

Handicraft Club 2020 Annual Report



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June 1, 2020

Dear Voting Members,

In these extraordinary times, the Board realized that the Club needed advice concerning how to hold our annual meeting. The Board hired Carl Freedman, of Chace, Ruttenberg and Freedman law firm to advise the Club on holding a 'virtual' Annual Meeting. Our By-laws do permit us to hold a virtual meeting that way, and he assisted in the crafting of our procedure to ensure we meet all requirements. The Club will use Zoom for the meeting and all members participating in the meeting have the opportunity to hear and see each other at the same time; and all votes at the 2020 annual meeting shall be cast during the video conference by members entitled to vote.

All annual reports have been posted on the Club's website www.handicraftclub.org/board-meeting-archives.html Under these unusual circumstances you are receiving an expanded annual meeting packet that contains:

- Call to meeting
- Meeting Agenda
- Minutes of last year's Annual Meeting
- Nominating Report
- Financial Reports

In order to manage a large virtual gathering, we are requesting that questions be submitted in advance before June 12th to the President at fran@thechemco.com.

The Club has been using Zoom this spring for classes, weekly gatherings, Board and other meetings and it has been working well. We will be utilizing some of the features of Zoom, such as 'chat' and 'raise hand'. In order to help members unfamiliar with Zoom, there will be a 'test meeting' on June 10th at 10 am. (<https://us02web.zoom.us/j/87331691129?pwd=V09YNXBECeE52ZIYwV29OTUpUbTZXdz09>) If you are having trouble logging into Zoom on the 10th please use these phone numbers to assist you:

401.209.5641 – Margaret Lederer

401.595.3007 – Fran Gammell-Roach

We are encouraging all members, voting and non-voting to attend the club's annual meeting.

Sincerely,

Fran Gammell-Roach, President

Handicraft Club Annual Meeting

June 17, 2020

Virtual Meeting via Zoom

Call to Order: Frances Gammell Roach, President

Determination of Quorum

Minutes of the 2018-2019 Annual Meeting: Marilyn Shealey, Recording Secretary

Motion to Approve the Minutes

Financial Reports

Sara Carcieri, Treasurer

2019 - 2020 Financial Report

2020 - 2021 Budget

Lisa Churchville, Investment Committee Chair

2019 - 2020 Performance and Activity

Nominating: Heather Roberts, Nominating Committee Chair

Presentation of Slate for 2020 - 2021

Motion to Approve the Slate

President's Remarks: Frances Gammell Roach, President

Presentations

New Business

Adjournment

Zoom Meeting

<https://us02web.zoom.us/j/87331691129?pwd=V09YNXBECeE52ZlYwV29OTUpUbTZXdz09>

Meeting ID: 873 3169 1129

Password: 348062

Dial in: (312) 626 6799

President's Report

To say that this year has been eventful is definitely an understatement. This is how I started last year's annual report and I feel like it can be repeated this year. Who would have thought that this over 100-year-old club would be holding its annual meeting virtually? Spending time each year looking back over the last 12 months is always insightful, seeing how much was accomplished and what is left to tackle in the coming year. My report this year is in two parts; first is highlighting the accomplishments some of which is detailed in other reports and second is thanking all of our dedicated members and staff for their contributions.

The Exploration Task Force, led by Margaret Lederer with Carla Cook, Barbara Crouchley, Janice Panoff and me continued work started last spring and hired Martha Torrance to help the club come together and explore ways to move forward. Their work culminated with the formation of task forces to tackle specific timely needs.

With our House Manager, Jackie retiring this summer, our two vice presidents each chaired a task force looking towards this transition. Margaret Lederer ably tackled food and her team presented a recommendation in April for providing lunches next year. Bobbie Binder's team interviewed our current staff and reimagined how the club's staff should be structured in order to run the Club in a professional manner. Their recommendations were also presented to the Board in April.

Marilyn Shealey chaired the transportation task force which again reviewed this vexing issue for the club. Their recommendation was to either continue Truman's Trolley shuttle service or pursue a Handicraft Club Corporate Uber account with the club underwriting a fixed fare portion for members.

Alice Beckwith chairs the Space Utilization Task Force that was charged with investigating inexpensive suggestions to optimize the current rooms in our Club House. They developed a 12-point questionnaire for teachers and discovered that our flexible teachers are full of ideas. Their work is in progress so you will all hear their recommendations by fall.

Kit Barnum, chair of the new Buildings and Grounds Committee, assembled a diverse team that met monthly this year until Covid-19 changed all of our plans. Using the house inspection report from last year, the group was able to tackle a number of projects that she has detailed in her committee's report. I want to recognize Kit's dedication to the club, driving up from Little Compton numerous times through the year, including the summer to oversee maintenance projects, opening the club and doing whatever is necessary. Our property is in able hands and I am very grateful for her and her team's efforts.

A new committee this year is Communications, chaired by Amabel Allen and Liza McCahan. These two ladies have worked diligently with Rebecca to increase our communications

effectiveness and also start the Club's social media presence on Instagram, @handicraftclubri and the club also now has a Ravelry group, handi-knitters. I really want to thank both of these women for stepping up to tackle one of any organization's thorny issues, communications, and work to enhance the club's efforts. One project still on our list is a major upgrade/overhaul of the Club's website.

