

WGB Board Meeting
April 15, 2020 via Zoom

Online via Zoom: 10:30 AM – 2:00 PM

Attending: Carol McClennen, Linda Snook, Beth Guertin, Diane Chaisson, Cindy Gimbert, Hetty Friedman, Eileen Crawford, Julia Flanders, Frann Bennett, Sue Knowles, Pat Vinter, Nancy Flood, Marty Rossman, Caroline Ronten, Helen Sandoz, Ginny Hamilton, Sara White, Susan Pippin, Marni Smith

Carol McClennen called the meeting to order at 10:30 AM.
Cindy Gimbert summarized the December minutes.

Announcements

Hetty Friedman will be interviewed by Jared Bowen, WGBH's Executive Arts Director, on his Lunch Hour Live podcast.

<https://www.wgbh.org/boston-public-library-studio/apr-15-lunch-hour-live-fiber-arts-during-quarantine>

In addition to speaking about her work, Hetty plans to talk about WGB and our 100th anniversary. Hetty's contacts with Jared Bowen and the show's executive producer (Linda Pollock) may be a good source of future publicity for the 100th anniversary and the annual sale.

Linda Snook suggested postponing the May meeting due to the pandemic to a time when the church is open and we are able to congregate. Beth said we are booked to have a meeting the second week in June at the church if the church is open, but that seems unlikely. It was agreed that we would cancel the May meeting. It was suggested we look into having virtual meetings and workshops so members get the benefits of membership and keep connections. Discussions of the difficulty of learning to teach online were discussed. Some types of workshops might be able to be done online. We would need to talk to workshop leaders and evaluate. Morning workshop people could evaluate this. A social lunch hour meeting would give a chance to maintain connections and practice using online skills. It was suggested people send in favorite drafts and project photos in to put on Facebook or the website and that the guild collect stories of weaving done during the pandemic for a notebook, with an eye to engaging members more on the website and memorializing this stay at home time. Guild email

blasts could encourage people, when online, to go to our advertisers' websites. The guild could encourage people to share photos of their weaving artwork through the Guild's Instagram. An easy way to start online programming would be having our speakers use the share screen option on Zoom to give their talks. It was suggested we build time into September meeting for awards and acknowledgements usually done at the May meeting. Carol McClennen will send out a blast cancelling the May meeting with info on renewal.

Treasurer's Report - Beth Guertin

1. The \$70,000 CD, which came due in February, was rolled over for 3 months. The board approved that Beth keep the money together and make the next reinvestment decision when the CD comes due in May, based on the most beneficial interest rate and time period.
2. The liability insurance for all board directors and officers has been paid up through the next year.
3. The guild received a second check from Halcyon for a total of over \$150 in rebates from members' purchases.
4. Beth reviewed the budget, which is available in the guild notebook.

a. Membership/website

The teacher/commission weaver listings dropped significantly last year from previous years. **Helen will make it a one-stop process on the website to renew membership and pay for teacher/commission listing**, a measure that is expected to increase the listings and help with the budget. Frann will email Susan to see if she can send out an email to all members who had teacher/commission listings with a link for renewing the listing and membership. Helen suggests the email go out just prior to the July 1 when online renewal opens.

Donations/contributions were also down from previous years. The budget reflects both of those categories lower amounts.

1. **Annual Sale's profits are used to pay for the afternoon speakers and the education grants. If we were not able to have a sale due to public health concerns, funds from savings**

will cover the speakers. As the budget now stands there would not be enough money to cover Education grants. However, it was suggested that the grants be funded as the budget permits and if there is need. The sale committee has requested (and it is part of the budget) purchasing barcode software and scanning equipment. Based on the economic climate, Beth would recommend not spending the money for those expenses at this time. Nancy, Sara, and Marni suggested that this equipment is something needed eventually, but given that the November sale may be at risk due to the virus that this is not the year to make the purchase. Beth agreed **barcode software and scanning equipment is needed but this is not the year to purchase it.** Postage for mailing 1200 postcards is \$420 (0.35 each) hence the postage amount in the budget

2. Education – Morning Workshops, Afternoon Speakers, Special Workshops

Beth proposed increasing the mileage reimbursement for non-guild members to the IRS rate of \$ 0.57.5 per mile from what we now pay of \$ 0.40 per mile. The Morning Workshop committee plans to look at distances teachers travel and number of paying students per workshop, with the goal of managing the monthly combination of local and travelling teachers to balance travel expenditures with workshop fee income generated over the year.

MOTION

Beth Guertin moved, Linda Snook seconded, it passed unanimously that:

The Guild will increase mileage reimbursement for all the educational speakers to 57.5 cents per mile.

The Long Range Financial Planning Committee had decided that WGB needed to increase the morning workshop rate to \$25/\$28 and \$30 non-member. Based on the economic climate Beth did not put the increase in the morning workshop budget. She hopes workshops will fill resulting in more money. Lunch budget was increased to \$15.00 for afternoon speakers.

