

HILLTOP GUILD BOARD MEETING MINUTES: 01November2023

1. Call to order and introductory comments: Board President, Peg Daley, called the meeting to order at 1:00 p.m. Board Members Present: Peg Daley, Donna Squyres, Carol Halsey, Judee Snell, Susan Steele, Deannie Anderson, Elaine Robson (Recording Secretary)

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

3. Treasurer/Finance committee report: Donna Squyres

- Fall Festival income and cash collected.
- Deposit made of ~\$200 to include donations, Liars Club, etc.
- Payment for past 2 years of plowing will be sent to Ben Glade in the amount of \$1,155 per the invoice he recently submitted.
- We have hired Colin XX and have oriented him to the plowing needs. He states he provided an itemized monthly bill.
- Donna currently working on setting up Quick Books so that once in place will be easier to track both income and expenditures. Cost is \$30/month.
- Funds for this year commensurate with last years with some areas better, some worse. Funds from general fund transferred to Major Structure fund to ensure adequate money available for any maintenance that may be required.
- CDs have continued to earn money and Philanthropic continues to be stable.

4. Corresponding Secretary report: Judee Snell for October

- October 11 - group card for thanks to TJ McKeegan at Boulder County for prompt response and repair of berm above Kelley House property. Washing down onto our property. Bunce School Road should no longer be a worry (or for many years) to dregs of sand and material coming onto our property.
- October 11 - group card to the Paulsen family upon Dwilette's passing.
- October 16 - Dever Family - sympathy note in regard to Laura's passing.
- October 16 - note and jar of jelly and \$100 check to George Ackerman for his work in removal of sand and material piling up to the side of White Elephant from Bunce School Road run off.

5. Committee reports:

- Audit: Tabled until Donna can touch base with Cindy and/or Claudia
- Building Maintenance: Bob Snell
 - Posted a maintenance request form on the refrigerator. Please ask that it be used to coordinate any items. This should reduce duplicate efforts
- Building Use: Susan Steele – Nothing other than the Thanksgiving Community Dinner.
- Bunce School: No report. Bunce closed for the season.
- Bylaws: With votes received via email and in-person votes, the changes to the Bylaws and Standing Rules have been accepted. They will not be in the book, just on the website with a physical copy at Kelley House.
- Classes: Vicki Dyas – last class today of Pine Cone painting. Classes over for the season. There will be quilting classes for those still interested but will not be at Kelley House.
- Education/Philanthropic: Carol Halsey – Checks sent to: One Spirit - \$100, TOG Food Bank - \$200, Senior Advisory - \$100, Allenspark Fire Dept. - \$2,000
 - Students selected for scholarships may be getting Ascent Program assistance for community college and may defer payment of Hilltop Guild Scholarship until they attend a 4 year college (usually the next year). Still awaiting word from Brand Deming, the National Honors Society Advisor from Lyons High School. Still need to come up with a list of things these students can do, such as helping with the Bazaar or

teaching classes. Membership should contact Karen McKnight with these suggestions as soon as possible.

- Inventory: No report
- Membership: Vicki Dyas will update email list and Membership book list with changes to member's address, phone number, etc.
- Nominating Committee: No report.
- Purchasing: Outstanding item needed is paper towels. Will defer until after winter is over.
- Visitation: No report
- Weaving: Diane Turcheck – Winding down for the season.
- Website: Ensure to check the website for the calendar, any classes, and the updated Bylaws and Standing Rules.
- White Elephant: Suggested that perhaps involving the Lyons High School seniors be involved in manning the White Elephant for Fall Festival if possible as the loss of revenue from this significant (\$500 last year, none this year). If this not viable, consider requesting membership assistance. Still need to increase inventory.

6. Old Business:

- Community Thanksgiving Dinner update: Elisabeth Sherwin – 11/23 @ 3 p.m. Only have 2 turkeys currently, need 6 with gravy. Last year had ~40 people – ate and then left. Contact Elisabeth if able to provide a cooked turkey and gravy.
- Kelley House Cleaning: Susan Steele - Contacted Cherie Jackson (Marilynn Sweangen's son's friend) regarding providing this service. Will meet with her on 11/17 at 1100 to orient her to Kelley House and be available during the cleaning that day prior to the Thanksgiving meal and after for post event clean-up. Will need membership to assist with post event clean-up despite this (ensuring food particles taken care of and trash emptied).

7. New Business

- Health Form: Board President, Peg Daley – went over available Health Forms on top of refrigerator and suggested members consider filling a form out with a blank piece of paper with person's name on top of the form. These are to be used only in cases of emergency so that the APFD may have relevant information regarding existing conditions and medications if a person experiences a medical event at Kelley House.
- Time Capsule – Peg Daley – wishes to gather items for this. Has acquired a small ammo box to place these things in, such as a guild membership book, scrubbie, ornaments, etc. This box will be decorated (painted), have the name of Hilltop Guild, years of existence (75 years) and the plan will be to have it opened in 25 years on the 100th anniversary (2048).
- Christmas Shop at Old Gallery – Kitty Burton and Diane Turcheck are organizing. Open on Saturdays and Sundays through Christmas, and Black Friday. Diane will be working on Saturdays, then Kitty will take over when Diane is away. Recommendation that the flower notecards be included in the items offered. Limited space but can restock as needed.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Elaine Robson