

## HILLTOP GUILD BOARD MEETING MINUTES: 11October2023

**1. Call to order and introductory comments:** Board President, Peg Daley, called the meeting to order at 12:20 p.m.

Board Members Present: Peg Daley, Carol Halsey, Jen Bell, Judee Snell, Susan Steele, Deannie Anderson, Elaine Robson (Recording Secretary)

**2. Approve prior board minutes:** Board President, Peg Daley. Jen Bell made a motion and Carol Halsey seconded it that the September minutes as circulated by email prior to the meeting be accepted. Those present voted to accept.

**3. Treasurer/Finance committee report:** Jen Bell (Donna Squyres away) Cash collected. Deposit made of ~\$200 to include donations, Liars Club, etc. Invoice for plowing over last two years finally rec'd, but not itemized. Payment tabled until Donna returns to discuss as amount billed \$1,155.

**4. Corresponding Secretary report:** Judee Snell for September

Linda Schmahl – thank you note as she is knitter that sends so much with Kathy Orth's packages

Bruce Eller – call in lieu of a card – his birthday – he sends regards to the ladies of the Hilltop Guild

Thank you notes on behalf of Emily, Fall Fest Chair: Squyres, Halsey, Boulter, Sherwin, Daley, Burton, Robson, Turechek, Doak, Rushing, Donovan

**5. Committee reports:**

- Audit: Cindy Rockett doing audit with Donna, but delayed until next board meeting
- Building Maintenance: Bob Snell

Recently the following the following was completed -

A missing smoke detector was replaced over the stage.

The batteries were changed in the smoke and carbon monoxide detectors. The bear fence was redesigned and installed.

The furnaces were inspected and serviced for the winter.

The plumbing heat tape was activated.

The Lady of the Mountain was sealed by Larry Brown.

The clocks in the kitchen and loom rooms were replaced.

Please remind everyone when leaving the building to set the kitchen and rest room

thermostats to 50 degrees and turn off the main and loom room furnaces. Instructions are posted next to the thermostats.

It is critical to make sure all the kitchen and restroom doors are tightly closed and the under sink cabinet doors are left open.

Spoke with Boulder County and explained the Guild property damage caused by the washout on Bunce School Rd. They repaired the washout and created a channel to direct future water to the property next door, now BOCO open space!!! Will give kudos to Boulder Country for their actions.

- Building Use: Joan Donovan/Susan Steele - Upcoming Thanksgiving Meal on 23 November.  
Need Kelley House cleaned prior to this. October 17th Area Club dinner for Oktoberfest. Need to determine who will be hired to do the cleaning and cost. Needs to be done prior to big events especially. Important after events to sweep and clean up any food particles/spills to help prevent mouse issues.
- Bunce School: Roz Doak - Bunce now closed for the season. 9/23 was last day and had few visitors. Use during the summer - 11 days open, starting Memorial day. Had total of 179 guests and \$236 donated. Volunteers appreciated and in future list for sign up for next year will be circulated. Date TBD.
- Bylaws: Linnea Carter - updated sent to board members via email for review and any revisions as needed. Given original 75 years old with many revisions, needed to revise to clarify some issues, change language in some areas. Since communication has come a long way - revision in voting once sent to membership. Discussion held regarding alcohol in Kelley House. No selling (or donations for it as this is considered selling) unless for something like Hogableusa and then the renter will be required to obtain a Special Use Permit from Boulder County due to liability. Otherwise, may be offered free of cost with individual assuming liability. Motion made by Carol Halsey, seconded by Deannie Anderson to accept the updated bylaws as submitted by the committee and passed by those present. Once sent to membership, voting may be done by email up to 10/30 and/or by attending the 11/1 board meeting in person.
- Classes: Soapmaking in September by Sherri Norland successful. She is willing to do this again in the future. Quilting class deferred until next week and will be over the following three weeks: 10/18, 10/25, and 11/1. Jen Bell updated this on the website and Elisabeth Sherwin did this on the calendar in the Loom Room.
- Education/Philanthropic: Carol Halsey - Writing checks next week to send out around 11/1 for the Allenspark Fire Department, etc. Karen has contacted Lyons High School to liaison with them regarding working with Seniors for community hours at Hilltop Guild. Currently she has been speaking with the Registrar, Savannah Holmes, but has been directed to Brand Deming, the National Honors Society Advisor. Has not heard back yet. She recommends coming up with

a list of things these students can do, such as teaching classes or other things, so they can have an enriching experience. It would be ideal if this could be done sooner rather than later so she may forward this list to him.

- Fall Festival: Emily Balduzzii - Cleaning required prior to this event. Had more than enough chili this time, but ran out of cornbread. Whoever coordinates next year will need to stay on top of this. Discussion regarding how many crockpots can be safely put out and how many need to stay in the kitchen until needed. Had new vendors - 7 scheduled, 6 came (one ill). Make sure to turn off heat in the loom room after events such as this. No parking person so no car count. Inside count 98 people. Electricity issue may have been due to all the crockpots. Multiple suggestions of later start time for this. Instead of 10 a.m., start at 11 a.m. as most people did not wish chili in the morning. Ending time would be extended to 3 p.m. Less guild items sold by about \$100 which may be due to being in the Loom Room, but weaving items increased in sales. Looking into improving the vendor form - Jen will coordinate to see what we can come up with.
- Health Form: Board President, Peg Daley - will defer until 11/1
- Inventory: No report
- Membership: Karen McKnight - Membership dues will be reported to Karen via text by Donna Squyres to prevent being buried in emails. Consider pushing paying dues at Spring Luncheon & to update data for the membership booklet. Dwillete Paulsen passed away and her daughter, Dawn has requested to be removed from the guild membership. Condolences sent by Judee. Members who have not paid dues in at least a year and in some cases two years will be contacted regarding their interest. Jane Fox has moved to Virginia.
- Nominating Committee: No report
- Purchasing: Salt purchased as requested.
- Visitation: No report
- Weaving: No report
- Website: Reminded to check website for information as the By-laws and Standing Rules have been added.
- White Elephant: Karen McKnight - Requesting the membership at large donate to White Elephant to replenish the inventory. They will accept anything within reason for this from the

community. May give Karen's contact information for any questions about suitability. Thank you to Susan Lake and the Kupilik family for donations and assistance with the White Elephant.

Some more valuable items Deb Dufty will attempt to sell via other methods. Porch furniture generously donated by Amy Van Devender will be moved to under the cover for the winter to prevent deterioration from weather. This will be refurbished in the spring.

## **6. Old Business:**

- Thanksgiving Update: Elisabeth Sherwin - as discussed earlier, 11/23 as a Community Event to start at 3 p.m.
- The Old Gallery: Monthly Sales for 9/1-9/23/13 \$89.25.
- Pillowcase Project: Two dozen pillowcases sent to Maui. Goal met.

## **7. New Business**

- New WiFi router/booster - Karen and Will McKnight noted an issue with the White Elephant, Loom Room, and Book Cart where this is either absent or very spotty. They have purchased a new one for \$52,86 and Will has installed this. The members present agreed with this.
- New Fall Festival Committee: Jen Bell and Elisabeth Sherwin for 2024
- Elaine Robson mentioned that the current chairs available either need to be replaced, which will be expensive, or that new cushions become available as they have served their usefulness after around 20 years. There are currently 75 chairs. Will research and get back to the guild prior to the next meeting.

Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Elaine Robson