

Vereins Quilt Guild Board and Committee Report

Position: President
Name: Kay Huffman
Dates Held: 2015-2016

1) Activities

- a. Create agenda and presided over regular meetings as well as executive meetings
- b. Supervised activities of the guild
- c. Signed checks when Treasurer was not available
- d. Served as liaison with other organizations
- e. Coordinated with Vice President on selection of programs and meetings
- f. Performed other duties related to office of President
- g. 501c3 status was in jeopardy because report not filed – was filed and problem solved.
- h. Vereins quilt guild web site was hacked and no backup was available from company – moved to another website provider - Dreamhost
- i. Attempted to update Fredericksburg Chamber of Commerce calendar
- j. Appointed Auditors, Beekeeper, Block of the Month, Treasure Chest, Retreat Coordinators, and Webmaster.
- k. Revised bylaws and standing rules to reflect how guild activities were performed. Dec 2016
- l. See next page for main timeline for guild activities

1) Property --

- a) USB stick
- b) Box with Guild Info (such as 501c3 papers)

2) Resources

- a. Too many to name but all guild members helped with all the tasks needed to keep the guild going
- b. Used Word and Excel to write agendas and budgets

3) Recommendations

- a. Did you encounter any problems and have any suggestions for solutions?
- b. Review job description in Bylaws or Standing Rules. Any addition or deletion of duties?

Suggest letting Block of the Month establish guidelines for BOM

4) Additional Comments:

A challenge for each president and treasurer is the amount of money the guild has in the bank.

- a. As a 501c3, the guild may only use funds that meet the goals set forth in the Bylaws. Money collected by the guild whether from membership dues or the quilt show can only be used to further these goals.

- b. As a 501c3, there is not a rule limiting the amount of funds the guild may have.
- c. Good business practice suggests the guild should have two – three years of money in the bank in case we have a bad show year. I estimated we needed \$30,000 per year

President's Timeline

Only 6 board meetings are required every year. Review what months require decisions to determine best meetings to skip...

January

- Audit performed and published in February newsletter
- File audit report and send to webmaster

February

- Publish annual budget report in February newsletter

March

April

May

- Make sure treasurer files 990N postcard by May 15

June

- Form nominating committee – (Parliamentarian and two others)

July

August

- Publish slate of officers in the August newsletter

September

- Vote on slate of officers taking nominations from the floor

October

- Take suggestions for Treasure Chest recipients
- Publish proposed VQG budget in October newsletter

November

- Discuss recipients at the November meeting to make sure they are 501c3 eligible
- Begin working on committee chairs for next year
- Vote on Treasure Chest recipients and
- Vote on proposed budget
- Ask outgoing officers to submit a report for their two-year term of office using Annual Report Form on the website.

December

- Distribute treasure chest checks in December (think about calling FBG Standard)
- Pay dues by December 31