

SCHOOLHOUSE QUILTERS GUILD – EXECUTIVE MEETING

February 22, 2018

Present: Janis Davis, Sharon Latham, Myra Shearer and Pat McEwen,

Regrets: Jan Hill

Call to order at 1: 00 PM

- 1. Additions and deletions to agenda**
- 2. Adoption of Minutes of Executive meeting held January 18, 2018.**
- 3. Treasurer's Report**
 - Sharon outlined the current financial statement. Both Community Quilts and Program have submitted bills, while the bill for the retreat held last weekend has not been submitted as yet.
- 4. Secretary's report** – Myra had nothing to report.
- 5. Old Business – Post Office Box**
 - Janis has asked Sharon to keep a record of mail sent to the guild, so that we can determine how much mail we get and who we get it from. This will help in the decision of whether we change post office box locations in the future. The Baby Group is still to let the executive know how many pre-printed labels they have. Janis suggested that a printed card be attached to any baby quilts that had the old address, so it wouldn't be a big problem.
- 6. Committees** – none to report
- 7. New Business**
 - **Post Cards** – Margaret Yells and Janis Davis will demo post card making on March 8 (Janis will announce this at the business meeting).
 - **Extra Quilting Day** – the next extra quilting day will be Mar. 21 and Carol Metner has arranged to have the hall opened. This is a no fee extra day.

- **Program April 5-** Janis outlined what she has planned for the April program –a Shake It Up session involving groups being given questions to answer.
- **Program Spending** – Janis voiced some concerns over the current program committee, especially involving communication with the executive and inconsistencies in fees paid.
- **Nominations** – Pat McEwan is looking for members who would be willing to run for Vice President and Treasurer for next year. Janis made a suggestion that because we only have 4 current members who are accountants, and most of them have already served as treasurer; maybe the guild could look at having an outside professional handle the bookkeeping entries, while a member deal with cheques and deposits etc. It was decided that it would be something to consider if we could not get a treasurer who is comfortable with computer based accounting practices.

8. Other Business – Myra asked whether the various committees had a written outline of the roles and responsibilities of their committees. Sharon said that in the past this had happened, but it seems to have stopped. Janis suggested that when the committees are handling in their year-end reports they could also do a “job description” of their committees, which could be given to the incoming committee heads and a copy placed in the guild binder for future reference.

Meeting was adjourned at 1:37PM.