At last year's annual meeting, the members approved our revised Bylaws which restructured the Board, adding an Executive Committee to enable the Club to have a team rather than just a President. With this timing, the incoming Board was not finalized and I was not able to properly thank all of the retiring members. So, this year has two years' worth of thank yous. Margie Edwards, past President and Investment Committee chair has served the club tirelessly over many years in many capacities. She stepped down as Investment chair but continues to be an active committee member. Sally Whittin, Garden Chair for probably 10 years has ably served the Club, maintaining and most importantly, shepherding the front garden stabilization and restoration plan to completion. We have been enjoying photos of our lovely spring garden remotely this year and are thankful for Sally's commitment of time and talents to the club and its gardens. Alice Beckwith, the Club's Librarian/Historian/Archivist, retired from the Board after many years taking over from Po Adams the responsibility of the Club's history. While no longer a Board member, Alice has continued to devote her time and talents to the club, most recently helping with the mold remediation in the library and now chairing the Space Utilization Task Force. Pam Garner has worn a number of hats on the Board over the years and last year she and Sharon Linder chaired the Nominating Committee and I thank both of them for their excellent work.

This year's we have a few retiring Board members: Jay Connelly has served as Membership Co-chair for the past two years and has strengthened the club's new member orientation program. Deb Drinker and Sandy Richter have served as class co-chairs together for the past two years; overseeing classes, sourcing new teachers and workshops to entice our members. And this winter, leaped into virtual classes along with our teachers to continue our mission to share the joy of handicrafts even if it has to be in our own individual homes. Janet Jagger, who has served the club in a number of capacities over the years will step down as Societies Chair. I am indebted to her for her guidance and editing skills. My communications to you all have been greatly improved due to her input. Bobbie Binder has stepped up to take charge whenever asked with her depth of knowledge and experience. Last year, it was spearheading the Bylaws revision and this year it has been chairing the Personnel Task Force that has developed the future staffing plan for the club. She will continue spearheading the task force developing the Club's rules to replace Robert's Rules of Order.

Our staff, Jackie and Rebecca, have worked diligently to make sure our Club is open, welcoming and running smoothly. Rebecca has managed the switch to mostly virtual work, keeping the club's communications going during this pandemic. While I wish we could all gather in person this year to wish Jackie a fond farewell, I am so happy that we did celebrate

last spring with her surprise luncheon. Hopefully, we will be able to gather sometime this fall to celebrate her retirement.

My term as President would have not been possible without all of these wonderful women and more who are devoted to our precious club. The saying; 'It takes a village', really is apt description of my tenure as President. I have past Presidents, Officers and all of the Board to thank for helping me these past two years. While serving as an officer is a commitment, the friendships that have developed are definitely well worth the effort. While I don't know what next year will bring, I do know that this club has the resources, talent and devoted members to tackle any and all events.

Respectfully Submitted,

Frances Gammell-Roach, President

The Handicraft Club

Annual Membership Meeting

May 17, 2019

Board Members Present: Kit Barnum, Alice Beckwith, Bobbie Binder, Sharleen Bowen, Sara Carcieri, Deb Drinker, Margie Edwards, Kate Farrington, Fran Gammell-Roach, Janet Jagger, Margaret Lederer, Sharon Linder, Mary Reineman, Sandy Richter, Marilyn Shealey, Sally Whitin

Board Members Absent: Jay Connelly, Pamela Gardner, Jozy Mainelli, Trish Poirrier, Judy Wilson

Club Members Present: Joyce Almeida, Barbara Baldwin, Geraldine Barber, Mitzi Berkelhammer, Pat Billings, Anne Bright, Beth Bullock, Mary Chase, Betsy Champlin, Barbara Colt, Anne Constantino, Carla Cook, Linda Diebold, Sandy Earle, Stacy Emanuel, Julia Emlen, Ruth Fain, Caryl Freedman, Leslie Fuller, Gail Ginnetty, Raya Goff, Amy Goldstein, Susan Graseck, Mary Ann Hackett, Ginger Harkey, Barbara Halzel, Ann Holmes, Vivien Jones, Pat Ley, Janice Libby, Susan McCarthy, Lee Ann Merlo, Nancy Moger, Drew Moran, Anne O'Neill, Susan Pakula, Janice Panoff, Lori Petros, Donna Pilkington, Heather Roberts, Linda Rockwell, Barbara Rosenbaum, Sylvia Sapir, Jill Scott, Helene Shapiro, Mary Small, Suzanne Swanson, Susan Tash, Jane Taylor, Angela Thomas, Ginny Walsh

Non-member Teachers and Staff: Anastasia Azure, Jackie Hicks, Rebecca Simmering

President Fran Gammell-Roach called the meeting to order at 11:24 a.m.

Fran outlined the procedures for voting for this meeting.

The following motion was made and passed unanimously:

To limit each speaker to two minutes.

A motion to approve the minutes of the May 18, 2019, annual meeting passed unanimously.

Financial Report: Treasurer Sara Carcieri reviewed the financial report of the Club from July 2018 to present. She highlighted that dues are one-third of our revenue, that class tuition exceeded the budget by 9%, and that Truman's Trolley fell short of expectations. The following approximate balances in the Club's accounts were reported as of May 1:

Checking: \$ 58,000

Savings:	6,800
General Fund:	219,000
Investment Fund:	6,600,000
Rhode Island Foundation Fund:	98,000

Sara reviewed the board-approved budget for the coming year. She suggested that if the Club were to undertake a large purchase in the future, such as the purchase of a new building, the dollar amount members are willing to spend should be determined before undertaking the process.

Investment Report: Margie Edwards reviewed the investment report, noting that although the market was volatile over the past year, our balances held well. She stated that a new conflict of interest policy had been voted on and approved.

