

Handicraft Club Board Meeting and Retreat

Date: October 20, 2015

Members Present: Jennifer Auber, Kit Barnum, Sharleen Bowen, Rhea Brooks, Lisa Churchville, Margie Edwards, Izzy Goff, Raya Goff, Shirley Hardison, Jozy Mainelli, Smudge McVickar, Nancy Moger, Trish Poirrier, Helene Shapiro, Trish Sylvester, Sally Whitin, Judy Wilson

Members Absent: Sallie Barker, Alice Beckwith, Fran Gammel-Roach, Lois Lang (resigned), Margaret Lederer, Ann Schomer (resigned), Marilyn Shealey

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

Secretary's Report: Judy Wilson (verbal)

- The importance of getting informational reports to Rebecca by the Thursday prior to a meeting, so we can simply focus on discussion/action at the meeting, was reiterated.

The Minutes of the September 23, 2015 Board Meeting were unanimously approved with the following amendments: Corresponding Secretary Report needs to have the word "be" deleted. Class Report needs the number 432 changed to 332.

Treasurer's Report: Trish Sylvester (filed electronically).

- In answer to a question at the June meeting: expenses for the Annual meeting are included in the Program line item. This year expenses were \$1913 vs. \$1022 income.

- Only 9 members are still delinquent with dues. Names were shared and board members will contact each person.

- Dues income may be slightly low due to the \$9 Pay Pal processing fee, plus an increasing number of reduced-fee older/out-of-town members. Raising dues to cover the PayPal fee was suggested but deferred pending further overall discussion of dues.

- \$1,840 in member contributions have been received since July 1.

President's Report: Nancy Moger (verbal)

- Margie Edwards is replacing Ann Schomer as Chair of the Investment Committee.

- A High Tea & assorted tree ornament workshop has been scheduled for 12/3, between 2-4, in addition to the NYC trip on 12/2 and the MFA trip on 10/28.
- Lisa Bell helped Nancy and Rebecca tidy up loose ends in Quick Books.
- The Past Presidents lunch, PPS tour and New Member lunch were all big successes!
- Tinka Dewey has been thanked for her great work on restoring lunchroom chairs.
- Committee descriptions & lists of members are still needed from some chairs.

1st VP Report: Jozy Mainelli (Strategic Plan) (filed electronically)

- Confirmation is needed re: is it a requirement to be open 12 x /year as a 501(3)c entity, or is it only some grantors who might require that. Sally Whitin will check her sources. Our accountant/lawyer should also be consulted. The sense of the meeting was we should try for 12 public events regardless of rules.

MOTION by Jozy Mainelli was unanimously approved to accept the 2015-2017 Strategic Plan developed at the 9/23/15 meeting, with the amendments that have been incorporated to date.

2nd VP Report: Smudge McVickar (available in writing at meeting)

- The Holiday Party has been moved to 12/10. Board members with past experience were asked to join the committee. The Brown parking lot across the street (Jen Auber maybe can help), and possible valet service, need to be secured.
- Committee is Patsy Blackburn, Caroline Considine, Jean Gorham & Anne Tillinghast.
- Firm per person quotes are needed from suppliers, and tickets might go up to ca. \$45.

Corresponding Secretary's Report: Raya Goff (verbal)

- Raya asked all to supply her with details about members' deaths, so people can be notified by email and in an In Memoriam notice in future Newsletters.

Finance Committee Report: Trish Sylvester (available in writing at meeting)

- **MOTION by Trish Sylvester was unanimously approved:**

“That capital/fixed asset expenses, including the Searle & Searle landscaping fee, the future costs of the landscape [site renovation] project, the new security system, the permanent addition of a table and shelves in the basket studio, and future similar expenses be paid for out of the Endowment Fund. The policy stated in the handbook: the Endowment Fund...to support the maintenance and improvement of the club’s physical properties.

That other large capital/fixed asset expenses, including the replacement of the waste pipe, repair of the corroded pipe and boiler feed, ceiling of the weaving studio, be paid for out of the General Fund. The policy stated in the handbook: the General Fund is monies set aside for major unforeseen emergencies and used to offset operating expenses of the Club. Minor repairs will be paid for out of operating expenses.”

- A motion to send the annual dues notice on April 1, followed by a termination letter on June 30 to those who don’t pay, was deferred for further discussion.

- It was agreed that the monthly Treasurer’s Report rather than the club’s 990 form should go on the website (for members only).

