

HILLTOP GUILD BOARD MEETING MINUTES: 06December2023

1. Call to order and introductory comments: Board President, Peg Daley, called the meeting to order at 12:54 p.m.

Board Members Present: Peg Daley, Donna Squyres, Carol Halsey, Susan Steele, Deannie Anderson, Elaine Robson (Recording Secretary)

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

3. Treasurer/Finance committee report: Donna Squyres

- Finance committee met 12/3/23. Donna continues to work with Jasmine to set up QuickBooks.
- Determined, after review of previous year's tax records, that fiscal year should begin 1 October. Donna will be providing tracking for the Hilltop Guild Budget monthly. All committees should keep track of their budget and funds still available. To ensure no overages unless absolutely required. Various revenue and expenditure areas may be broken down in detail if requested. Some unexpected expenses, such as the plowing bill from the previous provider, have been absorbed. The board accepted the change in fiscal year with a motion by Carol Halsey, seconded by Deannie Anderson, and passed by all board members.
- Discussion followed regarding cleaning expenses and determined that the budget for this needs to be increased from \$300/year to \$750/year due to building use by other entities than the guild and Allenspark Area Club. Susan Steel made a motion for this to occur, and Carol Halsey seconded this. The board passed this to ensure a positive presentation of Kelley House to the public.
- Money collected during the 2022-2023 fiscal year (FY) as fees for building use (including Liars Club and Area Club) and donations to Major Structures has been moved to the Major Structures account. Traditionally, 10% of net profits from the Bazaar has been transferred to Major Structures but has not yet been done. Donna recommended we wait until the end of this FY before transferring any additional funds to Major Structures to insure we have enough money to cover unanticipated expenses and under budgeted items, which the board agreed to.

4. Corresponding Secretary report: Judee Snell via email.

November cards - "Thinking of you" cards sent to families of Paul Starkis and Leslie Young. Additionally, Peg began a card for Marta and Mike Dowell wishing them the best during his health crisis. Signed by all members attending the meeting.

5. Committee reports:

- Audit: Cindy Rockett and Claudia Osa completed this on November 17 and found no discrepancies. A copy of this retained by Donna and recording secretary.
- Bazaar: Susan Steele updated the log sheet for donations for the Boutique, now includes an address for the person donating. Request all to use the log to help track new boutique inventory, suggested pricing, and donor's addresses for thank you notes after the bazaar.
- Building Maintenance: Bob Snell via email
 - Replaced keyed padlocks with changeable combination locks on White Elephant,

- Collectibles, and Boys Toys doors. Changed combination on front and side doors.
- Replaced two broken clocks in the main and loom rooms.
- Confirmed Bob McDonald would be available for emergency maintenance over the winter.
- Closed off driveway to the rear to prevent snow plowing and traffic to protect sewer line.
- Checked fire extinguishers for proper charge.
- Building Use: Susan Steele – Christmas party on Saturday. No other changes.
- Bunce School: No report. Bunce closed for the season.
- Bylaws/Standing Rules: Recently updated with changes to include the Finance Committee, newly formed.
- Classes: None until spring.
- Education/Philanthropic: Carol Halsey
 - No input from Estes at this time. Lyons informed Carol that deadline for submission will be March 8, 2024.
 - Karen McKnight interfaced with Brand Deming on 24 November from Lyons regarding working with the seniors prior to her departure. Will reach out to him again in the spring.
- Inventory: No report
- Membership: Karen McKnight via email
 - Need volunteer to assume responsibility for nametag making for future new members as soon as possible.
- Nominating Committee: No report.
- Purchasing: Large quantity of paper towels acquired. No other report.
- Visitation: No report
- Weaving: Supplies in. No other report.
- Website: November minutes will be added.
- White Elephant: Karen McKnight via email – Deb Dufty working to potentially sell valuable dolls, pottery, and other antiques through collectors and via eBay, Facebook Marketplace and other venues. If unable to do so, will attempt to sell at White Elephant Bazaar in August 2024.

6. Old Business:

- Thanksgiving Community Dinner update: Very successful. \$232 in donations and good feedback on the event. Cherie Jackson provided deep cleaning on 11/17 prior to Thanksgiving and then cleaning of all but kitchen after the meal. See finance discussion regarding periodicity of her services.
- Holiday Party: Cindy Rockett -this Saturday from 12-2, barring storm conditions. Assistance from Hilltop Guild member appreciated to set up today.
- The Old Gallery: Kitty Burton – sales down this year overall. Very small tables. Diana Boulter noted that overall, less traffic in the Gallery this year and few people going upstairs to look at items for sale. Discussion regarding continuation of this will take place as time goes on.

7. New Business

- Zoom Account: Board President, Peg Daley – considering how little this is used, the cost of \$150/year precludes the Guild continuing the account. May reconsider if circumstances allow.

Can use Zoom in 40-minute increments with no fee.

- Discussion re: “Visual Spaces” at Kelley house – Peg Daley wishes the guild to consider what we want people to see when first entering Kelley House. Pictures of Guild Events, etc. Please think about this over the coming winter months and come with suggestions at the next meeting.
- New treasurer lockbox purchased by Donna Squyres for Guild donations/membership/receipts, etc. It is to now be used in place of the prior box. It will be secured to the desk or wall in the spring.
- Next meeting: Peg Daley noted that she and Donna will be unavailable the early part of March and suggested the next Board Meeting take place March 20 with a potluck. Next meeting after that would be the second Wednesday of April. Quilting classes will begin on 27 March.

Meeting adjourned at 2:18 p.m.

Respectfully submitted,

Elaine Robson