Nominating Committee: On behalf of the Nominating Committee, Sharon Linder read the proposed slate of officers and elected committee members for the 2019-2020 year, which was passed favorably:

President:	Fran Gammell-Roach
Vice-President:	Margaret Lederer
Vice-President:	Bobbie Binder
Recording Secretary:	Marilyn Shealey
Treasurer:	Sara Carcieri
Asst. Treasurer:	Mary Reinenman

Investment Committee Member:	Carol Cimilluca
Finance Committee Member:	Susanne Toothaker

By-Laws Committee: Bobbie Binder reviewed the by-laws changes that the committee has proposed. She stated that an effort was made to revise them to include only principles and not policies and procedures, which would be outlined in other documents. Highlights of the new by-laws include:

- Clarification of the membership categories
- Allowing each co-chair of a standing committee will have a vote on the board
- Stating the President has a right to vote in her ex-officio capacity on committees
- Formation of an Executive Committee
- Renaming the Investment Committee
- Creating a pathway for absentee voting
- Establishing a new Rules of Order which will serve as guidelines for governance

She suggested that the by-laws be adopted as a whole as the parts are interconnected. Discussion centered on which functions are standing committees vs. divisions of larger committees, pros and cons of term limits for committee chairs and whether Roberts Rules of Order should be dropped before new rules are established. Bobbie stated that at the board meeting to be held the following Tuesday, the board would then adopt Robert's Rules of Order to be used as guidelines until new rules are adopted. The following motion was proposed and passed favorably:

To adopt the new bylaws as proposed by the By-Laws Committee

A motion to adjourn the formal part of the meeting passed unanimously. The meeting was adjourned at 12:47p.m.

Executive Board Reports

Financial report for the fiscal year July 1, 2019 to present

FINANCIAL OVERVIEW

The Handicraft Club will be ending the fiscal year on June 30, 2020 in a sound financial position. Dues and Initiation Fees are projected to be \$105K, similar to last year, but \$10K less than budget. Current membership is at 368 and has declined over the past few years. Since Annual Dues is one of our largest revenue sources, members need to make a concerted effort to introduce potential new members to the joys of our special club and all it has to offer existing and new handicrafters.

Due to the Covid 19 virus, our club closed in early March, and the Spring Session was cancelled. Planned revenues declined due to refunding some class tuition income to members, as well as Truman's Trolley income. The club's general operating expenses have declined due to the Club's closure, however, the Board decided to pay our loyal staff and teacher's salaries through this unprecedented time. Through April 2020, our net income is \$51,785, and I project that we will end the year with a surplus.

The club applied for and received \$12,184 under the Paycheck Protection Program and we will follow the strict guidelines for use covering payroll, utility, vacation, retirement costs as well as timing guidelines.

As of April 30, 2020, our bank balances were -

Checking - \$34,176

Savings - \$6,882

GENERAL FUND & INVESTMENT FUNDS

As of April 30, 2020 our fund balances were as follows -

Investment Fund - \$6,408,079

General Fund - \$237,477

RI Foundation - \$90,380

With over \$6.7M in our investment accounts, we are fortunate to have the strong building blocks for long term sustainability as we look to our future.

Member donations and contributions to the Truman Beckwith Circle through April 2020 totaled \$7,035. I encourage our generous membership to continue supporting the club through the Giving Societies opportunities.

The 2019/20 Investment Draw of \$213K has funded the following club operating expenses and initiatives through April of this year -

Operating Budget - \$94K

Includes \$17.3K for ETF consultant

Truman's Trolley - \$24K

Jackie Hick's Trust - \$25K

Asbestos Removal - \$15K

Library Mold Removal - \$5K

New Water Heater & Basement Pipe Insulation - \$10.3K

New Lunchroom Furniture - \$6K

2020/2021 OPERATING BUDGET

A copy of the 2020/2021 Operating Budget is included in your report packet. It includes actual revenues and expenses from 2018/19, the 2019/20 Budget, and YTD April 2020 actual revenues and expenses.

I would like to highlight the following in next year's budget -

1. Truman's Trolley is budgeted similarly to this year where members fund 35% of the total cost and 65% is funded by the draw.
2. With Jackie's retirement, changes in staffing of the Handicraft Club are in process. Next year's budget allows for the hiring of our first Club Manager which will reduce our dependence on Board members for Club management.
3. The 2020/2021 draw is \$256K of which \$164K is budgeted for Truman's Trolley and Operating costs.

In closing, I would like to thank this year's Finance Committee including Fran Gammell-Roach, Mary Reineman, Margie Edwards, Susan Toothaker (elected member) and Lisa Churchville for all their support. In addition, thanks to our Office Manager, Rebecca Siemering for all her hard work throughout the year.

Respectfully Submitted, Sara Carcieri
Treasurer

HANDICRAFT CLUB OPERATING BUDGET - 2020 - 2021

REVENUES	ACTUAL 2018-2019	BUDGET 2019-2020	APRIL 2020 YTD ACTUAL	BUDGET 2020-2021
Dues	\$95,065	\$105,000	\$93,362	\$96,000
Initiation Fees	\$9,000	\$10,000	\$11,500	\$5,000
Class Tuition	\$96,390	\$95,000	\$72,351	\$85,000
Holiday/Preview Party	\$8,820	\$7,000	\$3,385	\$8,000
Kitchen	\$7,928	\$7,200	\$4,792	\$7,200
Transportation Income- Members	\$13,530	\$16,080	\$12,126	\$16,080
Transportation Income- Investment Fund	\$28,885	\$30,585	\$24,250	\$30,585
House Rental	\$0	\$0	\$0	\$0
Club Operations	\$0	\$500	\$1,285	\$500
Jessie Knight Fund	\$75	\$500	\$250	\$500
Tynietoy	\$75	\$500	\$0	\$500
Investment Fund Draw	\$55,041	\$109,000	\$93,850	\$133,000
TOTAL REVENUES	\$314,809	\$381,365	\$317,150	\$382,365
 EXPENSES				
Class Expense	\$2,095	\$2,600	\$1,745	\$2,600
Garden Maintenance	\$4,432	\$5,000	\$1,867	\$5,000