3. Hospitality – Both coffee urns are not working. Kathy and Beth discussed the situation and we feel that WGB should purchase a commercial grade Keurig machine. The concern was the K-cups. There is a company that provides a box to return used K-cups for recycling free of charge. This change is in the budget.

MOTION

Frann Bennett moved the following, seconded by Julia Flanders, and passed unanimously

The Guild will buy a commercial Keurig that makes both coffee and tea.

4. **Yarn Table** –The budget reflects the lack of sales based on this past year. The amount the guild receives increases when we inherit a member’s inventory and 100% goes to WGB. The budget reflects just what members bring in and the lack of sales . **It was agreed the guild will have only two yarn table sales this year, one in October and the other in April.**
5. **Samples** – Based on the lack of interest in weaving the samples, Beth recommends that WGB put a template on the website and ask members to add an additional 6” to their warps to weave a

sample that would go to the guild library. **It was agreed the guild will move to a digital sample with accompanying informations.** Specific distribution of all digital samples will be decided after further discussion. All samples with information could be compiled into a book which could be purchased by members for the cost of printing, binding and postage or put into a calendar or displayed on the website. In addition, certain samples may be featured in the Bulletin. **Caroline's question about how the guild gets new members was tabled to a later time.**

MOTION

Carol McClennen moved, Susan Pippin seconded it, and motion passed:

Physical sample pages will end as of Spring 2020 and WGB is moving toward a website-based format.

Membership (Frann Bennett)

As of the December board meeting, the Active Members List (pdf) on the website is being updated in real time by Frann. (The Master Membership Database from which the pdf is updated is in Dropbox with limited access.) Membership fees will remain the same. Email blasts will go out in May and June about online membership renewal starting in July. An email will also be sent to commission weavers and teachers about renewal.

The guild has 246 members, down from 258 members at this time last year. Further membership data is available in Frann's annual report on the website.

Nominating (Susan Pippin, Eileen Crawford)

The list of proposed candidates for Board openings for 2020/2021 will be sent as a ballot to the general membership (including to the 16 full members who get printed Bulletins) to vote since the May meeting is canceled. Eileen reported that the by laws allow for electronic voting. The email will be sent out by May 4 with a deadline of voting by May 11. Carol will indicate that the vote will take place by email in her May blast. At the next Board meeting, the committee will present the results of the vote. The committee will also send a summary blast to the membership.

It was suggested that Ute be contacted to see if she would like to do logistics again. Caroline Ronten graciously agreed to continue as the chair of Outreach, but the guild will continue to look for a replacement since Caroline also chairs Public Relations and would prefer to chair only one committee.

Per the Nominating Committee's Annual Report, the proposed candidates are:

Officers (Elected)	Person	Term Ends
Proposed Officers for 2020-2021		
Associate Dean	Eileen Crawford	2022
Corresponding Secretary	Hetty Friedman	2022
Standing Committees (Elected)		
Standing Committees 2020-2021		
Annual Exhibit and Sale		
2nd Assistant Chair	Carol McClennan	2023
Bulletin		
Chair	Diane Chaisson	2022
Education		
Assistant Chair	Pat Vintner	2022
Librarian		
Chair	Joanne Germaine	2022
Nominating Committee		
Chair	Susan Pippin	2021
Assistant Chair	Susan Broadmeadow	2022
2nd Asst. Chair	Manon Pelletier	2023
Outreach		
Assistant Chair	Jane Moore	2021
Public Relations Committee		
Social Media	Marni Smith	2022
Web Site		
Chair	Helen Sandoz	2022
Yearbook		
Chair	Sue Knowles	2022

Morning Workshops (Ginny)

Ginny reported a few minor changes to the proposed workshop schedule. Gretchen Tanzer's workshop will move to September. Beth will be doing a quick intro to the guild challenge during the September meeting and answer questions on the challenge during Weavers Helping Weavers, instead of doing a September workshop on the challenge. Information will be passed to Linda, who will review it and send it for website posting. Linda suggested adding the following to the February meeting for people who aren't taking the workshop: a guild library video; discussions about the guild challenge, the 100th Anniversary, and samples for the library. Ginny said the February meeting would provide a chance for members to chat and meet with each other. Presenters are sending in signed contracts and photos in a timely fashion. Fiona Daley will be coming from London; Linda is waiting to hear back on whether Fiona will be able to come given the COVID-19 situation.

Special Workshops (Linda)

The guild has two special workshops this year: 2 day September ikat dyeing and a 3 day workshop in March on using one warp for many structures.

Registration will open July 10 for the ikat dyeing. It is important to know at least 30 days in advance how many people will be enrolled in the workshop.

Deadlines (Carol)

Carol reminded the board of the following deadlines:

June 15 – Deadline for submission of education information (morning workshops and afternoon speakers) to Eileen, the

Associate Dean Class registration on the website starts August 15.

July 1 - July 15 –Deadline for submission of education information to yearbook for publication and website and yearbook, the earlier the better

July 10 – Special Workshop Registration opens

August 1 – Deadline for submission of sales information to website

August 1 -15 – Deadline for advertisements to bulletin and website

August 15 – Class registration begins on the website

Email is the best way to submit your information (e.g. the education form) for ease of the website and bulleting chairs.

