



Valley Forge Rug Braiding Guild General Membership Meeting

**Agenda for Zoom Meeting:
Saturday, May 8, 2020, 11:00 am
EST**

Agenda

1. **Call to Order**
2. **Approve/Add to: Agenda**
3. **Correct/Approve: Minutes** of April 10, 2021 meeting -- *attached*
4. **Treasurer's Report** -- *attached*
5. **Vote on Officers for 7/1/2021 – 6/30/2022** — Vote and installation will take place today; the transition of duties will occur during the month of June.
 - a. President: Christine Manges
 - b. Vice President: Gail Seay
 - c. Treasurer: Sherry Chilcutt
 - d. Secretary: Karen Levendusky
6. **Committees** – Anything to report? (Keep it brief so we can get to the Rug Challenge!)
 - Fundraising/Scholarship: Kris McDermet Next Meeting Thursday May 27 at 6:30 pm EST
 - Conference: Debbie Wykosky
 - Education: Christine Manges
 - Finance: Pat Marchesano
 - Media: Christine Manges
(Instagram subcommittee: Kelly Wright & Hanna Gritton)
 - Membership: Daria Gehris
 - Nominating: Mary Hibbard
 - Program: Christine Manges Next meeting Thursday May 13, @ 7 pm EST

7. **New Business**

A. Budget

All of the Committees have submitted Budget proposals for the coming year. The Executive Board will review the budget and present it to the guild at the June meeting. It will be voted on at the September General Meeting. Thank you to all of the Committee Chairs, Finance Committee, and Vice President Gail Seay for your hard work on this budget!

B. Insurance

The guild is trying to purchase Directors and Officers Insurance, and General Liability. We are having trouble due to the small size of our budget, particularly for the D&O insurance. Is anyone related to a PA Insurance agent who could help us with purchasing insurance? If so, please contact VP Gail Seay at denfiber49@gmail.com.

C. Classes.

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

Beginners: Christine Manges is currently teaching a beginner chair pad class.

Intermediate and Advanced students: there are classes on butting and fancy borders occurring each month. Cathy Winship is teaching how to butt the Double-Double braid on 5/19. Next Fancy Border class is the Zigzag braid on June 3. Christine is teaching a Zigzag Tote Bag class.

D. Change to Duties and Procedures Document

The Duties and Procedures Document (available on the website) lists the committees and responsibilities. Changes to the document require a motion from the Executive Board (as opposed to changes in the Bylaws, which require submission to the membership and a vote).

The Finance Committee has been added to the Duties and Procedures document: see attached.

E. Guild Survey

In a couple weeks, a survey will go out to the Membership asking your opinions about what you want from the VF Guild. Would anyone have experience with setting up online surveys who would like to help with setting up the survey and analyzing the results?

F. Wanted: Guild Archivist and 2 Guild Photographers. Contact Christine Manges (thebraidingpost1@gmail.com) if interested.

8. **Upcoming Events**

Saturday, May 29, 2021 @ 11 am EST : **Helen Condon of Adirondack Rug Braiding**

Saturday, June 19, 2021 @ 11 am EST: **June General Meeting;** Installation of Officers ***NOTE change in date from the earlier listed June 12: it has been moved to June 19. Demo: Different "Starts" for Continuous Braids and when to use them.

Saturday, June 26, 2021 @ 11 am EST: **Pam Rowan presents "Repairing a Braided Rug."**

Summer months of July and August – no activities. Enjoy your summer!

9. **Braid In News**

March 14 - 17, **2022:** Mon eve - Thurs morn — St. Francis Friary in Easton, PA

March 30 - Apr 2, **2023:** Thurs eve - Sunday late afternoon— St. Francis Friary in Easton, PA

Apr 25 - 28, **2024:** Thurs eve - Sunday late afternoon— St. Francis Friary in Easton, PA

10. **Adjournment...**

Followed **RUG CHALLENGE 2021: Braided Hats & Braided Sculpture!**

Attachments:

Minutes of last meeting

Treasurer's Report

Finance Committee Description



Valley Forge Rug Braiding Guild

Minutes for Zoom Meeting: Saturday, April 10, 2021, 11:00 a.m. EST

1. Call to Order

President Colleen Blaisdell called the meeting to order at 11:02 a.m.

