

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

## ***Transition Meeting***

January 9, 2016

### ***New Berlin Public Library***

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

**Unable to Attend:** Carol Haiar, Kathy Merrill

#### **Call to Order**

Katy Hess called the meeting to order at 9:46 am.

#### **Discussion Points**

##### **What things went well in 2015?**

- Survey – Kathy VanDemark suggested placing highlights of survey results on the PowerPoint for the members to see.
- Some board members stated that the board made it look easy and that members do not really know what goes on. Other members said that the board does not make it look easy.
- eBlast reminders of the membership meetings.
- Kathy Willmering suggested a recap of the membership meeting be eBlasted to members.

##### **What things could have been improved?**

- Katy Hess suggested placing a photo of each board member on the website along with their duties/responsibilities. Such action may be helpful for members who have ideas or suggestions. We could also have an idea box similar to the box Pam McCreary developed for the newsletter.
- Qualify what makes a good suggestion – what is helpful and what we need in order to explore the suggestion. A good suggestion is more than just a good idea. Provide feedback to the member making the suggestion as to why the suggestion was feasible or not.
- Katy Hess suggested introducing the board members at the meetings. The problem would be the time involved.
- Cindy Collins suggested a panel with a poster of areas of responsibilities.
- Maureen Bartz recalled that when she first started with LBS, the Board sat in the front of the meeting. Katy Hess suggested doing this at the January meeting. Cindy Collins agreed to use the suggestion as a kick off meeting for the year. Each board member will state their name, describe their committee and when it meets as well as their duties and responsibilities. Carol Surges will share the website with the members.
- Meeting start times – meetings often started late. Allyn Steffen suggested starting at 7:00 pm, and just keeping the meetings shorter. Becky Prusak suggested starting on time and notifying members that they would have time to socialize at the end of the meeting.
- Room clean-up after the meetings at the New Berlin Public Library. Jan Mueller suggested placing chair holders in different parts of the room to relieve congestion.
- Community Service. Jan Mueller found it difficult to get involvement and buy-in. She plans to restructure and make an appeal in January for more volunteers. Allyn Steffen suggested identifying standing organizations (VA, Home for Blind, etc.).
- Allyn Steffen pointed out that people need to know about us. Kathy Willmering suggested notifying the Chamber of Commerce/Visitors' center. Katy Hess stated that we could issue a press release to email to organizations and hand out business cards. Becky Prusak will bring the business cards to the next meeting.
- Send things immediately. For example, if the website is down, send Carol Surges an email.

##### **What can we do to improve “the process” of being a board member – streamlining board meetings, getting more help from others, re-tooling our methods?**

- Split up the burden of being the Vice-President – Programming.
- The Vice-President – Programming position is elected in October and begins in January. There is not enough time to coordinate programs. Katy Hess recommended having the exiting Vice-President of Programming plan out several months into the upcoming year for the incoming Vice-President.
- Maureen Bartz brought up shadowing as a way for members to learn about the board positions.

### **What activities or events for our members do we want to concentrate on in 2016?**

- President's Trip.
- Kathy Willmering suggested polishing up the existing events.
- Cindy Collins would like to spotlight local bead stores in 2016.
- Kathy VanDemark suggests that we concentrate on Bead-Ins.
  - Maureen Bartz would like to see an increase in the attendance.
  - Jan Mueller thought that there should be a hands-on or little project. Bonnie DeSautelle agreed.
  - Maureen Bartz stated that there would probably be a wirework class offered at the next Bead-In.
  - The Cinderella Bead-In was well-attended. Is it because there is a purpose?
  - Is there enough interest to continue the Bead-In? The Bead-In provides an alternative for those unable to attend the Retreat.
- Jewelry at the Domes – No complaints from members that the activity was discontinued due to the lack of a coordinator.
- Bead & Button.
  - Electronic sign-up for volunteers – not helpful for people only staying for part of a shift.
  - Katy Hess would like to have a daily person in charge over the table captains.
  - Jan Mueller pointed out that there needs to be a committee to handle the event; not just one person.
  - Provide incentives for volunteers?
    - Goody Bag.
    - Actual volunteers get a volunteer flag on their tag and free admission to Meet the Teachers Night.
    - Katy Hess suggested that the top three volunteers outside of the Board get a class for free. Kathy VanDemark pointed out people aren't really volunteering if they are getting paid. Also, she questioned why the Board members wouldn't be included.
  - Parking costs. Should the all-day volunteers such as the table captains be reimbursed for parking?
  - Cash handling issues may be a concern if a different person is in charge each day. Allyn Steffen suggested giving each person starting cash for the morning. Maureen Bartz pointed out that in the past there has not been enough change at the beginning of the show. Allyn Steffen indicated that the responsible party could receive whatever denominations they desire. Cindy Collins volunteered to pick up the money at the end of the day because she works at Knot Just Beads. Allyn Steffen said that she would be there too.
  - Display cases must be emptied every night at close because they are not secure. Members must sign a waiver that LBS is not responsible for losses.

### **What improvements could we make to the information flow to our members?**

- Different people hear and see different things.
- Train members to go to different channels. Katy Hess suggested reviewing the website with members at the program meeting. She also wants to get all of the committee meetings on the calendar section of the website.
- Maureen Bartz suggested periodically including communication sources in an eBlast to the members.
- Usage of Facebook.
- PDF Helen's PowerPoint.
- Develop guidelines regarding the number of eBlasts sent to members.
- Kathy Willmering suggested a membership guide with everything that a person would need to know about LBS, including an events/activities and frequently asked questions. Kathy VanDemark volunteered to work on the project.
- Katy Hess suggested that we be more specific in our requests.

### **Anything else about our society and our board?**

- Scheduling of board meetings. What about Saturdays?
- Quarterly board meetings in addition to monthly board meetings. Potential topics?

### **Adjournment**

The meeting was adjourned at 2:15 pm.

Becky Prusak, Secretary