

Meeting Date: June 21, 2017
Facilitator: Shelby Skumanich
Participating: Shelby, Christine, Julie, Jonna, Erin Amos

Administrative Issues

- Jonna and Shelby will arrange for a guild PO Box. Just haven't found a time to make it happen yet.
- Web hosting – Jonna and/or Shelby will connect with Amy W. to make the transfer. The work-around has been working but it will be best if the site “belongs” to the guild and hosting fees should be paid by the guild.
- Bylaws
 - Julie has revised the bylaws and the board has reviewed.
 - Julie will review the bylaws at the July business meeting. Guild members will vote on the bylaws via a link that Shelby will send following the meeting. Shelby and Christine to ensure fabric and thread giveaways are available.
- Julie filed the required Periodic Report with the state of CO to confirm the guild's ongoing status as a non-profit organization. Shelby took care of filing all IRS required paperwork.
- Erin will test livestreaming at an upcoming business meeting.
 - Erin recommends using an iPhone to record and then posting videos on YouTube via a private link. Reminder – all presenters will need to sign an approval form.
 - **Action:** Need to determine how best to share info for the private YouTube link.
- Google Drive
 - Should we have a guild Google account so that all board members can access all documents? The group discussed and agreed it would be a good idea.
 - **Action:** Shelby to investigate.
- Guild User Manual
 - Shelby has started documenting all account names, passwords, etc. and all administrative info that needs to be transferred from one board to another.
 - **Action:** All board members are to review and make additions or revisions as needed.
- Projector
 - The group agreed that having a guild projector would be of value. Expense is minimal.
 - **Action:** Shelby has a guild credit card and will purchase one.

Treasurer's Report

- Guild financial documents need to be added to the guild's Google drive.
 - **Action:** Shelby to connect with Michelle

Quilt Show

- Shelby will identify two images of each quilt for the digital album. A separate site or sub-site will be created to host the album.
 - **Action:** Jonna will investigate options with Wordpress.
- Promotion Plan
 - Julie gathered ideas from members at the June business meeting.
 - Shelby will share the original museum proposal to help with content development.
 - The group agrees that we should create our own postcard.

- **Action:** Julie to draft copy and share with board to review at July board meeting. Shelby to consider images to use on the postcard. Jonna to investigate printing costs.

September Program

- Erin has volunteered to review home-based screen printing methods.

November Program

- Options include the Amy Friend lecture/trunk show or Christine doing a preview of her QuiltCon class.

Sew Days

- Erin is working with CO Fabrics to determine future dates. Their calendar is filling up quickly! A \$50 deposit is needed to hold all future dates.

Future Agendas and Emails

- Shelby asks all board members to collaborate in the creation of future business meeting agendas and follow-up emails.
- **Action:** All board members should add their own information directly to future agendas and emails

Submitted by: Julie Elliott
June 21, 2017