

## **Long-Range Planning Committee Report From Executive Board Focus Group Meeting**

*October 18, 2013*

### **Budget (Chapter Presidents)**

**ISSUE:** Chapter Treasurers (and E-Board members) cannot respond to member questions about the budget because it does not clearly show expenses and income by function. Money earned from Programs goes into General Fund, not back into Programs.

#### **ACTION STEPS**

- 1) Teresa Hatfield (Guild Treasurer Nominee for 2014-2015) will investigate various computer programs for accounting with input from the Guild CPA and present a recommendation to the Executive Board. Such a program will enable critical reports by function and provide a generic type of file for easy opening and complete monthly reports. This program should be capable of formatting reports in such a manner as to facilitate the budget process as well as provide a clearer understanding of spending to Executive Board and general membership.
- 2) Chapters must continue to report charitable giving to the Guild Treasurer annually to maintain not-for-profit status of the organization.
- 3) No outside accounting service is needed at this time so long as the Guild has volunteers with accounting skills and experience to become treasurer. Besides, adding another layer would complicate reimbursements.
- 4) Credentials for future candidates for the position of Guild Treasurer should take into consideration experience the accounting and use of accounting software.
- 5) Bylaws should be amended to include budget reviews of all Chapter treasuries.
- 6) The Guild Treasurer should investigate making the calendar/budget/audit cycles coincide to the same timeframes and make suitable recommendation/s to the Executive Board.
- 7) The Guild Treasurer should reach out to Chapter Treasurers and Standing Committee chairs to seek input before convening the required meeting of Chapter Treasurers to draft the two-year budget for Executive Board review and approval.
- 8) The Guild should create a new Charity Standing Committee to monitor charitable giving and eliminate duplication of effort.

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### **Executive Board Function (Chapter Presidents)**

**ISSUE:** Tuesday afternoon is a conflict for Allamanda, Bradenton and now, Big Cypress; just as daytime Guild meetings are difficult for Patchwork. Currently, almost every Chapter misses at least one meeting a year because of a Chapter retreat or bus trip. As numbers increase there is less time for interaction/sharing ideas to improve how the board operates.

#### **ACTION STEPS**

- 1) The Executive Board could possibly meet on Monday afternoons to allow all Chapters to report to membership right away; need to check with Recreation Department for a room. Recommend staying with the third week of the month.
- 2) Consider changing room layout to a U-shaped table arrangement; and mixing up seating assignments.
- 3) When members speak, it would help to have a microphone; and/or stand up and identify themselves with name and Chapter.
- 4) The Agenda is good; members should let the President know ahead of time if they want an issue included, be it a concern, a challenge or something else to be discussed.
- 5) The Executive Board needs input from Chapters re: activities, what's working, or not; and general suggestions.
- 6) Executive Board meetings need to be streamlined to discuss issues, rather than as a way to only listen to updates of Standing Committees.
- 7) Include an Open Forum at the beginning of meetings for accomplishments and celebrations.
- 8) Encourage Chapters to bring an additional person to Executive Board meetings to have additional input and help members feel involved; must have two reps or replacements when necessary, as stated in the Bylaws.

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### Facilities (Chapter Presidents)

**ISSUE:** ...[Clearwater at SeaBreeze] is too small; different types of recreation facilities have different constraints about everything from number of electrical outlets to lighting and lack of storage; big difference in amount of free photocopying that can be done at recreation centers; even whether there is coffee, or not.

**From the Chapter Presidents Focus Group, Vision for the Future:** The “Guild will have a space to call its own, whether rented or owned, to include: good lighting and enough electricity as well as room for: education, large spaces for workshops, classes and bees; library for books and rulers; long-arm machine (or two) with teachers; rooms to display quilts and hold meetings; a shop or boutique for members’ goods; and storage space large enough for programs and showcase.”

#### ACTION STEPS

- 1) It is a wonderful idea to have a dedicated space for Guild activities BUT we need a lot of information before proceeding to the level of bringing such an idea to the general membership. First step should be to create a Fact Finding Committee to explore the costs and feasibility of a Guild-funded space. This committee would:
  - a) create a Subcommittee to explore costs of an area in The Villages (e.g., commercial sites, storefronts, etc.);
  - b) create a Subcommittee to meet with The Villages Woodworkers Club to discuss how they formed the Wood Shop and how they operate  
[\[http://www.thevwc.net/vwc/TheVWC/JoinTheVWC.aspx\]](http://www.thevwc.net/vwc/TheVWC/JoinTheVWC.aspx); and
  - c) brainstorm how to pay for such a facility through dues or other fundraising activities.
- 2) The Fact Finding Committee will submit a written report and make an oral presentation to the Executive Board for review and discussion prior to presenting ideas about a proposed facility to the general membership. That report should include information gathered by its subcommittees to reflect the size of a suitable facility; and the costs associated with one (from insurance to electricity, etc.).
- 3) The Guild already pays an annual storage fee and has set-aside funds for self-insuring materials warehoused for the Showcase and other Guild activities. That money could be used to pay for rent on a facility with space for workshops and classes.
- 4) Chapters are having trouble getting rooms for all-day quilting events and the Program Committee has difficulties getting rooms for all of the workshops and in-house classes that we could provide to members.
- 5) Chapters/members also pay for retreats each year that could be held in a Guild-only facility for a moderate fee that would represent there would be no need for overnight accommodations.

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### **Volunteer Organization (Chapter Presidents)**

**ISSUE:** As an all volunteer organization, both the Guild and Chapter officers have a need to enlist members for numerous tasks during the year. There is little or no succession planning, especially for one-person jobs (MarketPlace, Membership and Website) despite committees who help or interact with chairs. Are current procedures working, or not; how can it be improved and what training is needed?

#### **ACTION STEPS**

- 1) Enlist volunteers on many levels by knowing our members. An informational questionnaire at the **Guild level** would let us know what our members have done in the past – what is their skill level re: quilting – and what activities they would be comfortable volunteering for.
- 2) At the Chapter level, some have structure for officers and committees, some do not – all seems to be working for the Chapters.
- 3) **People tend to not volunteer for things they think they don't know how to do.**
- 4) The Guild needs to provide a rule of succession for jobs like Webmaster, MarketPlace and Membership which are largely accomplished through individual action. Do the Bylaws need to be revised to outline a procedure – either through shadowing or a written procedural manual or a shadow? At a minimum: MarketPlace must have a procedural manual and/or shadow; the Webmaster needs a backup and/or should be considered to be a paid position; and Membership should have a procedure manual.
- 5) Discussed the possibility of asking some of the E-Board Members-at-Large or general membership to serve on E-Board committees, such as the Bylaws Committee.