Giving Society	\$712	\$1,500	\$1,204	\$1,500
Health Insurance	\$2,054	\$2,250	\$1,668	\$12,000
Holiday/Preview Party	\$10,691	\$10,000	\$6,794	\$11,000
House Maintenance	\$5,156	\$5,000	\$5,094	\$5,000
Insurance	\$9,728	\$13,100	\$10,433	\$15,415
Kitchen-Catered Lunch Service	\$7,331	\$9,000	\$5,748	\$8,500
House	\$398	\$1,000	\$763	\$1,000
Legal/Accounting	\$7,382	\$5,000	\$4,525	\$5,000
Office Expense	\$17,862	\$19,000	\$11,999	\$27,000
Communications				\$1,000
Transportation	\$44,944	\$46,665	\$34,916	\$46,665
Payroll Taxes/Handicraft	\$9,410	\$9,785	\$7,656	\$17,000
Payroll Expense	\$2,792	\$3,000	\$2,687	\$3,200
Outreach	\$0	\$1,000	\$0	\$1,000
Program/Board	\$12,570	\$19,500	\$19,442	\$14,500
Repairs	\$5,638	\$5,000	\$4,346	\$5,000
Tynietoy	\$0	\$500	\$0	\$500
Staff Salaries	\$52,795	\$107,000	\$47,438	\$94,250
Teacher Salaries	\$101,058	\$98,000	\$85,232	\$88,500
Utilities	\$17,126	\$17,000	\$11,811	\$16,000
TOTAL EXPENSES	\$314,173	\$380,900	\$265,366	\$381,630

NET INCOME	\$636	\$465	\$51,784	\$735
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Updated - 5.18.2020

Investments

This is a period of enormous uncertainty and financial markets have been, predictably, volatile. The Investment Committee worked with Investment Management Firm, F.L. Putnam and the Rhode Island Foundation. We are impressed that the Putnam team was proactive, within our guidelines, and made some early changes to our portfolio, moving out of travel and hospitality holdings and responding to oil prices. The portfolio management team continues to watch markets carefully, responding thoughtfully in these turbulent times.

ENDOWMENT AND GENERAL FUND

The Endowment is a Board designated fund and does not include any donor-designated contributions. Our by-laws allow up to a 4% draw per year based on the previous 12-month value of the fund.

We had transferred \$6.49 million in endowment funds to F L Putnam on July 31, 2018 (inception). As of March 31, 2020, the balance was \$6.03M and as of April 30 the balance is \$6.41M.

During this time, we have only taken a portion of our 4% Investment/Endowment draw. Since inception we have spent slightly less than 115,000 and our budget for next year calls for \$164,000, significantly less than the allowed draw of \$256,000 (Please refer to the Budget submitted by Treasurer, Sara Carcieri for 2020-2021 projected expenses.)

The General Fund is used for emergencies and its balance reflects investment results and disbursements. The balance as of July 31, 2018 was \$236,601 and \$227,258 on March 31, 2020 and 237,477 on April 31, 2020

Sheets providing Account Reconciliation and Asset Class Performance for both the Investment/Endowment and the General Fund can be found in a separate .pdf in the Board Documents webpage.

RHODE ISLAND FOUNDATION FLEXIBLE FUND

The Committee and the Board agreed that having some of our Endowment at the RIF enables us to provide another option for donors who may prefer to contribute to the Handicraft Club through the RIF. We are part of a million pooled fund.

Our initial investment of \$100,000 made 3/31/20 is worth \$90,380. We receive quarterly statements from the RI Foundation.

I want to thank the entire Investment Committee for the excellent work this year: Sara Carcieri, Treasurer; Mary Reineman, Assistant Treasurer; Carol Cimilluca, Elected Member; Gail Ginnetty, Margareta Edwards and Fran Gammell Roach, Ex Officio.

We welcome your questions and encourage you to contact any of us or Heather Roberts, our Nominating Chair if you are interested in serving on this committee.

Respectfully submitted,

Lisa G. Churchville

Chair

Fund Charts from RI Foundation & FL Putman are in a separate .pdf in Board Documents

Nominating Committee

April 20, 2020

The Nominating Committee is please to present the following slate for the 2020 - 2021 year:

President	-	Margaret Lederer
Vice President	-	Sara Carcieri
Vice President	-	Betsy Champlin
Treasurer	-	Lisa Churchville
Assistant Treasurer	-	Mary Reineman
Secretary	-	Marilyn Shealey

Elected Members for:

Finance	-	Margie Edwards
Investments	-	Marianne Litwin

Respectfully submitted, Nominating Committee
Heather Roberts, Chair
Sharleen Bowen
Stacy Emanuel
Amy Goldstein
Drew Moran

Bios of Proposed Slate of Officers

Margaret Lederer

Margaret Lederer is currently a Vice President at the Handicraft Club. During the 27 years that she has been a member of the HC, she has served as Treasurer, Assistant Treasurer, Class CoChair and Chair, Tea Chair, Program Chair and CoChair of the Tynietoy Committee. Margaret received her MBA from UCLA having majored in Marketing. Her education there emphasized planning (strategic, tactical and long range) and gave Margaret the skills to take complex multi-faceted input, perform analysis, and organize that input into a comprehensive singular operational system for achieving a singular or multi-pronged outcome.

Sara Carcieri

Sara Carcieri is completing her fourth year on the Board as Treasurer of the Handicraft Club where she has enjoyed needlepoint, weaving and oriental rug classes. She spent her career in the fine tableware and gift business after graduating from Purdue University. Her 35-year business career started at Marshall Field's in Chicago and a marketing job with Gorham Silver brought her to Rhode Island where she was Vice President of Product Development. After transitioning Gorham through new ownership, she began an 18-year career at Reed and Barton. She retired as Vice President of Marketing where she managed the design, product development, marketing and advertising departments for the company. A member of the Handicraft Club since 2013, she was previously on the Membership Committee.

