

***The Loose Bead Society of Greater Milwaukee***  
***Meeting of the Board of Directors***  
October 5, 2015  
Brookfield Public Library

**Board members in attendance:** Katy Hess, Jan Mueller, Becky Prusak, Allyn Steffen, Carol Surges, Kathy Willmering and Kathy VanDemark

**Unable to Attend:** Cindy Collins, Carol Haiar, and Kathy Merrill

**Guests:** Maureen Bartz

**Call to Order**

- Katy Hess called the meeting to order at 6:31 pm.

**Approval of Minutes**

- The minutes of the 09/08/2015 board meeting were approved.
- The minutes of the 09/14/2015 membership meeting were incomplete. Becky Prusak will email the completed minutes to board members for approval.

**Volunteer Hours**

- Submitted to Becky Prusak.

**Calendar Updates**

- None.

**Submission of Expenses**

- Reimbursement requests were given to Allyn Steffen.

**Officer/Committee Reports**

*Vice-President – Programming; Cindy Collins*

- Cindy Collins was not present. Katy Hess reported in her absence.
- The October Meeting will be the Annual Business Meeting.
- Cindy Collins is making arrangements with Tammy Rae Wolter to be the speaker for the November membership meeting.

*Vice-President – Special Events; Carol Haiar*

- Carol Haiar was not present.

*Community Service Coordinator; Jan Mueller*

- Jan Mueller needs to follow up with the Kelly Senior Center for the October 26 and 27 sessions. Participants will make a spiral bracelet.
- Participants and volunteers had a great time at the VA event. Nine LBS members volunteered to assist.

*Membership; Kathy VanDemark*

- LBS currently has 231 members as compared to 247 last year. Renewals comprise 85% of the membership total while 12% are new members and 3% are members returning after a break. Eighty percent of the members from last year renewed this year.
- Membership registration for 2016 will begin at the October membership meeting. Kathy Willmering suggested that the membership meeting eBlast include information for 2016 registration.

*Treasurer; Allyn Steffen*

- The Board reviewed the August report.
- Allyn Steffen does not believe that she has all of the expense reports.

- At the 2016 Transition Meeting, Allyn will emphasize the need for timely submitted reports.
- Allyn Steffen will not be able to attend the October business meeting and will require someone to report the financial information to the membership.
- Allyn Steffen asked that board members send ideas about categories and subcategories to her or Katy Hess.

*President-Elect; Katy Hess*

- Katy Hess said that Jewelry at the Domes was going well.
- She and Judy Markworth will split the required time as coordinator at the event between the two of them.
- Any questions regarding Jewelry at the Domes should be emailed to Judy Markworth.
- Katy Hess stated that librarian Julie Miller had nothing to report.
- Katy Hess is talking to a couple of people regarding the newsletter coordinator position. She is collecting items for the newsletter.

*Secretary; Becky Prusak*

- Becky Prusak needs to send the finalized minutes to Carol Surges for posting on the web. Carol Surges will convert the Word documents into the .pdf format.
- Free programs are available on the internet to convert Word documents into the .pdf format.

*Past President; Kathy Willmering*

- Twelve people have signed up for the Fall Bead-In.
  - Kathy Willmering suspects that there will be walk-ins.
  - The lack of a class/activity may be impacting the numbers.
- The Retreat Committee is working on the 2016 Spring Retreat.
  - The Committee has made the teacher selections.
  - A prototype for the brochure has been created.
  - The Retreat will be announced at the November Meeting.
- Knot Just Beads contacted vendors of the upcoming Milwaukee Bead Show for donations of door prizes to be included in a gift basket as well as other prizes valued at \$5.00
  - LBS will donate an art bead and five (5) \$5.00 discount off a 2016 membership registration.
  - Kathy Willmering will deliver the prizes to the Milwaukee Bead Show.

*Website Coordinator; Carol Surges*

- Carol Surges had nothing to report.

*President; Kathy Merrill*

- Kathy Merrill was not present.

**Unfinished Business**

- None.

**New Business**

- The Board discussed how to obtain more volunteers. The ideas included:
  - Tier the amount of membership dues based on the level of volunteer participation
  - Review the meaningfulness of the crystal awarded at the end of the year for volunteer activity
  - Increase the segregation of responsibilities between the offices
  - Develop a shadowing program which would enable a member to shadow an officer/committee member to see what they do and perhaps to spark an interest in volunteering for the position
  - Volunteering is a good way, especially for new people, to meet other LBS members
  - Have an officer or committee member discuss their job at the membership meeting
  - If no one volunteers to execute the event, then the event doesn't happen
  - Concentrate on obtaining volunteers for leadership roles
- Maureen Bartz suggested issuing guidelines as to what each job entails. These guidelines would help a new person coming into the office as well as allow for a breakdown of tasks. Per Kathy Willmering, operating guidelines already exist. She will email them.

- Nametags at the membership meeting could perhaps include an area for the member to write down what they do or areas of interest.
- A sign-up sheet could be made available at the membership meeting for members to indicate what they want to learn.
- Allyn Steffen suggested that the Board members participate in an overnight, weekend retreat paid for by LBS.
- Discussion of the survey results was tabled until another board meeting.
- Kathy Willmering suggested dropping the survey for at least one month.
  - The response rate is dropping.
  - The Board needs to deal with the ancillary issues brought forth by the surveys.
  - The Board agreed to drop the survey for at least a month or until information is needed on a specific item.
- Kathy Willmering brought forth the topic of visiting artist Diane Fitzgerald.
  - Diane Fitzgerald is available March 4 – 6 or February 27 – 29.
  - We could have an additional membership meeting in which Diane Fitzgerald could speak.
  - The timing of the visiting artist may not hurt retreat attendance, but it could hurt retreat class attendance.
  - The Board gave Kathy Willmering permission to further develop the event.
- The Board was approached by Kat Feldman on behalf of Kalmbach to have the Bead Challenge again this year.
  - Kalmbach would give us the 2016 Beads for the challenge.
  - Finished pieces using the beads will become part of the Silent Auction at the Bead and Button Show.
  - Kalmbach did not provide the dates.
  - The Board agrees that we should offer the Bead Challenge to the membership.
  - The Bead Challenge needs to be announced to the membership at the October Membership Meeting.

#### **Adjournment**

- The meeting was adjourned at 8:56 pm.

Becky Prusak, Secretary