

# ***The Loose Bead Society of Greater Milwaukee***

## ***Meeting of the Board of Directors***

January 4, 2016

Brookfield Public Library

**Board members in attendance:** Maureen Bartz, Cindy Collins, Bonnie DeSautelle, Katy Hess, Kathy Merrill, Jan Mueller, Becky Prusak, Allyn Steffen, Carol Surges, and Kathy VanDemark

**Unable to Attend:** None

**Guests:** None

### **Call to Order**

- Katy Hess called the meeting to order at 6:35 pm.

### **Approval of Minutes**

- The minutes of the 12/07/2015 board meeting were approved as amended.
- The minutes of the 12/21/2015 membership meeting were approved.

### **Volunteer Hours**

- Submitted to Becky Prusak.

### **Calendar Updates**

- Transition Meeting: 01/09/2016 at 9:30 am at the New Berlin Public Library
- Private Shopping Event: 01/31/2016 from 12:00 pm – 4:00 pm at Knot Just Beads
- Board Meeting: 02/01/2016 at 6:30 pm at the Brookfield Library
- Program Meeting: 02/15/2016 at 6:45 at St Dominic's Parish Activity Center
- Visiting Artist Diane Fitzgerald: 02/26/2016 – 02/28/2016
- Bead-In: 05/07/2016

### **Submission of Expenses**

- Reimbursement requests were given to Allyn Steffen.
- Katy Hess provided new copies of Expense Reports to board members along with the listing of categories.

### **Officer/Committee Reports**

#### *Vice-President – Programming; Cindy Collins*

- Cindy Collins is working with Amanda at Funky Hannah's as part of a local bead store spotlight for the January Program Meeting.
- The February Program Meeting will be a hands-on at St Dominic's Parish Activity Center. Cindy Collins has materials and the instructions are complete. She is having trouble with one component.
- The March Program Meeting will be a presenter at the New Berlin Public Library.
- The April Program Meeting will be a chain maille hands-on. The supplies have been ordered and received.
- Katy Hess informed the Board that because of the cancellation of meeting, the New Berlin Public Library is still available to LBS. Jan Mueller mentioned the possibility of a holding a Cinderella Bead-In.
- For the June Program Meeting, Cindy Collins was thinking about Miyuki, or as an alternative, Wild Thing. If the meeting was moved to St Dominic Parish Activity Center, the vendors would be able to sell. However, LBS has to pay for the use of the facility.

#### *Vice-President – Special Events; Maureen Bartz*

- Kathy Willmering received a call from the hotel notifying her that the LBS may be using alternate rooms, but that we would have space.
- Thus far, 24 people have registered and four classes have exceeded their minimum attendance requirements.
- The minimum requirement for each lunch is 15 people. For the Saturday lunch, 11 people have registered and 7 people have registered for the Sunday lunch.

- Maureen Bartz will send the retreat deadline information to Helen Dahms for inclusion in the PowerPoint.
- The Spring Bead-In is scheduled for 05/07/2016. Maureen Bartz is working with Irina at Eclectica to teach two metal classes.

*Community Service Coordinator; Jan Mueller*

- Helen Dahms would like to teach members a ring pattern at the Cinderella Bead-In to make for the Cinderella Project.
- Jan Mueller suggested possibly having the founder of the Cinderella Project come to the October Program Meeting.

*Membership; Kathy VanDemark*

- LBS had 231 members in 2015. Kathy VanDemark has processed 115 renewals, 3 new memberships and 4 members returning. After including the unprocessed memberships, there will be 152 members in LBS for 2016 thus far.

*Treasurer; Allyn Steffen*

- The Board reviewed the December and First Quarter reports.
- The Board decided that the quarterly reports were unnecessary. In the future, the Treasurer will provide the semi-annual and annual actual compared to budget and the monthly reports.

*President-Elect; Bonnie DeSautelle*

- Bonnie DeSautelle had nothing to report.

*Secretary; Becky Prusak*

- Becky Prusak had nothing to report.

*Past President; Kathy Merrill*

- Kathy Merrill had nothing to report.

*Website Coordinator; Carol Surges*

- Carol Surges has added an Activities Button on the webpage to display activity photographs.
- Carol Surges provided LBS email account and password information to each of the board members. The general information emails will be sent to Katy Hess in the future.
- Carol Surges presented a request to purchase a light box which would enable the user to better photograph jewelry. The lightbox is \$119 on Amazon.com and has a 60-day return. The Board unanimously approved to purchase of the light box.

*President; Katy Hess*

- Katy Hess informed the Board that thus far, eight members have signed up for assorted classes for the Visiting Artist program with Diane Fitzgerald. She questioned the viability of accepting credit card payments for retreats, memberships, etc.
- LBS still needs a newsletter coordinator.
- Katy Hess informed the Board that this year will be entitled, "Share Your Knowledge Year".
- Katy Hess reminded Board members to complete the survey for the Transition Meeting by Thursday, 01/07/2016.

**Unfinished Business**

- None.

**New Business**

- Allyn Steffen researched qualifying computer and presented four computers which fit within the LBS budget. Cindy Collins reviewed the specifications. The Board unanimously voted to purchase the Lenovo E550 Touchscreen Laptop.

- Allyn Steffen reminded the Board of the need to change the signature cards at the bank and change possession of the security box key as a result of the change in the Board members.

**Adjournment**

- The meeting was adjourned at 8:38 pm.

Becky Prusak, Secretary