

**Wimberley Valley Quilt Guild
Executive Board Meeting
February 5, 2025**

President, Pam McGhee, called the meeting to order at 12:40 p.m. She reminded everyone to sign in.

Officers present: Pam McGhee, Donna Phelps, Pat Christie, Judy Bradbury

Committee chairs present: Carla Woodworth, Mary Tomlinson, Bert Nickelson, Dolly Welch

Members present: Diane Rankin

Approve 1/8/25 Executive Board Minutes - Carla Woodworth motioned to accept the minutes as emailed and Bert Nickelson seconded. Motion passed.

Old Business

Website survey results indicated that many who took the survey wanted the ability to pay dues, workshop fees and to have a private members only feature. A \$10/month extension fee to allow this would be added to the base \$68/year fee which ends December 2025. Questions raised: Will the guild be charged a surcharge per each online credit card transaction? How will the report be set up to differentiate between full year dues (\$40) and half year dues (\$20)? Do we add a cart feature?

New Business

- New bank account Wimberley Valley Quilt Guild, no longer WVQ Association
- Square - should we get our own - how to budget for it - Carla suggested we get the swiper (approximately \$50) since we use it for market, deStash, Silent Auction or anything else we gather money for the guild.
- We need to take advantage of Google applications - Google Sheets, Google Docs, Drive, Email, etc. so that we're more organized and transition with new officers and chairs is more streamlined. It's real time storage space that everyone has access to. Bert asked if old history could be scanned. Donna said yes and she would check into the cost of a service that might do that for us. Otherwise, the many historical pages could either be scanned by one person or divided among 2 or 3. At any rate the pages would be scanned to a hard drive in sequential order then placed in Google Docs. rather than held in binders. **Pam asked for a motion to use the Google applications. Judy made the motion, Donna seconded, the motion passed.**
- Budget needs for 2025-26 - we need to use a line item for each request eg: postage, post office rental, Charity budget requests are to be detailed as to the number of quilts, batting, fabric costs; Dolly might need a new tray for name badges, a square, Summer Picnic and Christmas Tea, website renewal, etc.
- Treasurer needs to take charge of the roster (according to ByLaws.)
- Lines of Communication - Let whoever is in your purview be kept up to date. For example new members - President needs to know, greeter needs to know, etc.
- \$400.00 check shown in January expenses was written to open the new bank account.
- Committees needed or not needed. Judy thought we needed to create a job description for the Publicity Chair in the hopes someone would sign up for it knowing what the job entailed. Pat suggested Google Calendar might be advantageous. Donna felt that once

the website was up and running it would have tabs for events, etc. where members can see upcoming events.

- Standard Operating Procedures - Donna Phelps is working on updating this and Pam encouraged us to read through the old one and note corrections so that Donna could proceed with a final copy.
- Officer duties and responsibilities need to be updated.
- Committee chairs and responsibilities need to be updated.

Pam distributed the official letter from the IRS to be placed in each officer's red binder.

Pam asked for an adjournment. Carla made a motion to adjourn, Judy seconded, motion passed. Meeting adjourned at 1:25 p.m.

Respectfully submitted,
Judy Bradbury, Secretary