

# Handicraft Club Board Meeting and Retreat

**Date: September 23, 2015**

**Members Present:** Sallie Barker, Kit Barnum, Alice Beckwith, Sharleen Bowen, Lisa Churchville, Margie Edwards, Fran Gammel-Roach, Izzy Goff, Shirley Hardison, Jozy Mainelli, Smudge McVickar, Nancy Moger, Trish Poirrier, Sally Whitin, Judy Wilson

**Members Absent:** Jennifer Auber, Rhea Brooks, Raya Goff, Lois Lang (resigned), Margaret Lederer, Helene Shapiro, Ann Schomer, Marilyn Shealey, Trish Sylvester

**Meeting called to order at 10:30 by Nancy Moger, President**

**Secretary's Report: Judy Wilson** explained that the new Action Items list following the Minutes is a quick summary of what's to be done by the next meeting. Also, corrections to minutes may be submitted to Rebecca at any time, but they'll only be incorporated if approved at the next meeting.

**The Minutes of the June 16, 2015 Board and Annual Meetings were unanimously approved.**

**Treasurer's Report: Shirley Hardison** (filed electronically).

- Year-end net income was \$2,378.70

- Current revenue is ca. \$10,000 short, due to an apparent 50 members who haven't paid dues. This number seems very high, so it will be checked and possible collection efforts will be postponed until the 10/20/15 meeting.

- Funding for the site renovation/landscaping project will be sorted out by the Finance Committee.

**President's Report: Nancy Moger**

- Checking account reconciliations have now been brought up to date with Rebecca.

- Rebecca et al are adding the membership list, events, class lists, committee descriptions and members, etc. to the website.

**- A second website for board reports & secure information, to be accessed by Board/Committee Chairs only, was approved unanimously by a show of hands.**

- The member website password is to be included in the next Membership Book.

- Jackie will now be wearing a red HC apron.

- Lois Lang has resigned from the Program Committee so Trish will be seeking a new Co-Chair.

### **1st VP Report: Jozy Mainelli (Personnel)**

- The Office Manager's extensive task list (prepared by Alyssa in 12/14) was reviewed, and modifications noted. Eg. Susan Tash now prepares the Newsletter; Rebecca merely distributes it.

- New database software is replacing the old individual Word files system, but both new hardware and software are still needed. Nancy will coordinate the needs of everyone affected.

### **2nd VP Report: Smudge McVickar**

- Moving the Holiday Party to Dec. 3 or 8 will be decided at the 10/20 meeting.

- Using the church and/or Brown parking lots, and the Valet Connection, will be checked out, as it is assumed parking is a real deterrent to attendance.

- Jean Gorham will assist with the party but additional committee members are needed.

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

- A suggestion was made that the Corresponding Secretary be routinely notify the membership of all member deaths.

### **Outreach Report: Jen Auber (not present but extensive report filed electronically)**

- Committee member Lisa Churchville noted other possible activities. Outreach efforts will involve coordination with Class and Membership committees.

### **Class Report: Lisa Churchville**

- There are 432 current enrollments, a good number.

- A replacement for Richard Harrington's Monday class has still to be found, but a new watercolor/painting teacher may be available for winter classes.

- Bios of teachers will be put on the website.

- Classes have gone smoothly except for canasta, where change is in the works. One member had to be reminded refunds are not given.

- Several rooms could be re-configured to meet increased demand for classes on the main floor. A possible "clubroom" for socializing should be considered.

- The dehumidifiers need to be run all summer to make the basement rooms usable.

- More comfortable classroom chairs will be explored with Kit.

#### **House Report: Kit Barnum** (filed electronically)

- The additions to the surveillance system approved at the June meeting raised the price by \$881.78, for a total of \$2044.78. It's been satisfactorily installed.

- Other repairs/improvements have been a new table in the basket room (with the old one being removed to the attic), a new toilet in the decorative painting studio, and a hinge repair to the secretary in the Burton room.

- A major repair is needed to a 2nd floor bath soil line, once the club is closed for vacation. Hopefully a patch will last until then. No estimate is available yet.