Betsy Champlin

Betsy has been a member of the Handicraft Club since 2008 where she has served on the Kitchen Task Force. She spent her career as head of circulation at the Radnor Memorial Library in Wayne, PA. She is the Corresponding Secretary of the Barrington Garden Club and has volunteered at Touching All People in Need (TAP-IN) since 2008. Betsy is also an elder at the Barrington Presbyterian Church and is serving on the Personnel Committee. At the Club she has taken classes in knitting, needlepoint, watercolor and baskets

Marilyn Shealey

Marilyn has been a member of the Handicraft Club since 2004 and has served on the board as TynieToy co-chair as well as Nominating Committee chair. Currently she serves as Recording Secretary. Marilyn has held jobs which include working in financial planning at the then Old Stone Bank, heading a non-profit whose goal was to reduce teen pregnancy, and working as a clinical social worker at Women and Infants with a specialty in substance abuse. Past volunteer efforts have included leadership positions at the National Council of Jewish Women, The Wheeler School, and the Jewish Alliance of Greater Rhode Island.

Lisa Churchville

Lisa Churchville is an active member of the Handicraft Club and has enjoyed painting, portraits, needlepoint and basket classes. She has experience on the board as Class Chair and Investment Chair in addition to participating on ad hoc committees. In addition to the Handicraft Club, she serves on the boards of the Rhode Island Philharmonic and Music School, Bryant University and Tides Family Services. She has also been Chair of the Board for the Rhode Island Philharmonic, the Providence Public Library, the Greater Providence Chamber of Commerce, The University Club and Adoption Rhode Island. She spent most of her career in broadcast television with NBC in NY, Chicago, Philadelphia and Providence. After retiring from broadcast, Lisa joined Treasurer Magaziner as the Director of College and Retirement Programs.

Lisa is a graduate of Barnard College and has her Master in Business Administration from Harvard Business School. She lives in Wakefield with her husband, Skip Carlin, an interior designer. They have two adult sons, Drew Carlin and Gray Carlin.

Mary Reineman

Mary has been a member of the Handicraft Club since 2014 and has served on the Board and the Executive Committee as the Assistant Treasurer for the past two years. She has enjoyed taking needlepoint classes at the Handicraft Club for the past five years. Mary spent her career in the Financial Services Industry after graduating from Colby College. She began her career at Fleet Bank in Providence and transitioned into a 15-year career at Merrill Lynch. Mary is on the Board of Directors of the RI Philharmonic and on the Board of Governors at Bradley Hospital. She has enjoyed volunteering at the Wolf School and at Bradley Hospital with her therapy dog, Beazie. Mary lives on the East Side of Providence with her husband, Paul Kappel.

Year End Report of Vice President

Activities Club Year 2019-20 **Vice Presidents: Barbara Binder and Margaret Lederer**

This Club Year our work as Vice Presidents focused primarily on leading task forces in addition to assisting the President and Chairs of the standing committees as needed.

Margaret led the Exploration Task Force which explored the membership's thoughts about the Club in the present as well as thoughts about what the Club might do in the future. In addition, she led the Kitchen Task Force which sought to identify and recommend how lunch might be provided to Club members in the Club Year 2020-21.

Bobbie led the Personnel Committee as well as the task force charged with developing the policy and procedure for considering an alternative slate should such a situation occur. In addition, Bobbie contacted an attorney to develop a plan for how voting might be conducted at an electronic annual meeting that would be consistent with our by-laws.

Together Margaret and Bobbie planned the 2019 Board Retreat at which Martha Torrance, the organizational behavior consultant whom the Club had hired, spoke and led the Board in group activity.

Respectfully submitted,

Barbara Binder, Vice President
Margaret N. Lederer, Vice President

Addendum:

Exploration Task Force

The Exploration Task Force (ETF) was formed in the summer of 2019 and Martha Torrance, an organizational behavior consultant, was hired by the Club due to the Board's seeking to explore members' sentiments about the strengths and weaknesses of their Club experiences and what they would like their Club experiences to be in the future. M.Torrance was found along with several other potential consultants for the task through the recommendations of Rhode Island Foundation. M. Torrance was chosen for her availability, experience and her having no prior ties or association with the Club.

The ETF established goals and timetable for the process in cooperation with M.Torrance and with her guidance and evaluation of results conducted two surveys (one called for qualitative

response; one called for quantitative response) as well as several small group focus group type sessions with members and one large member gathering at which there was roundtable discussion for how the Club might proceed in the future.

The ETF's work concluded in January 2020.

The outstanding positive outcomes of the process was the opportunity members felt to participate in the planning process and "to have their voices heard". During the subsequent months following the conclusion of the ETF's work the Board responded by activating many of the requests that came forth from the membership; a few of these are: expanding communication tools; offering more opportunities for members to gather such as drop-in needlework gatherings, having rotating exhibits of members work with a wine & cheese exhibit openings; free trolley transportation the first week of the term; offering coffee and tea free of charge during the winter term. The outcome of the ETF's work confirmed what was previously believed, i.e. the two largest weaknesses of Club experience are the lack of easy access to and within the clubhouse and the lack of easily obtainable parking which would not be costly. These two identified weaknesses were consistent with the finding in an earlier survey that the majority of members would be open to the possibility of moving to another site at which these shortcomings might be eliminated. Further, the outcome of the ETF's work confirmed what was previously believed, the two largest strengths of the Club are: having outstanding teachers and classes; the feeling of camaraderie. In addition, these surveys gave indication of confidence in the Club's leadership. Overall, what most of all impressed M. Torrance was the passion members showed for the Club in their survey responses and in the group discussions.

