

**Meeting Date:** August 16, 2017  
**Facilitator:** Shelby Skumanich  
**Participating:** Shelby, Christine, Julie, Jonna, Erin

### Administrative Issues

- Guild Website
  - The guild website is down momentarily. Server issues will be solved soon!
  - Going forward, DreamHost will be the web hosting provider for the guild website. The service is free for non-profit organizations.
  - **Action:** Shelby to connect with DreamHost to set up account.
  
- Budget Planning
  - Erin has found a template we can use to create an annual budget. More detailed info about our account is needed before moving ahead.
  - In the meantime, reviewing past bank statements will be a source of info.
  - **Action:** Shelby to share statements with Erin and Christine.
  
- User Manual
  - Shelby has started a document to facilitate ease of transition from one board to another. Information about all of our service providers, PO Box, bank account, MailChimp account, etc. is included.
  
- Welcoming New Visitors
  - Shelby suggested we begin sending welcome emails to new visitors.
  - **Action:** Julie to draft.
  - **Action:** Christine to take on task of sending welcome emails to all new visitors.

### How New is Modern? Exhibition

- Promotional Postcard
  - Kari V. is designing a postcard just for the guild's use. Deadline for finalizing the design is week of Aug. 28.
  - **Action:** Julie to communicate deadline to Kari.
  - **Action:** Shelby to upload files to Vistaprint and arrange for printing. Quantity to print between 500-700.
  - Copies will be available at the September business meeting.
  
- Promotional Plan
  - The board reviewed the promo timeline and agreed upon immediate next steps and responsibilities.
  - A summary of promo activities, including the names of volunteers to hit local shops and guilds, was provided to members via the August business meeting follow-up email.
  - **Action:** Complete the immediate tactics per the promo timeline.
  
- Photography 2.0
  - Nine quilts need to be re-shot. Christine, Jonna and Shelby are available this weekend – Aug. 19.
  - **Action:** Christine to contact the museum to pick up those quilts this week.
  - **Action:** Shelby to contact Ann, Judy and Marsha. They may want to participate since their quilts are part of this group.

## Programming

- September business meeting
  - Erin will demonstrate various screen printing techniques.
  - **Note:** Shelby and Julie will not be available for this meeting. Christine will facilitate; Jonna will take notes.
  
- October business meeting
  - Pamela Walsh, quilt judge, is scheduled to present to the group.
  - **Action:** Erin to send email to Pamela to confirm date, time and location. Will also ask her to trim her slide show to no more than 45 minutes.
  - Will also begin taking officer nominations at this meeting.
  
- Dates have been determined for the Amy Friend lecture and workshop.
  - **Action:** Julie to confirm date with Amy.
  - **Action:** Erin to connect with Amy going forward.
  
- November business meeting
  - We still have not landed on a final idea for this meeting. Options include seasonal sewing ideas and/or a member round robin demonstrating specific techniques.

Submitted by: Julie Elliott  
August 20, 2017