



Empire Quilters Board Meeting Minutes – February 10, 2007

Attendees: Jennifer Bigelow, Mary Butler, Aleeda Crawley, Pat Decker, Anita Duncan, Anna Faustino, Larry Gifford, Michael Greenberg, Sylvia Hughes, Linda Lee Kelly, Paula Kenney, Marilyn Korn, Gail Lefton, Debra Levin, Veronique Milliez, Beth Pile, Cindy Russell, Kitty Squire, Denise Walsh. Member Attendee: Leila Lieberman

The meeting was called to order at 11:05 AM.

Minutes: Corrections were made to the minutes of January 13, 2007 as follows:

1. There was a misplacement of Show and Tell on the general meeting agenda. After discussion by the Board, it was decided that the agenda for future meetings would be as follows: Business Meeting, Showing of Charity Quilts, Speaker, Break, Block of the Month, Show and Tell, Quilter of the Month, Raffle.
2. The amount of money spent on tape for the library books was corrected to \$37.59.

The following motion was made by Marilyn Korn, seconded by Paula Kenney and passed by the Board: *that the minutes of the January, 2007 meeting be accepted as corrected.*

Treasurer's Report: The following motion was made by Gail Lefton, seconded by Larry Gifford and passed by the Board: *that the Treasurer's Report for the period December 14, 2006 through January 16, 2007 be accepted as it appears in the February, 2007 Newsletter.*

Nominating: In the absence of a Nominating Committee, the Board will be acting as the Nominating Committee.

There are still positions open on the Board for next year. Pat Decker has agreed to be in charge of the Newsletter advertising, and Larry Gifford will be chair of the Ways and Means Committee.

2007 Show: Pat Decker is doing the program for the Show. Names of prize winners will be listed on a separate sheet of paper and folded into the catalog.

The parameters for judging have been changed. It has been decided that judging will take place over two days due to the large number of quilts to be judged. Members will be asked to leave their quilts on Saturday morning and to pick them up on Sunday. Everyone who will have a quilt to be judged will be emailed or telephoned with this information.

Each member submitting a quilt for judging will get a receipt stating that neither Empire Quilters nor Fashion Institute of Technology is responsible for loss or damage to the quilt. In order to pick up the quilt a member or designee must present the receipt. We have contracted with FIT for our meeting space and extra room for judging on Saturday and Sunday. Extra security will be provided for the over-night period on Saturday night.

The Show will take place in the Main Hall and Amphitheatre and three seminar rooms. There will be 19 vendors. Larry distributed the budget for the Show. The cost of the Show is estimated at \$37,720.00 with an estimated income of \$63,350.00. However, Larry warned that the income figure included start-up funds from previous years. The bottom line would be that we would probably break even. The budget will be brought before the General Meeting in February. It will be the first thing on the agenda, and will be voted on right after the break.

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Gail Lefton made the following motion which was seconded by Larry Gifford and passed by the Board: *that the 2007 Show budget be accepted as presented.* It was decided that the budget would be included in the minutes. The budget is attached.

There was a discussion regarding those members who were going to show a quilt but had not as yet volunteered to work at the Show. It was decided that on the day of the judging, Leila Lieberman would be present at FIT when quilts would be arriving. The people who will be receiving the quilts will be provided with a list of members who will be displaying quilts. Those people who had not volunteered would be highlighted. If a member had not volunteered at that time, he or she would be directed to see Leila where they could decide how they wanted to contribute their time. If they refused to volunteer, they would be informed that their quilt would not be displayed at the Show.

Kitty Squire reported that the Guild had purchased 230 yards of flame retardant fabric to be used as backdrops for the quilts. She asked for volunteers to sew the fabric into curtains on Sunday, February 11th. This will take place in her office at 1407 Broadway. She will make an announcement asking for volunteers at the General Meeting.

Focus Groups: Beth Pile mentioned that she believed that people who were not members of the Guild were taking focus groups. It was agreed that focus groups should be for members only. Various ways of insuring this were discussed.

Bus Trips: Chair Aleeda Crawley reported that she is planning an overnight trip to Lancaster for the April Show. A final count will be needed by mid-March to reserve space in the Lancaster hotel.

Charity: Jennifer Bigelow reported on a request from Ronald McDonald House in Valhalla for either bed or wall quilts to be used in their facility. Since the Guild has a long-standing relationship with this organization, it was decided that we would donate these items.

