



Weavers Guild of Kalamazoo, Inc.
P. O. Box 2795
Kalamazoo, MI 49003-2795

Meeting of the Board MINUTES August 9, 2012

Present: Martha Reeves, Nan Krapf, Juanita Manning-Walsh, Nancy Crampton, Esther James, Marta Williams, Anne Mehring

The meeting was called to order at 1:14 pm at the Portage District Library.

President Martha Reeves began with reviewing some ground rules to guide our discussion, suggesting that the board limit speaking to one person at a time and to please keep reports brief and to the point.

1. Treasurer's Report:

Following the agenda she had sent out Monday, August 6th, Martha called for the Treasurer's report.

- Nan Krapf explained that the financial report for summer income and expenses was sent to the Board August 3rd for review and represents the months of June, July and August.
- The formal report will be sent out prior to the September board meeting.
- Since the last meeting, she changed banks from Bank of America to the nonprofit credit union, First Community Bank, in Texas Corners. She and Anne have signature cards on the account as they both live close to that office. She was pleased to report that the new bank offers a better interest rate on our savings; that she is keeping somewhat less in the checking account;
- Nancy Clark is once again connecting us with Al Tyson for the audit of the books.

Nancy Crampton asked when we will need to have the check from Michigan Handweavers Guild for the award to support part of the costs of bringing in Ann Field for her lecture and workshop at the Kalamazoo Institute of Arts in September. When Martha appoints the MLH rep, that person will collect the MLH check for the Field presentation.

2. New Committee Appointments:

- Nancy Clark, Chair of the Yearbook Committee sent word through Martha that she (Nancy) asked Mindy Tai (2009) to assist her with the Yearbook this year with the idea Mindy will take on this job later on. Mindy's name came from the membership forms which ask for volunteers and areas of interest. Nancy Crampton will weave this year's fabric. The three have already met to discuss the fabric and Yearbook cover format. Martha asked Mary Ippel (2005) of Grand Rapids to join Nancy Thornton and Anne Mehring on the Wafa Sale Exemptions Committee. Nancy Crampton asked whether this might be construed as a conflict of interest since Mehring currently serves on the Guild Board. Martha explained that the Exemption Committee is a Weavers and Fiber Artists (Wafa) position and that her interpretation of the by-laws indicates only that one person is prohibited from serving as both president or treasurer of both areas at the same time.
- Kathleen Smothers (2006) has been asked to help Nancy Crampton on the Education Committee.

- Martha Reeves is considering asking Bev Munson (1978) to be on the Welcome Committee.
- Martha and Nancy Crampton will look around at the Michigan League of Handweavers (MLH) workshops for somebody from the Kalamazoo Guild to be our MLH representative this year. It is especially important to have a rep because this person will need to plan the Kalamazoo program/exhibit at MLH conference next year.

3. Scholarship report

- Anne reported on the renewed annual Scholarship Award Program, beginning with a review of the program as the board had discussed it last year. She reviewed the document sent earlier to the panel as an overview of the project. She asked the board to consider moving the application deadline to earlier in the year so that applicants might have time to apply for a significant project. Martha will add that discussion to the September board meeting.
- Three requests for a total of \$1,525 in scholarship assistance were received. She convened an anonymous panel including an outside artist to read and score the applications. Three awards were made for a total of \$1,488 plus \$12 for copying for a total expenditure of \$1,500 for the 2012 Scholarship year. Two projects have already taken place and the recipients will work with Judith Jones, 2012-2013 Workshop Chair to find a time to share their work with the membership. Juanita, one of the recipients, attended a felting workshop and suggested they share at the December meeting since that would allow her to wear the garment she made.
- Gail Ross has discovered the weaving class she had wanted to take has been cancelled due to low enrollment and she will need to use the money for a project/instructor of a similar level of excellence. She stated in her application she would make an instructional power point or a video presentation to be donated to the Guild Library as her sharing.

4. Membership report

- Marta Williams reported that as of August 1, there were 90 paid members. She is pleased that this number is higher than we have had for the past several years. Of these 90 members, 12 are new and were brought in through the 2for1 membership deal.
- The 2for1 program:
 - It was moved and seconded by Marta and Nancy respectively to run the 2for1 program through September 30, 2012.
 - Discussion followed on the pros and cons of the long term value of such a program since it represents such a small amount of money considering the expense of the weaving hobby. On the other hand it brought us 12 new members who will have an opportunity to discover whether or not they would like to practice a fiber art.
 - The board voted to run it thru September. Marta will add a note to the *Shuttle* with this date.

