

Handicraft Club Board Meeting

Date: April 19, 2016

Members Present: Sallie Barker, Kit Barnum, Alice Beckwith, Margie Edwards, Fran Gammell-Roach, Izzy Goff, Raya Goff, Margaret Lederer, Jozy Mainelli, Smudge McVickar, Nancy Moger, Marilyn Shealey, Trish Sylvester, Sally Whitin, Judy Wilson

Members Absent: Jennifer Auber, Sharleen Bowen, Rhea Brooks, Lisa Churchville, Shirley Hardison, , Patricia Poirrier, Helene Shapiro

Meeting called to order at 11:35 by Nancy Moger, President

Secretary's Report: Judy Wilson (no report)

- Judy noted that all emailed reports should include handicraft42@gmail.com so Rebecca gets a copy for our permanent electronic files. There should be 23 addresses in all, including the sender's and Handicraft Club.

The Minutes of the March 15, 2016 Board Meeting were unanimously approved with the following corrections:

1) A condolence note was sent to Barbara Rosenbaum, on the death of her husband, Paul Levitt (rather than the other way around.) 2. The minutes approved at the 3/15 meeting were for the February 16, 2016 Board Meeting, not February 15, 2016.

Treasurer's Report: Trish Sylvester (filed electronically and verbal) **accepted as filed.**

- After three quarters of the fiscal year, the budget is on track, with higher and lower figures in some line items effectively cancelling each other out.

- With the market up, the endowment is again above \$1,000,000.

President's Report: Nancy Moger (verbal)

- Gallery Night attracted a small turnout, but was a very successful learning experience.

- Paints, some Nantucket baskets, lights and other materials appear to have been stolen. The membership is to be notified and warned to be vigilant. More places to lock things away might be needed.

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

- Personnel evaluations have been completed. The main emphasis was improved communications between staff and/or the membership. Raises will be given as the reviews were largely positive.

2nd VP Report: Smudge McVickar (verbal)

- Invitations to the 5/23 Preview Party have gone out. The sign-up sheets for volunteers were circulated and many board members signed up. At least four raffle prizes have been secured.

Corresponding Secretary's Report: Raya Goff (verbal)

- A condolence note was sent to Gretchen Viall on the death of her husband, Bill.

Finance Committee: Trish Sylvester (filed electronically and verbal)

- Note that the proposed 2016-2017 budget revenue assumes 28 new members.

- The Tynietoy revenue and expense items were amended from \$3,000 down to \$500, since the cost of the new cabinet will be a Capital not an Operating expense, and no major fund-raising effort will be undertaken.

MOTION to approve the 2016-2017 Budget of \$254,010 Revenues and \$253,864 Expenses (which includes the \$2,500 reduction in the Tynietoy line items) was unanimously approved.

Outreach: Jen Auber (no report)

- The Steelyard tour has been moved from 4/1 to May 13, from 11 to 12:30. The event was publicized via email on 4/14.

- Outreach will be taking over the running of Gallery Night. Alice Beckwith prepared an electronic form to systematically organize docent and room monitor volunteers.

Grants: Melissa Powers (filed electronically and verbal)

- Grant applications have been prepared by members and staff, but they can't be submitted until we have contractor plans to put out to bid, and a contractor and budget have been determined, based on the bids received. If we miss the 2016 submission dates and need to fund portions of the plan immediately with Endowment funds, hopefully we can obtain grant funding in 2017 and return monies to the Endowment.

- A small group of club members met with representatives from the RI Historical Preservation and Heritage Commission, to acquaint them with our qualifications to receive State grant money.

- Representatives of RIHPHC and other grant organizations are to be invited to the Preview Party.

- Club stationery should be provided to Melissa to use in her efforts.

- Creating a Board level position for Grants and Development was discussed.

Class Report: Lisa Churchville (filed electronically)

- The number of registrations for both winter and spring classes is up 12% over last year, while the number of students is about the same.

- The clubhouse is under-utilized on Mondays and Tuesdays, so we are losing money on parking and food costs which aren't being offset by enough revenue. With teachers retiring, core classes are disappearing. Solutions to both problems need to be managed.

House Report: Kit Barnum (no report)

Garden Report: Sally Whitin (no report)

Membership Report: Sallie Barker/Izzy Goff (verbal)

- With membership at 417 last month, four resignations this month have presumably reduced the membership to 413.

- A prospective new member gathering will be held during the spring open house preview days on May 25.

MOTION was unanimously approved to accept the resignations of Kandee Deck, Jane Langton, Carol Louttit and Judy Swan.

Investment Report: Margie Edwards (no report)

Societies Report: Fran Gammell-Roach (no report)

Historian's Report: Alice Beckwith (filed electronically)

- Digitizing the Tynietoy documents for the RISD library, and inventorying the furnishings are almost complete.

- A live demonstration of rug hooking will enhance the 4/21 Gallery Night, with needlepoint, painting and drawing in the works for the 5/19 event. In view of the conflict with set up for the Preview Party, it was suggested that pieces to be displayed on 5/23 be stored for safe keeping in the lunch room during Gallery Night.

- Library books are to be boxed up on 5/10 & 11 in preparation for summer repairs.

- Emergency exits and fire extinguishers are being explained to classes, and a fire drill may take place on 5/9.

Program Report: Trish Poirrier (no report)

- With the Steelyard event now on May 13 and the Preview Party on May 23, the schedule is too full to include a spring tea event as well.

Tynietoy Heritage Fund: Margaret Lederer (filed electronically)

- Consensus was that while we won't actively solicit Tynietoy contributions, we will certainly accept them.

- The committee will see if Ann Meehan and/or Susan Grimshaw have any pieces we'd most like to acquire, on which we could spend our current funds . As new funds are donated, new furniture may be purchased, but a full-blown acquisition effort will not be conducted at present.

Parliamentarian Report: Sharleen Bowen (no report)

Nominating Committee Report: Marilyn Shealey (filed electronically)

- The following slate of officers for 2016-2017 was proposed:

President:	Nancy Moger
1st Vice-President	Jozy Mainelli
2nd Vice-President	Smudge (Juliet McVickar)
Corresponding Secretary	Raya Goff

Recording Secretary	Judy Wilson
Treasurer	Sara Carcieri
Assistant Treasurer	Kem (Kathleen) O'Sullivan
Ex-Officio President	Margie Edwards

Elected Committee members

Finance Committee	Melissa Powers
-------------------	----------------

Investment Committee	Mary Small
----------------------	------------

MOTION to approve the proposed slate of officers was unanimously approved.

Old business (see Action Items)

New business: none

Meeting adjourned at 1:10

Respectfully submitted,

Judy Wilson

Recording Secretary

Action Items - Carried over from 6/16/15 meeting

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**

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**
7. Obtain new globes for the Burton room and a restoration estimate for LR & Burton chandeliers. **Program**

Carried over from 1/19/16 Meeting:

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

3. Compare class revenue to date between this year and last. **Class**
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

2. Request discretionary funds from Preview Party Raffle for Tynietoy cabinet.
4. Proceed with a new 'fridge, renovation and painting of the Caterer's kitchen. **House**
5. Notify police and schools about increased use of Club roof by students. **House**

6. Get written estimates for restoring all chandeliers so we can pursue grants. **Program**