



Weavers Guild of Kalamazoo, Inc.
P. O. Box 2795
Kalamazoo, MI 49003-2795

Meeting of the WGK Board December 12, 2012

Present: Martha Reeves, Nan Krapf, Judith Jones, Marta Williams, Juanita Manning-Walsh, Anne Mehring; Nancy Crampton, Esther James; Kristi Chapman

The meeting was called to order at 1:20 pm at the home of Nancy Crampton.

1. Approval of the November Minutes:

- Two corrections were made to the Speakers Tips in the November General Meeting Minutes:
 - The use of smaller thread in the weft for hems
 - How to use a gross grain ribbon to keep track of weaving lengths and special notes as a piece is woven.

*Nancy Crampton moved and Nan Krapf seconded with the motion approved to accept the November meeting minutes

* *Denotes a motion and vote. The Board's votes are enumerated on the last page of the minutes.*

2. Treasurer's Report

- Kristi Chapman, Librarian asked to have the Library budget clarified as her purchases have brought her over budget for the current fiscal year.
- The board agreed last year that Kristi should make the purchases needed so as to document the need for funds for the next fiscal year.
- She has done so and the 2013-2014 budget will reflect a higher line item to reflect actual funds required for the purchase of program related books in addition to usual needs.
- Other suggestions were to raise the Hospitality budget to accommodate the Board's taking on the responsibility for September, December and May's meetings. This is a new Board initiative this year. Dawn Merganser is fine with this. It was felt that many on the board and some study group members end up with multiple refreshment dates since they are in several study groups and/or are also on the board.

*It was moved by Nancy Crampton and seconded by Marta Williams and the motion to accept the treasurer's report was passed.

3. Meeting arrangements:

- The February General Membership meeting will be a presentation by member Letty Klein.
- Juanita and Anne and others will take her to dinner at the Fieldstone Grill.
- Nan and Anne will remember to call in late January for a reservation on the night of the General meeting, February 11.
- Juanita will need help with the chair set up before the meeting.
- The next board meeting will be 1 pm, February 13, at the Portage District Library. Nan will make our reservation.

4. WAFa report:

- Kristi Chapman reported that we had a good year all things considered. The gross sales were down somewhat from last year, but still up from the year before that.
- Wafa will look into more community marketing for the next year. Not having the Kalamazoo Gazette article or a listing the Jottings hurt attendance this year.
- Despite earlier warnings, Wafa will be able to make a donation to the Guild this year. It will be \$2,000.

5. Archives:

- Martha Reeves asked the board to continue to work on the archives. She posed these questions:
 - Why keep old materials?
 - Do we need to keep them?
 - Are these materials worth saving?
- During the discussion that followed the board concurred that the archives project is worth doing.
- Joann Casey-Smith's collection is at 10 boxes. She would like to consolidate them.
- Kristi has winnowed the Library by selling off duplicate Library materials.
- The Board had invited the head of the Western Michigan Archives to discuss the archival process in the fall of 2010. We have their contract form that will allow us to set the perimeters for using any records stored in the Archives.
- The board agreed that giving the community access best serves the entire community.
- Anne made the distinction between financial records which we need to keep according to IRS rules and the historical materials which need to be consolidated, rid of duplicates, boxed and sent to the archives at Western Michigan University.
- Martha has a copy of the rules and guidelines from another local nonprofit along with their time line for ongoing archiving of materials.
- She says once the scope of the project is assessed, a committee may or may not need to set up our own guidelines. If our materials are historical all that is needed is to sort out the duplicates.
- After Nancy Crampton's term as president, the board pared down the board records to three boxes. Some records seem to be misplaced. Martha has not received any sort of president's record and the program binder of contracts is someplace.

Note: Two things: Keep in mind we are fortunate to have the WMU archives in our community. Other areas do not have this scholarly resource.

We only need to sort out dupes and edit our records. Final preparation of records for the archives is done by WMU Archives staff and volunteers. They take out paperclips, arrange in chronological order, etc.

6. Scholarship Committee:

- Martha Reeves asked Nancy Crampton to share her concerns about the Scholarship process.
- Nancy is concerned about how the scholarships were awarded, saying she does not think the panel should be anonymous.
- Several people shared their thoughts with Anne reviewing the model used for the Guild Scholarship Program which is based on thoroughly tested state, regional and national processes for arts grant application and review. She strongly feels an anonymous panel is critical due to the small size of our membership.
- The rationale for having an anonymous panel is two-fold:
 - to prevent the panel from being lobbied by applicants

- to allow the panel to turn down an applicant, making a hard decision without fear of recrimination, or harming a friendship.
- In selecting the panel of two Guild members and an outside artist, she started with a list of 6-8 members. These potential panelists
 - have held past leadership positions in our Guild,
 - demonstrated a high aesthetic and artistic excellence in their own work,
 - are open minded and fair minded and
 - have long been Guild members so as to be thoroughly invested in the Guild culture.
- As she spoke to potential panelists, she also asked for other names if that person could not serve on the panel.
- The presence of an outside person on the panel also
 - helps prevent bias in the panel and
 - provides a meta-view of the local arts culture.
- Our outside panelist is a visual artist, has her PhD in Educational Leadership from WMU, and is a long-time arts administrator thoroughly knowledgeable about the visual arts and the panel process, both locally and nationally.
- She is also known to weavers who are engaged in the broader local arts community.
- Juanita suggested that a double blind system could be used in which the applicants' names be removed from the application forms so as not to invite bias.
- The Scholarship Chair, who is not a voting panelist would do that in preparing the materials for review.
- As it now stands, the panel is not blind, and knows the identity of the applicants.
- No work sample was asked for, as the panel is familiar with the applicants' work.
- The applicant did, however supply information on the teaching artist with which they would study or the credentials of the organization/institution to which they would apply.
- All used website addresses for their teacher's vitae.
- The panel needs to be queried as to whether they would rather remain anonymous or to have their names public. Anne will report back their concerns.