Outreach Report: Jen Auber (filed electronically)

- The proposal that we participate in Gallery Night ca. 6 months out of the year, at a cost of \$600, was deferred pending further information about logistics, liabilities & finances.

- If outreach efforts resulted in members of the public wanting to join, they would be referred to the Membership Committee for vetting.

- A proposal that we allow the Plum Beach Garden Club to rent the house for their Holiday party on 12/13/16 was also tabled pending further discussion.

- The sense of the meeting was to trial turning the Burton room into a comfortable sitting room with self-service tea. Relocating needlepoint, knitting and rugs to the dining room and/or living room is in the works.

Class Report: Lisa Churchville (available in writing at meeting)

- There are 332 enrollments, but key classes like Peggy Rodgers’ failed to fill, putting them at risk.

- Many new classes are being planned, which could possibly bring the fall term enrollment up to last year’s total registrations.

- A winter weaving and full-time basket teacher are still needed.

- More comfortable classroom chairs have been found at Sam's Club.
- If bridge were scheduled from 3-5 on Tuesday, a class member could close the house.

House Report: Kit Barnum (estimate filed electronically)

MOTION by Kit Barnum was unanimously approved to accept the E F O'Donnell & Sons estimate of \$12,469 to repair the 2nd floor bath plumbing repair plus coat room ceiling repair as well as the additional cost of replacing the 2nd toilet.

- Kit explained why there could be additional costs due to rot etc. in hidden areas.

Garden Report: Sally Whitin (no report)

Membership Report: Izzy Goff (filed electronically)

- The Oct. 19 lunch for new members was a success.
- The directory is at the printer.
- Several new members' applications will be presented at the Nov. 17 board meeting.

Investment Report: Margie Edwards (filed electronically)

- A meeting with DNS re: last 3 quarters performance is tentatively set for 10/30.
- Members include Pat Ley, Gail Ginnetty, Ann Schomer, Margie Edwards and Nancy Moger, ex officio.

Societies Report: Rhea Brooks (verbal)

- A successful annual Societies Luncheon was held at the Art Club with 21 attendees.
- A letter will go out in Nov. with a goal of 3 Mauran and 5 Beckwith new members.

Historian's Report: Alice Beckwith (filed electronically)

- A meeting is scheduled for 11/23.
- Members are Julie Boch, Merry Howe, Susan Tash, April Taylor and Alice Beckwith.

Program Report: Trish Poirrier (verbal)

- The MFA trip may not have enough subscribers, but the NYC trip is a go.

Tynietoy Heritage Fund Report: Margaret Lederer, Marilyn Shealey (no report)

Parliamentarian Report: Sharleen Bowen (no report)

Nominating Committee Report: Marilyn Shealey (filed electronically)

MOTION by Sharleen Bowen was unanimously approved to accept the following as Committee Members: Marilyn Shealey, Mitzi Berkelhammer, Jean Cole, Margie Edwards, and Linda Homonoff.

Old business (see Action Items)

New business

- Sally Whitin asked us to promote the classic crafts that may be falling out of favor, e.g. Peggy Rodger's tole work. Keeping them appreciated is part of our mission.

- Ideas for advertising classes included embedding videos on Constant Contact mailings, giving demos, open classrooms, displays and info at new members' lunches.

Meeting adjourned at 1:05

Respectfully submitted,

Judy Wilson

Recording Secretary

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

3. A few committee heads still need to choose 4 members.
4. Put new info on website – on-going.
12. Replace dollhouse platform & cabinets in the basement and upstairs storage.
13. Investigate stair lift.
14. Review Phase 2 garden project bids.

16. Set a date for the Jessie Knight Fund committee.
17. Committee chairs need to post descriptions & members on website by 9/23.
18. Fully inform membership of major expenditures, eg the garden project.

Carried over from 9/23/15 meeting:

1. Collect outstanding dues – in progress
2. Set up 2nd website for Board and Committee heads – in progress
3. Put member website password in Membership Book.
5. Arrange Holiday Party date parking.
6. Put teacher bios on website.
8. Repair 2nd floor bathrooms soil line – in progress
9. Check feasibility of lunch tables in the garden (Spring)
11. Put club on G-mail alert list.
13. Update club inventory.
14. Develop club history workshop/docent training.

New from 10/20/15 meeting:

1. Determine cost of Xmas party & procure the parking lot/valet.
2. Include an In Memoriam section in the Fall Newsletter.
3. Put the monthly treasurer's report on the Members' Only section of the website.
4. Find a winter weaving and a full-time baskets teacher.