

Loose Bead Society of Greater Milwaukee

Meeting of the Board of Directors

January 4, 2010

Brookfield Public Library

Board members in attendance: Kathy Brier, Cindy Collins, Helen Dahms, Kat Feldman, Nancy Langlas, Julie Miller, Brenda Schweder, Amy Smith, Kathy Willmering.

President Brenda Schweder called the meeting to order at 6:40 pm.

Approval of Minutes; Julie Miller

- November 16 board meeting. Approved as printed.
- December 1 board meeting. Approved as amended.
- December 21 board meeting. Approved as written.
- December 21 business meeting. Approved with minor corrections.

Treasurer's Report; Amy Smith

- Brenda welcomed Amy to her new position.
- The Tri-City National Bank account has been established and debit cards issued for Amy, Brenda, and Helen. Use of debit card will be restricted to emergency purposes. Amy will call PrintGraphix.
- Financial form (monies2). Use and provide comments to Amy, who will amend form as needed. Whenever possible, put paperwork and money in an envelope stapled to the top back of the form.
- Submit all revenues and expenses within 30 days.
- Amy will provide baby balance sheets every month.
- Amy will sign up for financial management course in April through UW-Extension.
- Safety deposit box. Amy provided prices at Tri-City National Bank. Cindy moved to spend \$58 annually for a 5x10 box at Tri-City National Bank, and following discussion she amended the motion to a 3x10 box at a rate of \$37.50 annually. The motion was seconded and approved.
- Annual review process. The committee to audit the books will be Brenda, Kathy W, Amy, and Susan Beal. A meeting will be held in February.

Unfinished Business

- Retirement Gifts.
Brenda showed the Swarovski star pendants that are the outgoing board member gifts.
- Web Coordinator Position.
Both candidates have talked to Amy about the technical aspects of the job. One candidate has withdrawn due to time constraints. It was moved to appoint Traci Otte as web coordinator. The motion was approved.
- Mission/Logo/Name Plan.
Brenda showed her logo design idea.
Suggestions on how to proceed on the logo project were to have an ad hoc committee or focus group review the logo and bring something back to the board, or to ask a graphics class at an area school to design as a class project or to consult a professional designer to either look at the logo or help write the parameters. Brenda, Amy and Julie will show the parameters to graphics artists and get feedback by the next board meeting.
- Corporate Membership Policy.
Discussion was tabled until May after Amy has attended the financial management class.
- Advertising

Amy moved that we create a hot link on our website for any company that donates product. Following discussion, Amy amended the motion to “Swarovski, Artbeads and Beadalon” instead of “any company” and “donations of products for member projects.” The motion passed. Cindy suggested we put the hot link on the website at about the time of the program for which the donation was made and leave it on for a set length of time, a policy for which will be determined at a later date.

- LLC Status
Brenda and Brier will add 501(c)3 status as a question to the process of becoming LLC.
- Donor Valuation Form
Cindy asked for instructions on use of the form. Amy will revise the form and study this.
- Operating Guidelines
Julie distributed a preliminary outline for the manual and suggestions for formatting submissions.

Officer/Committee Reports

Programming; Cindy Collins

- Application Process. Purposes are to have a way to solicit from a broader base of artists who are interested in presenting and to establish objective criteria for the selection process. Cindy is a week or ten days from submitting the form to the board for comment. The application will be disseminated first to members via e-blast and then posted to our website.
- Program Schedule. The first quarter is set and the second quarter should be set by February 7th. January program will be a right angle beaded bead. February will be precious metal clay featuring Irina Miech in conjunction with the publication of her new book.
- Committee. More than half of the committee has been lost, there is one new member, and three additional members and fresh ideas are needed. Brenda and Brier will join the committee temporarily. Kathy W will write an e-blast expressing the need. The committee will meet the week before or the week after the January program.
- To consider: have a members-only rummage sale as December program. Suggestion: have a challenge to complete unfinished projects by the October program and show completed projects as the program.
- There will be an e-blast reminder about the private shopping night at Knot Just Beads.
- Swarovski has asked for our calendar in case they can partner with us in other ways.

Special Events; Kat Feldman

- Spring Retreat. There are seven paid retreat registrations to date.

Membership; Kathy Willmering

- There are 92 paid individual memberships for 2010. The total for 2009 was 143, of which 133 were paid.

Community Service; Kathy Brier

- Kat suggested crystal Swarovski sew-ons for chemo caps.
- Brier will keep track of the number of chemo caps taken and completed, but will not keep track of who has taken caps.

Newsletter; Nancy Langlas

- Deadline for the next issue is February 14.

President-Elect; Helen Dahms

- Feb Retreat. Nine paid registrations have been received.

The meeting was adjourned at 8:54 pm.

Julia E. Miller, Secretary