

# **The Handicraft Club Board Meeting**

**September 17, 2019**

**Members Present:** Amabel Allen, Kit Barnum, Bobbie Binder, Sara Carcieri, Lisa Churchville, Jay Connelly, Deb Drinker, Fran Gammell-Roach, Janet Jagger, Margaret Lederer, Heather Roberts, Marilyn Shealey, Ginny Walsh

**Members Absent:** Kate Farrington, Trish Poirrier, Helene Shapiro

**Guests Present:** Margie Edwards, Janet Panoff

**President Fran Gammell-Roach called the meeting to order at 11:05 am.**

Each attendee introduced herself and described their committee's role and responsibilities. Fran reminded each committee chair to submit a description of their committee structure and function.

She reported the Events Chairs, Helene Shapiro and Trish Poirrier, are looking over all activities not class related. They plan to have monthly events.

Fran passed out the club calendar, noting that the date of the Holiday Party should be updated to December 2.

Bobbie Binder volunteered to provide the assessment of the board's functioning at the end of the meeting. She proposed the following motions, which passed unanimously:

**That the August email approving that \$12,065 be withdrawn from the Investment Fund for expenses be included in the minutes.**

**That the September email approving an additional charge for carpool riders of Truman's Trolley be included in the minutes.**

**Secretary's Report: The minutes of the June board meeting were approved as distributed.**

**Conflict of Interest:** The Investment Committee finalized a Conflict of Interest policy, which must be signed by all committee members and returned to the Secretary. This was distributed for the signatures of those present. Bobbie suggested the new policy might better reflect the need for each member to follow the policy over the subsequent years.

**Board Overview:** Fran reminded the board that the change in board structure was designed to provide more discreet jobs for members rather than the overreaching ones in the previous structure.

**Communications:** Bobbie stated that all communications relating to club business should go through the Communications Chairs. They will consider the calendar and decide the best way and timing to disperse the information.

**Consent Agenda:** Fran stated that a Consent Agenda at board meetings will contain reports that are informational. Those will not be discussed at length but will be voted upon to accept as submitted.

**Treasurer's Report and Finance Committee:** Sara Carcieri reviewed the submitted Treasurer's Report. She noted that dues received are behind last year's number. Current dues received total \$91,165; the goal is \$105,000. Paying members are down by 18. Class tuitions are up 28% through August. The number of members using Truman's Trolley is less than hoped. For an Investment Committee update, she noted the withdrawal of \$25,000 in July for Jackie Hick's trust. The investment draw for the coming year is \$213,000. Sara reviewed the club's Director's and Officer's Liability Insurance. We have coverage of \$3 million dollars and protects against such concerns as sexual harassment and wrongful firing. The following motion was proposed and passed unanimously:

**That the September Treasurer's Report be accepted as submitted.**

**Exploration Task Force:** Margaret Lederer reviewed the goal of the task force, which is titled "Move Forward Together." This effort is meant to examine what members' views are of what the club should look like in the future and the pros and cons of our current club offerings. This is meant to give direction to future strategic planning. Martha, our consultant, designed and emailed the first survey, which solicited members' thoughts on the club's food offerings, class offerings, ambience and building. Two hundred twenty-one members responded. A second survey will focus on areas highlighted in the first survey. Following both surveys, focus groups will be held to discuss solutions for issues raised in the surveys. Members who resigned were not included in the first survey but will receive the second, as will teachers. Martha will attend the Board Retreat to discuss findings from the first survey.

### **Committee Reports:**

**Building and Grounds:** Kit reviewed her submitted report, noting that Fran and Margaret had done a terrific job removing unnecessary items from various rooms in the club. The newly formed Garden Committee will address issues of on-going maintenance. Decoupage classes will share space with Decorative Painting as asbestos removal in the basement has proved to be complicated.

**Class Report:** Deb Drinker reported that 31 classes are running this fall along with a variety of Friday workshops. Two classes (ceramics and bridge) were cancelled. An effort is being made to find additional teachers, especially for baskets, decoupage and needlepoint. She reminded the board that class chairs handle cancellations/refunds. Rebecca can process a refund but cannot initiate it. If a class is full, members should not lobby teachers for extra space.

**Membership:** Jay Connelley reported that a New Member Luncheon would be held the coming Monday. She asked for a board member to attend and Kit Barnum volunteered. September 30 is the next deadline for new members.

**Personnel Report:** Bobbie Binder requested that the board enter an Executive Session to discuss sensitive personnel issues.

Following the Executive Session, Bobbie reported on her assessment of the Board's functioning. She noted very little chatter and good attention.

Fran reminded board members of the upcoming Board Retreat, scheduled for October 18. The schedule includes a 10 am board meeting, lunch at noon, followed by the retreat.

Committee Chairs were reminded to send their committee summaries to Marilyn or herself.

The meeting was adjourned at 12:40 pm.

**Respectfully submitted,**

**Marilyn Shealey, Recording Secretary**