



Weavers Guild of Kalamazoo, Inc.

P. O. Box 2795

Kalamazoo, MI 49003-2795

Meeting of the Board

MINUTES

September 5, 2012

Present: Martha Reeves, Nan Krapf, Judith Jones, Nancy Crampton, Esther James, Marta Williams, Ellen Colston, Anne Mehring

The meeting was called to order at 1:07 pm at the Portage District Library.

1. Approval of the Minutes:

*President Martha Reeves asked for any corrections, noting the spelling of Jill Stobel's name. There being no other changes, she asked for acceptance of the August Board minutes. ** Denotes a motion and vote. The Board's votes are enumerated on the last page of the minutes.*

2. Treasurer's Report:



- *The Treasurer's report for the current month was reviewed and accepted.
** Denotes a motion and vote. The Board's votes are enumerated on the last page of the minutes.*
- Nan Krapf reported that Al Tyson has reviewed our books and found them in order. Nan asked the board for their input and the board agreed to send him a check for \$100 for this year's financial review.
- Upon completion of the current website project, we will address archiving our records next. *(Members may remember that Lynn Houghton of the Western Michigan Archives visited the Board meeting in October, 2010 to begin the archives conversation. We would decide exactly how to do it and what access to allow).*
- Several members noted the IRS rules of 7 years retention for Guild financial records. The board agreed that each member of the Board who is a Chair and has historical records is to begin to edit those files. These include Chairs of the following committees:
 - President
 - Vice-President
 - Program (specifically our old visiting artist contracts)
 - Treasurer
 - Secretary
 - Education
 - Library
 - Membership
 - Website
 - Archives
 - Mentoring
- Shredding Days: Nan also had a conversation with Keystone and wanted to let us know they have shredding days at which nonprofits can bring in old records for destruction. With some three banker's boxes of old Guild Financial records, she would like to edit those to reduce the amount she has to store at her house.

- In addition to shredding, Ellen Colston noted she would be happy to burn our old files in her wood stove, noting that such treatment recycles cellulose based materials into heat for their house.
- Nan Krapf said she would contact Joanne Casey Smith to let her know we would be working on the archives this year after the website project.
- Nan has out of date excel software and materials in excel that could be destroyed.

3. New Committee Appointments:

- Martha spoke to Bev Munson and Karen Lason about co-leading the combined Newcomers/Welcome Committee. Bev will lead Newcomers for a couple of months this fall until she leaves for their winter residence, at which time Karen Lason will fulfill those duties until Bev returns in the spring.
- Michigan League of Handweavers
 - Several people had agreed be our MLH rep, and then discovered they could not serve this year. The Conference is next summer, in August, 2013. Martha Reeves attends the quarterly MLH meetings, and will function as our Rep until a permanent rep for the current year is found.
 - Nancy Crampton suggested the Board lead the work on the conference display with help from the general membership as needed. The board agreed.
 - The theme and colors will be announced after the fall MLH meeting.
 - Nan K asked the Guild's MLH rep be reminded we provide an award and that Nan be kept up to date in a timely manner as to the dates our award check is needed.
 - The WGK prize is for woven or hand spun yarn work, in keeping with our Guild's own interests.
 - We will discuss adding felted work at the October meeting.

4. General Meeting and Program for the September Meeting

- Judith Jones reported that she has kept in touch with this next year's speakers including with Priscilla Lynch, of Saugatuck who is our September speaker. Lynch will come for dinner at the Fieldstone Grill prior to the meeting, speak on Tapestry Design and return home Monday evening after our meeting.
- Judith asks that those interested in dinner before the meeting let her know so she can make a reservation for the correct number. Mondays are increasingly popular because of the discount. The Fieldstone date is also in the current *Shuttle*.
- The Board will provide treats for the September meeting.
- Martha reviewed the procedure we will follow for the year starting with the Guild General Meeting on the 10th:
 - Meetings will start at 7:00 pm with a short business meeting
 - This month, the Wafa Annual Meeting will follow for the Treasurer's report, to announce this year's officers and for any other announcements
 - The speaker will have the balance of the time. We need to be cleaned up and out by 9 pm.
 - We will use two mikes:
 -  Judith will set up the small lavalier mike for the speaker
 -  We will use the PSC's larger hand held mike for Guild members' announcements.
- Nancy Crampton asked that Martha's letter in the *Shuttle* include the date of the next Board meeting so interested members could attend.

