

**Las Vegas Quilters
Board Meeting Minutes
January 23,2022**

Attendees: Cindy Heller, Phyllis Suiter, Beth Boyer, Pam Sutton, Janis Schoen, Mary Kate Erickson

Absent: Pam Parisien, Tyler Janes, Rose Marie Francis, Anna Marie Burge

Member Attendees:

Meeting called to order at 1:19 PM and held at the Heller's Home by reading our mission statement.

Minutes for the August Board Meeting were read and approved. Motion to accept the minutes by Janis and Seconded by Tyler.

Old Business:

1. Last year we did not have a 4th Board meeting due to Covid Restrictions.
2. The 5-year review was completed in September 2021 by Pat Smith, Manager of Nevada Free Taxes Coalition. All major objectives were met or exceeded, excluding a couple because of Covid which was annotated appropriately (we did not meet the frequency of board and membership meetings in 2020 and we had late actions forming the nominating committee also in 2020). Comments:
 - a. .One check in 2018 had only 1 of 2 signatures but the bank cashed it.
 - b. No source documents could be found during the audit from 2 ATM withdrawals in 2018 for large sums of money. This is a nonstandard practice and checks should have been issued. After research it was determined the money was for the retreat to pay for catering/food.
 - c. Three checks payable to cash which didn't list the Payee were for the Retreat. This included catering. These have been recognized and dealt with.

Status: Motion to close by Phyllis and seconded by Janis

3. Treasurer reordered mailbox keys, they were received and disbursed to the Treasurer, Secretary and Vice President.

Status: Motion to close by Tyler and Seconded by Cindy.

4. The Finance Committee met to go over the budget in October of 2021. A six month review of the annual budget was completed to determine if everyone is on target/not on target. Refreshments and Opportunity Quilt went slightly over budget, not a problem. Charity and Programs were way under budget. The proposed 2022 budget was adjusted, no major changes.

Status: Motion to close by Pam and seconded by Tyler.

5. The Nominating Committee met November 17, 2021. The former Board was nominated for the next election. Over 25% of active members voted. All nomination files are going to storage.

New Business:

1. Committee Chairs: Janis Schoen moved from Hospitality Chair to Opportunity Quilt Chair. Anna Maria is now Hospitality Chair. We need to find/recruit Committee Chairs for Programs and Ways and Means.
Status: Open: Action: All Board Members
2. Special Events Committee Chairs: We need Chairs for the Retreat and Picnic, and soon for the holiday Party as well!
Picnic - Janis and Cindy
Retreat- Rosemarie and Patricia
Holiday
(There was discussion about whether we should have one or two retreats, no decision made.)
Status Open: Action: All Board Members
3. We need to develop position specific checklists for each Officer and all Committee Chair Positions. This will enable us to better advertise each position, to help members understand the duties and responsibilities for each position, and to set each volunteer up for success. Draft Check lists were distributed to Board attendees for review, comment and action. The deadline to complete and submit the checklist back to the President is by Feb 3, 2022 membership meeting.
Status Open: Action: All Board Members
4. Review and approve 2022 proposed budget
Needs to be updated before presenting to the membership. We are asking Pam to revise before the February meeting.
5. The storage unit is going up in price by \$180.00. Cindy will be looking for a new one that is more affordable.

Officer Reports:

1. Vice President:
Phyllis is checking to see if The Christmas Goose would hold some classes for us. She's also going to talk with Eve Dahl about teaching some classes. Crumb Quilts and One Block Wonder were brought up as a possibility.
2. Treasurer: All monthly reports and annual budget on hand. (Pam Parisien not present)
3. Secretary: Nothing to report.

Committee Chairs:

1. Charity:

Mary Kate will work with Phyllis to change the website (reorder). Would like to put things in storage that were given to her by Ruthie. Quilts, food items and toiletries were delivered to NICU, Pediatrics, Metro PD and Project 150. Del Bilemeyer delivered 25 Afghans and hats. We have been gifted 25 quilt tops that need to be inspected and repaired before quilting.

2. Hospitality:

Cindy is checking with the Community Center about snacks. Anna Maria is not present to give a report.

3. Membership:

We currently have 123 members. Anyone that has not renewed will be purged. We've added 30 new members. For renewal it's no longer necessary to fill out the membership form. Pam will just be confirming information. Pam is running a guest list to keep track of our visitors.

4. Newsletter:

No report, Rosemarie not present. Phyllis suggested we insert a page for renewal in the newsletter. Pam offered to take care of it.

5. Opportunity Quilt:

- a. Approved a quilt pattern. Nine Patch with embroidery and applique. The quilt is inspired by Lisa Bonjean. Discussion about starting the opportunity quilt a year ahead in July. Maybe doing two a year.
- b. Solicit for fabric donations.
- c. Transfer binder, quilt rack, tickets, jar, etc. to Janis. Janis will meet with Patricia on January 28th to pick up items.
- d. Get sewing group together. To be determined by Janis.

6. Programs:

- a. February: Getting to know you
- b. March: Mary Kate Erickson, quilted jacket, What's Old is New
- c. April
- d. May
- e. June
- f. July: Ice Cream Social
- g. August
- h. September: School House
- i. October
- j. November
- k. December: Holiday Party

7. Sunshine:

Tyler reports all is going well

8. Ways and Means:

Going to use the Ladder Shelf and the White Storage for raffle items.

9. Webmaster: Phyllis is going to work with Mary Kate on updating the website.
10. Facebook Administrator:
Nothing to report

Special Events Committee Chairs:

1. Picnic: Janis and Cindy
2. Retreat: Rosemarie and Patricia
3. Holiday Party:

Meeting was adjourned at 4:07pm with a motion by Pam and seconded by Janis

Submitted by Beth Boyer

Approved by Cindy Heller