

The Loose Bead Society of Greater Milwaukee

Meeting of the Board of Directors

August 1, 2016

Brookfield Public Library

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

Unable to Attend: Jan Mueller

Guests: Julie Miller, Deb Dunn, Tris Withington, Mary Hottinger

Call to Order

- Katy Hess called the meeting to order at 6:45 pm.

Approval of Minutes

- The minutes of the 06/27/2016 board meeting were approved as amended.
- The minutes of the 07/18/2016 membership meeting were approved.

Volunteer Hours

- Submitted

Calendar Updates

- The Special Events Committee has scheduled an extra meeting to be held on September 8, 2016.

Submission of Expenses

- Submitted.

Officer/Committee Reports

Rummage Sale; Julie Miller

- The Rummage Sale revenue totaled \$764.45, of which \$434.45 was related directly to LBS sales at the Rummage Sale. The expenses were \$520.60.
- Fourteen vendors were present, some renting more than one table. Twenty-two tables were sold. One more than last year.
- There were last minute cancellations as well as last minute purchases.
- Julie Miller provided a detailed summary of the 2016 Rummage Sale, including suggestions for next year. She gave a hard copy of her report to both Katy Hess and Bonnie DeSautelle.
- The 2017 Rummage Sale is scheduled to be held on July 29, 2017. The Board unanimously approved the booking of the Excellence Center by Julie Miller as the venue.

Vice-President – Programming; Cindy Collins

- All programs through December are booked.
 - August – Funky Hannah's
 - September – Hands-On at St. Dominic's Parish Activity Center
 - October – Annual Business Meeting and voting for Bead Challenge
 - November – Eclectica
 - December – Annual Celebration/Holiday Party
- September hands-on will be on how to read a peyote chart.
 - The hands-on will be done with perler beads.
 - The chart is complete and the words to go with the pattern are in process.
 - The hands-on requires 14 bags of black and white perler beads. Cindy Collins could purchase the bags individually at Hobby Lobby using their 40% off coupon, but the store normally only carries a few bags at a time. She plans to contact the store to pre-order the perler beads at the 40% off coupon price.
 - The hands-on will include an artistic leaf pattern and beads for the participants to take home and practice using a peyote chart.

- Cindy Collins is researching needles for use with the perler beads.
- The email soliciting table captains will go out in the next few days.
- The January 2017 program will feature the scholarship recipient.
- Cindy Collins will solicit a volunteer to cover the visiting artist program for Spring 2017.

Vice-President – Special Events; Maureen Bartz

- Sixty-four people have signed up thus far for the Bead Challenge.
- The Milwaukee Bead Show is scheduled for October 2, 2016.
 - Kim Rueth approved LBS conducting beading/jewelry demonstrations at the LBS table.
 - The LBS table will have two members present at each two-hour shift. One member will conduct the demonstrations; the second member will be available to talk with attendees.
 - LBS members must pay the entrance fee with the exception of the LBS table volunteers.
 - The Board unanimously approved to contribute a 2017 LBS membership to the raffle basket being prepared by Kim Rueth.
- The Fall Bead-In is scheduled for November 5, 2017.
 - The cost of the Bead-In will increase from \$2 to \$3.
 - The Bead-In will be held at the New Berlin Public Library.
 - Attendees will be able to preorder an optional lunch from Great Wraps at their own expense.
 - The Special Events Committee is working on a project for the event. It may be free for participants to encourage attendance.
 - The Programming Committee has donated supplies for the project.
 - Maureen Bartz asked the board members for personal donation of buttons of any kind.
- The 2017 Retreat will be held from March 10, 2017 – March 12, 2017.
 - The contract with the Harbour Walk has been signed.
 - Maureen Bartz has arranged a food tasting for the optional deli buffet lunch scheduled for the Saturday of the Retreat. Pictures will be taken of the food.
 - The pricing of the food is not guaranteed until 60 days prior to the event.
 - Proposals were mailed to potential instructors. An eBlast went out to LBS members.
- Maureen Bartz sent a teacher proposal to Stephanie Voegele, an instructor with the Jewelry and Metalsmithing Program at UWM.
- Maureen Bartz shared that Knot Just Beads has a link on their site for the Convergence event to be held in Milwaukee. The store also has free tickets for admission.

Community Service Coordinator; Jan Mueller

- Jan Mueller was absent.

Membership; Kathy VanDemark

- LBS currently has 209 members.
- The granddaughter of a member joined the LBS. LBS requires a minimum age of 18 years to become a member. Kathy VanDemark will determine her age and refund her membership fee if she is too young.

Treasurer; Allyn Steffen

- The Board reviewed the July financial reports.
- Allyn Steffen asked that the event chairpersons do not hold on to all of the revenue/expenses for submission until after the event.
- Allyn Steffen received and placed carbon paper in five pads of donation receipts. She reminded the Board that the donations are not revenue, but that a record should be maintained of the donations nonetheless.
- Maureen Bartz stated her credit card needs for her purchases related to the Special Events Committee.
- The Board suggested she modify the receipt to include the EIN for LBS.
- Allyn Steffen will email the Board members the 2016 – 2017 Budget with its progression.
- Allyn Steffen proposed the purchase of Office 365 for \$90. The Board unanimously approved the purchase.

President-Elect; Bonnie DeSautelle

- Bonnie DeSautelle and Katy Hess met with the new event planner at Kalmbach Publishing. They discussed the 2016 Bead & Button Show as well as upcoming changes for the 2017 Show.

Secretary; Becky Prusak

- Becky Prusak did not have anything to report.

Past President; Kathy Merrill

- Kathy Merrill did not have anything to report.

Website Coordinator; Carol Surges

- Carol Surges posted the job descriptions of the board members to the LBS website.
- Carol Surges requested bios from the candidates running for office in the upcoming election.
- Cindy Collins will send Carol Surges the raw files for the missing charm patterns.

President; Katy Hess

- Katy Hess will cancel the meeting room with the New Berlin Public Library for the September Membership Meeting since it will be held at St. Dominic's Parish Activity Center.
- Katy Hess read the thank you received from UWM for the scholarship awarded by LBS.

Unfinished Business

- Tris Withington questioned why LBS members were not required to volunteer. She specifically was asking about the Bead & Button Show.
 - Cindy Collins pointed out that the administration would be difficult.
 - Katy Hess stated that the problem was not getting volunteers, but obtaining leaders and committee coordinators.
 - Bonnie DeSautelle added that face-to-face contact is important when asking a person to volunteer.
- The Board discussed increasing the membership of the LBS.
 - The use of the New Berlin Library is free. If the membership grows, LBS will need to utilize another venue. Based on prior research, there would probably be a cost involved.
 - LBS must be promoted to sustain it.
 - Mary Hottinger suggested issuing tickets to members at the membership meeting in order to award a prize.
 - Julie Miller questioned whether members actually need more freebies.
- Minutes were not taken at the March Membership Meeting in the Secretary's absence. The article of business will be closed.

New Business

- The Board discussed the development of a policy to address the sending of cards, plants, flowers or similar items to members or their families in the case of illness or death.
 - Julie Miller stated that a policy exists regarding a donation in the case of the death of a member.
 - Katy Hess volunteered to search for the policy.
 - Other organizations have a Sunshine Committee to deal with the issue.

Adjournment

- The meeting was adjourned at 8:50 pm.

Becky Prusak, Secretary