

## HILLTOP GUILD BOARD MEETING MINUTES: 01May2024

**1. Call to order and introductory comments:** Board President, Peg Daley, called the meeting to order at 12:45 p.m.

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

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

**3. Treasurer/Finance committee report:** Donna Squyres. Donna emailed tracking for budget 2023-2024. Finance committee meeting will be held today after the General/Board meeting. Discussion regarding increase in Transfer Station budget included tracking usage with new system there to determine exact amount adjustment. Budgets for various areas are not a suggestion, but need to be adhered to unless an unexpected expense comes up. Financial Committee Operating Agreements in draft and will be discussed after this meeting. Old Gallery revenue still good and other revenues allowing for the Guild's finances to remain in good order. Major Structures transfer amount will be discussed at the Finance Committee meeting.

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

April cards:

- 4/4: Karen McKnight; thinking of you, Dad's serious illness
- 4/4: Mike and Marta Dowell; thinking of you during Mike's continuing illness
- 4/19: Naiad Thompson and Sherri Norland; encouragement for both to keep moving ahead with Naiad's recovery as a great mom and daughter team
- 4/24: Karen Nelson; Marta's great friend in Littleton. Group card thanking her for caring for Marta during Mike's hospitalization
- 4/30: Michael Kade; Snell's AZ neighbor thanking him for great White Elephant contributions

**5. Committee reports:**

- Bazaar: Susan Steele – looking into signage for the bazaar that can be hung over the current Hilltop permanent sign with larger letters for better visibility. Will look into what Guild has currently and Boulder County signage restrictions. Vicki working with vendors. Not many have signed up yet. Three musical groups will attend. Inventory continues. Welcome package for vendors being put together by Vicki. Will be handed out when vendors arrive to set up. Discussion regarding cleaning, set up/clean up, white board use for teams ensued.
- Building Maintenance: Bob Snell email – straightened windblown items around the property.

Downed tree on drive between Kelley House and fire station. Working on getting this taken care of soon. Light bulbs replaced in Loom Room. Further inspection soon.

- Building Use: Susan Steele; Spring Luncheon upcoming on Saturday, June 8; the building will need cleaning before the event. Susan will check with same person regarding this.
- Bylaws/Standing Rules: Jen Bell; committee recently updated Bylaws/Standing rules per board and membership requirements. They will be on website with password protection for members only. Bylaws revised to make more general regarding amounts to allow the Finance Committee to more flexibility.
- Classes: Diana Boulter representing – Quilting began today. Will be weekly until quilts are done. Any thoughts on other classes need clearance through Vicki Dyas. Schedule for her upcoming classes:
  - 5/4 – watercolor class at Old Gallery with Kitty Burton
  - 5/8 – first decoupage class & quilting class continuing
  - 5/15 – second decoupage class
  - 5/22 – wax creations – candles in containers, pinecone fire starters
- Education/Philanthropic: Carol Halsey; Monday will be the Estes Park presentation of scholarships, Thursday will be the Lyons presentation. Articles regarding this for Estes Park, Lyons, and Allenspark will be submitted for the June publications.
- Membership: Still need chairperson. In the interim, Peg Daley will assist. Donna will continue accepting membership dues but will NOT be sending out dues reminders. Jen Bell will assist in maintaining the Excel spreadsheet Karen McKnight initiated with members. Vicki Dyas will continue with the Guild membership book. Viv Fausset has moved to a senior center in Longmont.
- Publicity: Jen Bell doing the Facebook page. Elisabeth Sherwin does any press releases. Send any information to either/both of them for publicity needs.
- Purchasing: No report.
- Weaving: Diane Turechek; working with Northern Colorado weavers. One of the looms will be retired and the one donated by Viv Faussett will replace it.
- Website: Kris Bhatti continues to update and maintain this in an excellent manner.
- White Elephant: No report at this time. Karen McKnight will return the end of May.

## **6. Old Business:**

- Peg Daley working on invitations for the Spring Luncheon. Judee and Peg will send by regular mail with RSVP next week to include some non-local and less active members.

## **7. New Business**

- As per Bob Snell downed tree will be addressed as soon as possible.
- Naiad Thompson donated vintage jewelry, which will have a table set up on Kelley House's porch for the bazaar. Anyone wishing to donate is encouraged to do so.
- Next meeting: Wednesday, June 5, 2024
- June 7 – set up for Spring Luncheon
- July 4 – Jen Bell would like to have a Hilltop Guild table for Tree Huggers flea market this year. She cannot be at the table, but will work with whoever would like to be the point person.
- May 7 – Meeting at Boulder Courthouse to discuss stopping shooting on Bunce Road

Meeting adjourned at 2:05 p.m.

Respectfully submitted,

Elaine Robson