5. Workshop report

- Nan reports there are 8 registered (\$350) for the March Susan Wilson Crackle Weave workshop. Remember the workshop subsidy for members in which all workshops cost \$50 for members.
- We do not know how many are registered for the Ann Field workshop at the KIA. Anne will call Barb Scott, their registrar to find out how many are signed up for the Field workshop. *Anne called and Barb Scott said there are six people registered for the September 23-23 workshop. Anne offered to distribute some flyers if Barb would make them up, which she agreed to do.*

6. Calendar of meetings:

- As stated in our by-laws, Martha presented the calendar of meetings for the coming year.
- We will meet on the second Wednesday to mesh with Juanita Manning-Walsh's work schedule. The only exception will be the September meeting which will be on September 5th to work with Martha's schedule.
- Board Meetings will be at 1 pm at the Portage District Library:
 - Wednesday, September 5, 2012
 - October 10, 2012
 - November 14, 2012
 - December 12, 2012
 - No Meeting in January
 - February 13, 2013
 - March 13, 2013
 - April 10, 2013
 - May 8, 2013
- The General Membership meetings are all on Mondays:
 - September 10, 2012
 - October 8, 2012
 - November 12, 2012
 - December 10, 2012
 - No January Meeting
 - February 11, 2013
 - March 11, 2013
 - April 8, 2013
 - May 13. 2013
- Martha reminded the board that Judith will place an announcement in the *Shuttle* about meeting at the Fieldstone Grill to take Priscilla Lynch, our speaker for dinner before the September 10th meeting. Do not forget to print off the The Millennium Mondays 40% off coupon from their website.

7. Education Committee report

- Nancy Crampton reported that Cory Zann will co-chair this committee with her. They are looking for an assistant and will talk to Kathleen Smothers (2006) about helping out with the Ed committee.
- Goals this year are to promote the Guild's educational aspects with articles and book reviews for the Shuttle. They would also like to write up each of the study groups

including information on the new study group that Mimi Cummings will lead. Interested members should contact her by phone after August 15.

8. Wafa

- Personnel changes for Wafa include Cory Zann as secretary and Jill XXX as treasurer.
- Martha asked Nancy Crampton for marketing materials for Wafa.
- Anne worked with Marsha Meyer of the Portage District Library to use one of their locked glass showcases or vitrines for a display of small fiber articles of the sort that might be sold at the Wafa sale. Materials will be displayed October 3 through the end of November. Anne will also ask the Kalamazoo Public Library about a similar display space to advertise the sale. Nancy and Kristi will provide a small poster for the display(s).
- Esther James reminded us we always need more ornaments and suggested we reprint old patterns from former years in the *Shuttle*.
- Marta reminded us that the *Shuttle* deadline is August 24 for the September issue and September 24 for the October issue.

9. Web site

The website discussion ranged over many areas. Following is the summary of that discussion. Three documents were referenced:

- 1) The Website Requirements Document, a 2 page outline of what topics are needed for board discussion
- 2) The full Requirements Document, a 14 page outline of the content of each area of the website
- 3) A one page visual of the content of the 10 pages or areas of the website.

First:

- At the December meeting the board voted to evaluate the Godaddy site in six months.
- Over the summer, the Web Committee created a Requirement Document to determine what the Guild needs in its website with input from our own history and by looking at other websites including those of other weaving guilds. The committee also discussed aesthetics, web content and the navigation bars including what is part of the drop down menu. The “Members Only” portion was put on hold for the time being as member privacy is paramount.
- The “Splash Page” or the initial visual seen would have navigation bars directing the viewer to the interior of the website. This page would feature the current year’s Yearbook fabric. The fabric would change with each year and could be seen in other areas as a background screen.
- It was moved and seconded by Nancy Crampton and Juanita Manning-Walsh respectively to accept the Requirements Document.
 - Discussion followed which included the information that documents posted as pdfs do not come up in a Google search, thus adding an additional layer of security for members who might have reason not to have their names before the public.
 - The current website has the basics of what is needed.

- It was voted and approved without further discussion to accept the Requirements Document.

Second:

- The Board agreed to appoint a chair of the web development committee.
- Marta Williams agreed to be the web committee chair in light of her leadership over the summer.
- It was moved and seconded by Nan Krapf and Nancy Crampton respectively to appoint Marta as the website committee chair.
- Discussion ranged through several topics including the recognition of Marta's other commitments to the Guild in membership and publications.
 - It was felt input from these areas could support this leadership position.
 - Marta might call on other Guild members as needed to assist her.
 - The Guild needs to work quickly on this as we need to get a vehicle for posting the *Shuttle* soon.
 - We also need a place online for the complete archives of past issues of the *Shuttle*. So far the website has kept back issues for one year with the others archived in hard copy format in the Guild archives with Joanne Casey Smith.
- Secretary Anne Mehring called the question and it was then moved and the board voted to appoint Marta as the Web Committee chair.