5. General Meeting and Program for October

- Judith has talked to Heather Lynch who is staying with Cathy McCarthy while here to do the Guild lecture on Theo Morman Inlay in October.
- March Crackle Weave Workshop at KVCC with Susan Wilson:
 - There are 10 of 18 registrations meaning we have \$500 of the \$815 in expenses covered so far. We know of several others who will register soon.
 - Susan's fee is \$675 plus \$140 for the room.
 - Susan could include as many as 20 if needed.
 - Format is mostly lecture then "do."
 - Martha Reeves will register for the workshop and with other experienced weavers provide assistance to novice weavers who might need help.
 - Nan will have the check ready to give Judith for Susan's fee.
 - Judith will handle weather cancellations and will put a reminder in the *Shuttle* about Guild meeting cancellation when the Portage Senior Center is closed. Martha is working with Ch 3 TV to get on their cancellation list.

6. Establishment of Scholarship Program Calendar

Anne asked the Board to consider new deadlines for the scholarship program. *It was moved and voted to publish the following dates for the Scholarship program: * *Denotes a motion and vote. The Board's votes are enumerated on the last page of the minutes.*

- Deadline for scholarship applications is the date of the March meeting or postmarked March 31 if mailed to the Guild mailbox.
- Anne will provide a training session for scholarship applicants in February. The date will be announced at the February general meeting.
- The panel will meet and make decisions before April 30 and applicants called the next day.
- Letters and checks will be sent out in early May with the awards announced at the May meeting.
- Unless otherwise decided by the panel, awards will be for up to \$590 to avoid having to file an IRS 1099 form. However in the event there is one award of the whole scholarship, a significant amount, Nan and Judith have the 1099 form. Judith will assist with filing if needed.
- This year's workshop coordinator Judith will work with 2012 scholarship awardees Patty Reid and Juanita Manning-Walsh on the December program at which they will share their garment and workshop experiences with members.
- The Board agreed with the panel which had Ok'd Gail Ross' second plan to take the Swedish weaving workshop in February, 2013.
 - Gail will need to register on September 19, 2012.
 - Nan provided the check for her at the Board meeting
 - Anne will do the check letter and mail it to Gail with the check.
- Anne agreed to chair this committee during its infancy and if/when no longer on the Board, she may continue to lead the Scholarship Committee.

7. Other Committee Reports

- Workshops
 - Anne Field Lecture/Workshop:
 - ✚ Judith reported on the cancellation of Anne Field's trip to the US from New Zealand for serious health reasons.

- ✚ Judith contacted both Barb Scott and Gretchen Huggett Chair of the Weaving Department both of the KIA as soon as she knew of the issue and cancelled both programs.
 - ✚ Judith also emailed Ann Nemi, President of MLH, so they could inform their member Guilds. Judith also sent a note to Anne Field with our best wishes.
- Education Committee
 - Nancy Crampton reported that the Multi Harness split has two potential members.
 - Mimi Cummings has offered to mentor the new group, called Multi Harness Too.
 - If no others want to join MultiHarness Too, the two new members can be included in the old Multi Harness group which now has 15 members, making it somewhat crowded at meetings.
 - Mimi Cummings will make another announcement at the September Guild meeting about MultiHarness Too.
 - Dawn Edwards will not do a Felting Study Group this year.
- Membership
 - Marta Williams reported there are now 106 members plus 1 friend who has sent in a check and needs to fill in the membership form.
 - There are 17 brand new members, 15 of which came as part of the 2-4-1 program, joining with a friend.
 - The 2-4-1 program will run until September 30.
- WAFA
 - Co-Chair Nancy Crampton attended for Kristi Chapman and reported they both are delighted with Marsha Meyers' decision to allow us to use one of the locked glass vitrines at the Portage District Library in the Lobby from October 3-the end of December.
 - Anne and Esther will assist her with selecting items for display.
 - The display will include a poster with postcards and WAFA sale information until the Sale, then general Guild information will be included until the December dismantling of the vitrine.
 - There will be WAFA materials, post cards and printed Guidelines available at the general Guild meeting September 10th.
 - Judith suggested that since she is setting up a members' table along the side of the meeting room, she will put the WAFA materials there rather than at the Membership table at the door.
- Service Bureau
 - Folks can contact her directly at wgkservice@yahoo.com. She will no longer use her personal email address for the Outreach Service Bureau.
 - Those needing fiber related demos for school or other institutional programs can contact her. She can also bring a family pet sheep if wanted as she will do for the Vicksburg Harvest Festival on September 21.
 - Demos still scheduled are
 - ✚ September 16, 10:30 – 6 pm: Southwest Michigan Harvest Fest at Tillers near Scotts.
 - ✚ September 21: Vicksburg Harvest Festival: The Spinning Study Group will present a modified “Sheep to Shawl” event with onsite spinning and weaving of the completed handspun.
 - ✚ Bowens Mill, Gunn Lake, MI
 - September 29&30, noon – 5pm Steam engines
 - October 14, Fiber Art Day
 - [October 27&28, Civil War re-enactors.](#)

Service Bureau will continue its presence at the WAFA Sale with activities for children. Ellen, her kids and Pat Warren will lead with the Spinners filling in as needed.

