

## HILLTOP GUILD BOARD MEETING MINUTES: 09October2024

**1. Call to order and introductory comments:** Board President, Susan Steele, called the meeting to order at 12:40 p.m. Board Members Present: Susan Steele, Joan Donovan, Peg Daley, Kitty Burton, Carol Halsey, Deannie Anderson, Elaine Robson (Recording Secretary)

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

**3. Treasurer/Finance committee report:** Donna Squyres (absent); budget for 2024-2025 sent via email. Kitty Burton made a motion to accept the budget as presented. Peg Daley seconded the motion. All members present voted to accept this.

### **4. Corresponding Secretary report:** Kitty Burton

- August cards: Marta Dowell & family – condolences on loss of Mike; Leslie Kelly – thank you for loom and donations
- Need card for Edie DeWeese as she donated many paper and plastic items for the kitchen (utensils, plates, etc.)

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

- **Audit:** Cindy Rockett; will connect with Claudia Osa to complete the audit for this year.
- **Bazaar:** need a chair for 2025.
  - Boutique: Susan Steele/Elaine Robson; new displays enhanced sales. Will need to inventory everything in boxes and note contents on outside. Bar coding will help with inventory. Will discuss with Donna Squyres next year.
- **Building Maintenance:** Bob Snell; Mike Daley designed, then Will McKnight, Brett Swanson, and Bob Snell built roof for brown storage unit (old one leaking and sealing/patching did not solve it). Discussion ensued regarding changing lock codes annually and will contact Bob regarding this. Need to repaint the outhouses and outbuildings. Furniture on porch needs repainting, but this can be done next May, weather permitting.
- **Building Use:** Susan Steele
  - Allenspark Area Club dinner meeting planned for October 15, 2024
  - Request to use building for Performing Visual Art Retreat in November 2024. POC Amy Sass (Jack's Cabin). Building Use Agreement sent via email to Amy. Would be Tier 2 event – participants attend class and guild would receive 30% of fee for building use.
- **Bylaws/Standing Rules:** Sherri Norland, Jen Bell, Judee Snell; gathering information regarding any possible changes as some things need to be revised. Need to meet again in May to discuss.
- **Classes:** Kitty Burton; Email sent out requesting ideas. For quilting Diana Boulter and Peg Daley will act as resources on 1-1 basis as needed. For the tote bags made from various feed bags (bird seed, etc.) Kitty has contacted Theresa Hoffman who makes them. Please collect and consider saving for the Guild for a future project.
- **Education/Philanthropic:** Carol Halsey; contacted Lyons and Donna Squyres contacted Estes Park regarding scholarships. Several available for next year.
- **Membership:** Mary Hunter, Karen McKnight (absent): Mary and Karen met 9/25 to discuss future ideas for Membership. Will work with Caitlin Brig and Barb Swanson to confirm membership for update on roster. Dues will continue to be accepted by Donna, but rest of keeping track will be done by the membership committee. Books mailed to non-local members. Have 8-10 left at this time.
- **Nominating:** Diana Boulter, Cindy Rockett; would like another person on the committee, please consider.
- **Publicity:** Jen Bell, Elisabeth Sherwin; no report.

- **Purchasing:** Elaine Robson; items requested for future: sturdier bowls and plates to be purchased in the future. Joan needs AA batteries for electric candles.
- **Visitation:** Mary Hunter; no report.
- **Weaving:** Diane Turechek; on track for Holiday shop starting November 2. Weekends only and need volunteers at Old Gallery. Set up day 28-29 October. Those currently doing this are Kitty Burton, Jan Peters, and Diane Turechek.
- **Website:** Will McKnight; no report.
- **White Elephant:** Karen McKnight (absent), Lucy Kephart, Amy Van Devender, Deb Dufty, via email; Fall Festival big success. Need more storage area. Brainstormed ideas – purchase storage container for placement behind the White Elephant area. Cost approximately \$1800; expensive and difficult to place. Use book area for White Elephant instead of books but need another area for this (discussed and considered; most likely not viable). Ideas proposed via email – library carts and store in Kelley House, build cabinets outside Boys' Toys shed (would need to be animal and weatherproof), house books at Bunce (would need someone to deal with sales down there and could only be cash as no Wi-Fi there). Ongoing discussion will explore any other options.

#### 6. Old Business:

- Fall Festival wrap up: Elisabeth Sherwin; overall did extremely well. Ran out of food with 115 meals sold. Space was tight, need to consider different table spacing for next year. Any small hygiene products not sold (and will accept donations) will go to the Ukraine. Consider decreasing types of chilies to 3 only. Better placement of food, separate table for baked goods, more pumpkin pie and less variety of desserts. Parking seemed okay, even without directors. Need sturdier bowls for chili. Consider seating on porch, if weather permits. Loom room and White Elephant hugely successful. Need organized set up and take down, illness on the Fall Fest committee impacted this.

#### 7. New Business:

- Ideas for membership recruitment: updated membership form and created potential member “Come and Join the Hilltop Guild” handout to explain our purpose. Need current members to recruit new people. Buddy new member to answer questions and help connect with Guild regarding different ways to volunteer. Various ideas on ways to encourage participation discussed. Hope to have Membership roster on website with member only access. Write up regarding Hilltop Guild in spring Wind. More visible Membership area in Kelley House (will tackle in Spring). Evening Membership Drive Event/Meet and Greet at Kelley House. Learn about Hilltop Guild, meet artists and craftspeople, learn about the philanthropic activities and historical properties. BYOB, an appetizer to share, and can include significant others or a friend.

Next meeting: May 7, 2025

Susan Steele adjourned meeting at 2:15 p.m.

Respectfully submitted,  
Elaine Robson