

Minutes of Board Meeting September 25, 2014

In attendance: Hope Barton, Melanie Johnston, Susan Chace, Lisa Champlin, Louise Pankiewicz, Maribeth Traer, Maria Lage, Diane Roman, Sara Crocker, Joan Potter

The meeting was called to order at 7:03 pm by President Hope Barton

### Raffle Quilt

2016 Raffle Quilt: Pat Harrison's EQ7 class at Ryco has many members from NBQA and they have agreed to design the next NBQA Raffle Quilt as part of Pat's class. So that more members can be involved in the making of the quilt, it was suggested that 3 small groups might be formed that would meet at Ryco, Sharon Mayer's Poppers Studio and Folk Art Quilts to work on the making and assembly of the quilt. Volunteers will be needed to coordinate this project.

### Secretary

The secretary report from the prior board meeting were voted on and accepted

### Treasurer

The Treasurer is giving the President the monthly bank statement and check register to review/compare.

Electronic check issuing will not be done because there are not enough consistent checks issued. The only regular check is for the rent to the church.

Lisa and Hope should both review the on-line bank statements each month so there are 2 people reviewing.

Lisa has added the checking account balance to the monthly report given at the meetings.

Three people are on the bank's list for check signature; Lisa Champlin, Hope Barton and Allison Wilbur. The bank only allows 2 signatures to be changed at one time, so Allison's name stayed on the list. Lisa will check to see what the bank's criteria is for changing names on the bank account.

Other than at least 1 of the 3 people on file signing the checks, the bank doesn't care if there is one or two signatures on the checks regardless of size.

Lisa is the only person bonded, so it is most important that she is the one that signs the checks.

For the smooth operation of the Treasurer position in case the treasurer was unable to perform the duties for a period of time, it was suggested that a board directed policy be created as well as a procedure for the tasks of the Treasurer.

Melanie Johnston will draft a policy and Lisa Champlin will create a procedure for the Treasurer position.

### Computer- Website

The Domain Name NBQA expires April 15, 2018

The name NBquilts expires June, 15, 2017

### NBQA Logo

The NBQA Logo will be added to the website member resource page as a jpeg file. This will make it easier for NBQA members creating a document for NBQA to have easy access to the information. The guidelines for use, including color, etc will be part of the information posted with the file.

## Newsletters

There are 44 newsletters sent out by mail each month. Roughly half of the paper copies are sent to members that also get the newsletter via email. The mailing cost is \$2.50 per copy and over \$10.00 annually. We will let the membership know of the costs, and request that those that have electronic copies consider not having the paper copy sent. A discussion was held regarding whether to ask for additional membership dues for mailed copies of the newsletter starting next year.

## Fund Raiser for NBQA

It was suggested that as we approach the 40<sup>th</sup> anniversary of NBQA in 2016, that perhaps we might have sweatshirts, t-shirts and tote bags created with the NBQA logo on them. Lisa will check with Denise Greenlund to see if she is interested in doing them.

## Minutes of Meetings and Budget information

Budget information is being attached to meeting minutes, but the budget information is not being posted on the website. The minutes are included in the newsletters that are issued and posted on the website, but the budget information is not. During the months that do not have a newsletter the minutes are emailed to the membership and the budget information will be attached. However, as a 501c7 we have to provide financial information to anyone that asks because it is considered public information. In addition we have to file a tax report to the state annually. A motion was passed to email the budget information 3 times a year to the members.

## Publicity

Hope has a list of Rhode Island papers that provide free publicity for events. Some information has already been released regarding NBQA meetings with inquires regarding membership to be directed to Diane Roman. It was suggested that we could use the NBQA email address instead for continuity.

Sara Crocker will work up an idea that we might use for NBQA membership recruitment. A poster and bookmark or postcard takeaway were suggested. The posters would be distributed to libraries, quilt shops, etc to spread the word about NBQA.

## January Meeting

Should we have the traditional pot luck dinner starting at 6:30, or have something different starting at 7:00.

Ideas for the evening included; setting up stations for demonstrations of techniques or tools, food and games; a Carnival night with a variety of games.

Lisa is going to make up a list of the options for the January meeting. We discussed have the ballot sent out by email for voting, and having paper ballots available at the meeting for those that hadn't already emailed in their vote. The options will be described at the meeting and paper votes will be collected and added to the emailed votes.

## Workshops

It was suggested that the first workshop of the year might be a new quilter workshop. It would be an opportunity for new members which were new to quilting to gain some basic skills.

## Limit of 5 visitors per meeting

Apparently the limit of visitors per meeting rule was established when NBQA was meeting at a much smaller location. The capacity of the church sanctuary is 589. Since the total membership is less than half of the capacity of the venue, the visitor per meeting restriction can be lifted.

The meeting was adjourned at 8:38pm.

Submitted by Susan Chace