

## HILLTOP GUILD BOARD MEETING MINUTES: 07May2025

**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, Donna Squyres, Carol Halsey, Deannie Anderson, Elaine Robson (Recording Secretary)

**2. Approve prior board minutes:** Board President, Susan Steele. October 2024 minutes sent to board and approved via email.

**3. Announcements:** Susan Steele, president

Caitlynn Brig has agreed to work as Class Coordinator, distributing the class schedule via email and updating the website calendar for the guild. Send all class information to Caitlynn [at the following email, cbrigbarresi@gmail.com](mailto:cbrigbarresi@gmail.com)

Jelly Chair person needed – Jen Bell has stepped down, but will assist in training the chairperson(s). Need volunteers to take co-chair positions. Ongoing jelly processing through the year. Chairpersons more for coordination than actually prepping and canning the fruit. Some sources for fruit are still available (chokecherries, crab apple, etc.), but have lost the main person for the resource.

New Board Member – Karen McKnight has agreed to take over for Kitty Burton as Correspondence Secretary.

New Bazaar Co-chairs - Karen McKnight and Barbara Swanson

**4. Treasurer/Finance committee report:** Donna Squyres – Presented overall net sales for 2024 bazaar and fall festival by category. Presented the past 3 years sales by category.

Discussed need for continued improved accuracy in recording sales during Bazaar and Fall Festival. Doing better, but cash intake is still not accurate (not always entered into Square). Made money, but difficult to say what category it comes from. Still considering bar coding for Boutique. Being done for Weaving. White Elephant will NOT be bar coded. Recommend a separate meeting with boutique for bar coding.

**5. Committee reports:**

- Audit: Cindy Rocket – Audit completed for 2023-2024 in October 2024.
- Bazaar/Fall Festival: Karen McKnight/Barbara Swanson – Will review last

year's binder. **Vendors are not yet finalized, please let us know if you have someone in mind.** Joan will do the Country Kitchen with Deannie's assistance, per her offer to do so. Parking discussed – Jen checked and okay for those attending to park on the shoulder of the highway. Karen will check with Will about working with parking. Elisabeth and Jen working on publicity.

- Boutique: Elaine Robson – Will need assistance with set up this year. Considering barcoding for inventory. Storage room needs to be organized and some things discarded and/or replaced.
- Building Use: Susan Steele
  - Received the following requests.
    1. Allenspark Area Club dinner meeting – September 16th, 2025
    2. Received 2<sup>nd</sup> request last year to use the building for Performing Visual Art Retreat. POC Amy Sass (Jack's Cabin). Building Use Agreement sent via email to Amy. Never received a reply.
  - Cleaning performed April 24<sup>th</sup> and 25<sup>th</sup>. Kitchen (including refrigerator), meeting room, bathroom, and all floors.
- Bunce School: Roz Doak (via email) – Roz and Mary plan to open and prep during the week of May 19<sup>th</sup> for opening May 24<sup>th</sup>. Total of 9 planned dates for opening between 10-2 this season. Provided a signup sheet via attachment. Will train new folks who volunteer. New signage ordered to include 3x5 Open flags, pennant banner flags for Hwy 7 to gain attention, possible feather or teardrop flag to place near Hwy 7 if not too costly or poor visibility.
- Bylaws/Standing Rules: Sherri Norland, Jen Bell, Judee Snell – emailed to BOD for review bylaws. Edit made to Article VII, Sec 2: adding “when Guild is in session” due to changes last year. Judee Snell should be added to the committee list in 2024/2025 year book as 1<sup>st</sup> year member. Next year's book will have her listed as a 2<sup>nd</sup> year member. Peg made motion, Elaine seconded, motion passed with those present.
- Classes: Susan Steele
  - May 14<sup>th</sup>: 1 p.m. Tote bag class, Teresa Hoffman.
  - June 4<sup>th</sup>: 10 a.m. Gift Boxes, Vicki Dyas – save toilet paper rolls

June 25<sup>th</sup>: 10 a.m. Rope bowls and basket, Vicki Dyas

- Education/Philanthropic: Carol Halsey - Contacted Lyons and Donna Squyres contacted Estes Park regarding scholarships. Several available for next year.
- Inventory: Diane Turechek Barb Swanson - done
- Membership: Karen McKnight – Need a committee chair, Karen will continue until a new person comes onboard. Dues box made with envelopes available to place these in the box (where the treasurer area is in the meeting room). New members Cambria Miers. Seth (her husband?) is interested in learning to weave.
- Publicity: Jen Belle, Elisabeth Sherwin - Post information to facebook from the flyer that was emailed to the membership.
- Weaving: Diane Turechek – Working from home during “off season.” Taking classes to improve skills. Donations from Barb Richards, yarn etc. Send thank you note to Barb.
- Website: Will McKnight – Updating website and will include minutes behind locked page (for members only). Take a look and give feedback at next BOD meeting.
- White Elephant: Karen McKnight, Amy Van Devender, Deb Dufty, **Lucy Kephart and Mary Crier**– Main issue remains storage.

## 6. Old Business:

- Continued discussion regarding books and White Elephant. **Decision made to roll books into White Elephant. The book trailer will become a much-needed storage area for White Elephant donations.** Hoping to work with Del Brown.

## 7. New Business:

- Allenspark Festival (final name not confirmed) September 13<sup>th</sup>. Note - the Fall Festival is normally the next weekend – Ideas discussed: (1) Changing the date of the Fall Festival to Sep 13<sup>th</sup> (2) Limited participation: Tours of the Kelley House/Bunce, membership table, and encouragement of guests to return the following week for Hilltop Fall Festival Event. (3) Keep the boutique items set-up to participate in the September 13<sup>th</sup> event and still have the Fall Festival (4) Not participating in the September 13<sup>th</sup> event.

Needs further input from the chair of Fall Festival, will discuss again at the next board meeting.

- Proposal to consider evening meetings rather than lunches on July 2nd and August 6<sup>th</sup>. Members discussed a separate BOD Meeting followed by a separate membership update.

Next meeting: June 4, 2025

Susan Steele adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Elaine Robson