A brief quantitative summary of the survey findings: 94% of the 217 respondents were over the age of 50 and 43% of the 217 respondents were over the age of 70; 43% of the 215 respondents have been members of the Club for more than 10 years; 58.42% of 190 respondents felt that the Club "should mainly be for women members".

—Submitted by Margaret Lederer, Exploration Task Force Chair

Kitchen Task Force

The Kitchen Task Force (KTF) was formed in January 2020 to explore and recommend to the Board, the Personnel Committee and the Treasurer how lunch might be provided for our members in the 2020-21 Club Year. The task force considered several ways that the lunch might be provided: in-house preparation by a full time or part time staff person; in-house preparation by a caterer; outsourcing the food preparation with and without a staff person to do the ordering, organizing lunch service, receiving payment, cleaning of dishware and silverware at the end of lunch service.

The work of the KTF began with an informal survey of members having lunch at the Club during a week in the winter term. This was verbally conducted by KTF members sitting with those having lunch. From doing that the task force learned that members want a quick and simple light lunch consisting of salad, soup or other hot dish, and sandwich options. The selection should be flexible to accommodate members' special dietary needs, i.e. have gluten free and/or low fat or low sodium options and not too spicy. Members would like to see more fresh fruit, crusty bread or crackers to accompany soup, and more variety. Members are not interested in breakfast offerings; in the morning when they arrive at the Club they want to go directly to class. They have

lunch at the Club for three reasons: location convenience; it is quick service; to experience the camaraderie of the membership.

As immediate results of the informal survey's findings the Club began having crusty bread available to accompany the soup as well as more prominently displaying fresh fruit (clementines) for sale. In addition, in the spring term the Club planned to move the trash can into a more accessible location and have a dish bin on the counter so that members could more easily deliver their used dishes to the sink area ready for cleaning.

The KTF also explored ways in which payment might be received from members paying for lunch. It was agreed upon that a system that minimized the use of cash would be preferable. All of this was done with consideration that in addition to providing lunch the Club would also provide coffee/tea and other beverages throughout the day and that the staffing and payment system for that might be separate from those of providing lunch.

The Kitchen Task Force's conclusion was that we should have a lunch provided for our members prepared off site and delivered to the Club in individually wrapped containers/covering. The staffing should be preferably by a person supplied by the caterer, but if this is not possible then there should be a part time staff person to oversee the lunch service. Coffee/tea and beverage availability should be overseen by the full time staff member of the Club. While payment for that would be with cash, the payment for lunch should be cashless. For lunch payment if the Club is not using an expansion of the current payment system we use (Mind/Body) then the service, Square, is what the KTF recommends.

—Submitted by Margaret Lederer, Kitchen Task Force Chair

Alternative Slate Task Force

This Task Force, chaired by Barbara Binder and joined by members Margy Edwards and Kathy Hall, addressed the issue of developing a procedure to propose an Alternative Slate of Officers and Elected Members to offer at the Annual Meeting in addition to the Slate developed by the Nominating Committee. It is anticipated that this will be rarely, if ever, utilized as it would cause enormous disruption in the fabric of the Club. The protocols developed were adopted by the Board in accordance with the Handicraft Club Bylaws.

—Submitted by Barbara Binder, Alternative Slate Task Force Chair

Personnel Task Force

This Task Force reviewed the existing Personnel job descriptions and reimagined the personnel needed to run the Club in a professional manner.

One of the goals was to develop a Club Manager position that would remove many of the hands-on work of the Board members, allowing Board members to focus on strategic planning and policy development. Another goal was to develop a position that would focus on enhancing our educational offerings. Two new positions were developed: a Club Manager position and an Education Manager position. The Task Force took into account the Kitchen Task Force's recommendation that the lunch time food offerings be outsourced. Left open was the necessity of developing a Lunch Time Server position to set up and clean up the lunch offerings.

—Submitted by Barbara Binder, Personnel Task Force Chair

Rules of Order Task Force

This Task Force was unable to accomplish its goal of developing an easily understood and accessible Rules of Order that would work for an organization of our size and type. This Task Force should continue.

—Submitted by Barbara Binder, Rules of Order Task Force Chair

Board Reports

Buildings and Grounds Committee

The Board reorganized the House and Garden committees into one committee called Building and Grounds. This year the committee has a Chair and an Assistant Chair.

Grounds

- The Club has purchased a leaf blower that our Maintenance man, Henry Leite will use on the walks as needed.
- The garden was weeded this summer by a crew from Rent Sons.
- At the first meeting of the new committee in October Karin Conopask offered to be the point person for the Grounds.
- Karin hired Ryan Farmer, a landscape contractor, to clean up the front and back yards.
- Robert O'Donnell's men brought buckets of sand to put at the entrance paths to the house to use by members if the walks ice up between shovelings.

Building

- A new walnut table and bench that matches the existing one were delivered for the LunchRoom.
- The broken drop leaf tables were offered to members and were taken away.
- The basement pipes had the asbestos covering removed and the pipes that are in use were reinsulated with a non-hazardous material.
The air quality in the basement and the Library was tested by DAI RESTORE and found to have a high mold content. Estimates were received for the remediation of the mold in both spaces. It was decided by the Finance Committee to go ahead with the Library work at this time. A Blueair HEPA filter type of air cleaner was installed in both spaces. The basement had a new dehumidifier installed that drains directly into the cistern. The basement if remediated would have to be done repeatedly due to the fact that the back-garden soil is against the wall and moisture continues to come in and create mold on the painted surfaces. It was recommended that we not use this as a classroom.
- The broken ceiling light fixture in the Kitchen was replaced and LED undercounter lights were installed.
- The light bulbs throughout the Clubhouse were switched to LED bulbs which are more energy efficient and longer lasting.
- A new gas fired hot water heater was installed and a circulator on a timer was installed to help the hot water get to the annex side of the building.
- A Handicap grab bar was added to the Burton Room Toilet Room and the gutters cleaned as a Christmas present to the Club from Robert O'Donnell.
- The committee did not meet in March, April or May due to the Coronavirus shut down.

