

Handicraft Club Board Meeting

Date: January 19, 2016

Members Present: Kit Barnum, Sallie Barker, Alice Beckwith, Margie Edwards, Fran Gammell-Roach, Izzy Goff, Raya Goff, Shirley Hardison, Margaret Lederer, Jozy Mainelli, Smudge McVickar, Nancy Moger, Patricia Poirrier, Marilyn Shealy, Sally Whitin, Judy Wilson

Members Absent: Jen Auber, Sharleen Bowen, Rhea Brooks, Lisa Churchville, Helene Shapiro, Trish Sylvester

Meeting called to order at 11:35 by Nancy Moger, President

Secretary's Report: Judy Wilson (no report)

The Minutes of the December 15, 2015 Board Meeting were unanimously approved with one correction: new member spelling is Carla (not Carlo) Cook.

Treasurer's Report: Shirley Hardison (filed electronically)

A finalized Treasurer's Report for December will be sent to the board for approval.

- The draft presented had a software glitch, and a means of properly apportioning dues and initiation fees when they are combined in one check needs to be developed.
- Revenue and expenses for the trip to NYC (and future programs) need to be separated out to see if they are breaking even.

The ca. \$1400 surplus for the Holiday Party is misleading since Tom's has yet to bill us.

President's Report: Nancy Moger (no report)

1st VP Report: Jozy Mainelli (verbal)

- Personnel: a personnel manual and a formalized review plan are in the works.
- Strategic Plan: committee heads are to send Jozy any updates by the 2/16 meeting.

2nd VP Report: Smudge McVickar (no report)

MOTION by Izzy Goff to re-instate the silent auction at the Holiday Party was unanimously approved.

Corresponding Secretary's Report: Raya Goff (verbal)

- Three condolence letters were sent out since the last meeting.

Finance Committee's Report: Shirley Hardison (verbal)

- By the 2/16/ meeting, committee chairs should submit requests for funds for next year's budget. A proposed budget will be presented at the 3/15 Board meeting.

MOTION by Nancy Moger to authorize a \$3,300 expenditure for a survey, which is needed to finalize the Property Stabilization and Restoration proposal was approved unanimously.

Outreach Report: Jen Auber (filed electronically)

- The RI Historical Society will be approached re: including us in their "Designing Women: A Women's History Walk" is given again this spring.

- The Chaminade Club gives small musical group performances. Clarification is needed as to what a possible outreach effort might involve.

Class Report: Lisa Churchville (filed electronically)

- People tried to sign up for classes after they'd been cancelled due to low enrollment. A plan for getting people to sign up earlier needs to be implemented.

House Report: Kit Barnum (filed electronically)

- Our split lead water line has a temporary repair to get us through the winter until warmer weather will enable the city to install a new copper main valve box. Then we can put in a new, larger-diameter copper line. Possibly cost savings can be realized by replacing the line as part of the overall proposed Property Stabilization program.

- Missing mortar in the library walls let in water that damaged 22 books. Various proposals were offered:

- Relocate a collection of 1919 Japanese stencils obtained by John Brown to a safer place such as the John Nicholas Brown Center.

- Repoint the brick, waterproof the inside of the library walls, install radiant floor heating and possibly renovate the anteroom outside the library as a place to store some of our collection.

- Set up a dehumidifier in the library to inhibit mildew right away.

- Approach the Champlin Foundation for funding.

- Due to the unforeseen rotting of the subflooring in the second floor bathroom, the final bill for the water line/cloak room ceiling repair was \$18,434. The bill for the water main emergency was 6,844.

Garden Report: Sally Whitin (filed electronically)

- The current total estimate for the Property Stabilization and Restoration project, not including lighting and irrigation is ca. \$161,500.

- A presentation by the project managers, finance committee and Melissa Powers (to discuss possible grants) will be made to the membership at the Special Meeting for approving the dues schedule bylaw change. **(Date changed to 3 pm on 2/18/16.)**

- Nancy Moger will call to invite those who are opposed to the project to come hear the facts. Mail, email, a newsletter article and a poster at the club will invite all members to attend – and explain the pros and cons.

- The cost of the project is NOT at a level that would require membership approval.

Membership Report: Sallie Barker/Izzy Goff (filed electronically)

- The membership is currently ca. 426. Jozy will give Izzy and Sallie a template for a monthly report, though it is recognized that the total number is a rolling figure.

- Two new members have been proposed: Paula Champa and Joan Bartram.

