

Contemporary Handweavers of Houston

Board meeting minutes: 06/15/2019

Location: CHH 2327 Commerce #106

Houston TX 77002

Members present: Barbara Esterholm, Blaine Davis, Pat Powell, D'Anne Craft, Dee Dee Woodbury, Fern Handler, Dinakar Iyer, Molly Koehn, Donna Sanner, Carol Moseley, Annie Lancaster, Susan Antrican, Jan Day

Items/issues discussed:

Board meeting minutes of 03/16/2019 were discussed. After a minor update for the grant writer, Fern made a motion to approve and Pat seconded. The motion was unanimously approved

1. **Treasurer's report** - Blaine Davis presented the budget/balance sheet (dated as of May 31, 2019).

Highlights include:

- Brokerage accounts = \$46,8187.85
- Deposit accounts = \$18,045
- Current liabilities = \$79.77
- Total assets = \$64,817.64

For the full year, June 2018 through May 2019, the ordinary income was -\$3,022.16, when adjusted for investment income, the net income was -\$1,989.33.

Barbara requested in the newsletter and general meeting that someone volunteer as an apprentice treasurer under Blaine. No volunteers to date.

The renewal of phone and internet services under current provided increased significantly and discussions resulted in only a minor decrease. Therefore, the phone service will be changed to ATT with a hot spot for internet service. This will result in a decrease in cost.

The treasurer's report was discussed and approved by all the board members present.

2. **Job description revisions** - Proposed revisions for the job descriptions for Treasurer, Vice President, Refreshments, and Webweaver were discussed. Dee Dee motioned to approve, Annie seconded. Motion carried unanimously.

Replacement for the Refreshment chair was discussed. Because the board handles the August meeting, it was decided to request volunteers during that initial meeting for the new year.

3. **Survey** - Dee Dee prepared a survey questionnaire about the guild functioning based on suggestions from the board and developing survey to pass it on to the members to

answer. The answers hopefully will help the guild in restructuring and improve where required.

Dee Dee evaluated Survey Monkey, which has limited questions & responses for free. She opted to utilize Google Drive which has fewer limitations, and includes the option to graph results. The survey of 14 questions includes many of the suggested questions, as well as opportunity to provide ideas for future programs.

ACTION ITEM: DEE DEE to send survey information to Teresa so it can be sent to membership. Discussed including link in newsletter for survey.

4. **Volunteers** - Pat requested a list of members who would like to volunteer for various guild activities. The effort resulted in over 20 people that are willing to help in various areas.

Pat plans to send out again the beginning of the year (January) so it will be after the holidays.

5. **Gallery** – Pat provided an update that there have been no sales.
6. **Guild house** - Although absent, Tracy K. provided a report for the board meeting.
 - The guild had 3 large donations in 2018-10 and we shouldn't expect a repeat.
 - The reeds have been sorted and color coded, and equipment list updated.
 - Plan to sell a spinning wheel.
 - Classes are filling well with a number of good offerings this summer.
7. **Workshops** – Din provided an update on the various upcoming work shops.
 - Nancy Crompton (Rosepath using rags) to be held Nov. 16-18. Current have 5 people signed up with space for an additional 9 people.
 - Anastasia Azure workshop in January has 3 people signed up with an additional 10 (minimum) to 12 (maximum) openings available. If the workshop doesn't fill with Houston members, some members in Ft. Worth are interested in attending.
 - Din is working on a 2020 workshop of Turned Beiderwand with Karen Donde
8. **Guild Show** - Molly (show chair) provided information on the various details that she is evaluating for the guild show.
 - Title to be "Weave Houston"
 - Budget is \$400 venue, \$200 juror, \$500 prizes donated by Tracy, \$200 refreshments, \$350 for advertisement, \$200 contingency, and \$250 materials. The total is \$2100 that includes \$500 donated by Tracy and \$1600 from the guild (minus entry fee).
 - Venues under consideration are Craft Center (will check to see if need event insurance), Sawyer Yards (will check security), and ARKA Art (shorter duration)
 - Dates under consideration are April or May. The timing will be impacted by other commitments of the various venues under consideration. The duration will be from two weeks to two months depending upon the location.
 - All entries will be accepted (not a juried show). The Juror will select exhibits for various categories for the prizes.
 - Carol made a motion to approve the show, and Pat seconded. The motion was approved unanimously.

- To ensure commitment to submitting an entry, but also to encourage participation, a low entry fee was discussed. Dee Dee moved for a \$10 entry fee, and Fern seconded it. The motion carried with one opposed.
- Entries will be limited to one per person.
- Plan is to have around 40 to 50 pieces to exhibit.
- Multiple potential jurors are under consideration. Some would bring more of an art/contemporary background. Others have more weaving/craft experience.
- Rules are still under consideration, some may be similar to sale rules. In addition, the piece to have been made within the last two years.
- There was some discussion about providing information on the guild history at the show, but decided that at maximum, a pamphlet (e.g. tri-fold) may be available. The plan is to have a blurb on CHH.

9. Annual Sale – Carol provided an update on the annual sale

- For the August meeting, the plan is to have knowledgeable members available either before or after the meeting so that people unfamiliar with the sale can ask questions, allowing more members to participate.
- Do not plan to place an ad in the Chronicle this year.
- In the September meeting, plan to ask where flyers could be put up.
- Will explore local newspapers to put on calendar or perhaps an article to increase awareness of the sale.

10. 2019/2020 Budget – Blake presented the proposed budget for the coming year.

- Rent is unchanged for 2019/2020
- As previously mentioned, the phone & internet provider will change. This change decreased amount for the line item.
- Janet Kritz has volunteered to take on grant writing (Barbara gathering documents), which allows a decrease in the budget from \$600 to \$100.
- The savings from grant writing will be added to the show expense, increasing it from \$1000 to \$1500.

Fern moved to approve the proposed budget, Jan seconded, and the motion carried unanimously.

11. Membership – D'Anne provided an update on membership. Highlights as of June 15, 2019 include

- Active paid members = 150
- Life members = 8
- Expired members = 38
- Inactive members = 8
- Total active, inactive, and expired members = 203

Membership is growing. Key to the growth appears to be the guild house and classes (which can be offered due to guild house).

12. Guild Equipment – Donna provided update on guild equipment.

- A broken claw needs to be replaced on loom VW-8-4, the parts are on order.
- Connie identified all of the spinning wheels and a code has been placed on them. A new chart has also been made for the spinning wheels.

13. General Miscellaneous items – Several additional miscellaneous items were discussed.

- Some existing guild sitters would appreciate reminders on various responsibilities and additional guild sitters would be useful. Therefore, a training session was recommended.
ACTION ITEM: **BARBARA** to talk with Lisa Rose to set up training session for guild sitters.
- Next Newsletter is due August 1.
ACTION ITEM: **ALL, as needed,** to provide articles **by July 25** for the August newsletter.

REMINDER: Next Board meeting is August 3 at 10 a.m.

The following board meeting date was set for November 23, at 10 a.m.

Minutes recorded by Jan Day