



Valley Forge Rug Braiding Guild General Membership Meeting

**Agenda for Zoom Meeting:
Saturday, March 13, 2020, 11:00 am EST**

Agenda

1. Call to Order
2. Approve/Add to: Agenda
3. Correct/Approve: Minutes of Feb 13, 2021 meeting
4. Treasurer's Report -- *attached*
5. Nominations for Interim Vice President*

The Vice President's position has recently opened up. We would like to take nominations for someone to fill the role on an interim basis: through June. There will be a ballot through email in the following week to vote in the new Interim Vice President. It is our hope that the Interim VP will want to be elected formally to this position at the June meeting, but this is not required.

**See Duties and Responsibilities of Vice President, attached.*

6. Committees – Reports and Nominations

Program, Education, Finance and Charity Committees met over the past month.

- A. Charity: Chair Kris McDermet
- B. Education: report from Christine Manges
- C. Program: report from Christine Manges
- D. Finance Committee: About to be active! Budget requests are due to the Vice Pres. by May 1.

There are 4 Committees with open Chairperson** positions: Program, Education, Finance, and Nominating Committees. We would like to take nominations for these positions at this time. The Nominating Committee must have a Chair and at least one additional member.

***See Duties and Responsibilities of Chairpersons, attached*

7. New Business

A. Classes.

See "Classes" tab on the Website: <https://www.valleyforgerugbraidingguild.org>.

Beginners: Pam Rowan taught 6 beginners to braid chair pads, and Christine Manges is currently teaching two classes on a beginner oval, with two more classes scheduled for the later this month. Pam Rowan is also teaching a beginner level braided Easter Basket to two classes.

Intermediate and Advanced students: there are classes on butting and fancy borders occurring each month. Two new classes are also planned: Pam Rowan will soon be scheduling students for a loom-woven multistrand square class, and Christine plans to teach a 2-braid spiral with Multistrand border.

Teachers: if you are interested in teaching a class, please contact Christine and she will help you get it set up!

B. Upcoming Special Events ...

Sat, Mar 27, 2021, 11 am EST: Sarah Jurta of Country Braid House will give us a Zoom tour of her business, the wonderful braiding machine, the antique rugs for sale, and the remnant room... with a 10% off remnants coupon for members who attend the event! Coupon lasts 2 weeks.

Sat, Apr 24, 2021, at 1 pm EST (NOTE different time from usual): **Donna McKeever** will give us a presentation on her rug braiding journey, her business, and her National Rug Braider's Conferences.

Sat, May 8, 2021: **Rug Challenge: Braided Hats and Braided Sculpture**

Sat, May 29, 2021: **Helen Condon** of Adirondack Rug Braiding

Sat, June 26, 2021: **Pam Rowan** has agreed to give us a presentation on **Repairing Braided Rugs!** The slide show will feature moths, holes, and a giant pig, as well as other forms of rug destruction and repair.

C. Upcoming meetings:

Apr 10, May 8, Jun 12

8. **Demonstration: 8-Loop Center** - Christine Manges

9. **Adjournment**, followed by **Show & Tell: Shamrocks! Hearts!** And whatever else you've been working on! We especially like to see class projects, even if they're just "in progress."

*****DON'T FORGET to get moving on your project for the Rug Challenge!!!*****



Valley Forge
Rug Braiding Guild
www.ValleyForgeRugBraidingGuild.org

TREASURER'S REPORT
CHECKING ACCOUNT
MARCH 10, 2021

Beginning Balance on 2-10-21		\$6,332.61	
INCOME:			
Class Registrations	\$175.00		
Donations	\$40.00		
Memberships (4 @ \$10)	\$40.00		
PayPal Deposits	<u>\$1,063.59</u>		
TOTAL MONTHLY INCOME:	\$1,318.59	<u>\$1,318.59</u>	
		\$7,651.20	\$7,651.20
EXPENSES:			
Teacher Payments:		\$1,040.13	\$1,040.13
Ending Balance on 3-10-21			\$6,611.07

Attachment: Duties and Responsibilities of Vice-President

(NOTE: we are presently nominating candidates for an Interim Position that will last until new officers are voted in, in June).

(Also Note: some of these duties were specified prior to a pandemic, and are irrelevant at present).

1. Term of Office: two (2) years
Installation: odd-numbered years, or as needed
Consecutive terms: May serve three (3) consecutive terms

2. Duties and Responsibilities of Vice-President
The Vice-President shall:
 - a. Perform the duties of the President in her absence.
 - b. Be responsible for reserving the meeting place and setting dates for monthly meetings of members.
 - c. Be responsible for budget projection, evaluation and presentation to Executive Board and Membership.
 - d. Coordinate with the Treasurer to purchase insurance covering officers, meetings, workshops, conferences, retreats, exhibits, and other events deemed worthy of insuring by the Executive Board.

Attachment: Duties and Responsibilities of Chairpersons of Committees

(Note: some of these duties were specified prior to a pandemic, and are irrelevant at present).

Program Committee shall:

1. Plan the monthly meeting's agenda, including any workshops or speakers
2. Perform set-up and clean up for meetings
3. Plan any Summer Programs, visits to museums, or visits to exhibits
4. Seek out exhibit opportunities for members
5. Submit a budget request for the coming year to the Vice President by May 1

Education Committee shall:

1. Work to educate new members in the skills of braiding
2. Work to educate existing members how to teach rug braiding
3. Create "Beginner Kits" including basic braiding supplies and wool fabric to donate to beginners
4. Solicit potential classes from braiding instructors and instructors in related crafts for the Conference
6. Help recruit a Speaker for the Saturday evening program at the Conference
7. Coordinate with the Spring Conference Committee to select the classes and assign rooms
8. Create an evaluation form for classes, and review and give feedback to teachers
9. Assure the continuance of Rug Challenges, the topics of which are voted on at the Spring Braid Conference
10. Assist new teachers with their needs in scheduling and teaching community classes in Beginner Classes in Rug Braiding – such as creating handouts and making beginner kits
11. Submit a budget request for the coming year to the Vice President by May 1

Nominating Committee Chairperson shall:

1. Be appointed by the President; committee must consist of at least two members
2. The slate of officers in even numbered years will consist of nominees for the President and Secretary, or as needed
3. In odd numbered years, the Nominating Committee will submit a slate of officers for the position of Vice President and, if needed, for a new Treasurer; or, as needed
4. The slate of nominees shall be presented to membership at the April meeting
5. Other nominations can be taken from the floor at the May meeting and prior to voting at the June meeting
6. The slate of officers shall be voted on and installed at the June meeting
7. Transition from old to new will occur during the month of June

Finance Committee shall:

1. Meet quarterly with the Treasurer to review income and expenses.
2. Appoint two people to serve as End-of-Fiscal-Year auditors in June.
3. Work with the Board to review the Budget Requests from committees and officers in June and prepare a budget for the coming year.
4. Assist the Treasurer with document preparation for tax payments.
5. Ensure that insurance is purchased to cover Directors and Officers, General Liability as needed, and Conferences or other events as needed.