Membership Survey (Linda)

The guild didn't do a survey last year because the website was new. Linda proposed conducting a survey this year on the website, which might include volunteer opportunities, ideas for classes and workshops, and volunteers to house teachers. Helen and Linda will discuss how to incorporate survey questions and the information collected on the membership form (loom information, etc.) most efficiently on the website. Suggestions included: if the survey were to become lengthy, separating the survey and renewal process to make renewal faster and easier; using a digital survey tool (e.g. Survey Monkey) to allow easy collation and compilation of data. Helen mentioned that there were two purposes here: making changes to information the member wants published in the yearbook and finding out what the members want. Linda will take responsibility for the survey. You may email suggestions to her. Linda will consider suggestions and determine the best way for collecting the information.

Annual Exhibit and Sale (Nancy)

1. The Sale Committee will create an information sheet on both the AIC and the Guild to put in the bags next year.
2. The rental contract specified the guild rented the conference room and the two larger rooms. The central area we used for checkout and exhibits was not part of the space we rented. Therefore, fact that the AIC had their promotional material there was not a problem. We probably won't have an exhibit next year because the pieces woven for the Charles River exhibit should not be hung before that exhibit, so having the exhibit in the hallway is a non-issue. Next year would be just a sale and two displays about the 100th Anniversary exhibits at Charles River and the Fuller.
3. The Annual Sale Summary for 2019 was submitted.
4. Issues regarding the future of the sale in the COVID-19 world:

How and when will the decision about whether or not we will be able to hold a sale (due to public health concerns) be made? No decision was made. It will be discussed in May.

Considerations include: need for an email to AIC to inquire about their opening; planning should continue as if we are having the sale remembering that many of the expenses come well before October; even if the event is held, we should plan there might be a downturn because people may be hesitant to come out; publication in the yearbook of the expected date for the sale (the same weekend as the library sale) .

The board discussed the possibility of an online sale. Logistical challenges of an online sale include the distribution challenge of one person to have central location, postage and mailing responsibility; the guild website has the capability for an online store; we could link people who want to buy woven items to WGB members' online stores and then the sellers could contribute back a portion to the guild.

The online sale idea needs to be pursued. It was suggested we hold a training for our members how to participate in an online guild (e.g. Zoom workshops). Eileen volunteered to work with Martha and anyone else who would like to work on how the guild will move into the future if we need to move more activities online. The subcommittee will present to the May meeting.

Suggestions can be sent to Linda.

At the next board meeting May 27, we will discuss these issues and whether an additional meeting is needed.

Yearbook (Sue)

Sue suggested and it was approved that we print the yearbook one more year and then review the decision again next year. The printed yearbook fees cover the cost, but with little profit. Beth emphasized that new members should be made aware that all material is online and constantly updated and that it can be printed at home. The guild-printed version becomes outdated immediately. This final yearbook could highlight the 100th anniversary.

Public Relations (Caroline)

Caroline is writing articles for *Handwoven* and *Shuttle, Spindle and Dyepot* highlighting the guild's 100th anniversary.

The *Handwoven* article will discuss taking music into weaving, highlight some weavers and their weavings, and talk about their process. Caroline will make sure she has photos of the music scarves for the article before the woven pieces go to the museum. The deadline for the article is September 2021. The 100th anniversary date information will be in the What's Happening section of *Handwoven*.

For SS&D, Caroline is doing an article on the history of the guild and possibly a second article on well-known WGB weavers present and past. Caroline would like suggestions for sources for well-known WGB weavers over the past 100 years. The deadline for the article is February 2022 for April 15 publication date.

Early in its history, WGB worked with the MFA School, the Women's Educational Industrial Union and the Boston Arts and Craft Society. Caroline is pursuing the records of the Women's Industrial Union's relationship with the WGB which are now held at the Harvard Museum. She has been in touch with the librarians about getting early records.

Beth reported that Handweaving.net has *The Weaver* (under *Weaver* on Handweavers.net) Vol 4, No 1, January 1939 article entitled "The Weaver's Guild of Boston" which has an article on page 7 about the WGB and an exhibit they had at the Women's Educational Industrial Union.

<https://www.handweaving.net/document-detail/586/-weaver>

Next year's guild challenge will be devoted to WGB's founding weavers.

Diane mentioned that the guild library has the 4 inch binder which she put together on the history of the guild, (a "remarkable resource", says Beth).

Old Business

Helen reported that the website has a box where you can subscribe to the website. She suggested that something should be done with the names. It was suggested that there should be more coordination between the website and social media (e.g informing people they can get updates and further info on Facebook and Instagram). Helen suggested the public relations committee could send an email to the people who sign up to subscribe to the website. Helen keeps a list of the names. It was suggested that sale information be sent to those people. The website box will continue as it is for now without further action at this moment.

The board gave Carol a round of applause and many thanks for her service and excellent work as Dean before she adjourned the final meeting of her term.

The next meeting is May 27. Adjourned 2 PM.

Respectfully Submitted,

Cindy Gimbert, Recording Secretary