

LNCQ Board Minutes
January 17, 2011

President Norma Carter called the meeting to order at 7:00
Meeting agendas, Board Member Rosters, and a copy of the LNCQ By-Laws were distributed.
In attendance: Norma Carter, Shawnette Sherwood, Donna Winn, Colette Sawyer, Maxine Tamlin, Jean Poland, Becky Williamson, Rita Van Dyne, Joan Miller, Dena Johnson, Nancy Schwartz, Annie McCarthy, and Jan Rondeau

Outgoing Members/Incoming Member information exchange:

Most of this was taken care of prior to the meeting. Donna Winn was there to exchange her Show and Tell packet of info with incoming Show and Tell coordinator Rita Van Dyne.

Old Business

None was presented

New Business

Norma stated her goals as President for this year:

- Increase Membership
- Have good programs
- Improve / increase involvement of small groups

A. February Meeting Questions and Agenda:

1. Open & Close Church—who has the key(s)
 - Maxine has a key, and apparently Patti Smith has a key. Patti gave a key to Joan for the December meeting, but it was the wrong key. We need to ask Patti for the key so 2 board members will have a key.
2. PA System?
 - Maxine checks the PA system the day of the meeting and asks the church staff for assistance if it is not working. Annie McCarthy offered to help Maxine with this at the meeting.
3. Membership Cards and Bookmarks-
 - Shawnette has bookmarks to hand out. Board members each took some to have and share.
 - Shawnette will help Nancy with the production of the Membership cards. She has an electronic copy of the LNCQ logo.
 - The bookmarks were printed on several different colors, and are not specific to the year.
 - It was decided that the membership cards would be printed on bright green for the 2011 year.
4. The order of the meeting is planned as follows:
 - Greetings
 - Installation of New Officers (President and Treasurer)
 - Maxine has a script for this. In the past, the outgoing President did the install of new officers. Will ask if Patti will do this, if not, Shawnette will.
 - Program- Marci Baker, introduced by Maxine
 - Committee Announcements
 - Break
 - Additional Announcements—other than committee chairs
 - Show and Tell
 - Hospitality Prizes

B. Newsletter

- Norma has not found anyone to take this on yet
- Would like to make it a 2-person job—one for obtaining advertising and keeping track of payments, the other to do the production of the newsletter.
- Maxine really appreciates that Norma is trying to start the printed newsletter again.
- Jan Rondeau asked what exactly is the newsletter—Maxine said that historically it was paid for by the advertisers. The cost of postage increased more than the cost of advertising, and the lack of volunteers to produce, fold, staple and stamp the newsletter lead to its demise.
- Norma believes that we are losing people and it may be due to the lack of a newsletter. Membership is declining.
- Could the newsletter be e-mailed to save postage? Yes, but many do not have e-mail, or do not check e-mail daily.
- A vote was taken to see who on the board was in favor or against a printed, mailed newsletter.
- It was pretty evenly divided—6 Yes, 6 no, and 1 that suggested we mail it for a while and then give people the option to receive it electronically.
- We definitely need something out about February's meeting
- Norma will do something quick this time to get out before the meeting.
- She will need a mailing list, information to include in the flyer, and help to get it ready to mail.
- We will address the options at the Feb meeting—perhaps send around a sign up sheet.
- Maxine suggested that Norma check with Eva Merota for ideas for Newsletter.

C. PO Box Keys- who has them?

- Nancy Schwartz (Membership) has 1 key—it was Patti's key.
- The past treasurer, Judee Robinson, had a key, but Jan Rondeau (incoming treasurer) has not come across it yet. We need to follow up and find the other PO Box key.

D. Budget Requests for 2011 - Treasurer's Report and Recommendations

- Only 1 treasurer's report was put out last year—dated 4/30/10.
- Jan Rondeau handed out copies of this report to board members.
- Budget Requests for this year used the 4/30/11 report as a guideline.

Norma received e-mails from Ways and Means chair (Helena) and Rookie Chair (Eileen) with their budget requests, as they were unable to attend the meeting.

Ways and Means

- 2010 Budget: \$150
- requested \$150.00 for 2011

Rookie Program

- 2010 Budget: \$50.00
- requested \$50.00 for 2011
- Last year this program spent close to \$100.00, so it was decided to increase the money budgeted to match this amount (\$100.00)

Treasure / Storage

- 2010 Budget: \$1716.00
- Storage Unit expense is included in the Treasurer budget. It appears (from checkbook entries) that the storage unit is paid through 6/12/11.
- Not sure what the expenditure will need to be at that time to renew the storage unit rental. Helena may know. Norma will ask her
- The checks written to Big A Storage (per Jan Rondeau) were 1/19/10 for \$594.00 and \$539.00 for rent from 6/7/10 – 6/12/11
- The storage unit will need to be renewed in June for the following year.
- The PO Box cost is \$60.00 / year
- The Treasurer's budget it to be determined. Need to have the amount for the Storage unit.
- It was suggested that the Treasurer's budget be broken down into Operating Expenses (Storage and PO Box), Meeting Rentals (church donations), and Treasurer (copying, software, computer) so that there is better clarity of expenditures.

