

The Handicraft Club, Inc  
Minutes of the Board Meeting  
January 15, 2019

Those Present: Kit Barnum, Bobbie Binder, Sharleen Bowen, Sara Carcieri, Jay Connelly, Deb Drinker, Margie Edwards, Kate Farrington, Fran Gammell-Roach, Pam Gardner, Janet Jagger, Margaret Lederer, Trish Poirrier and Sally Whittin.

Those Absent: Jozy Mainelli, Mary Reineman, Sandy Richter, Marilyn Shealey and Judy Wilson.

The meeting was called at 11:05 A.M. by President Fran Gammell-Roach.

Secretary's report: the minutes of the December 11, 2018, Board meeting were mailed. Hearing no corrections, Pam Gardner moved "that the minutes of the December Board meeting be approved as mailed and Jay Connelly seconded the motion. This was approved."

Treasurer's report: Sara Carcieri reviewed the Treasurer's report that was submitted electronically. She noted that the Club is half way through the 2018-2019 fiscal year and running slightly ahead of the goal in revenues and behind in expenses. Revenue: Sara explained that class tuition for the winter session in November and December of TY is ahead of LY by approximately \$4K. YTD we are running LY in class tuition revenue. The Truman's Trolley, as of 1/10/19 has 43 riders for the winter session without any single passes sold thus far. Expenses: \$1500 was expended for the legal expense for the special trust that was developed. There were no additions to or withdrawals from the General Fund and/or the Endowment Fund. Jay Connolly moved "that the January 15, 2019 Treasurer's report be placed on file." This motion was seconded by Kit Barnum. This was approved.

Consent agenda: Jay Connolly moved "that we accept the reports sent electronically as part of the Consent Agenda". This motion was seconded by Janet Jagger and approved.

President: Fran asked if someone would volunteer to observe the Board interactions and report at the end of the meeting. Pam Gardner volunteered.

Fran mentioned some concern for the late sign up for classes. Discussion followed: some ideas included, more flexibly in time and length of classes, asking teachers to "drum up interest", offer partial classes, easier sign up on the website, ask students to encourage friends to join them in class and better communication or marketing of classes.

Fran gave an update on the special meeting to be held on January 19, 2019 at the Hope Club, Proxy votes were mailed to all members and must be received by 10 A.M. She mentioned that any member may vote at the meeting.

Bobbie Binder and Janet Jagger reported that Marjorie Yashar has become a member of the Julia Lippitt Mauran Society.

Margie Edwards distributed and presented the "Conflict of Interest and Code of Ethics Policy" written by the Investment Committee, special appreciation was given to Pat Ley. Margie on behalf of the Investment Committee moved "that the Board accept the written "Conflict of Interest and Code of Ethics Policy", The Board voted and it was approved."

THE PRESIDENT AND THE RECORDING SECRETARY SHALL BE RESPONSIBLE FOR ENFORCING THE CONFLICT OF INTEREST AND CODE OF ETHICS POLICY. These forms will be kept in the administrative assistant's office. All Board members present signed and handed the forms

to Fran in the Recording Secretary's absence. There was discussion concerning the need to inform members of this new policy. Margie suggested listing this policy under Article XIII, Policies in the Membership Book, also to place a copy of the policy on the Club's website, a review of the policy will be a part of the Board training and members will routinely sign the forms at the Board training in the fall. The Recording Secretary will be responsible for collecting and filing the forms. Those Board members who are absent from today's meeting will be asked to sign the form by the President.

Sharleen Bowen presented the draft of the "Long Range Planning Report". The Handicraft Club Values Statement was developed by several members of the Long Range Planning Committee, it was developed using many thoughts from the "strengths of our Club. The final statement will be presented to the membership and printed in the Membership Book. Bobbie Binder noted that there was interest to including a statement concerning the "historic house". Discussion followed: the Board decided to add the following "We value the stewardship of a historic building as our Club's house." to the Value Statement.

The Objectives for the Long Range Plan were presented with some changes. A copy of the changes to the Membership Value Statement and the Board objectives will be sent to the Board before the next meeting.

The Long Range planning Committee recommends that the Board consider restructuring the "Executive Committee," The elected Officers of the Club shall constitute the "Executive Committee" of the Club. The officers will include: The President, two Vice-Presidents, Recording Secretary, Treasurer, Assistant Treasurer and the immediate past President. The responsibilities and specific job descriptions need to be created. The Corresponding Secretary will become a member of the new Standing committee, the Communications Committee. There would be 7 members of the Executive Committee.

The Long Range Planning Committee recommends the following: The Executive Committee together with the chairmen of the Standing Committees shall constitute "The Board" of the Club. The "Standing Committees" of The Board shall be: Class, Communication (to include news sheet editor, corresponding secretary, outreach marketing and media), Events (which includes program, teas, holiday party, annual exhibit and preview party), Finance, Giving Societies, Facilities (house and garden), Investments, Membership, Nominating and Personnel. The position of "Archivist, Librarian and Fire Safety" will report to Facilities Committee. Long Range Planning and Bylaws will be considered special committees reporting to the board when necessary. There will be 10 Standing Committees, the Finance and Personnel Committees are chaired by the Treasurer and a Vice President, respectively. The total size of the Board would be 15 members.

Pam Gardner reported as the observer of this Board meeting, she noted that Board members followed the rules of order during the meeting.

Sara Carcieri moved "that we adjourn the meeting" and Bobbie Binder seconded the motion. The motion was approved.

The meeting was adjourned at 12:30 P.M.

Respectfully submitted by Sharleen Bowen in Marilyn Shealey's absence.

#### Important Dates

- January 21st to February 8th - class rollover
- February 19th - Board meeting at 11A.M.