

The Loose Bead Society of Greater Milwaukee
Meeting of the Board of Directors
February 1, 2016
Brookfield Public Library

Board members in attendance: Maureen Bartz, Cindy Collins, Bonnie DeSautelle, Katy Hess, Kathy Merrill, Jan Mueller, Becky Prusak, Allyn Steffen, and Carol Surges.

Unable to Attend: Kathy VanDemark

Guests: None

Call to Order

- Katy Hess called the meeting to order at 6:43 pm.

Approval of Minutes

- The minutes of the 01/04/2016 board meeting were approved as amended.
- The minutes of the 01/18/2016 membership meeting were approved as amended.

Volunteer Hours

- Katy Hess requested Board members to submit to her the average number of hours per month spent on performing the duties of their position.
- Becky Prusak should send a list of the time categories to Board members.
- Board members will revisit the subject of volunteer hours at the Budget Meeting in order to determine if the tracking is required for any other purpose than the appreciation crystals.

Calendar Updates

- Cinderella Bead-In/Table Captain Training: 02/06/2016 at the New Berlin Public Library
- Board members should send calendar updates to Helen Dahms and Carol Surges.

Submission of Expenses

- Reimbursement requests were given to Allyn Steffen.

Officer/Committee Reports

Vice-President – Programming; Cindy Collins

- Preparations for the February Program Meeting are on track. All of the components have arrived, and most of the kitting is done. Cindy Collins expects to have two completed lariats (one with the basic kit only and the other with the add-on kit) ready for the table captain training on Saturday. The instructions are on their final revision.
- The March Program Meeting is still open. Cindy Collins is planning to spotlight a local bead store. Perhaps Alice from Midwest or Irina from Eclectica will be able to present.
- The April Program Meeting will be a chain maille hands-on. All supplies have arrived, with the exception of the clasp.
- Visiting Artist Program with Diane Fitzgerald
 - Two of the four classes are full
 - The seating capacity at the Friday night venue is up to 200 people. Given the capacity, loose bead members may bring non-member guests on a first-come-first-serve basis. Membership status will not be checked at the door.

Vice-President – Special Events; Maureen Bartz

- Thus far, 43 people have registered for the Retreat and one registration is on the way.
- All classes have met their minimum requirement except for Connie Whittaker's class.

Community Service Coordinator; Jan Mueller

- Good Will Life Skill Program
 - Expect to participate three times per year
 - Currently Judy Menting is the lead and Juanita Quartullo volunteers for the program.
- Jan Mueller has received all of the ring supplies for the Cinderella Bead-In on 02/06/2016.

- VA Hospital
 - Jan Mueller is exploring other dates. Per the VA, LBS could come as often as every six weeks. Jan Mueller was thinking about conducting the program every three months.
 - The next project will be a Byzantine Bracelet.
 - Katy Hess will retrieve the tools from storage for use during the chain maille program at the VA.
- Should LBS request a donation (such as \$25) for a speaker's fee? Allyn Steffen had an LBS speaking engagement in which the organizer provided a donation.
- Carol Surges will be seeing the director of the Waukesha Women's Shelter and will provide the director with an LBS card.

Membership; Kathy VanDemark (Absent)

- Kathy Merrill reported in Kathy VanDemark's absence.
- LBS currently has 179 members compared to 231 members in 2015, which is 77% of last year.
 - 94% of the current membership is renewals
 - 3% of the current membership are recurring
 - 3% of the current membership is new to LBS

Treasurer; Allyn Steffen

- The laptop was purchased as previously approved by the Board.
- Allyn Steffen is in the process of procuring a license for MS Office.
- Allyn Steffen requested a second license to update Excel on her system. The Board unanimously voted to purchase a second license.

President-Elect; Bonnie DeSautelle

- Five members have volunteered to be table admirals at the Bead & Button Show.
- Bonnie DeSautelle scheduled a meeting for 02/21/2016 at 1:30 at the Panera located on Greenfield Avenue.
- Cindy Collins volunteered to pick up the money at the end of each day.

Secretary; Becky Prusak

- Becky Prusak provided additional information regarding the definition of unclaimed property and the reporting requirements.

Past President; Kathy Merrill

- Kathy Merrill had nothing to report.
- Cindy Collins suggested making the terms for the Private Shopping Night clear to members to avoid any misunderstanding.

Website Coordinator; Carol Surges

- Carol Surges discussed the issues with the website, including slow performance, under the current host.
- She found another host, eHost, that is compatible with our applications.
 - The cost is \$60 per year for the first year and includes the changes to the URL and email accounts.
 - For subsequent years, the cost is \$120.
 - The website will not look any different to the user.
 - LBS does not want to change our URL, so further research will be necessary.
- Kathy Willmering, Helen Dahms and Pat Harvey have access to post to the LBS Facebook account. Carol Surges will provide the access to Cindy Collins and Maureen Bartz.
- Carol Surges confirmed that the lightbox will be available for use at the Retreat.

President; Katy Hess

- The Board unanimously decided to suspend the newsletter due to the lack of a coordinator.
- Katy Hess requested approval to purchase a storage shelf for the storage locker along with several sturdy totes. The Board unanimously approved the purchase.

- Katy Hess suggests that the Board members be greeters at the membership meeting by making a point of mingling at the door as time permits.
- Prior to the membership meeting, Katy Hess will contact board members to determine whether or not there is anything to report.
- Katy Hess requested a coordination of communications between Board members to Helen Dahms.

Unfinished Business

- None.

New Business

- None

Adjournment

- The meeting was adjourned at 8:51 pm.

Becky Prusak, Secretary