2. Approve/Add to: Agenda

There were no items added to the agenda. The agenda was approved.

3. Correct/Approve: Minutes of 3/13/2021 meeting

There were no corrections to the Minutes of the previous meeting, and it was unanimously approved.

4. Treasurer's Report:

The treasurer's report was included in the agenda for this month (also attached). Kris McDermet requested funds for scholarship and donations be included in future reports.

5. Nominations of Officers:

Nominating Committee Chair Mary Hibbard presented the following nominations for the next year:

Vice-President (Interim): Gail Seay
Treasurer: Sherry Chilcutt
Secretary: Karen Levendusky

There were no other self-nominations made.

6. Committees:

A. Fundraising/Scholarship: Chair Kris McDermet reported the committee will meet next Wednesday, April 14th at 6:00 p.m. The committee plans a "Round Robin" for their first project where different groups around the country will start a rug and send it to the next group. Each group can add their own design features and these rugs will either be raffled, sold, or auctioned depending on the laws of each state. The committee received an anonymous donation of wool to be used for this project.

The committee decide how this wool will be divided up among the different groups to be used in this first rug. President Colleen Blaisdell asked if the committee was putting together groups in different areas and if the people working on these rugs will be donating the wool for their sections and/or can donate braiding supplies other than wool. This hasn't been decided yet. Each group can also decide if they want to include rug hooking.

- B. Retreat/Conference Committee:** Chair Debbie Wykosky had nothing new to report.
- C. Education Committee:** The Education Committee has not met recently. Christine Manges reported there are several upcoming classes: Fancy Border classes continue through the year; a few butting classes are coming up for very specific types of braids. A spiral chair paid braid along class is in progress and next month there will be a zig zag bag class. A beginner chair pad class will also be offered in May. She will be offering a free class on April 18th at 3:00 p.m. for anyone interested in learning how to teach using the Zoom application. President Blaisdell commented it would be nice if someone thinking about teaching would consider teaching at night or on weekends for those that work full time. Gail Seay suggested it might be nice for someone to consider who is in another time zone. Gail also made the recommendation that all times be listed as EST since we are truly an international group now. This will be policy going forward.
- D. Finance Committee (to be formed):** President Blaisdell reported the by-laws will have to be amended to include the Finance Committee and the Board is working on a full description to have accepted into the Guild By-Laws. An initial meeting was held this past week and Colleen introduced Pat Marchesano as the Chairperson of this committee. Pat introduced herself and gave a brief biography followed by a committee report. There were as many as 10 with a vast amount of knowledge, including a CPA among the group. They discussed the Form 990, the budget, the financial information, exploration of accounting tools and other mechanisms for reports so the guild can be financially stable. Their fund year is July 1 through June 30th. Anyone interested in becoming a member of the Finance Committee can contact Pat or drop their contact info in the chat on Zoom. Their first meeting is yet to be determined.
- E. Media Committee:** Chair Christine Manges introduced Kelly Wright who, along with herself and Hanna Gritton, were instrumental in setting up a new Instagram account for VFRBG, which has been online for about 2 weeks. Kelly gave a 15-minute presentation of the Instagram app and our Instagram account: vfrugbraiders (vfrugbraidingguild-old account). She and Hanna will be managing the account together and can be reached by email if anyone has any questions. Gail Seay requested a tutorial be set up for our members who have never been on Instagram for our next meeting; however, our next meeting is our yearly Rug Challenge. Thereafter, Christine shared her screen and Kelly gave a short tutorial to those

present at this meeting of how to use the Instagram account. Kelly can be found on Instagram at @d.k.wright or she and Hanna can be emailed for help. A question was raised on chat if we have a Pinterest account but that will be for the future.