7. MLH:

- Anne Niemi, President of the Michigan League of Handweavers, has asked our Guild, one of the largest in the state, to make the table decorations again this year.
- We have done so twice in the past few years, once with decorated cones of yarn and two years ago with the woven, starched and folded cranes which were so well received.

8. Committee Reports

- Program committee: Judith Jones reported that the Crackle Weave workshop is full at 20. She will keep a waiting list of those who are interested in attending should there be a cancellation.
 - ✓ There are openings in the Crackle Weave Class Susan Wilson is doing in Flint in case we have others who could not get into our offering.
 - ✓ Interested members should contact Theresa Henderson. Marta will put a note in the next Shuttle.
 - ✓ The Workshop will be held at the Girl Scout Council office in Kalamazoo. The facility has a very nice kitchen. Lunches will be planned about 2 weeks prior to the workshop. Suggestions are bringing in lunch from Martini's or a pot-luck on Sunday.
- Nominating Committee: Juanita is working on the nominating committee. She reported on the status of her current slate.

- ✓ As our by-laws state, the slate will be given to the membership with its publication in the April Shuttle.
- ✓ The slate of officers will be introduced at the April meeting, with voting taking place in May when the new board is welcomed into office for the following year.
- Nancy Crampton reminded the board that a good place to find those willing to serve is in the membership forms. (*Post meeting note: Marta has sent a list of volunteers to Juanita*).
- Kristi is retiring from Wafa this year. The Wafa board will select its new Chair.
- Esther James voiced her concerns about using some of the newer forms of technology and our many online activities. She asked the board to remember that although some of our members do use email, they may not be quite so current on the other technologies the Guild now uses.
- Esther wanted to remind the board that when a member is asked to vote on an issue they do not fully understand, they may choose not to vote, rather to take a guess that the vote is what they might wish to see happen.
- Esther also shared some of her experiences from the nominating committee year before last, suggesting that potential candidates for office be vetted by others.
- The other offices are appointed by the President. The most important are Membership, Shuttle Editor, and Website and Michigan League of Handweavers.
 - Marta will continue to do either Membership or Shuttle, but not both.
 - Jill Strobel will do the website.
- The Treasurer's Budget for 2013-2014:
 - Nan will need all Guild members in charge of a line item to give her their figure for the budget for the February board meeting.
 - The board will review and be ready to publish the budget in the Shuttle prior to the May general meeting.
 - Upon presentation to the membership, it will be voted on in May.
- Education Committee:
 - Kristi reported she sold two boxes of duplicate books netting the Library budget \$41. She will bring the last two boxes for sale to the February meeting.
 - Mary Jane Kreidler brought Kristi some classic 70's weaving books which sold well at the last meeting.
 - Wafa has some standing wire racks for sale or for donation to the Kalamazoo Institute of Arts. Kristi will contact Denise Lisecki, head of the Kirt Newman School at the KIA to see whether they want the racks—they appear to match those the KIA already uses for the December sale. *Post meeting note: Kristi spoke to Denise and Stuart Gibson at the KIA and they are delighted to have our black racks.*
- Membership: Marta is keeping track of attendance via the new stick-on name labels which make it very easy.
 - She will bring some of the old plastic ones for those who don't want to use the stick-on label.
 - Anne noted one can reduce the amount of stickum by fingering the back of the label or putting it on the back of the hand before applying the label to one's garment.
 - Attendance this fall stands at:

- ✓ September: 53
- ✓ October: 69
- ✓ November: 64
- ✓ December: 51

- Service Bureau: No report
- Website: Marta has sent thank you letters to the three who gave us quotes.
 - She contacted Mary Lulich and is ready to set up a Skype system to work with her and Jill on the website.
 - There is a library software program that should be used to put the library holdings on line.
 - ✓ Nan Krapf volunteered to help put the holdings into this format.
 - ✓ Kristi has the holdings completely updated in her file, ready to go.
 - Yet to be completed are the Workshop policies and a bit more on the history.
 - The forms and documents can be moved from the current site.
 - Nan has updated the voucher form.
 - The privacy policy continues that no photos of people can be posted unless they are already published. The WAFSA vendor contact for 2013 has a check off box for publicity photos, which could also be used for the website. A similar box is on the Membership form.

At 2:57, Marta Williams and Juanita Manning-Walsh moved and seconded to adjourn the meeting to which all agreed.

The next meeting will be at 1 pm, February 13, 2013 at the Portage District Library.

Motions voted on at the December Board meeting

1. Motion to accept the minutes of the November Board Meeting:

Nancy Crampton moved and Nan Krapf seconded with the motion approved to accept the November meeting minutes, with two changes to the minutes regarding the guest speaker's weaving tips, it was voted to accept the minutes.

2. Motion to accept the Treasurer's report:

It was moved by Nancy Crampton and seconded by Marta Williams and the motion to accept the treasurer's report was passed.

3. Motion to adjourn:

Marta Williams moved and Juanita Manning-Walsh seconded and it was moved to adjourn at 2:57 pm.