Newsletter: It was reported that the Newsletter was printed very late this month. It was decided that next year we might look into finding another printer to do the Newsletter.

Vendors: We received an email from Sue's Fabric World that she would like to vend at a meeting next year.

Programs: LIQS has contacted us regarding sharing a program with Deb Tucker. Barbara Hull is pursuing this.

Miscellaneous: Mary Butler reported on two community outreach projects. Member volunteers will be at the Morris Jumal mansion on February 17th to demonstrate hand quilting. In April volunteers will begin the quilt for the Dykman House. Judith Corwin is designing the quilt.

Cindy Russell distributed a proposal for a 2007 Show Catalog on CD. Hamlin Rose (Cindy's company) will produce and handle the distribution of the CD. The planned selling price is \$20.00 and if we get early orders, the price will be \$12.95. Hamlin Rose will donate 20% of the price to the Guild. The CD will be advertised in the Show Program and on the Guild website. The board thought this was a wonderful idea. Gail Lefton voiced concerns regarding copyright infringement. Jennifer stated that each quilter would be asked to sign a release which would allow Cindy to put his or her quilt on the CD. If the quilter did not sign, the quilt would not be included on the CD.

Michael Greenberg made a motion to adjourn the meeting. The motion was seconded and passed. The meeting was adjourned at 12:45 PM.

Submitted By: Gail Lefton, Secretary

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Empire Quilters 2007 Show Budget

Budget Item	Budget Amount	Actual Spend		Income	Budget Estimate	Actual Income
Facilities				Sponsors	\$ 3,250.00	\$ 3,250.00
Main Hall/Amphitheater	\$ 7,000.00	\$ 7,000.00		Vendor Rentals	\$8,500.00	\$ 8,512.40
Additional Space	\$ 1,500.00			Program Advertising	\$ 2,500.00	
				Fund Raisers	\$ 2,000.00	
Services				Door Receipts	\$ 22,500.00	
Security	\$ 2,270.00			Raffle Quilt	\$ 7,500.00	\$ 4,223.00
Coat Room	\$ 250.00			Other Raffles	\$ 1,000.00	
Cleaning	\$ 450.00			Members Boutique	\$ 1,500.00	
Electrician	\$ 800.00			Entry Fees	\$ 2,600.00	\$ 2,120.00
Lighting	\$ 750.00				\$ 51,350.00	\$ 18,105.40
Projectionist	\$ 900.00			Start up funds	\$ 12,000.00	\$ 15,347.00
					\$ 63,350.00	\$ 33,452.40
Promotion						
Postcards	\$ 650.00	\$ 494.93				
Flyers	\$ 75.00	\$ 435.80				
Large postcards	\$ 350.00	\$ 338.29				
Posters	\$ 700.00	\$ 521.60				
Mag Listings	\$ 75.00	\$ 70.00				
Show Posters	\$ 300.00					
Program Printing	\$ 6,000.00					
Advertising						
Print	\$ 1,500.00					
Media	\$ 250.00					
Show Judging						
Judges	\$ 750.00					
Space Rental	\$ 150.00					
Ribbons	\$ 100.00					
Judges Costs	\$ 500.00					
Lectures/Demonstrations						
Royalties	\$ 250.00					
Speaker Fees	\$ 1,000.00					
Speaker Costs	\$ 250.00					

Empire Quilters 2007 Show Budget

Projection Rentals	\$800.00				
Signage for Show					
Show Signs	\$ 200.00				
Vendor Costs					
Identification	\$ 100.00				
Hand Carts	\$ 250.00				
Signs	\$ 100.00				
Postage	\$ 800.00	\$ 168.27			
Quilt Show					
Frame Rental	\$ 300.00				
Additional Frames	\$ 200.00				
Draping	\$ 3,200.00	\$ 2,477.00			
White Gloves	\$ 200.00	\$ 116.98			
Frame Pickup/Delivery	\$ 850.00				
Wrist Bands	\$ 350.00	\$ 323.26			
Lighting Rentals	\$ 1,000.00				
Raffle Quilt					
Supplies	\$ 500.00	\$ 120.07			
Raffle Tickets	\$ 400.00	\$ 781.92			
Boutique					
Bags	\$ 100.00				
Tags	\$ 50.00				
Miscellaneous	\$ 1,500.00	\$ 169.25			
Total	\$ 37,720.00	\$ 13,017.37			