

## **HILLTOP GUILD BOARD MEETING MINUTES: 04Sep2024**

**1. Call to order and introductory comments:** Board President, Peg Daley, called the meeting to order at 12:50 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. Judee Snell made a motion and Jen Bell seconded it that the August minutes as circulated by email prior to the meeting be accepted. Those present voted to accept.

**3. Treasurer/Finance committee report:** Donna Squyres – Current budget sent via email.

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

- August cards
  - Susan Lake- good wishes for selling home here and relocation to Texas
  - Mary Hunter- thinking of you as she awaits impending loss of her cousin Kathy
  - Elaine Robson- sympathies upon the death of her sister-in-law
  - Pat Wessendorf- acknowledging the withdrawal of membership for her and her sister, Marge DeMoudt (at Peg's suggestion, requested her famous fudge recipe)
  - Rachel Barkworth- thank you for the beautiful fabrics (upholstery)

**5. Committee reports:**

- Audit: Cindy Rocket (absent); need more information on this
- Bazaar: Vicki Dyas/Susan Steele/Joan Donovan (absent); Notebook done with last page blank for any suggestions. Placed in storage room in a binder.
- Boutique: Susan Steele/Elaine Robson; Fall Festival set up on Friday, September 20 at 9 AM. Pricing/repricing needs to be done prior to the Fall Festival; Elisabeth, Elaine, and Diana Boulter will assist. Children/infant sweaters need sizing. Discussion on best way to do this ensued.
- Budget: Donna Squyres; Budget meeting set for tomorrow at 4 PM.
- Building Maintenance: Bob Snell; painted front doors, replaced front door screens and painted trim on those doors. Roof leak repair in progress. Replaced No Trespassing sign. Please, clean up after yourself in all areas, including the storage room. Spills found in the area behind the kitchen and were cleaned up.
- Building Use: Susan Steele; Cleaning done last week in the main room. Kitchen and Loom Room not included. Area Club meeting in September. Need to maintain wood floors. Should be adequate Renew for this to be accomplished. Discussion regarding the tiers of usage: Tier 1, local non-profit, social (i.e. Liar's club); Tier 2, classes; Tier 3, private events.
- Bylaws/Standing Rules: no report

- **Classes:** Classes next Wednesday with Ruth Ketchum (2<sup>nd</sup> embroidery machine class). Resources for quilting discussion by Diana Boulter. Jen Bell brought up a possible project of tote bags from heavy duty feed bags (brought an example). These are made by community member Theresa Hoffman. Consider asking Theresa to lead a class. Jen will connect with Kitty about this. Also, need to work on getting other people involved in making scrubbies. Carol can provide 1-1 instruction.
- **Education/Philanthropic:** Carol Halsey; Need documentation/pictures of grant recipients so they can be posted at Kelly House. Mary Rushing will help with this effort.
- **Membership:** Need to define process for membership book distribution. Sign for the book and if you pick up a book for someone else, sign your name. Vicki still doing the book. Mary Hunter, with Peg Daley's assistance, will help with the general membership process. Susan will put something in the Wind regarding members being able to get their books through October.
- **Publicity:** Jen Bell, Elisabeth Sherwin; Facebook and publications done for both the Bazaar and Fall Festival, ongoing.
- **Purchasing:** Items requested for future, decaf and regular coffee, hand soap, large plastic trash bags, paper towels, Lysol Spray.
- **Weaving:** Diane Turechek; free yarn from Viv Faucett available. Whatever not used can be donated. Person who contacted Hilltop regarding woven rug in need of repair needs to know we cannot accommodate at this time. Would have to completely disassemble to do this and would be extremely time-consuming. Other options discussed.
- **Website:** Will McKnight/Kris Bhatti; discussion on roles tabled as neither present currently.
- **White Elephant:** Karen McKnight (absent); will be open for Fall Festival.
- **Fall Festival:** Elisabeth Sherwin' Plenty of chili now. Best sellers usually White Elephant, jelly, food, and boutique. No jelly left after Bazaar. Considering putting left over chili in pint jars and sell to-go. Also, beer cheese available left over from the Bazaar. Considering having a "mini Country Kitchen" at Fall Fest. Loom Room will be open. Joan will be in the kitchen.

## **6. Old Business:**

- Placement of time capsule in glass display case. Plan is to open in 2048 when The Guild turns 100 years old.
- Committee annual reports due if not in already. Only missing a few.
- Heath notebook: Update your information in case of an emergency with health issues, medications, whom to contact to notify. Good for EMTs when a person unable to respond.

## **7. New Business:**

- 2024-2025 Yearbook Distribution to members present.
- Halloween Event planned for October 30 at 5 PM. Costumes encouraged. Joan will be working

on this.

- Holiday party: Will this be with Area Club? Discussions ongoing.
- Holiday Shop at The Old Gallery: liaisons with them are Jan Peters, Diana Boulter, Kitty Burton, and Diane Turechek.
- Still need fruit picking for Jelly. Mary Rushing will be going this Friday at 0730 to pick concord grapes in Mead. Contact her if you can also attend.
- Installation of Officers for 2024-2025: Judee Snell (with adjusted fiscal year, 2025-2026 will occur October 2025)
- Next meeting: October 9, 2024

Peg Daley adjourned meeting at 2:05 p.m.

Respectfully submitted,  
Elaine Robson