

Michigan Fiber Festival  
Board Meeting Minutes  
November 18, 2018  
Rutland Township Hall

Board Members Present: Liz Stout, Nan Nichols, Kelly Brandt, Juanita Manning-Walsh, JeanAnn Wahl-Piotrowski, Karen Cote', Melissa Powers, Jana Rolston, Cynthia Ernst (via face time)

Office Staff Present: Sue Parker-Adams, Sue Pufpaff

Guests Present: (?) Liduina Fedewa, Naomi Wilson, Heidi Bukoski

Called to Order at 1:18PM.

Minutes from October meeting: motion to accept with corrections by K. Cote', second by L. Stout. Carried

Financial Reports/Actions

Treasurer's Report: Motion to accept as presented by J. Manning-Walsh, second by K. Brandt. Carried.

Motion by K. Cote' and second by L. Stout to transition to a calendar year for finances with transition year being October, 2018 to December, 2019 (15 months) including required change in Bylaws and registering change with state of Michigan. Carried.

Budget: Last fiscal year Budgeted Income \$88,935, Actual Income \$108,773.95. Budgeted expenses \$94,942.20, Actual expenses \$93,987.51.

Draft budget presented and discussed by line item. Codes have been removed to make sense to current office staff and treasurer. Draft budget is a 15 month budget. Adjustments made to computer copy of budget as discussion occurred. Motion to approve Oct. 2018-Dec. 2019 Budget by L. Stout and second by J. Manning-Walsh with budgeted income of \$104,593, budgeted expense of \$98,737.50, budgeted profit of \$5855.50. Carried. During this budget discussion an additional motion by J. Manning-Walsh and second by M. Powers to add \$100 for miscellaneous expenses to Hospitality Committee was made and carried.

Office Report: Presented and placed on file.

Old Business

K. Brandt: 2 copies of Director & Committee Chairs Manuals in draft form are available for final review.

Access to Documents: Motion by K. Cote' and second by K. Brandt to provide password protected internet access to board members and committee chairs for the following confidential documents: (carried)

- Directors Manual and Committee Chairs Manual
- Office Reports
- Financial Reports
- Board member and committee chairs list and contact information
- Budget
- Form for request for funds

The following forms are public documents and are placed on MFF Website:

- Meeting Minutes
- Meeting Agendas
- Timeline
- Bylaws

Winfair Program: Tabled by S. Parker-Adams until future meeting.

#### New Business:

Late Fees and Gate Fees: Tabled by S. Parker-Adams until future meeting.

Festival Hours for 2019: Motion by K. Cote' and second by K. Brandt to have vendor hours 10-6 on Friday and Saturday and 10-4 on Sunday. Carried.

Email addresses: N. Wilson asked if rather than using personal email addresses committee chairs can have an [XXXX@michiganfiberfestival.info](mailto:XXXX@michiganfiberfestival.info) email address so that they are not required to publish personal email information. Discussion - we are to consider pros and cons and will return to discussion of this request in 2019.

#### 2019 Board Election of Officers:

- President - J. Manning-Walsh nominated. Approved
- Vice President - C. Ernst and K. Brandt nominated. K. Brandt rescinded. C. Ernst Approved.
- Secretary - K. Brandt and J. A. Wahl-Piotrowski nominated. Vote by secret ballot. J. A. Wahl-Piotrowski Approved.
- Treasurer - K. Cote' nominated. Approved.

S. Pufpaff requested addition to agenda regarding discount for Level 3 members. Motion by L. Stout and second by K. Brandt to provide discount on registration for level 3 members who register during early registration. Motion amended by L. Stout and approved by K. Brandt to provide 10% discount of workshop fee(s) up to maximum of \$20 for level 3 members who register during early registration. Carried.

#### Committee Reports

Workshops: M. Powers reported that 160 workshops proposed. Can offer 64. Letters of confirmation and regret will be mailed Nov. 19, 2018.

Office Process: S. Parker-Adams needs to be in information flow to be able to accurately do her job. Be sure to include her in email communications regarding MFF and respond to her when she asks for response. If multiple topics are to be addressed via email each topic should be in a separate email with the topic in the subject heading.

Adjourn: Motion by K. Cote' and second by K. Brandt to adjourn at 3:26PM. Carried.

Next Meeting: January 20, 2019 @ 12:45, meeting to begin at 1PM @ Rutland Township Hall.

Respectfully submitted: J. Manning-Walsh, Secretary.