Third:

- Discussion continued on whether to continue with the Godaddy site with Patty's assistance or find another site to assist with posting and to serve as a host for our website. The following ideas were part of the discussion:
 - Having a website is very important to the Guild.
 - Nancy Crampton voiced concern that we need to move from having only one or two members controlling the website as past experience proves that mode of operation problematic should there be an emergency needing to be solved.
 - Paying a professional to manage the website frees members to spin and weave as they would prefer to be engaged.
 - Juanita Manning-Walsh noted that Michigan Fiber Fest had a similar conversation and decided to go with a professional which was not too expensive. They send the information and copy to a local professional named Julia who puts it up on line, removing a burden from the Festival board.
- The motion was made by the Web Committee Chair Marta Williams and seconded by Nancy Crampton to continue with Godaddy for now and investigate alternative options.
- There was no further discussion and the motion was approved.

Fourth:

- The fourth item under the website discussion was the need to complete the Website Policy Document.
- It was agreed to table this discussion until we have a better idea of our path going forward, as well as whether to create and appoint a second chair for webmaster position.

- Lastly, Marta summarized the discussion saying the website Requirements Document is essentially complete enough to
 1. Talk to Jill S. about pro-bono offers from her former employers.
 2. Talk to Michigan Fiberfest about their expenses.
 3. Find out what would be involved with Biggs Gilmore
 4. Martha Reeves, Juanita Manning-Walsh or others will discuss with other weavers at Michigan League of Handweavers meeting in Holland.
 5. Then we will get bids and continue discussion at the next board meeting September 5th at the Portage District Library in the Long Lake Room. The September and October board meetings will be there.

The meeting was adjourned at 3:10 pm.

Respectfully submitted

Anne Mehring

Anne Mehring,
Secretary

Motions voted on at the August meeting:

1. The 2for1 program:

- It was moved and seconded by Marta and Nancy respectively to run the 2for1 program through September 30, 2012.
 - Discussion followed on the pros and cons of the long term value of such a program since it represents such a small amount of money considering the expense of the weaving hobby.
 - On the other hand it brought us 12 new members who will have an opportunity to discover whether or not they would like to practice a fiber art.
- The board voted to run it thru September. Marta will add a note to the *Shuttle* with this date.

2. Motion to accept the Requirements Document as a guideline for web development.

- It was moved and seconded by Nancy Crampton and Juanita Manning-Walsh respectively to accept the Requirements Document.
 - Discussion followed which included the information that documents posted as pdfs do not come up in a Google search, thus adding an additional layer of security for members who might have reason not to have their names before the public.
 - The current website has the basics of what is needed.
- It was voted and approved without further discussion to accept the Requirements Document

3. Motion to appoint a Website Committee chair

- It was moved and seconded by Nan Krapf and Nancy Crampton respectively to appoint Marta Williams as the website committee chair.
 - Discussion ranged through several topics including the recognition of Marta's other commitments to the Guild in membership and publications.
 - It was felt input from these areas could support this leadership position.
 - Marta might call on other Guild members as needed to assist her.
 - The Guild needs to work quickly on this as we need to get a vehicle for posting the *Shuttle* soon.
 - We also need a place online for a complete archives of past issues of the *Shuttle*. So far the website has kept back issues for one year with the others archived in hard copy format in the Guild archives with Joanne Casey Smith.
- Secretary Anne Mehring called the question and the motion was passed to appoint Marta as the Web Committee Chair.

4. Motion as to whether to continue using the Godaddy site with Patty's assistance or find another site to assist with posting and a host for our website.

- Discussion among the board agreed that having a website is very important to the Guild.
- Nancy Crampton voiced concern that we need to move from having only one or two members controlling the website as past experience proves that mode of operation problematic should there be an emergency needing to be solved.

- Paying a professional to manage the website frees members to spin and weave as they would prefer to be engaged.
- Juanita Manning-Walsh noted that Michigan Fiber Fest had a similar conversation and decided to go with a professional which was not too expensive. They send the information and copy to Julia and she puts it up on line, removing a burden from the Festival board.
- The motion was made by the Web Committee Chair Marta Williams and seconded by Nancy Crampton to continue with Godaddy for now and investigate alternative options.
- There was no further discussion and the motion was approved.