

Transitional Executive Board Meeting

Date: January 4, 2018

Members attending:

Lori Lewis
Pam Sprague
Karen Pieczonka
Penny Black
Carol Hemmingsen
Judy Leshovsky
Janis Magee
Pauline Mallory
Teri Roberts
Linda Steinport

Lori Lewis reviewed the officers and committee chairs for 2018. The following is a list of these positions:

President	Lori Lewis
Vice President	Pam Sprague
Secretary	SueAnn Suderman
Treasurer	Karen Pieczonka
Audit	Janet Jensen
Community Outreach	Gale Pittman
Fifty/Fifty	Linda Steinport
Historian	Barbara Saydeh
Membership	Teri Roberts
Mystery Quilt 2018	Judy Leshovsky
	Karen O'Malley
	SueAnn Suderman
Newsletter	Janis Magee
Nominating Committee	TBD
Parliamentarian	Penny Black
Party Coordinators	Lori Lewis
	Pam Sprague
	Norma Santiago
Party Blocks	TBD
Quilt Show Liaison	TBD
Quilt Show Opportunity Quilt (Quilt Mom)	Pauline Mallory
Quilt Show Nanny	Penny Black
2018 Quilt Retreat	Cathy Starman
2019 Quilt Retreat	TBD
Sunshine	Paula Riccio
Website	Patty Merry

The following items were discussed:

Documents

- It was decided that a binder of the Secretary's minutes and the Treasurer's financial reports will be available at each meeting for the membership to review.
- Cloud Storage should be used for the Treasurer's Report in order to have a backup in case the Treasurer is not available to access her records.
- Secretary minutes are available on the PQ Website

Meeting Setup

- Some type of drink and snack will be provided at each meeting
- Decorations will be placed on tables; these decorations will be reused.
- Signs for entrance door, member sign in and other areas where needed will be provided
- Tables will be used for members to sit around during meetings; these tables will be pulled in to the center of room
- Tables will be setup for member sign in, community outreach, retreat, and others as needed for each meeting
- There will be a table for members to bring items to be given away (freebies) to whoever wants them. If the item(s) is still on the table at the end of meeting, it is the responsibility of the donating member to take item(s) back home with her.

Miscellaneous Meeting Items

- Pam Sprague will be doing an ice breaker for 5 to 10 minutes at the beginning of each meeting.
- Norma Santiago will be contacting vendors to donate items to our guild. These items will be given away to members at regular meetings as door prizes.
- New members will be given a charm, temporary name badge and interviewed during the meeting so that the members can get to know them.
- A vote is needed by membership to determine whether the December meeting will be on the 2nd or 3rd Thursday of December.

Sit and Sews and Classes

- A Dunkin Donut coffee box will be purchased for sit and sews and classes. The cups, sugar, and cream are provided with the coffee. No storage of items and more cost effective.
- Water will be provided.
- Judy Leshovsky will purchase 3 new irons for use at sit and sews, mystery quilt and other classes

- The first Sit and Sew for 2018 will be held on Sunday, January 28, between 9-3 if the room is available. Members can come anytime during these hours and can work on their own projects. Members can bring a sack lunch and a snack to share.

Community Outreach

Meese Countryside where we are donating “Tummy Time” baby quilts, have a large stockpile of these quilts and do not need any more at the current time. They still want the hearts. Gale Pitman is looking for an alternative hospital to donate the “Tummy Time” baby quilts.

Pauline Mallory will check with her veteran contacts, for the type “quilts” – table runners, placemats, etc. that the “Heaven On Earth” veterans may need for their homes.

The Sheriff’s office and the Clearwater police will be contacted to see if they may need small quilts when children are taken for their homes because of abuse or other reasons.

Review of 2018 Programs

Penny Black presented an overview of the programs for 2018. Costs will be in the 2018 Budget. Detailed information on instructors and classes will be in PQ 2018 Calendar.

The Sit and Sews will alternate between North and South County if possible. We are having difficulty finding a north county location.

- January – Business Meeting
 - Open Sit and Sew – North County – January 27
- February – Red Thread Studio program
 - Class on February 17, there will be a class fee and a kit fee
 - Mystery Quilt on February 24, Christ Presbyterian Church, Largo
- March – Jan Cummingham - certified instructor for Sharon Schaumber (Machine appliqué)
 - Charity Sit and Sew in South County - March 17, 2018
- April - Program -TBD
 - Retreat April 5-8
 - Class on April 21, 2018 Mary-Jeanine Ibarguin – Scrap Class
- May - Party – Basket Chinese Auction – Lori Lewis, Pam Sprague, Norma Santiago

- There may be an additional program at May party
- June – TBD
- July - No meeting but an Open Sit and Sew in North County
- August – No meeting but a Charity Sit and Sew in South County
- September – Contacting Gail Renna, a certified instructor for Deb Tucker of Studio 180 Design
- October - Presentation by guild members on scrap quilting.
 - Setup up different work stations and have members rotate to different tables
- November– Contacting West Pasco Guild to possibly share the costs of Linda Hahn – paper piecing expert
- Dec – Christmas Party

Review of 2018 Budget

Lori Lewis went through the proposed 2018 budget line by line. The following are some items that were discussed in conjunction with the budget. The budget will be presented at the January meeting.

Penny Black suggested that members turn the receipts for cost of items used for parties, mystery quilt, classes, and meetings and not pay for items themselves. Without actual costs being recorded for the year, it makes it more difficult to come with an accurate budget for the next year.

Pauline Mallory is doing an inventory of all items owned by the guild – design walls, projectors, PA system, etc.

Karen Pieczonka will check with the Seville Management if the guild could have a storage cabinet (purchased by the guild) placed in a storage room beside the Recreation Room to store all of the items owned by the guild.

After doing the equipment inventory, we will know what size of cabinet we would need to purchase.

Penny Black will give Karen Pieczonka a detailed 2018 program list of speaker fees, workshop fees, etc.

A separate line item is needed for Sit and Sew / Class Hall fees from regular meeting Hall Fees.

Line Items for 2018 Retreat Income and Expenses are needed to accurately record retreat costs and income between the 2 year period when retreat fees are collected and disbursed.

Respectfully submitted by Teri Roberts