

Foothills Craft Guild Board Meeting
Emporium Building, 100 S. Gay Street, Knoxville, Tennessee

Wednesday, November 3, 2010
MINUTES

MEETING CALLED TO ORDER

Robbie Gentry, presiding, called the meeting to order at 6:42 PM.

AUGUST MINUTES

Three changes were requested for the October minutes: (1) the show party tickets will be \$7 per person (instead of \$6); (2) ...six persons will be on the ballot; the three with the most votes will be elected (not appointed) to the board; (3) December 8 (rather than December 1) is the date of the next board meeting. Jim made a motion to approve the minutes with these changes. Molly seconded. The minutes were approved.

ATTENDANCE

PRESENT:

ABSENT:

Board Members

- *Robbie Gentry*, President
- *Terri Cadman*, Vice President & Standards Chair
- *Clay Thurston*, Member-at-Large
- *Dick McGee*, Treasurer
- *Kathy Aycock*, Secretary
- *Molly Durr*, Past-President and Historian
- *Jim Gentry*, Member-at-Large
- *Kathy Seely*, Member-at-Large

- *York Havercamp*, Scholarship/Education

Support Members

- *Karen Noggle*, Show Director
- *Alex Conner*, Marketing Director
- *Jane Sharp*, Bookkeeper

- *Jackie Mirzadeh*, Membership Chair

Members Present (Gallery)

- *Ann Lacava*

TREASURER'S REPORT—*DICK McGEE*

- **Cash Assets.** *Dick* explained the significant numbers and their implications of the cash assets page of the Treasurer's Report. This included the amount in the bank and the payout in salaries.
- **Payment of Invoices Related to Show.** *Dick* said there is substantial outgo in cash flow during the month of the show. He said that some of the bills will be paid after the show up to 30 days. A variance report shows that some of the show costs have been paid.
- **Fall Show Office Funds.** *Dick* reported that the day of set-up for the show—Thursday, November 11—is a holiday, Veterans Day. Banks will be closed; therefore, office funds for the show must be acquired from the bank on Wednesday, November 10. He requested that the board allow and witness the signing of a blank check so that he may get the necessary cash and place it in the Guild safe in the office of the Jacobs Building on Wednesday. It was noted that this is at variance with the Guild's established policy of no blank checks but was deemed the most workable solution to the problem in this special case.
- **Acceptance of Treasurer's Report.** *Kathy Seely* moved to accept the Treasurer's Report. *Terri* seconded, and the motion carried.

REMINDER ABOUT THE TAX NUMBER—*JANE SHARP*

As a 501-C3 organization the Foothills Guild is tax exempt. When a member is making purchases for the Guild, she or he should get a copy of the tax-exempt form from Jane Sharp and present it to the vendor.

MARKETING REPORT—*ALEX CONNER*

- **Advertising.** *Alex* presented the full media plan for the show, some of which has already been in effect.
- **Donation Box.** *Alex* revisited the suggestion that the Guild purchase a clear display box for cash donations. The box would be on display at the fall show and other Guild-related functions, such as First Fridays. She presented two options: (1) A nice box secured on a stand for \$169.99 or (2) a less expensive box without a stand in a price range of \$25 to \$50. Discussion ensued about costs and appropriate line items. Molly and Terri volunteered to buy the less expensive box. Any monies donated would be considered under Friends/Miscellaneous Operating Income. Jim moved that this be carried out. Molly seconded and the motion carried.

Dick was designated to be in charge of the box at the show. He will empty the box, count the money, and deposit it.

FALL SHOW REPORT—*KAREN NOGGLE*

- **Booth Spaces.** *Karen* reported that nearly all booths are filled. She has invited guest artists to take the remaining booths. Possibly two booth spaces will be empty and converted into extra aisles.
- **Fall Show Fee Deferment.** Due to a death in her family, *Jackie Mirzadeh*, will not be able to participate in the show. Jim moved that her booth fee be deferred to next year. Terri seconded and the motion carried.
- **Party on Friday Evening.** Live music has been scheduled. Drinks will include a non-alcoholic fruit punch and a cash bar with beer and wine. The concessionaire will add a pasta bar to the veggie bar. The menu will also include meatballs, antipasto tray, veggie tray with dips, spring rolls, a fiesta spread, stuffed mushrooms, chips and dip, fruit and cheese, and cookies and brownies. The food will accommodate 80 people. Tickets (\$7 per member) will be for sale only on Thursday, November 11.
- **History Booth.** *Molly* will lend the walls for her booth set-up for the Guild History booth. They will accommodate the framed posters and flyers of yesteryear. There will be scrapbooks on tables. Ann Lacava agreed to shepherd efforts to find volunteers for manning this booth.
- **Name Tags for Show.** *Dick* is in charge of making name tags for volunteers, guest artists, office staff, etc.
- **Walk Through.** Terri is in charge of organizing members in various media categories for the Thursday evening walk through.

FEBRUARY SHOW—A volunteer sign up sheet was sent around. More will be discussed at future meetings.

FALL MEMBERSHIP MEETING—Robbie requested that people submit material to her for the agenda of the membership meeting on Sunday morning (November 14) of the last day of the show. It will be a pot-luck breakfast meeting beginning at 8:30 am.

ADJOURNED—Meeting was adjourned at 8:46 pm.

NEXT BOARD MEETING—6:30 PM, WEDNESDAY, DECEMBER 8, 2011.

If you have something to present, please contact *Robbie* to get on the agenda.

Respectfully submitted December 2010 by Kathy Aycock, Secretary