Web Site:

- 2010 budget: \$273.00
- This included the purchase of software for managing the web site, and \$160.00 for a 2 year contract with the web site hosting service.
- This year will need \$240.00 to pay for maintenance of website—Contract with Jean Poland's brother.

Community Service:

- 2010 budget: \$300.00
- Recommend increase to \$350.00
- Need to purchase batting. Jan Rondeau is willing to use her wholesale account for this, but after some discussion it was determined that the price is better if it can be purchased at Joann's with a 50% off coupon.

Exhibits:

- 2010 budget: \$30.00
- Annie McCarthy, chair, said that no money is needed for this in 2011

Hospitality:

- 2010 budget: \$30.00
- Used primarily for tickets
- Request by Joan Miller (chair) for \$75.00 / meeting to purchase prizes, rather than using just what was brought in the prior meeting. It was difficult last year when attendance at a meeting was low, to purchase nice prizes with very little money.
- Approved-- \$375.00 , which breaks down to \$75.00 per meeting for 5 meetings.

Membership:

- 2010 budget: \$300.00
- What are the expenses? Rosters (Directory), name tags, pens, membership cards.
- By Laws dictate that a roster be available by the February meeting, with an addendum published in July. It will not be possible, due to time constraints, to have a printed directory in time for the February meeting. Would it be possible to get the directory on the web site by mid February?

- Nancy needs to know the format in order to do this. Jean invited Nancy to come to her house so that Jean can show her how it is done—basically a mail merge with some adjustments—Nancy and Jean will get together to work on this and let Norma know when it is ready.
- When it is available a mass e-mail will be sent to the LNCQ members. It will be on the website, password protected. The password will be included in the e-mail to members.
- By the March meeting Norma will figure something out with respect to the printing of directories.
- Membership budget for 2011 will stay at \$300.00

Programs:

- 2010 budget total: \$3525.00. Broken down as follows
 - Speaker Fees: \$2000.00, Speaker Travel: \$600.00, Program Classes: \$925.00
- For 2011 it is suggested that the budget be just 1 total to be used across these areas.
- Maxine suggests \$1000 – \$1200 / program
- 6 programs / year @ \$1200 / program = \$7200.00 per year
- Better programs increase membership, and in turn increase income.
- Set at \$7200.00 for 2011

Publicity:

- 2010 budget: \$150.00
- Keep this the same for 2011

VP:

- 2010 budget: \$75.00
- This is used for the President's gift
- Keep this the same for 2011

Retreat:

- 2010 budget: \$7516.00. Broken down as follows: 2010 event: \$7416.00, Operating: \$100.00
- The goal is to break even
- Set as \$7800.00 for 2011 and don't break out the operating expenses

Show and Tell:

- 2010 Budget: \$25.00
- Leave as is for 2011

Small Groups:

- 2010 Budget: \$25.00
- Leave as is for 2011

Workshops:

- 2010 Budget: \$50.00
- Leave as is for 2011

Ballpark figure of what is now in the bank is roughly \$14,000.00 as of the 12/15/10 statement. Nancy Schwartz (membership) has been depositing checks into the account. Jan Rondeau needs the paperwork for these deposits. Nancy has been documenting and will give the documentation to Jan.

Committee Reports:

Membership

- Nancy was asked if she would need help at the February meeting. She does. Norma will call and get people to help Nancy.
- It was suggested that reminder calls be made to people who were members last year, but have not yet joined this year. Maxine and Annie said that they could make some calls to these people.
- They will need to get old and new membership lists to determine whom to call.

Programs

- February: Marci Baker
- February: Marci Baker workshop. We need 20 people attending in order to break even. Perhaps an e-mail should be sent to the leaders of small groups, to publicize.
- Another e-mail to all LNCQ members will also be sent.
- April: For the April meeting we had someone from Great American Quilt Factory all lined up, but found out today that she will not be able to come. Need to regroup and find someone else
- June: Maebeth Oxenrider program and workshop
- August: Possibly Pam Bono—not firmed up yet. Maxine is working with the owner of The Quilted Corner in Cheyenne to see about sharing expenses for bringing Pam Bono in.
- October: Nothing for October yet. May have Lynnette Jensen. Maxine is working with The Quilted Corner on this one as well.
- December: Working on something similar to what we did in December of 2010, with a few changes.
- Maxine has been working closely with other guilds up and down the Front Range.

