

**Meeting Date:** July 19, 2017

**Facilitator:** Shelby Skumanich

**Participating:** Shelby, Christine, Julie, Jonna, Marsha L.

- **Google Suite Tools**

Shelby is working on this important tool. The goal is to put all guild documents and images on a single Google drive. Passwords for important accounts, like the guild bank account, will not be made public, but will be shared confidentially from one executive board to another.  
*Action:* Jonna and Shelby figuring out hosting and web site transfer details etc. More to come.
- **Make Modern magazine article**

Make Modern, a digital magazine from Australia, has asked to profile our guild in an upcoming issue. Jonna has provided information and images. All content is due in August.  
*Action:* Jonna to continue communication with the magazine and will provide all info necessary. Jonna also will post the story on our website once it's published.
- **Bylaws**

Voting has just started on the bylaw revisions. If you haven't done so already, please vote via the link Shelby included in the July business meeting roundup email.  
*Actions:* Shelby to continue to monitor the survey and will compile responses. Jonna will upload new bylaws to the guild website.
- **Website Events Calendar**

Jonna is working on adding all local, regional and national events to one single calendar on the guild website.
- **Guild Communications**

All board members now have the password for the MailChimp account and Shelby has created drafts for future business meeting roundup emails. To help share communication efforts, all board members will now add information to each month's email draft. Meeting minutes and other updates will also continue to be added to the guild's Slack channel and posted to the website.
- **How New is Modern? Exhibition**

Julie drafted a news release to promote the show as well as back copy for the promotional postcard. She also created a summary of promo activities to review with the guild at the August business meeting and a timeline to help keep us on track as we work to promote the show. Guild members will have access to the news release once it is approved and we'll have postcards and guild cards to distribute to local shops and other guilds. *Actions:* -Julie to connect with the museum to get their approval of materials and info needed to help finalize the postcard etc.  
-Kari to finalize postcard design once we have mailing info from museum.  
Shelby to continue working on images for the digital album.  
-Julie to share the promo summary at the August business meeting and will ask for volunteers to help distribute postcards to shops and guilds.
- **Programming**

We still need ideas for the February program.  
Marsha recommended an idea for next year – a tour of eQuilter, located in Boulder. They conduct tours with groups of 10 to 20, on Friday afternoons from 3 to 4pm.  
*Actions:* We will brainstorm ideas with guild members at the August business meeting. Marsha to connect with Mary to follow-up with eQuilter.
- **Location Committee**

The group feels that our current locations, alternating between Fancy Tiger and Broomfield, work well for our group. However, we need to confirm with both locations that we can continue to meet there into 2018.  
*Action:* Shelby to connect with Erin to make this happen.

Submitted by: Julie Elliott

July 21, 2017