

# Handicraft Club Board Meeting

**Date: November 17, 2015**

**Members Present:** Sally Barker, Alice Beckwith, Sharleen Bowen, Lisa Churchville, Margie Edwards, Fran Gammell-Roach, Raya Goff, Jozy Mainelli, Smudge McVickar, Nancy Moger, Trish Poirrier, Trish Sylvester, Sally Whitin, Judy Wilson

**Members Absent:** Jen Auber, Kit Barnum, Rhea Brooks, Shirley Hardison, Izzy Goff, Margaret Lederer, Helene Shapiro, Marilyn Shealey

**Meeting called to order at 11:30 by Nancy Moger, President**

**Secretary's Report: Judy Wilson** (filed electronically)

- Ideally, informational reports should be circulated electronically prior to meetings; only discussion/ action items should be brought up verbally at a meeting.

**The Minutes of the October 20, 2015 Board Meeting were unanimously approved with the following amendments:** **Investment Committee Report** needs to have Mary Small listed as a member; **Class Report** included mention of the NYC trip, not the Program Report; **New Business** should read Peggy Rodgers' not Peggy Rodger's.

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

- Dues delinquencies have all been dealt with and total revenue is close to last year's at this time.

- Almost 50% of tuition revenue has also been collected, another healthy sign.

- Collected cash from the Kitchen will soon be deposited.

- \$19,626 was transferred from Endowment to checking, per the 10/20/15 motion.

**President's Report: Nancy Moger** (verbal)

- Alyssa, our former Office Manager, has had a baby. Rebecca, the Current Club Manager, has her address should anyone wish to send her a note of congratulations.

- Henry, our maintenance man, has received US citizenship. Nancy arranged for a flag in his honor to be flown over the White House, then sent to him!

- Lisa/Helene may need to help during the last two weeks of class registrations, as Rebecca has been chosen to attend a prestigious conference.

- Tinka was appreciative but declined our thank you offer of a free class.

- Snow closings will duplicate the Providence schools'. When schools are on vacation, parking bans will indicate when the Club is closed.

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

- Personnel: a sign noting who to go to for what information will be posted outside the office, and in the Spring Newsletter, to avoid constant interruptions of Rebecca's work.

- Strategic Plan: an action plan grid will be distributed by the end of the week.

**2nd VP Report: Smudge McVickar** (filed electronically and in writing at meeting)

- Valet parking proved too expensive, but hopefully the city will let us park on both sides of College Street on Dec. 10.

- A pro forma shows we need to sell 120 tickets to break even.

- Decorations have not been purchased recently, and can be amortized over several years, so they will come out of the House Committee's budget.

- Smudge is to email Board members re: what time on 12/8 she would like them to drop off samples of their work for a display table at the holiday party.

- Totes will be sold at the party.

**Corresponding Secretary's Report: Raya Goff** (no report)

- Raya was informed of a few recent deaths and asked to send condolence cards and have a note in the spring newsletter.

**Outreach Report: Jen Auber** (filed electronically)

- Lisa Churchville reported for Jen on the details of participating in Gallery Night ca. 6 months out of the year, at a cost of \$600. Teachers appear to be enthusiastic, and with only the first floor being open, only two docents would probably need to volunteer.

The groups would be ca. 20 at a time, mainly dropped off by a circulating bus. Some members of the University Club board could also be invited to attend.

**MOTION by Lisa to participate in Gallery Night commencing next March was unanimously approved.**

- The committee approved having the Plum Beach Garden Club use the house for their Holiday party on 12/13/16 with a donation of \$200.

- A process for engaging in reciprocal events with other clubs needs to be developed.

- A program with the Steelyard and other outreach programs are in the works, along with informal gatherings in the Burton room once it has been updated.

**Class Report: Lisa Churchville** (filed electronically)

- A possible reciprocal would be U Club members attending our beginning bridge class, giving us an opportunity to eat at the U Club on Mon. & Tues. evenings during the first quarter of 2016.

- The bus trip to NYC may also be opened to U Club members.

- Padded chairs purchased from Sam's Club are in use.

- Board members should help promote new winter classes.

**House Report: Kit Barnum** (no report)

**Garden Report: Sally Whitin** (no report)

**Membership Report: Sallie Barker** (filed electronically and in writing at meeting)

- The next New Member lunch will be Jan. 11, 2016.

- Barbara Crouchley explained the new features of the membership book, and was thanked for her dedicated efforts.

- Eight new applications plus one re-instatement, minus five resignations give us a total of 420 current members.

- New member applicant interests can now be added to the database. It was recommended that current member interests also be added where possible.

- The Spring Newsletter should promote Gallery Night, and ask for volunteer docents.

**Investment Report: Margie Edwards** (filed electronically)

- Pat Ley wrote an extremely informative article in the newsletter about our various funds and how they are invested.

- Margie reported that on 10/28 the committee met with NDS and reviewed performance, comparison to benchmarks, and some individual holdings, as well as receipts and disbursements. A meeting to compare our funds' performance with other non-profits' along with a year-end meeting with NDS are in the works.

**Societies Report: Rhea Brooks** (verbal)

- Fran Gammell-Roach noted that the recent solicitation letter made clear that the \$1,500 minimum contribution to the Beckwith Circle could be paid over three years.

**Historian's Report: Alice Beckwith** (verbal)

- Updating the inventory is in the works. Alice asked that no one move any art/furniture, etc. without letting her know, so the database can be kept up current (and things aren't inadvertently put in unsafe places.)

- Docent training will begin soon in view of our commitment to Gallery Night.

**Program Report: Trish Poirrier** (filed electronically)

- Rico Santi, who presented the extremely successful "roadshow" event on Oct. 30 will look for appropriate globes for the living room chandeliers, and advise us of the cost of restoring the Burton Room chandelier.

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

**Parliamentarian Report: Sharleen Bowen** (no report)

**Nominating Committee Report: Marilyn Shealey** (no report)

**Old business** (also see Action Items)

- Trish Sylvester requested that the motion to change dues policies in the Membership Book and the Bylaws be deferred. Dates, penalties etc. will be carefully considered.

**New business** (none)

**Meeting adjourned at 12:40**

**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. Replace dollhouse platform & basement cabinets & upstairs storage. **House**
13. Investigate stair lift. **House**
14. Review Phase 2 garden project bids. **Garden**
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, eg the 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**
8. Repair 2nd floor bathrooms soil line – in progress **House**
9. Check feasibility of lunch tables in the garden (Spring) **House**
13. Update club inventory – in progress **History**
14. Develop club history workshop/docent training – in progress. **History**

**New 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**

**New from 11/17/15 meeting:**

1. Put up notice outside office of where to go for what info. **1st VP**

2. Distribute breakdown of Strategic Plan responsibilities. **1st VP**

3. Arrange for display of work and selling totes at Holiday Party **2nd VP**

4. Send condolence notes and newsletter notice of recent deaths. **Corresponding Sec't**

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**

8. Draft Bylaw and policy revisions regarding dues. **Finance**