

WGB Board Meeting May 28, 2014  
Beth Guertin's House, Waltham

Dean Susan Targove called the meeting to order at 10:20

Susan started by stating that she is a task oriented, list maker and passed around the following materials:

Agenda for the meeting,  
WGB Goals and Projects-4 pages,  
WGB Policies and Procedures-3 pages,  
WGB-Job Responsibilities-8 pages.  
WGB- Document Ownership List-2 pages  
WGB-Calendar-5 pages.

Susan would like to answer emails and phone calls within 24 hours should she be contacted with any questions. Communication for all should use the yahoo WGB board group.

The survey taken a couple of months ago was helpful for new ideas, and to find out members interests, learn from other guilds, reports and numbers to see trends and compare.

-Contact List: Good to print out for your own use. Officers and standing committee are the only ones who can vote.

-Job Functions: lists what each job includes, revise as necessary. There are many jobs that their interactions depend on other people's jobs.

-Document Owners: A list tracking down who has what, files, contacts, information. The historian only keeps the last seven years of documents.

-Open Jobs:

NEWS: July 9-12 , Guild table needs help!

Host/Greeter: needed monthly to help new members, (can be the same person, or different person each meeting).

Publications Planning: if and when we reprint monographs or other informative curriculum, (2 members needed).

Long Range Planning: 1 more person needed. IBM for an award? Monetary awards-general fund? If dividend are taken out- then need to pay taxes.

Technology Committee: possible paypal renewals or payment on line.

Awards: possibility of ordering enamel pins for recipients.

Study Groups: Ginny Longley, co-ordinator needs assistance, perhaps from Judith Shangold. These groups will be for members only and the groups will organize their meeting times, leader and focus.

-Calendar, Items for next Bulletin, Website update schedule, Generic contact emails:

According to the bylaws the next Bulletin is meant to go out after the May meeting. Sale information should be in the May and August issue. The website needs to include the sale information, Education -with a new template and guidelines for information to be put in- The website is harder to put the information in the the proper way as well as different than in the Yearbook. The Bulletin, Website and Yearbook must have the same information.

Blasts should go out 14 days before the next meeting. Workshop information to be included as well as the new fees for workshops- \$18 in advance or \$23 if registration fee is postmarked less than 10 days before the workshop.

-Projects and Goals:

Meetings need to be more fun, programs more exciting, focus on membership and more outreach.

Can speakers be paid by Education Fund?

Raise instructor fee for Morning Workshops?

A motion by Carol McClennen, seconded by Dianne Chaisson, for fee to raise from \$100 to \$150 was placed. After discussion including milage fees, contracts already out for this year, % of fees paid by Annual sale- the motion was tabled pending further discussion.

Programs- Need a core curriculum to help with ratings, perhaps one morning workshop class per meeting to include one of the core curriculum concepts. Support for ratings, have a mentor to work at your own pace, complete pieces not necessarily in order.

Meetings- Prioritize the business meetings. more signage, sign in of attending members, assignment of greeters to have a host greeter at each meeting and give new members packet, whiteboard out with info, bulletin board with important information, shows, openings, new yarn shops,

workshops etc.

Outreach and Publicity- Where does outreach stop and publicity start?  
Outreach should coordinate to pick up the publicity rack cards and bring to events, demonstrations. The events should be put into the event calendar, blasts, at meetings.

Convergence will have rack cards, monograms, books at WEBS booth. We should have a card (paper) which has a "save the date" for our Annual Exhibit and Sale.

-Other Projects:

Education Grants needs more publicity so that members can apply.

Yarn Table: every 24 months only.

Next Board Meeting to be announced after a small polling for best date.

Meeting Adjourned at 1:30

Respectfully submitted,  
Mara Taylor, Recording Secretary