Treasurer

- As incoming treasurer, Jan is very frustrated
- She has read the audit report and is taking their recommendations seriously.
- We need continuity from year to year. Right now we have a mess!
- We need to invest in a laptop computer and Quickbooks software so we can store records and pull up reports.
- It is not intended that the laptop be used on-line at all. The suggestion of on-line QuickBooks was brought up but Jan felt it was better to keep the computer as a stand-alone.
- The cost is estimated at approximately \$750.00 for the laptop and software.
- The proposed budget for 2011 is \$18751.00. It needs to be approved at the February meeting.

Web: Jean Poland reporting

- A standard way for committees to get information to be posted to the web site needs to be established. Jean said that the e-mail address for this purpose is webadmin@LNCQ.org
- Jean is helping her brother with postings.
- Jean will work with Maxine to get the information about upcoming programs posted to the site.
- The information about the February meeting (Marci Baker) is already up.

Exhibits: Annie McCarthy

- Annie Spoke with Marci Baker's secretary. She will send some of Marci's quilts for exhibit at the February meeting.
- In the past Annie has had a theme for each meeting. She wants to involve the small groups more. Maxine suggested scheduling out small groups ahead of time.

Hospitality: Joan Miller

- Everything is set and ready to go for the February meeting. Joan will not be here but has people lined up to help.

Retreat: Report by Maxine on behalf of Tori and Nita

- Last year because of the snow storm people drove to Cheyenne on Thursday evening and were allowed to use the sewing room at no cost (hotel room was additional expense). This year if we want to do that, Little America said that it would cost \$150.00, which, if 40 people were involved would cost each person less than \$5.00 (\$3.75). This is hard to do in advance because of the unpredictability of the weather.
- There is some concern about the accurate timing of receipt and/or submission of retreat forms because the mail service where Tori Anderson (chair) lives (Kersey) is not the greatest. If there is a question, we may need to go by postmark, rather than by actual delivery date.
- Need to get the Retreat sign up form on the website. Only the 1st 40 people can go.

Small Groups: Dena Johnson

- Dena is going through the list and trying to verify the contact and calling each group. When finished with this she will work with people that want to join a small group. The list of small groups is not accurate. Many are not LNCQ members anymore.
- There are 30 groups listed. Some people are in multiple groups.
- Dena verified the information for the groups that the board members belong to.

Show & Tell: Rita VanDyne

- Has the information from past Show and Tell chair (Donna Winn)
- Annie will continue to take pictures of the show and tell quilts for posting to the web.

Publicity: Shawnette Sherwood

- Will send out another e-mail about the Marci Baker workshop

Community Service: Colette Sawyer

- Colette received a letter from Laurel Moore who heads the Foster and Adoption Retention and Recruitment division of the Department of Health and Human Services in Denver. She is in need of quilts for kids in foster care. Colette gave her 6 quilts.

- Laura asked for additional quilts, and wanted to know if they should be kept in Larimer County only, or if they could go to other counties in Colorado. Maxine said to let her know that the preference is to keep them in Larimer County.
- Colette gave 1 quilt to a family that was the victim of an apartment fire in Brighton.
- Mr. Money USA of Fort Collins donated shelving for the storage unit, and it is great!
- Jan Rondeau has several bags of donated fabric that has been culled of small pieces and junk. She would like to give them to Colette tonight. Some of the pieces may be good for sale by Ways and Means, or bundled for hospitality prizes.
- Colette says that right now we need backing fabrics—large pieces.
- Based on a report from last year's Community Service chair, 48 quilts and 56 pillowcases were donated by LNCQ.

Meeting Adjourned promptly at 9:00 pm

Next General Meeting – Monday February 7, 2011

Next Board Meeting – Monday March 14, 2011

Submitted by Becky Williamson, Secretary

Addendum:

Spelling corrections of Colette Sawyer's name, and Laurel Moore's name have been completed.

An e-mail sent from President Norma Carter to the board:

Just a quick update, so you all know as much as I do.

1. Garage Sale -- Helena is willing to do a garage sale again this year. THANK YOU, THANK YOU, THANK YOU.
2. Storage Unit -- It is payed up until June 13, 2011. The fee is \$76 per month or \$836 if you pay for the full year.
3. We did find the second Post Office Key and I will keep it.
4. The second church key is still missing. Kathee says she gave it to Patti at the December meeting and Patti says she doesn't have it. Sigh.
5. Patti will do the installation of officers. Maxine, will you please be sure to bring a copy of the installation service (or whatever I should call it) to the February meeting.

Thats all I have for now,

Thanks for everything,

Norma