

## HILLTOP GUILD BOARD MEETING MINUTES: 05June2024

**1. Call to order and introductory comments:** Board President, Peg Daley, called the meeting to order at 12:51 p.m.

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

**2. Approve prior board minutes:** Board President, Peg Daley. Jen Bell made a motion and Carol Halsey seconded that the May 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. Reinforced need to stay within budget and to keep Finance Committee/Treasurer apprised of any needs outside for things such as one-time expenditures or changes required. There were 2 more unplanned expenses, a 2-year domain renewal for \$44.34 and the safe deposit box rental for \$65. These both occur biannually, so need to ensure they are captured in budget planning for 2026. Both were paid automatically and placed in the "Special Adjustments" category. Two items in the Major Structures budget: (1) the additional \$5,000 CD and (2) the transfer of \$1,290.40 from the General Fund, based on the traditional 10% of Bazaar profits. Next year we hope to put money in Major Structures based on our annual income and expenses, not just Bazaar profits. Discussion regarding items donated should have receipts turned into Donna, whether or not the member wants to be reimbursed so that expenses can be accurately tracked for each area. When submitting a receipt, simply write, "reimbursement not requested".

**4. Corresponding Secretary report:** Judee Snell via email; May card sent to Steve Coles and children for contributions to Barb Coles scholarship.

### **5. Committee reports:**

- Bazaar: Vicki Dyas/Joan Donovan – 6 paid outside artists have committed as vendors: 2 jewelry, 1 ceramic, 1 watercolor, 1 acrylic, 1 multi-media. Hair cutter will be there again and will be positioned in the front. More signage on sandwich boards will be available on either side of the driveway to allow for better visibility. Entertainment will be on the opposite side as vendors: Reckless Ramblers (previously Railroad Ramblers) and Rustic Spirit. Also, open mic with Three Moose Morning. Vicki has maps and will do checking in and organizing vendors. Booth with drinks (soft drinks) available. Peanut Brittle will be done at home and brought for this event. Bouvatique: Susan Steele reported via email: Coming together, still accepting items
- Building Maintenance: Bob Snell via email – cut fallen tree into manageable sizes for transfer station. Loose baseboards in bathroom noted with spiders behind them. Appears that the boards may be glued back into place.
- Building Use: Susan Steele via email – Cleaning of meeting room and bathroom done by Cherie Jackson June 3. Cherie will return to sweep later.
- Bylaws/Standing Rules: Jen Bell – most recent updated Bylaws/Standing rules are on the website.

- Classes: Vicki Dyas – Quilting, decoupage, and painting classes finished. Candles next week. Classes every Wednesday until the end of July. The times are 10am – 12pm through June and then in July, 9am – 11am.
- Education/Philanthropic: Carol Halsey-- Update from Jennifer Kinch, pictures and write up made up into a display board.
- Finance: Jen Bell reporting: Organization Resolution for Vanguard, forms were sent in allowing Peg, Donna, Jan Peters and Jen to be named on the account. The account needs to have security code set up. Donna organized for her and Jen to have a Visa debit card for the general fund.
- Membership: Karen McKnight would like to step down from the committee. Peg Daley and Judee Snell will support the committee until a new member volunteers or is named.
- Publicity: Jen Bell – Vicki made flyers for the bazaar, and it was posted to Facebook. Regular posts will be made until the event. Elisabeth Sherwin has written a press release focusing on the scholarships. Bazaar committee should reach out to Elisabeth for any press releases they want her to write for bazaar.
- Purchasing: Need to get heavy paper plates.
- Weaving: Diane Turechek – Ethel White loom back and needs to be tested. Leesburg loom may go to Mike Daley for a \$100 donation. 6-7 looms currently claimed for use, other looms available for visitors.
- Website: Kris Bhatti will get a copy of the flyer for posting.
- White Elephant: Karen McKnight – keep donating items. June saw a lot of items coming in. Karen will be here all of July. Mouse noisemakers working well. May need another for other area. Furniture on porch from Amy Vandevender looks good but does need some refurbishing on the wicker.

## **6. Old Business:**

- Elisabeth Sherwin looking for donations of vintage jewelry for craft projects.

## **7. New Business**

- Fourth of July: Cake walk: Discussion ensued. Will check with Judee. Peg will send out email with drop-dead date of Saturday. Need baked items and person to head this up. Possibly need music. Hilltop Guild table at Tree Huggers – Karen stated she would man this.
- Celebration of Life for Rayenell Snead, 6/22/24 at Kelley House. Contact person - Chris Ochoa. Susan Steele will attend as Guild member, but would appreciate another person also helping. Chris forwarded the Building Use forms to Rayenell's daughter. Joan Donovan will open; Mary Hunter will come after she closes the Nederland show. Jen Bell will come after 5. Starts at 3 p.m.; closes at 8 p.m.
- Larry Brown request for dues for couples to \$45/couple. Discussion ensued with motion made by Jen Bell for dues to remain \$30/member, Carol Halsey seconded. All board members presented voted to pass the motion.

- Exploring options for Hilltop Guild going forward: Peg Daley – Brought up for discussion and thought on possibly changing the day of the week, the time, and months of operation: i.e. May through October instead of year-round. During summer months, perhaps an evening – having barbecues instead of lunches. Encouraged members to consider this to see if this might help those working and those not living here year-round to join and attend more frequently. Will discuss further in the future.
- Marta and Mike Dowell – Marta struggling with meals for herself. Would greatly appreciate if membership could assist with providing three meals a week (make extra, then freeze is possibility) and bring them to Kelley House on Wednesdays. Please ensure low carbohydrate due to her diabetes.
- Next meeting: July 3, 2024 – Nominations of Officers for 2024-2025 to be discussed.

Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Elaine Robson