- A "thank you" article about Tinka Dewey's repair of lunchroom chairs will be prepared for the Newsletter and it was agreed that the Club would thank her with a free all-day class.

#### **Garden Report: Sally Whitin**

- A meeting is being planned to review financing of the site renovation plans.

- Sally and Kit will assess feasibility of lunch tables in the garden.

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

- Membership is 428, 3 more than last year's goal of 425.

- Letters have been prepared to remind members of the winter proposal deadline, to let resigning members know it's easy to reinstate, and to let proposers know how to help acclimate new members they have sponsored.
- The membership book has been delayed by software issues, but is due out soon.
- Rebecca will add us to a G-mail alert list showing any HC mentions in articles or obits.
- A lunch is being organized for new members this fall.
- Additional committee members are: Barbara Crouchley, Sara Carcieri and Ann Costantino

**Investment Report: Ann Schomer** (no report)

- There will be a meeting on 10/6.

**Societies Report: Rhea Brooks, Fran Gamell-Roach** (no report)

- The annual Societies Luncheon has been moved to October 8.
- A meeting to plan for the Jessie Knight Fund needs to be set up.

**Historian's Report: Alice Beckwith** (scanned and filed after the meeting)

- A Tour binder with handouts re: the history, architecture and furnishings of the house has been placed on top of the bookcase in Rebecca's office, for use with the Providence Preservation Society tour on 10/16 and future events.
- An update of the inventories of 2005 and 2010 is underway.
- Developing a workshop for training docents and/or initiating new members and other interested parties will be pursued later this fall.
- Works are in progress for the archives, historical documents, the library and the fire marshal project.

**Program Report: Trish Poirrier**

- Plans are developing for the 10/30 program of Enrico Santi, from the Drawing Room in Newport. He will inspect ca. 20 small objects brought in by members including glass, pottery and silver, but no furniture, Asian objects or jewelry.

**Tynietoy Heritage Fund Report: Margaret Lederer, Marilyn Shealey (no report)**

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

**Old business (see Action Items)**

**New business**

- Members are not to ask Rebecca to publicize their own personal events/interests.
- Calls to tell a teacher you'll be absent or late should go to Jackie, not Rebecca.
- Alice and Lisa are to develop a docent training program
- **Opening the house for another Providence Preservation Society event on 6/11 was unanimously approved by a show of hands.**

**Meeting adjourned at 12:15**

**Respectfully submitted,**

**Judy Wilson**

**Recording Secretary**

**Following lunch, Sharleen Bowen made a presentation on Board responsibilities, and Jozy Mainelli led an update of the 2013/2015 Strategic Plan.**

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

1. Decide how to pay landscape consultant's \$14K: from General or Endowment funds?
2. Explain where revenue & expenses for May Hope Club luncheon show up.
3. All committee heads choose 4 members.
4. Put new info on website: eg. board member contact info, committee descriptions.
5. Review summary of Preview Party net profit and explain where profit goes.
6. Note contributions made with dues renewals.

9. Find a replacement for Richard Harrington's Monday class.
12. Replace dollhouse platform & cabinets in the basement and upstairs storage.
13. Investigate stair lift.
14. Review Phase 2 garden project bids.
16. Set a date for the Jessie Knight Fund committee.
17. Committee chairs need to post descriptions & members on website by 9/23.
18. Fully inform membership of major expenditures, eg the garden project.

**New from 9/23/15 meeting:**

1. Collect outstanding dues.
2. Set up 2nd website for Board and Committee heads.
3. Put member website password in Membership Book.
4. Find Lois Lang replacement.
5. Decide Holiday Party date and arrange parking.
6. Put teacher bios on website.
7. Research more comfortable classroom chairs.
8. Repair 2nd floor bathrooms soil line
9. Check feasibility of lunch tables in the garden (Spring)
10. Prepare Tinka Dewey thank-you letter
11. Put club on G-mail alert list.
12. Finalize new member fall lunch.
13. Update club inventory.
14. Develop club history workshop/docent training.

