

# **Handicraft Club Board Meeting**

**Date: May 17, 2016**

**Members Present:** Jen Auber, Sallie Barker, Kit Barnum, Sharleen Bowen, Rhea Brooks, Margie Edwards, Fran Gammell-Roach, Izzy Goff, Raya Goff, Shirley Hardison, Margaret Lederer, Jozy Mainelli, Smudge McVickar, Nancy Moger, Marilyn Shealey, Trish Sylvester, Sally Whitin, Judy Wilson

**Members Absent:** Alice Beckwith, Lisa Churchville, Patricia Poirrier, Helene Shapiro

**Guests:** Melissa Powers, Sara Carcieri, Kem O'Sullivan

**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](mailto: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 April 19, 2016 Board Meeting were unanimously approved.**

**Treasurer's Report: Trish Sylvester**

**The April Treasurer's Report was accepted as filed.**

- Through May 15, ca. \$50,000 dues has been received. Another reminder about the May 31 deadline (with \$100 penalty thereafter until June 30) will be sent. Some refunds due to cancelled classes etc. had to be made. \$750 in Endowment donations were made.

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

- Current plans are a regular board meeting held at the Art Club at 11 am, Fri. June 17. Lunch to be at noon, with the Annual Meeting following.

- Fri. June 10 Annual Committee Reports are due to Nancy.

- Fri. June 3, year-end up-dates of Strategic Plan accomplishments are due to Jozy.

- Jackie's title is now House Manager and she had her own email address: [handihousemanager@gmail.com](mailto:handihousemanager@gmail.com).

- All but one Committee description, plus meeting minutes, are now on the website.

*- Action Items should be reviewed and completed by the responsible committee chair prior to the Annual Meeting.*

- Member concern about plans for the Burton Room were considered. Kit and Jen are to send an all-member email explaining that the idea for having "one comfortable room" where members can relax and socialize between classes has been in the works for almost a year. The current proposal is simply for a couch and two comfortable chairs that will be stylistically compatible with the house's period antique furniture.

- Long term, this kind of space might expand the ways the house could be used for member's private functions, especially if the caterer's kitchen is upgraded as well.

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

- Personnel: New job descriptions are virtually completed, and a staff meeting is planned before the end of the year. 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.

- Strategic Planning: progress toward current goals needs to be documented by committee heads by June 3, for presentation at the Annual Meeting.

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

- 81 sign-ups for the Preview Party have been received to date. Board members signed up to help with set up on Friday, 6/20. The committee will determine what will be displayed based on quantity and variety of what is contributed by the membership.

**Corresponding Secretary's Report: Raya Goff** (no report)

**Finance Committee: Trish Sylvester** (no report)

**Outreach: Jen Auber** (filed electronically)

- The 5/13 Steelyard tour had a good turnout, and was greatly enjoyed. Possible outreach opportunities include another program next year, and pottery or other Steelyard classes being offered to our membership.

**Class Report: Lisa Churchville** (no report)

**House Report: Kit Barnum** (verbal)

- The waterline bids are complicated, as so many entities are involved, including the landscape planners. Prices soon will be emailed to the Board for approval.

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

- No dates have been provided as to when we can expect the written specs needed to go out for the bids that, in turn, are required as part of grant requests.

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

- The prospective new member gathering will be from 11 to 1 on May 25, during the open house preview. New member proposals for the autumn term must be received by May 31.

**Investment Report: Margie Edwards** (filed electronically and verbal)

- An overview was presented of how our General and Endowment funds began to rebound in the 4th quarter of 2015, and have remained strong during the 1st quarter of 2016. Detailed performance reports and comparisons with industry benchmarks were available at the meeting and were placed on file.

- A motion was made then tabled to develop a procedure for systematically recording the details of additions to and withdrawals from our Funds. This record should be readily available along with other financial reports that are maintained by the Finance Committee and Office Manager. A motion with a proposed method for accomplishing this objective should be re-introduced at the June meeting.

- An RFP to other investment management firms is under consideration for next year.

**Societies Report: Fran Gammell-Roach** (no report)

**Historian's Report: Alice Beckwith** (filed electronically)

- A spreadsheet to organize Gallery Night room monitors/docents was created.

- Library books have been packed so repairs can take place this summer.

- Per member suggestion, the harvest table and bench were moved to the lunchroom.

- Members are being educated about fire safety on a class by class basis.

**Program Report: Trish Poirrier** (filed electronically)

- Rico Santi has the remaining globes and will install them after the Preview Party.

**Tynietoy Heritage Fund: Margaret Lederer** (no report)

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

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

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

**New business:**

- Some club members met with an Art Club committee that is mounting a major exhibit of 1870-1900 early RI women artists in March, 2017. Opportunities for us to play a role in this significant event are being explored.

- Sally Whitin suggested honoring Peggy Rodgers (who is retiring after 22 years as a faculty member) at the Annual Meeting luncheon with a free, lifetime Club membership. To avoid creating an extraneous new membership category, it was agreed that Peg continue to be listed as Faculty, with Emerita after her name, which would make her a Courtesy Member, a non-dues-paying, already-existing category per Art. IV, 1, (e) of the bylaws.

**MOTION by Margie Edwards, seconded by Izzy Goff to give Peggy Rodgers free, lifetime membership was unanimously approved.**

**Meeting adjourned at 1:05**

**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**

**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:**

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**

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**

**Carried over from 3/15/16 Meeting**

2. Request discretionary funds from Preview Party Raffle for cabinet. **Tiniety**

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**

**New from 5/17/16 Meeting**

1. June 3 - Strategic Report updates due to Jozy. **All**
2. June 10 - Annual Reports due to Nancy. **All**
3. **Follow up on all incomplete Action Items prior to the Annual Meeting. All**
4. Email members re: the on-going plan to create "one comfortable room." **Kit, Jen**
5. Obtain board approval via email of water line repair bids. **House**
6. Obtain the documents required to seek grants for the stabilization project. **Garden**
7. Develop a process for recording Fund additions/withdrawals. **Finance, Investment**