



# October 2016 Board Meeting Minutes

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## **Executive Board Meeting**

October 2016, 6:10-8:00

Panera Bread, Hospitality Lane, San Bernardino

In Attendance: Michele Nichols, Gayle Bennett, Laura Greene

Late Attendance: Rachel McGee, Jessica Cook

Not in attendance: Laura Kong, Megann Mills, Justin Mandell, Debbie Ulrey

### **Old Business**

1. **Acting President Update:** Michele provided an update on the application to the National Modern Quilt Guild. We have been approved! Also, the meeting space has been accepted pending proof of non-profit status and proof of insurance.

We need to send the city of Grand Terrace a \$150 security deposit check and \$10 application fee. A motion was approved by Laura Greene and seconded by Gayle to issue the checks. Gayle will give them to the city of Grand Terrace.

Michelle will send out a notification email to members. Laura G. will put it in the newsletter. Gayle is making a flyer.

The location is: Grand Terrace Civic Center, 22795 Barton Road, Grand Terrace 92313. We will park behind City Hall at the Civic Center, but enter through the front of the library. The meeting room is on the right.

We need to set up an entrance table, snack table, charity table, and Block Lotto table. We need a microphone (Gayle's friend has one to use). Snacks are allowed, but not red punch or alcohol. Laura will send a thank you note after our first meeting.

2. **VP of Programs Update:** November is member activity presentations and a vote for the Executive Board.
3. **VP of Communication:** The chairpersons were absent.
4. **Treasurer Update:** Gayle gave a financial statement: We have spent \$449, and have 338.54 in our account. After tonight's expenses, we will have \$161.20. Our bank account has a reoccurring fee of \$12 per month.

There is no reoccurring cost for refreshments, since members are volunteering food and drinks. We made \$40 at the donation table. We will encourage people to donate more.



5. **Secretary Update:** Laura announced that the new membership chair will be Ann Van Balen.

The membership chair has several requirements:

- 1) Collect forms in December, January, and February.
- 2) Type the information in an excel format.
- 3) Send it via email to members by end of February.
- 4) Give the list to MQG by end of February.
- 5) Maintain a current list as members join.
- 6) Check with the greeter to find out who has joined.
- 7) Make sure the greeter has a current sign-in sheet and blank membership forms.
- 8) Sit at the greeter table when possible.
- 9) At the current time, we decided not to make hard copies of the membership.

The membership form was discussed and revised. Gayle will make it available in November for members to join for 2017.

6. **Charity Chairperson Update:**

Rachel and Jessica reported plans for future charity quilt goals:

- 1) Disabled American Veterans lap quilts will be donated as they are turned in.
- 2) Continue working on the 9 Patch Improv for DAV to auction.
- 3) Make a quilt to auction for the IE US Veterans Initiative.
- 4) Possibly create Ruth/Option House donations.
- 5) Create a raffle quilt for the Inland Empire Believe Walk (Michele has a twin-size quilt that we could use).
- 6) Begin an incentive program for donations. We plan to give tickets and prizes.
- 7) Hold a pillow case challenge.

We would like the Charity Table to be modern only, but we will not require that now. We will revisit this often.

**New Business**

1. **VP of Programs Christmas Party Discussion:**

- 1) We will have a dessert potluck at the December meeting.
- 2) We will have no exchanges.
- 3) Our activity will be the "Rip It" game. (Also called, "Snip it, rip it, drop it,") Each member will be asked to bring a yard of good quality solid fabric to play the "Rip it" game.
- 4) Members will be asked to donate canned goods and gift cards for charity.
- 5) We will have recognition of the activities that we accomplished in 2016.
- 6) We will thank the 2016 Executive Board and welcome the 2017 Executive Board.

2. **VP of Communications:** The chairpersons were absent. The January meeting program (social media and how to sign up on our website) was put on hold.

Adjourned: 8:00