

HILLTOP GUILD BOARD MEETING MINUTES: 07August2024

1. Call to order and introductory comments: Board President, Peg Daley, called the meeting to order at 12:38 p.m.

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

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

3. Treasurer/Finance committee report: Donna Squyres – Went over the Bazaar intake. Some cash not entered into Square. Amounts may increase as things entered and checks clear. So far, over \$16,000 overall.

4. Corresponding Secretary report: Judee Snell

July cards: Susan Lake- good wishes for selling home here and relocation to Texas

Deb Barrett – hoping for good outcome for son's illness

Mike (Hygiene Propane) – wishes for good recovery from knee replacement

Brady/Lewis (Elaine Robson family) - well wishes for full stroke recovery for him

Jan Peters – thinking of you

Pat Wessendorf and Marge DeMoudt – sisters who over pay one another's dues; reminder that dues are due!

Cindy Rockett - lovely donation above dues

Lois Traeger – generous donation above dues

Judy Healy – generous donation above dues

Darrel Anderson – glad for improvement, stay well with heart issues

5. Committee reports:

- **Bazaar:** Vicki Dyas/Susan Steele/Joan Donovan (absent) – Next meeting August 21 for a de-brief. Vicki compiling to-do lists pre-Bazaar and day of the event. Thank you notes to Bob Snell, Larry Brown (for mowing), and the Allenspark Fire Department. Need a Binder for this year's Bazaar.
 - Boutique: Susan Steele – Tear down on August 13 at 10 a.m. Will discuss displays in future.
 - Budget Use: Next meeting date to be determined. Please send all receipts for expenditures to Donna to help with budget for coming year.
- **Building Maintenance:** Bob Snell – Repaired front door screen. Found roof leak on brown storage unit (will be addressed soon). Trimmed vegetation around Bunce School for fire mitigation.
- **Building Use:** Susan Steele – Area Club meeting in September. August 29 Kelley House

cleaning prior to this and the Fall Festival.

- **Bunce School:** Trees around the school house need removal. Need third person on committee. Need banner/signage for road and the school. Co-host for August 31 needed. 61 people visited on Bazaar day.
- **Bylaws/Standing Rules:** no report
- **Classes:** Ruth Ketchum will be giving a class on the embroidery sewing machine on Wednesday, August 28 to train the trainers. At this time, no other classes planned.
- **Education/Philanthropic:** Carol Halsey - checks in the mail to recipients.
- **Membership:** Need to define process for new members and dues collection. Preparation of membership book. Vicki still doing this. Mary Hunter will help with the process. Fine tuning of the process in the works.
- **Nominating:** Slate of officers for 2024-2025 passed by all members present and by two members via email.
- **Publicity:** Elisabeth Sherwin - Elisabeth published information for Fall Fest.
- **Purchasing:** Hand soap requested, bought by others, both large containers and some smaller ones
- **Weaving:** Diane Turechek –Sales good at Bazaar.
- **Website:** Will McKnight volunteered to take over this. Kris Bhatti still involved. They will get together for hand off.
- **White Elephant:** Karen McKnight – Needs file boxes to put things in when sold. Next year will consider old chairs repurposed for planters. Appreciated the water for the Bazaar. Statue of Liberty cow sold. New creepy as fudge doll obtained.
- **Fall Festival:** Elisabeth Sherwin (via email) Will be held on Saturday, September 21. Jen Bell and Elisabeth Sherwin will head this for 2024. Need to determine time frame – 11 a.m. To 3 p.m.? Food for sale: Chili, cornbread, desserts, and a drink. Karen McKnight WILL be here this year, but still need another volunteer for White Elephant. No vendors. If Loom Room open, will need volunteer to man. Joan volunteered to work the kitchen.

6. New Business:

- Safety – be aware that the knobs on the stove in the kitchen can catch on clothing. Had episode during Bazaar where the gas was on due to this with overwhelming smell of propane. Please check to make sure all knobs are off when stove not being used.
- All committees need to prepare and submit an annual report for their committee's activities for the 2023-2024 guild year. This will be due in September.
- Don't forget that health information forms are on top of the refrigerator. This helps in case a member is unable to communicate after collapsing at the Kelley House. Information is in a binder with sheets of blank paper over the form to assist in privacy.
- 2024-2025 Yearbook: Dates and Committees.
 - Still need:

- 2025 Bazaar Chair(s)
- 2024 Christmas Event Chair(s)
- 2025 Spring Luncheon Chair(s) – Peg will help with advice

Next meeting: September 4, 2024, with installation of officers (need someone to do this)

Peg Daley adjourned meeting at 1:57 p.m.

Respectfully submitted,

Elaine Robson