- Further work on the property such as the fence replacement will be held until the Finance Committee gives the B & G committee a direction to follow.

Members of the B & G Committee are:

Kit Barnum Chairman

Angela Bay Asst. Chairman

Mary Chase

Jay Connelly

Karin Conopask

Izzy Goff

Fran Gammell-Roach President and member Ex-Officio of the Committee.

Janet Jagger

Janice Panoff

Virginia Walsh

Classes

THE NUMBERS:

The Handicraft Club class program in numbers (according to data collected by MindBody August 1, 2019 - May 15, 2020):

208 members signed up for classes this year by May 15

568 classes were taken

\$66,570 in income (will grow by end of year)*

*According to Rebecca, this number will fluctuate as members are giving back refunds and taking new classes before fiscal year ends June 30.

CORE CLASSES (8 week courses most meet Fall, Winter and Spring):

PAINTING

Illustrated Journaling with Raya Goff & Betsy Breed

Open Studio Painting with Margaret Owen

The Still Life in Acrylics with Ida Schmulowitz

Acrylic Painting on Papers with Brenda Wrigley-Scott

Still Life in Oil & Acrylic with Margaret Owen

Watercolor with Richard Marthers
Watercolor Sketching on the Spot with Margaret Owen

DRAWING

Pocket Sketchbook: Tiny Drawings with Margaret Owen
Drawing: Think You Can't Draw? with Ida Schmulowitz

PRINTMAKING

Whiteline Block Printmaking with Kathrine Lovell

NEEDLE ARTS

Needlepoint with Caryl Freedman
Knitting Circle with Kay Mehls
Hooked, Crewel Rugs with Christine Sayles
Needle Felted Animals with Cynthia Treen

WEAVING

Weaving on the Loom with Anastasia Azure/Suzi Ballenger

DECORATIVE ARTS

Decorative Painting with Karen Graves
Decoupage with Virginia Mead

TRADITIONAL BASKETS with Donele Monte

This class met in the Fall. Donele Monte retired this winter. We have not hired a new basket instructor.

BRIDGE

This class was cancelled due to low enrollment over several sessions.

WORKSHOPS:

This fall 2019, we tried something new with our HC class program. In addition to our weekly classes (Monday- Thursday), we offered Friday workshops from 9- 12pm. We had hoped that workshops would

- 1) accommodate members who are not able to commit to an 8 week course
- 2) allow members to explore something new without missing their Monday-Thursday classes
- 3) introduce new instructors to HC and allow current instructors to explore new venues.

The following workshops ran this Fall and Winter (2019-2020):

Botanical Drawing with Catherine Carter

Color Theory with Anastasia Azure

Portrait Painting with Kate Huntington

Small Weaving with Ann Huntington

Fish Platter with Mudstone Studios

Felt Ornaments with Cynthia Treen

Marble Scarf Dyeing with Meraki Stitch Studio

Floral Design with Nicole Michalopoulos

Smart Phone for Artists with Margaret Owen

The workshop program proved successful. Several workshops ran more than once due to demand and Portrait Painting was fully enrolled as an 8 week course this spring. Email blasts were an effective way to promote workshops and allowed teachers to put together a workshop after the catalogue went out.

Challenges with workshops: the trolley did not operate on Friday and this kept members from signing up. Also, promptly at noon members were "hurried out" for club closing.

Ideally, the trolley would run on Friday for the workshop program and we could delay the noon closing time.

OFF SITE STUDIOS:



This year, HC has maintained a relationship with and/or recently connected to three off site studio locations. These studios, all owned and operated by talented female artists/artisans, have enriched our class program experience with both classes and workshops:

Mudstone Studios in Warren, Ellen Blomgren

Meraki Stitch Studio in Warren, Liz Bessel

Knit One Purl Two in Barrington, Yvonne Weiss (most recent, spring workshops cancelled)

REMOTE LEARNING THIS SPRING:

This spring, during the pandemic, several HC instructors stepped up to teach online classes using an HC Zoom account and/or reached out to their students to encourage and motivate them to create! Teachers have been "traveling" to museums with their students, bringing in guest artists from all over the US and Canada for demonstrations, along with providing one on one feedback.

The following HC courses ran online this spring via zoom:

Open Studio, Still Life Painting, Watercolor on the Spot and Pocket Sketchbook, Margaret Owen

Whiteline Printing, Kathrine Lovell

Needlepoint, Caryl Freedman

Knitting, Kay Mehls

Felt Animals, Cynthia Treen

Illustrated Journal, Raya Goff and Betsy Breed

Drawing and Still Life Painting, Ida Schmulowitz

ONLINE SUMMER CLASSES

Due to demand, HC will offer online classes this summer beginning in June!

Respectfully submitted,

Deb Drinker and Sandy Richter

Communications Committee

Co-Chairs: Amabel Allen and Liza McCahan

Executive Report: Bobbie Binder

MISSION: Foster communications with the membership and with the community at large

GOAL: Provide information to members, to encourage member participation in all Club activities, and to enhance knowledge of the work and mission of the Club to local and national audiences.

As a newly created committee, the original ground rules were based on focus groups and surveys. It was hoped that all communications relating to club business would go through the Committee. Communication tools (email, snail mail, bulletin boards) needed to be analyzed and improved.

