

Foothills Craft Guild  
Board Meeting Minutes  
February 4, 2009

*Unofficial; pending board approval.*

Meeting was held at the Foothills Craft Guild office, Emporium Building. President Molly Durr called the meeting to order at 6:30 pm. The following board members were present: Ann Caudill, Kathy Bradley, Dick Mc Gee, Jo Marie Brotherton, Gay Bryant, Robbie Gentry, Clay Thurston and Jessica Dockery. Show Director Karen Noggle was also present. Kathy Seely was absent.

**Molly** suggested two changes to the January board meeting minutes. **Robbie Gentry** is serving her first term on the FCG board, and **Clay Thurston** is serving his second term. Also, **Jo Marie Brotherton** and **Robbie Gentry** are referred to as Standards Co-chairs. **Clay** moved to accept the January board meeting minutes as corrected. **Gay** seconded, and the minutes were approved.

**Dick** presented the treasurer's report. The 2009 budget has been approved by the board and will be presented to all of the members to vote on during the March 4 general membership meeting. **Dick** is planning a future project for the board to look into applying for grants, hopefully with the help of the Arts and Culture Alliance.

**Dick** has applied for FCG credit cards for Office Max and Kinkos. **Dick** has drafted a credit card policy, "Use of Foothills Craft Guild Credit Card for Retail Purchases." **Robbie** moved to accept the credit card policy. **Clay** seconded the motion, and the motion carried.

**Dick** moved to change the dates in bylaws (Article 5, Section 5) that define the FCG's fiscal year, which is currently February-January to July-June. The change in dates could be helpful for planning an audit and applying for grant money, most of which is awarded at the end of June. **Gay** seconded the motion. **Jo Marie** questioned whether this would affect reporting our taxes. **Dick** explained that a new accounting period would be created. The motion carried. The bylaw change will now need to be voted on by the FCG membership.

**Jo Marie** will be in the FCG office during the drop off dates for the spring juryfest. She will let the board know if she needs help on the pick up dates. It is suggested that the Juryfest form is amended to have the question "How did you find out about us?" This would be helpful to know which Juryfest advertising is effective. The board would like to create a postcard to distribute with general information about the FCG that could be updated with timely information such as Juryfest dates and Fall Show dates using stickers. The postcards could be used year after year by simply printing stickers with updated information.

There were several applicants for the new position of Membership Director. After reviewing and discussing the applicants' information, **Dick** moved to hire **Jackie Mirzadeh** for the position of Membership Director. **Robbie** seconded the motion, and the motion carried. **Gay** thanked **Kathy Bradley** for the wonderful job she has done as membership director. **Kathy** will work with **Jackie** to create a smooth transition of membership director duties.

**Gay** suggested that the member-search area of the FCG website should be removed because it is out of date and hard to maintain. She suggested keeping members' up-to-date information in PDF format on the website. **Jackie** will be consulted to see which method will work best to keep the files current. **Dick** would like to see that FCG signs up for Constant Contact for emails and surveys for the membership.

A committee will need to be formed to find a new bookkeeper for the guild. **Molly** will create an ad for the position, and **Dick** will work on a job description. **Dick** is interested in the bookkeeper position, but he would like to stay on the board as the treasurer. He would like to do both jobs, but there may be a conflict of interest. The board will continue this discussion at another meeting.

**Karen** spoke to **Lisa Duncan**, who is helping with the Dogwood Arts Festival Art Fair on Market Square. She has offered the FCG a demo booth on Market Square Friday-Sunday of the Dogwood Arts Festival. Other local arts organizations will also have booths on the square. The board agreed that this would be a good opportunity for Foothills to distribute information about the Fall Show and about our Guild. **Karen** will be in charge of organizing the demonstrators for the booth.

**Gay** has created a FCG blog, <http://www.foothills.edublogs.org>. This is a forum where all members can post comments and questions about the Guild.

**Molly** adjourned the meeting at 9:08 pm. The next board meeting is to be held on Saturday, February 21, at 1:00 pm in the FCG office at the Emporium.

Respectfully submitted,

Jessica Dockery  
Secretary