F. Membership Committee: Chairperson Daria Gehris reported we had 6 new members since our last meeting for a total of 122 current members. We had 61 attendees for the Country Braid House Program.

G. Program Committee: Christine Manges reported in 2 weeks there is a presentation by Donna McKeever, a highly respected braider in Washington State who has a business and runs a braiding conference from time to time. On May 29th (Memorial Day weekend) there will be a presentation by Helen Condon, of the Adirondacks in New York, who is a highly recognized folk artist.

7. Upcoming Special Events:

- a. Sat., April 27 at 1:00 pm: Donna McKeever Presentation
- b. Sat., May 8 at 11 am: Rug Challenge: Braided Hats & Braided Sculpture
- c. Sat., May 29 at 11 am: Speaker: Helen Condon of Adirondack Rug Braiding
- d. Sat., June 26 at 11 am: Pam Rowan: Repairing a Braided Rug

8. Upcoming Meetings: Second Saturdays through June

- a. May 8 (brief meeting)
- b. June 19 (**date change from June 12th**)

9. Demonstration: Key Fob – Christine Manges

10. Adjournment: President Colleen Blaisdell adjourned the meeting at 12:12 p.m.

The meeting was followed by Show & Tell.



Valley Forge Rug Braiding Guild

www.ValleyForgeRugBraidingGuild.org

TREASURER'S REPORT
CHECKING ACCOUNT
MAY 3, 2021

Beginning Balance on 4-8-21		\$6,362.98	
INCOME:			
Memberships (3)	\$30.00		
Class Registrations	\$65.00		
PayPal Deposits 241.63, 62.97, 183.18, 62.97	<u>\$550.75</u>	<u>\$645.75</u>	
TOTAL INCOME*		\$7,008.73	\$7,008.73
*Includes Funds of \$860.52 Received From:			
Footstool Raffle	\$458.00		
Donations \$410 -\$7.48 PP fee	\$402.52		
	-		
EXPENSES:			
Event: Donna McKeever	\$50.00		
Legal Advertising: Pittsburgh Legal Journal &	\$79.00		
Pittsburgh Post Gazette	\$117.00		
Teacher Payments 43.39, 57.33, 33.11, 344.32	<u>\$478.15</u>	<u>\$724.15</u>	\$724.15
Ending Balance on 5-3-2021			\$6,284.58

Finance Committee description, to be added to Duties and Procedures Document:

The FC is a standing advisory committee to the Executive Board, reporting to the full board. The Committee consists of:

- Chairperson, as designated by the President
- A Member of the Executive Board, preferably the Treasurer
- At least one additional volunteer member who is neither a Board Member nor a Committee Chair.

Volunteers should have the ability to understand financial statements, have experience and/or knowledge of budgets and the ability to work cooperatively with other committee members. To help the Board fulfill its oversight function, it is important that FC members are able to present information in as clear and concise a manner as possible. The FC will meet a minimum of 2 times a fiscal year, prior to each of the Executive Board meetings, either in person or virtually, and additionally, as requested by the Executive Board. The FC duties include but are not limited to:

- Offering fiscal guidance to the full Board including drafting policies, accounting software options, etc
- Apprizing the Executive Board of any significant changes in tax law or legal requirements that affect the Guild
- Providing support to the Treasurer in the timely completion of Federal and State income tax returns required and 1099 vendor information returns
- Assigning two Finance Committee members to meet quarterly with the Treasurer to review income & expenses and budget variances
- Provide a mechanism to develop an audit program and complete an internal audit by two Finance Committee members
- Regularly reviewing the VFRBG's revenues and expenditures, including bank statements
- Reviewing, analyzing and recommending the annual budget as presented by the Vice President
- Offering insight in the implementation and maintenance of appropriate risk management measures such as appropriate insurance coverage, document retention schedule and internal controls.