Projects planned and completed

- Name tags to be used in classrooms and meetings. Permanent tags are being researched
- Made use of two existing bulletin boards which have been relocated and kept up to date
- A white board to be used for class/workshop information
- An Instagram account is up and running, 100 + followers of the daily photo
- Exhibits of members work
- Consolidation of emails to a Tuesday Blast

Our future projects still under construction

- Window on the hill to be used for exhibit
- Better involvement of faculty
- Website task force
- Handicraft Club flag to be designed and hung
- Social media to expand knowledge of the Club
- Possible additional newsletter columns

Giving Societies

While the end of the 2019-2020 Club Year took a dramatic turn due to the arrival of the Covid-19 shutdown, the earlier months followed our usual pattern for the Giving Societies. The Societies held their annual “thank you” luncheon at the Art Club on October 22, 2019. The members socialized and heard an update about the Club from President Fran Gammell-Roach. A highlight of the gathering was celebrating the birthday of attendee Ann Brooke Mason, one of the original founders of the Societies.

The Giving Societies consist of two groups. The Julia Lippitt Mauran Society recognizes those who have included the Handicraft Club in their estate plans, while Truman Beckwith Circle members have made an outright donation of \$1,500 or more. Gifts from both groups are added to the Club’s Investment Fund unless the donor specifies otherwise.

The Societies’ annual solicitation letter was sent to all Club members in November, asking members to consider joining one of the Giving Societies. We are pleased to report that Alexandra (Sandy) Earle and Marilyn Shealey are now the newest members of the Truman Beckwith Circle.

In addition, Club members continue to make gifts to support General Club Operations, the Jessie Knight Fund, and the Tynietoy Heritage Fund. This year many members also chose to support the Club by donating their Spring class fees when Covid-19 closed the Clubhouse for the term. The generosity of Club members is always greatly appreciated!

Information about the Club’s many giving opportunities was included in the recent dues mailing. We encourage everyone to continue supporting this special Club.

Respectfully submitted,
Janet Jagger, chairman

Membership

The Membership added 23 new members, most in the fall of 2019 and largely due to a wonderful piece in the Providence Journal which garnered a lot of interest in our May Open House. We also had a number of resignations this year, the reasons stated for the most part were that members were unable to take advantage of classes because of life changes or that they were physically unable to manage getting into and around our house. Membership hovered around 370 most of the year.



The membership committee is tasked with trying to find methods for improving our membership numbers and increasing access to all that the club offers and as such, anyone who would like to be a part of these discussions is happily encouraged to contact Kate Farrington (Katefarrington19@gmail.com). The Coronavirus pandemic has changed the way we live, work and craft, but I find that many are looking for creative outlets now more than ever, and look forward to a robust, crafty new year!

Respectfully submitted,

Kate Farrington , Membership Chair

Program & Events Annual Summary

October 31, 2019 - 10:00AM Private tour of RISD Gorham exhibit. Coffee and pastries were served in the lunch room prior to walking to the extensive and rare Gorham silver exhibit. The lunch room worked very well for an event while classes were conducted in other rooms.

November 22, 2019 – 11:30 – 12:30 Meet the teacher/brown bag lunch. Brenda Wrigley Scott, was the featured teacher. Brenda explained and demonstrated her craft/talent, she has a very unique style. We had lunch, listened and watched while Brenda painted a still life.



December 2, 2020 – Holiday Party was enjoyed by many members despite the weather. It was beautifully decorated by Dennis DeI Signore and committee members. Catering was by Tom's Marketplace as usual. We gave away four cyclomen to members as a door prize.

January 12, 2020 - 3:00PM Student Art Gallery Opening. Barbara Rosenbaum coordinated the first rotating student art gallery. The gallery was set up throughout the house. Wine and cheese were served in the dining room, before moving to the show. Dennis Brown provided the wine and a server.

February 14, 2020 - 10:30 Book discussion of: Before We Were Yours by Lisa Wingate. Twenty members gathered to discuss this five-star compelling book. The April and May events that were planned, will be carried over to the 2020/21 program year.

Respectfully submitted,

Patricia B. Poirrier & Helene Shapir

Board of Directors & Staff

Executive Board

President, Fran Gammell-Roach
1st Vice President, Margaret Lederer
2nd Vice President, Barbara Binder
Recording Secretary, Marilyn Shealey
Treasurer, Sara Carcieri
Assistant Treasurer, Mary Reineman

Committee Chairs

Class, Deb Drinker, Chair & Sandy Richter, Asst. Chair
Communications, Liza McCahan & Amabel Allen, Co-Chairs
Events, Trish Poirrier and Helene Shapiro, Co-Chairs
Finance, Sara Carcieri, Chair
Giving Societies, Janet Jagger, Chair
House & Grounds, Kit Barnum, Chair and Angela Bay, Asst. Chair
Investments, Lisa Churchville, Chair
Membership, Kate Farrington and Jay Connolly, Co-Chairs
Nominating, Heather Roberts, Chair & Sharleen Bowen, Asst. Chair

House Manager

Jackie Hicks

Office Manager

Rebecca Siemering

Maintenance

Henrique Leite

Instructors

Anastasia Azure, Weaving

Betsy Breed and Ray Goff, Illustrated Journals

Donele Monte, Traditional Baskets

Rose Esson Dawson, Ceramics

Caryl Freedman, Needlepoint

Karen Graves, Decorative Painting

Anne Huntington, Off Loom Weaving/Baskets

Kate Huntington, Portraits

Kathrine Lovell, White Line Printing

Richard Marthers, Watercolor

Virginia Mead, Decoupage

Kay Mehls, Knitting

Margaret Owen, Painting

Christine Sayles, Hooked, Braided and Crewel

Ida Schmulowitz, Painting

Cynthia Treen, Felted Animals

Brenda Wrigley Scott, Painting