

Handicraft Club Board Meeting

Date: March 15, 2016

Members Present: Jennifer Auber, Kit Barnum, Alice Beckwith, Rhea Brooks, Shirley Hardison, Margaret Lederer, Jozy Mainelli, Nancy Moger, Patricia Poirrier, Marilyn Shealey, Sally Whitin, Judy Wilson

Members Absent: Sallie Barker, Sharleen Bowen, Lisa Churchville, Margie Edwards, Fran Gammell-Roach, Izzy Goff, Raya Goff, Smudge McVickar, Helene Shapiro, Trish Sylvester

Meeting called to order at 11:40 by Nancy Moger, President

Secretary's Report: Judy Wilson (no report)

The Minutes of the February 15, 2016 Board Meeting and the February 25, 2016 Special Meeting were unanimously approved.

Treasurer's Report: Shirley Hardison (filed electronically and verbal) **accepted as filed with 20(15) changed to 2016.**

- Initiation revenue is lower than anticipated, possibly due to effect of pro-ration or simply fewer new members.
- A draft proposed budget for 2016-2017 was reviewed. Class Tuition and Teacher Salaries might be lowered, payroll expenses could go up, and ca. \$2000 for Outreach should be added. Landscaping might be cut due to efficiencies of site stabilization plan.
- New Tinietoy revenue may not be sought due to other fundraising priorities, so the \$3,000 now budgeted for the cabinet and plexiglass would need another source of funding, possibly raffle profits. Margaret is to make this request at next meeting.
- The budget should have a net zero balance, rather than producing a net income.
- Further change requests should be sent by Chairs to Trish Sylvester by next meeting.

President's Report: Nancy Moger (no report)

1st VP Report: Jozy Mainelli (filed electronically and verbal)

- Personnel: Self-evaluations elicited good suggestions for improving productivity and efficiency. Job descriptions will be re-organized somewhat.

2nd VP Report: Smudge McVickar (no report)

Corresponding Secretary's Report: Nancy Moger for Raya Goff (verbal)

- Condolence notes were sent to the son of Nancy Smith and to Paul Levenson, the husband of Barbara Rosenbaum.

Finance Committee's Report: Shirley Hardison (see Treasurer's Report)

Outreach Report: Jen Auber (filed electronically and verbal)

- The Steelyard tour will be 4/1 from 11 to 12:30, possibly with a bag lunch. Publicity to go out this week via email.

- A Person-in-Charge is needed for Gallery Nights. Board to bring work samples for small exhibit in Living Room of what we currently do. Most attendees will come solo on foot, not as part of tours, so separate docent stations will be needed (as opposed to tour guides.)

- The Athenaeum is interested in an event around the signing of the 19th amendment.

Class Report: Lisa Churchville (no report – more numbers needed)

House Report: Kit Barnum (filed electronically and verbal)

- The boiler motor has been replaced due to a broken re-set switch.

- An underground cable problem cut off phone and internet service for more than a week. Verizon says we won't be charged for these days.

- Furniture for the Burton Room, and entry stair carpeting and painting won't be finished until the fall session, as decisions are still being made, and prices obtained.

- A request was made for the caterer's kitchen to be painted and have a new 'fridge.

Garden Report: Sally Whitin (verbal)

- The Site Stabilization presentation on 2/25 was excellent and had a good turnout.

- The project plan is broken down into stages. Next week the next step, the survey, will be done, on which contractor specs can be based and Searle can get bids.

- People on the roof has become an increasing problem. Brown and RISD should be notified of the danger to their students. The police need to be alerted again, and some kind of barrier explored.

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

New member Karen Davie withdrew and Pat D'Ambra resigned, so the membership has dropped from 419 last month to 417.

Investment Report: Margie Edwards (no report)

Societies Report: Fran Gammell-Roach (no report)

Historian's Report: Alice Beckwith (filed electronically)

- More docents and volunteers to be Room Monitors will be needed for future Gallery Nights. A script has been developed.

- Deaccessioning the wood stove in the library would free up much-needed space. Perhaps it could be used in a future silent auction.

- The Tiniety materials have been catalogued and online finding aids are being developed with Andrew Martinez, a RISD Archivist.

Program Report: Trish Poirrier (verbal)

- The new chandelier globes provided by Rico Santi are a huge improvement. He will buy back the old ones for \$200 off his bill. Because the chandeliers were stripped and lacquered in the '60s, it would cost ca. \$5000 each to restore them. We need a written estimate in order to pursue grant money.

- Rico will be asked if he has any period couches/chairs for possible use in the Burton room.

MOTION by Rhea Brooks, seconded by Patricia Poirrier to have Rico Santi obtain new globes for the Dining and Burton Rooms was unanimously approved.

Tynietoy Heritage Fund Report: Margaret Lederer (no report)

Parliamentarian Report: Sharleen Bowen (no report)

Nominating Committee Report: Marilyn Shealey (verbal)

- Most spots for next year's board now have candidate proposals, though filling both Treasurer's slots is proving difficult.

Old business (see Action Items)

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. Construct dollhouse foundation cabinet - **House & Tynietoy**
12. Construct basement cabinets & upstairs storage next summer. **House**
16. Set a date for the Jessie Knight Fund committee. **Societies**
17. Provide committee descriptions. **Societies, Program** Post all on website. **President**

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**
9. Check feasibility of lunch tables in the garden (spring) **House**
13. Update club inventory – in progress **History**

Carried over 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**

Carried over 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**

Carried over from 1/19/16 Meeting:

2. Submit Strategic Plan updates to Jozy by 2/16 meeting. **All**
3. Submit next year budget requests to the Finance Committee by 2/16 meeting. **All**
4. Explore ways to encourage earlier class sign-ups. **All**
6. Commission site survey and prepare membership presentation. **Garden**
8. Provide a monthly membership tally spreadsheet. **Membership, 1st VP**
9. Publicize the new 9/30 membership proposal deadline. **Membership**

Carried over from 2/16/16 Meeting

1. Conclude personnel evaluation process. **1st VP**
2. Commence preparations for the Preview Party. **2nd VP**
3. Compare class revenue to date between this year and last. **Class**
4. Arrange lock for Rebecca's office, and downstairs member printer. **House**
5. Consider holding events re: women's issues, open to the public. **Outreach, Program**
6. Report on how our portfolios did last year. **Investment**
7. Once living room chandeliers are re-wired, hire electrician for dimmers. **House**

8. Once we have an estimate, pursue grants for chandelier restoration. **Program, House**

New from 3/15/16 Meeting

1. Finalize a zero-balance budget for 2016-2017.
2. Request discretionary funds from Preview Party Raffle for Tiniety cabinet.
3. Publicize 4/1 Steelyard tour.
4. Proceed with a new 'fridge and painting of the Caterer's kitchen.
5. Notify police and schools about increased use of Club roof by students.
6. Get written estimates for chandelier restoration so we can pursue grants.