

Foothills Craft Guild
Board Meeting Minutes
March 3, 2010

Meeting was held at the Foothills Craft Guild office, Emporium Building. President Robbie Gentry called the meeting to order at 6:40 pm. The following board members also were present: Kathy Seely, Jim Gentry, York Haverkamp, Dick McGee, Clay Thurston, Molly Durr, and Jessica Kortz. Show Director Karen Noggle, Membership Director Jackie Mirzadeh, and bookkeeper Jane Sharp were also present. Terri Cadman was absent.

Dick moved to accept amended February board meeting minutes, changing the number of applicants from 20 to 19. **Jim** seconded, and the minutes were approved.

Dick presented the treasurer's report. He is working on the 2010-2011 budget. He has asked any board members that manage cost centers to meet with the finance committee and provide proof of revenue to support their expenses. He would also like them to set goals for future revenue and expenses.

Jane has been working on a document entitled "Foothills Craft Guild Credit Card Policies and Procedures" to make sure that FCG complies with the credit card compliance laws. This document will be reviewed and revised yearly. **Kathy** moved to adopt the policy. **Molly** seconded and the motion carried.

Dick researched how many FCG members paid their dues and booth fees with a credit card in 2009. He discovered that 4 members paid dues, 3 paid their booth fees, and 10 paid both their dues and booth fees with a credit card. If we had charged a small fee for these transactions, it would have helped the Guild cover its expenses for the credit card processing fees. **Dick** proposed charging a 2 percent fee for credit card processing for members' personal use (for booth fees and member dues). **Karen** suggested that this change could be noted in the show instructions and discussed at the general membership meeting. **Molly** moved to add a 2 percent charge for FCG members paying for personal expenses with a credit card. **York** seconded the motion and the motion carried.

At meeting time, there are still 69 individual members, 1 center member, and 1 associate member who were on the FCG membership roster for 2009 who have not paid their dues for 2010. March 15 is the deadline to accept dues before these members are dropped off the roster. **Jackie** will send letters to these members to remind them about the deadline.

Molly moved to accept the treasurer's report. **Jim** seconded and the motion carried.

Dick announced that the Finance Committee had discussed and voted in favor of transferring the FCG funds in the two Vanguard Money Market accounts to two Regions Bank Money Market funds. **Dick** proposed this idea to the board. The FCG treasurer will manage both accounts. **Jim** moved to accept the recommendation of transferring the FCG funds in both Vanguard Money Market Funds to two Regions Bank Money Market funds. **Kathy** seconded and the motion carried.

Terri and **Kathy** are still working on the rewording of the Standards Policies. This issue was deferred until next month.

Molly investigated possibilities for name badges. It currently costs \$6.50 for a regular name badge, \$2.00 for an addition that could be dangled from the badge, and \$1.00 extra if we would like to order magnetic badges instead of pin-back badges. Magnetic badges for board member titles were suggested because they could be easily swapped out when the board changes. There are also charter and lifetime members that need additional tags to add to their name tag. **Molly** will research how many of these members still need tags. The discussion was tabled until next month.

Molly announced that the executor of **Bonnie Williams'** estate had sent us a letter. She has bequeathed \$1,000 to the FCG earmarked for the Josh C. Williams Memorial Scholarship Fund.

York reported on his experience at the TACA retreat. He had also previously met on Monday with part of the board to discuss the retreat. It was decided to keep FCG and ETACA separate organizations. The next step will be approaching FCG members who are also members of TACA to see if they would be interested in starting the ETACA chapter again.

Dick discovered that the FCG phone number is not listed in the phone book nor on our letterhead. He contacted the answering service that the FCG currently uses and found out that the FCG phone number is actually a general number that the answering service has assigned to multiple businesses. He suggested that FCG should research other options for a FCG phone number. **Karen** suggested acquiring a regular phone line with an answering machine located in our office that could be checked from a home phone. The phone calls could then be returned during monthly board meetings.

The pedestals for the FCG member gallery in the office have all been freshly painted by **Molly**.

Jim suggested creating a document to be given away at the craft fair to exhibitors listing the current board members, charter members, life members, and members participating in their first FCG fair. **Karen** thought that this information would be a nice addition to the show packet.

Robbie announced that the next general membership meeting will be held in late May or early June for budget reasons. The Guild must reserve the large meeting area in the Emporium at least a month in advance.

Dick wondered what criteria a member must meet in order to become a life member. **Jackie** said that historically it has been a member that has either served on the board, volunteered, and/or has been a member for a very long time. **Robbie** would like all board members to consider nominees for life members to be discussed at next month's board meeting.

Robbie moved to adjourn the meeting and **Clay** seconded. The meeting was adjourned at 8:30pm. The next board meeting is to be held on Wednesday, April 7, at 6:30 pm in the FCG office at the Emporium.

Respectfully submitted,

Jessica Kortz, Secretary