- Other:
 - Additional minutes can be printed if requested for the 9 members who do not use email. A few will be available at the September meeting.
 - Minutes will also be posted as usual along with the Treasurer's report.

8. Website:

- Marta Williams had sent out the website print out to the Board and asked for input and corrections to be sent or brought to the board meeting. The discussion included both verbal responses which Marta noted down and written responses which she collected for review.
 - The FAQs Marta listed were deemed adequate.
 - After some extensive discussion under Marta's leadership the board agreed that Marta will make additions/corrections and put them into the request change format.
- Marta will send with a schedule of dates and ask Patty to keep to a fairly fast schedule so as to expedite the process.
- *Upon review of the changes as noted above, it was moved, seconded and voted to accept the website changes discussed at the meeting without further discussion. ** Denotes a motion and vote. The Board's votes are enumerated on the last page of the minutes.*
- * Thereupon, the board moved, seconded and voted to adhere to a strict schedule of uploading for the current website.
 - September 9: Marta to make corrections and fill in Change Request Forms for Patty
 - September 21st: Changes loaded
 - September 24th: The Requirements Committee will review all changes
 - September 25th Corrections due to Patty via change Request Forms
 - September 28th All corrections loaded.
- Marta reiterated that the Members Only Page is "under construction" for now until we figure out how to safe guard members' privacy.
- Marta will send letters to and get quotes from three other website companies to request bids in case GoDaddy does not work out.
- Jill Strobel has researched some questions to pose which she will formalize for the letter Marta will send out.
- The website providers are Biggs Gilmore, MaryLulich, and Bob Watson.

9. Adjournment at 3:08

Motions voted on at the September meeting

1. Motion to accept the minutes of the August Board Meeting:
 - It was moved and seconded by Marta Williams and Nan Krapf to accept the minutes of the August Board meeting. The minutes were accepted with previously noted changes.
2. Motion to accept the Treasurer's report:
 - Nan Krapf moved and Ellen Colston seconded the motion to pay Al Tyson \$100 for his review of our financial records with the understanding that Al would donate the money to a charity of his choosing.
 - The motion passed unanimously.
3. Motion to set the dates of the Scholarship Application Program:
 - Anne Mehring moved and Marta Williams seconded the motion to set the following calendar dates for the Scholarship Program:
 - February: There will be a training session on how to write the grant application at a date to be announced at the February Guild meeting. The meeting will be held before February 28.
 - March 31: Scholarship Applications due by mail to the post office box.
 - Applications may be submitted at the March Guild meeting.
 - The anonymous panel will meet to adjudicate the applications in April prior to April 30.
 - Applicants will be notified by May 1.
 - Funding letters and checks will be sent out shortly afterwards.
 - Applicants will be recognized at the May Guild Meeting.
 - All present voted in favor of the proposed calendar.
4. A Two Part Motion to make the changes to the website:
 - First, after considerable discussion of the board response to Marta's website document, Marta moved and Nancy Crampton seconded the motion to accept the website as corrected during the board meeting.
 - The corrected material would be entered into Patty's Change Request Forms ready to be uploaded to the current site on GoDaddy.
 - With no further discussion, all voted in favor of taking the combined corrections to the Change Request stage.
5. The Second Motion to develop a strict schedule of Change Request Form completion.
 - The Board wishes to expedite the uploading process so as to get the website functional for our purposes.
 - September 9: Marta to make corrections and fill in Change Request Forms for Patty
 - September 21st: Changes loaded
 - September 25th Corrections due to Patty via change Request Forms
 - September 24th: The Requirements Committee will review all changes and return to Patty
 - September 28th All corrections loaded
 - Marta moved to adhere to a strict schedule and the motion was seconded by Nancy Crampton.
 - After vigorous discussion and the outlining of the schedule above, the board voted to keep to the schedule and expedite the correction of the material for the website.