

# **Handicraft Club Board Meeting**

**Date: December 15, 2015**

**Members Present:** Jen Auber, Kit Barnum, Alice Beckwith, Sharleen Bowen, Lisa Churchville, Margie Edwards, Fran Gammell-Roach, Izzy Goff, Raya Goff, Shirley Hardison, Margaret Lederer, Smudge McVickar, Nancy Moger, Trish Sylvester, Sally Whitin, Judy Wilson

**Members Absent:** Sallie Barker, Rhea Brooks, Jozy Mainelli, Patricia Poirrier, Helene Shapiro, Marilyn Shealey

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

**Secretary's Report: Judy Wilson** (no report)

**The Minutes of the November 17, 2015 Board Meeting were unanimously approved.**

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

**The Treasurer's Report for November was unanimously approved.**

- All dues have now been collected. Six members resigned.
- Financial reports for the NYC bus trip in November & the Holiday Party have yet to be compiled.
- Two \$900 deposits from the Kitchen will soon be deposited.
- The Personnel Committee is to determine the distribution of the Holiday gratuity.
- Financially we are basically on track in all areas.

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

- All the December events went extremely well.

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

- The Strategic Plan was revised & circulated; it now includes the Class Committee.

**2nd VP Report: Smudge McVickar (verbal)**

- The Holiday Party was thoroughly enjoyed by all who attended, but the number may only have been about 80, which might leave a \$500 short fall.
- The City didn't OK parking on College St. in time to include that news in the invitation. Word of mouth reached a few people who took advantage of it—despite erroneous signs to the contrary. Jen Auber will work on this further next year!
- Jean Gorham was unable to help decorate and offered to donate the decorations instead. Her offer was appreciated but declined, as it had been decided the decorations were to come out of the House Committee's budget.
- Given the relatively low attendance, various suggestions were made: have the party every other year; re-institute the raffle; provide another way to buy gifts; replace the evening event with an afternoon tea.
- The sense of the meeting, however, was that this was a long-standing tradition and therefore important to maintain.
- To improve attendance, we should check with neighboring clubs for conflicts with the night we choose, secure street parking early and publicize it, consider ways to cut expenses and reduce the ticket price, and/or have a lower price for husbands and other guests, and re-institute the auction to raise revenue in addition to ticket sales.

**Corresponding Secretary's Report: Raya Goff (verbal)**

- A letter of gratitude was received for one of our condolence notes.

**Finance Committee's Report: Trish Sylvester (filed electronically)**

**MOTION by Trish Sylvester regarding bylaw amendments to ARTICLE V Initiation Fees and Dues was unanimously approved as follows:**

**SECTION 1, (d) Annual dues are due on or before May 31st of each year.**

**SECTION 2. Any member who fails to pay annual dues within ninety (90) days of the date of the dues invoice, with due notice having been given by the Treasurer, shall automatically cease to be a member of the Club, unless the Executive Board, for satisfactory cause, extends the time for payment.**

These bylaw changes must next be approved by the membership at a special meeting. Changes to policies in the handbook will also require revision, once the bylaw changes are approved. Policy changes do not require membership approval and can simply be made by the Executive Board.

The rationale for the suggested bylaw changes, along with the suggested changes to Finance and Membership policies, are attached electronically.

The proposed date for the membership vote is Feb. 11, prior to the Valentine's Tea at 3:30, in conjunction with the presentation of costs for the site access renovation plan.

**Outreach Report: Jen Auber** (verbal)

- Both the Steelyard and AS220 will be considered for some kind of outreach activity.

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

- Adding the Holiday Tea to winter registrations brings the number up to a good level.
- The Board should promote the endangered classes listed in the committee's report.

**House Report: Kit Barnum** (filed electronically)

- The upstairs toilets are out of commission as the repairs are underway.
- It was agreed to postpone the installation of a \$4,000 gas fireplace in the Burton room until furniture moving and other steps have been taken to make the room more cozy.

**Garden Report: Sally Whitin** (verbal)

- When Sally obtains quotes for the site access restoration plan she will meet with the Finance Committee to discuss funding, including applying for grants.
- Prior to presentation before the 2/11 Valentine Tea, the plan should be explained in the Newsletter and emails as something that is necessary for safety, improved access to the site, and remediation of existing problems, not as an optional aesthetic change. Additionally, members should be reminded that an endowment exists for maintaining the house and that no member assessments will be needed.

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

- The next new member proposal deadline is 12/31/15.
- The 1/11/16 New Member lunch organized by Sara Carcieri will include a docent tour of the house by Lisa Churchville.

**MOTION by Izzy Goff to accept the following eight candidates was unanimously approved: Leslie Kellogg, Mary DiSandro, Suzanne Swanson, Amabelle Allen, Karen Davie, Stacy Emanuel, Donna Holmes, Carlo Cook.**

**Investment Report: Margie Edwards** (none)

- Year-end 2015 performance will be assessed with our investment firm in January.

**Societies Report: Fran Gammell-Roach** (electronic)

- Sara Carcieri and Fran Gammell-Roach have joined the Truman Beckwith Circle.

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

- The committee met on 11/23 and divided up all their various responsibilities.
- On 12/12 the first group of six docents attended an informative training session.

**Program Report: Trish Poirrier** (none)

**Tynietoy Heritage Fund Report: Margaret Lederer** (verbal)

- Celia and David Hilliard made a donation of the Peggity Grandmother doll, to honor their dear friend, Margie Edwards. Their gracious letter was read aloud.

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

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

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

**MOTION by Nancy Moger to accept the revised Strategic Plan, which now includes responsibilities for the Class Committee, was unanimously approved.**

**New business** (none)

**Meeting adjourned at 12:45**

**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 site access/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, 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**
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**

**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:**

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**

**New from 12/15/15 meeting:**

1. Submit revenue/expense reports for NYC trip & Holiday Party. **Class, 1st VP**

2. Notify members of the 2/11 special bylaw change meeting. **President, Treasurer**
3. Promote the endangered classes listed on the Class report. **All**
4. Review site project costs with Finance Comm., promote the plan via Newsletter and email, publicize a Q&A/presentation at the 2/11 special meeting. **Garden, Treasurer**