

**Foothills Craft Guild, Inc.**  
**Board Meeting Minutes**  
**March 3, 2007**

*Unofficial; pending board approval*

On March 3, 2007, the board meeting for the Foothills Craft Guild was held at the FCG office, Emporium Building. President Molly Durr called the meeting to order at 1 pm. The following board members were present: Bob Conliffe, Ann Caudill, Jo Marie Brotherton, David Grant, and Cutter Watkins. Bookkeeper Dale Bohanan, show director Karen Noggle, and outgoing President Dennis McAvoy were also present. Gay Bryant, Jessica Dockery, and Clay Thurston were absent. **Bob** moved to approve the February minutes; it was seconded and the minutes were approved.

**Dale** presented the revised 2007 budget. **Bob** states there is no Emporium rent increase noted. **Molly** informed the board we are to expect an increase in August but do not know the amount yet. **Dale** reported we are still waiting on the contract for the publicity director (**Alex**). The scholarship funds were also discussed with a proposal to charge the \$125 scholarship for **Nancy Minturn** to prior-period expense for 2006. **Ann** presented a request for a scholarship for **Meilynn Hoe**. Discussion ensued as to how they were planning to use the money. **Jo Marie** motioned to award \$100 to **Meilynn Hoe**. **David** seconded. Scholarship award was passed unanimously. **Ann** stated, with only one Juryfest a year instead of spring and fall, a revision of \$1,000 proposed income be \$500 actual income from jury application fees. Membership dues income should be \$9,750, bearing in mind we have 266 active members. **Dale** shows \$5,625 profit for the proposed 2007 budget.

**Karen** reported on the spring show. The advertising expense for the spring show will be entirely used. She reported to have 27 confirmed Guild exhibitors and 3 in the wings not yet confirmed. There are 6 booths still available if the ones in the wings sign up. Our limit will be 36 booths (instead of the original 50) due to new building construction adjacent to the area where the craft booths will be. **Karen** brought up the approval of nonmembers to the show in the event the 36 spaces are not filled by Guild members. **Ann** moved to accept invited artists if necessary, **Bob** seconded, and the motion was carried. To help with revenue, quality invited artists may be included if spaces are available.

**Molly** stated there needs to be continuity year-to-year in the duties of the Membership Director. In light of **Cutter** wanting to be excused from this job, **Molly** suggested we hire someone outside of the Guild to take care of public and member inquiries, mass mailings of Guild business (e-mail and regular mail), membership mailing lists, membership records, and all other member needs. **Bob** produced a job description and submitted it before the Board. Discussion about the specific tasks ensued. **Cutter** has recently organized our Guild membership records using the Access database program. **Cutter** said that his replacement will not happen fast; therefore, he will remain until the board finds an appropriate person who is knowledgeable in Excel programs and in using the Access database for our records. **Ann** motioned FCG pay **Cutter** a stipend of \$500 if he will continue on as Membership Director for 2007. **Bob** seconded. Discussion followed, and **Cutter** agreed to stay on as Membership Director, using the job description **Bob** presented as a basis for the duties he will be responsible for. The motion carried.

The board will be looking for a volunteer to be in charge of permanent collections and also Guild historian. **Dennis** suggested notification and by-laws on choosing life membership be clarified. **Molly** will check into that. A discussion about how to format our printed membership directory followed: Should we use 8x11 sheets of paper stapled at the corner or book form as in the past? **Cutter** will get estimates on printing. To save the guild money, **Bob** motioned to approve stapled 8x11 sheets for the FCG directory, **Jo Marie** seconded, and the board approved. **Karen** pointed out that putting the 2008 show contract application on our website instead of the printed triplicate forms will save dollars. The budget for membership printing was increased from \$1,000 to \$1,500 to keep up with our growing mailing and printing needs (for Guild business).

The Dogwood Arts Festival asked to purchase our ~15,700 name customer mailing list. Since people signed up for our list and did not expect their name would be given to any other groups, **Ann** motioned the mailing list is for FCG only, **David** seconded. Motion carried: Our customer mailing list is not for sale.

**Molly** found a desk for the FCG office and **Karen** is donating an old computer for the FCG office. It needs a new hard drive, but there is a monitor and keyboard with it. **Bob** motioned to approve the newly revised budget, **Ann** seconded. The board agreed; motion carried. Juryfest was held March 3 at 9 am. The Standards Chair, **Jo Marie**, brought before the board 21 bodies of work. Ten were accepted with two brought before the board. After some discussion, the two in question were approved. The rest of the accepted craft work was also approved by the board.

**Molly** moved to adjourn the meeting; everyone seconded and the meeting was adjourned at 3:45 pm. The next board meeting is to be held on April 3 at 6:30 pm in the FCG office at the Emporium.

Respectfully submitted,

Jo Marie Brotherton  
Vice President , standing in for Jessica Dockery, Secretary