- The October 31 new member proposal deadline means candidates aren't admitted until mid-December, when the club is closed, so signing up for winter classes is almost impossible for them.

MOTION by the Membership Committee to change the October 31 new member proposal deadline to September 30 next year was approved unanimously.

Investment Report: Margie Edwards (no report)

Societies Report: Fran Gammell-Roach (filed electronically)

- Izzy Goff and Sally Ledbetter have joined the Truman Beckwith Circle.

Historian's Report: Alice Beckwith (filed electronically)

- See House report for details of the leak in the library.

Program Report: Trish Poirrier (verbal)

- Rico Santi prepared a detailed estimate of all the potential costs for replacing the globes in the living room chandeliers with historically correct ones. The cost will be ca. \$1,200, depending on labor charges once he can see what precisely needs doing.

MOTION by Izzy Goff to authorize the living room chandelier globe replacement, and installation of dimmers if possible, was approved.

Tynietoy Heritage Fund Report: Margaret Lederer (no report)

- O'Donnell is to be consulted re: a foundation cabinet for the Tynietoy house.

Parliamentarian Report: Sharleen Bowen (no report)

Nominating Committee Report: Marilyn Shealey (no report)

Old business (see Action Items)

New business:

- A 3:30 board gathering will be arranged to present Henry with the flag that flew over the White House to commemorate his attaining his citizenship.

- A list of new members, resignations (including deceased members) and re-instatements will be kept by the Membership Committee and in the central office database. Reports will be presented to the board at monthly meetings.

- New members will be acknowledged in monthly meeting minutes and the newsletter, and posted on the bulletin board.

- Deaths of members, former members, teachers and family members will be noted in the newsletter and on the bulletin board, at the discretion of the Corresponding Secretary.

- The Corresponding Secretary will keep a list of all deaths and condolence letters she has written, and include that list in her annual report. The central office database will also record that information.

- Jackie had heard members talking about the club being in financial trouble. The source of the rumors is to be determined, and appropriate steps taken to apprise those involved of the accurate, healthy picture of the club's finances.

Meeting adjourned at 1:00

Respectfully submitted,

Judy Wilson

Recording Secretary

Action Items - Carried over from 6/16/15 meeting

4. Put new info on website – on-going. **President**
12. Construct dollhouse foundation cabinet - **House & Tynietoy**
12. Construct basement cabinets & upstairs storage next summer. **House**
16. Set a date for the Jessie Knight Fund committee. **Societies**
17. Provide committee descriptions. **Societies, Program** Post all on website. **President**
18. Fully inform membership of major expenditures, e.g., the site/garden project. **All**

Carried over from 9/23/15 meeting:

2. Set up 2nd website for Board and Committee heads – in progress **President**
6. Put teacher bios on website. **Class**
9. Check feasibility of lunch tables in the garden (spring) **House**
13. Update club inventory – in progress **History**

Carried over from 10/20/15 meeting:

3. Put treasurer's reports on the Members' Only section of the website. **President**
4. Find a full-time baskets teacher. **Class**

Carried over from 11/17/15 meeting:

5. Add member interests to new field in database. **Membership**
6. Promote Gallery night and ask for docents in Spring Newsletter. **Membership**
7. Obtain new globes and a restoration estimate for LR & Burton chandeliers. **Program**

Carried over from 12/15/15 meeting:

1. Submit revenue/expense reports for NYC trip & Holiday Party. **Class, 1st VP**
2. Notify members of the 2/18 special bylaw change meeting. **President, Treasurer**
4. Promote Stabilization plan via Newsletter and email, publicize a Q&A/presentation at the 2/18 special meeting. **Garden**

New from 1/19/16 Meeting:

1. Breakout revenue and expenses for NYC trip and Holiday Party. **Treasurer**
2. Submit Strategic Plan updates to Jozy by 2/16 meeting. **All**
3. Submit next year budget requests to the Finance Committee by 2/16 meeting. **All**
4. Explore ways to encourage earlier class sign-ups. **All**
5. Waterproof library and protect valuable holdings. **House, Historian**
6. Commission site survey and prepare membership presentation. **Garden**
7. Promote attendance at Stabilization project presentation with phone calls. **President**
8. Provide a monthly membership tally spreadsheet. **Membership, 1st VP**
9. Publicize the new 9/30 membership proposal deadline. **Membership**
10. Organize flag presentation ceremony for Henry. **President**

