* Michelle Freedman explained ways to vote and clarification on Robert’s Rules of Order
	+ **MOTION by Nadia to vote for Treasurer using an anonymous poll**
		- **Seconder: Chris**
		- **Carried Unanimously**
		- **Removed candidate from the poll who were interested if no one else applied.**
		- **Poll results: 80% Kathleen, 20% Elise, 0% Jackie (not able to attend to speak on their behalf)**
		- **Kathleen Altman approved as the Treasurer for 2022**
* **ACTION ITEM (Apr 22): Nadia to email Kathleen, Elise, Jackie and Deborah COMPLETE**
* **ACTION ITEM (Apr 22): Announce at meeting, fill out questionnaire, Chris to update social media COMPLETE**
	+ Monthly Treasurer’s report, Balance sheet, YTD -Sara gave a brief update, few transactions
	+ **ACTION ITEM (Mar 22): Anne to look into the charity zipper bag program and if it’s still active, if not may allocate money to another fund (library)-Sara**
		- **MOTION by Anne: "To increase the Fabric Challenge Budget by $225.02 to cover the overage for shipping/sorting bags and to provide for $100 each for the rainbow and Maywood challenges to award prizes."**
		- **Seconder: Marika**
		- **Carried Unanimously**
		- **was this completed?**
* **Ethics Committee - Michelle Freedman**
	+ Discussion about how to vote in and recruit future volunteers, add a “how to” to thrilled guild guide, need a discussion on what the Ethics committee’s role is, what they report on, what they participate in
* **Membership, Procurement, (Scholarships moved to the top) (Marci)**
* Nancy Stovall to offer $100 GC (business spotlight), raffle with a question about the sponsor video, to ensure the person who gets it is able to use it.
* Tami Booth requested May business spotlight to offer Ruby Star fabric as giveaway
	+ **ACTION ITEM (Jan 22)**: **Marci to follow up with business members this week, potential adjustment to slide highlighting business partners- ON GOING**
	+ **ACTION ITEM (Feb 22): Chris to ensure business members are in the social media rotation, use website content - ON GOING**
	+ **ACTION ITEM (Feb 22): Anne to get costs for plaques for sponsors - $50 or handmade $5** **ONGOING DISCUSSION?**
	+ **ACTION ITEM (Feb 22): Marci and Sara to coordinate slide for welcoming new members ONGOING**
* Monthly meeting raffle: not this month as there is a raffle item from Nancy
	+ **ACTION ITEM (Mar 22): Marci to pick out guild raffle prizes, Chris and Alyson to run the raffle COMPLETE**
	+ **ACTION ITEM (Mar 22): Sara to make slide for March meeting, Marci to take pictures of prize, one prize, fit into padded flat rate mailer, COMPLETE**
* **Tech/Social media (Chris)**
	+ **ACTION ITEM (Dec 21): Chris will send the board a questionnaire, for each board member to respond to for a mini social media campaign introducing the new board members** **ONGOING**
	+ Chris has been working on consistent branding, social media, updating the website & newsletter
	+ Folks to continue to add items to newsletter or website ideas to slack channel-Slack channel is closed
* **Committee Updates/Reports (Sara)**
	+ **ACTION ITEM (Mar 22): Sara to share member contact information folder with Bev Tiemann COMPLETE**
* **WIP Circle**
	+ Renee to run this program with Nadia’s help
	+ **ACTION ITEM (Apr 22) Nadia to share WIP documents with Renee**
	+ update 160 goals
	+ **ACTION ITEM (Mar 22): Sara to leave slide space for April meeting**
* **April Guild Meeting Summary (Sara)**
	+ quick review of slides reviewed, discussion about audio when screen sharing
* **May Board Meeting - May 15th 10 AM**
* **Anything else?**
	+ **Reminder: Action items not updated due to many special guests and timing - Please individually edit as needed.**

* **Adjourned 12:10 PM**