

DESERT FIBER ARTS
FINAL BOARD MEETING MINUTES
APRIL 19, 2025

A regular meeting of the board of directors was held at the Desert Fiber Arts studio, 101 N Union Street, Suite 208, Kennewick, WA on APRIL 19, 2025.

The meeting was called to order by president Kareena Anderson at 1:07PM.

Attending today's meeting: President Kareena Anderson, co vice presidents Breanne O'Hare and Nancy Klotz (zoom), Secretary Ord McConaghy, Past president Betsy Dickinson. **We have a quorum.** Also attending were: Era Tschebotarjew, Susan Schmieman, Wendy Hahn, Carol Kaminsky, and Lisa Sage

The **next board meeting will be May 17th at the studio 1-3PM.** The annual meeting will be on May 31, 2025 when will have a transitional meeting afterwards.

Betsy Dickinson moved that the March meeting minutes be accepted, Sue DeMerchant seconded the motion: **MOTION PASSED**

REPORTS

President: Kareena Anderson reports that she is getting odd email that is addressed to the treasurer. A short discussion ensued. The landlord is asking for a certificate of insurance. This needs to be sent directly from the insurance company. Nancy Klotz mentioned that she will need a certificate of insurance for the farmers market as well.

Vice Presidents: The annual meeting is May 31st at the Richland library 9:30 – 1 PM. 1Volunteers are needed to organize a fashion show, set up, and decorations.

There will be a pot luck and a drawing for door prizes. The annual ballot will be coming May. The ballot includes a slate of officers, the budget, and a change in the wording on the policy regarding general meetings. There were \$110 worth of raffle tickets sold at the quilt show. We received lots of positive comments on our booth and we had lots of demonstrators.

Treasurer's report:

STCU operation account	44,184.77
STCU awards account	3,364.96
STCU debit card	500.00
Total Bank Account:	48,049.73

Secretary no comment

Past President: no comment

Members at large: Sue De Merchant reports the Afghan (for the fall sale) probably will not be completed by the end of May. White board: items on the website calendar need to have contact numbers. We need to double check the detail on the website calendar. Items on the website calendar should have the infor@desertfiberarts.com email. White board is for DFA regular activities. Are we participating the 'Fiber with a Twist' this year?

DECISIONS and APPROVALS

COMMITTEES AND PROGRAM REPORTS

ANWG: Nancy Klotz and Karyn Watson have scheduled a booth planning meeting on April 26 at the studio.

Big Weave: We are still moving forward despite the other group from Canada. It is IMPORTANT to keep quiet about this project.

Bilingual study group: not making any progress. This has been put on hold.

Study Groups: we no longer have a Band Weaving or Felting study group

Strategic Planning. This committee met twice. Betsy Dickinson reports the committee came up with a working mission statement, it is a bit awkward so it needs to be polished but is a starting point. The committee identified some of our strengths: strong organizational structure, outside the box thinking, open to new ideas, positive interactions, good volunteers, positive financial standing, good communication structure, teamwork; projects, healthy equipment inventory, library, have a studio, member resources, longevity of the guild and members, membership numbers are stable, high visibility and exposure in the community, and grants. Some weaknesses of our organization: not enough members who volunteer, lease is not guaranteed, money in savings could be put to better use, , Not doing outreach (we tend to wait to be asked to do things in the community), lack of written procedures, unaware of hidden talents of our members, isolated institutional knowledge, public awareness of our skills and impact on community is low. No further action was taken today.

Membership: we now have **154** members

Grants: Nancy Klotz has signed up for The Paul Allen grant presentation and will record it. Anyone wanting to watch this presentation needs to contact Nancy.

Fall Market: There is a planning meeting on May 18th. Wendy Hahn report that we have only 7 road signs left. It was suggested that a Blast be sent out to see if members have a sign stored at the residence.

ECO friendly Group: Susan Schmieman reports that there will be a “green star award winner at the general meeting in May. The green star award program is run by Jeanette Mendell.

Community Outreach: Breanne O’Hare has set up 3 events in the community. These events are basically demonstration, bring a project and answer questions. Last Friday Breanne did one of these events by herself.

Website: Carol Kaminsky encouraged us to ‘join’ the test website and play with it; try to trick the program, maybe forget your password. We want to put this test website to the test so it will be ready to be use on the regular website for the

2025/2026 membership. Our current website is using some plug-ins that are out-date, cannot be updated, too costly, or they could be replaced with a better version at a better cost. It was agreed that Carol and Terri, the webmaster, may forge ahead to improve our website using better plug-ins that better fit into our budget.

Workshops: Sue De Merchant discussed the \$1,400 of the PA grant that we designated for DFA workshop/classes. At the time of this agreement she recalled that there was a discussion of setting up a workshop payment plan that included paying back some of \$1,400 to keep this fund alive, so the money did not completely disappear and to include some funds to support the general DFA budget in the total cost of a workshop. Betsy Dickinson will read through the minutes to get the actual motion, so we know exactly what was agreed upon.

In a follow up email Betsy clarified by quoting the minutes of the past board meeting: "GRANT MONEY- The Paul Allen grant of \$2800 is unrestricted. How shall we use it? A discussion on the theme of using a portion of this money to subsidize workshops expenses. It was moved by Betsy Dickinson that we set aside \$1400 of the \$2800 to fund education activities of DFA sponsored activities. Seconded by Cathy Porfillio. Motion Passed." Betsy mentioned in this email: There is no mention of maintaining that money by paying back into it through workshop charges.

Constant Contact Email: Nancy Klotz talked about our plan with the constant contact contract. We usually pre-pay at the beginning of the year to get a 30% discount. The next billing is around the 15th of May. Our new rate is \$55/month as we are now in a different tier, (501 members or more). Betsy Dickinson moved that we renew the constant contact contract and the annual prepayment, the motion was seconded by Breanne O'Hare. MOTION PASSES.

UNFINISHED BUSINESS

Treasure's Job description: Betsy Dickinson wrote out a job description for the treasurer's position. We reviewed the document and discussed it. Ord McConaghy moved that we accept this job description as written, Sue de Merchant seconded. MOTION PASSED (see this job description on the last page)

Budget: Betsy Dickinson presented the 2025/2026 annual budget as prepared by the finance committee. Sue De Merchant moved that we accept this budget as written and present it to the membership for a vote, seconded by Breanne O'Hare
MOTION PASSED.

New Business

We have no new business

Meeting was adjourned at 3:20 PM

Recorded by

Ord McConaghy

DFA secretary

The Treasurer's primary function is to be responsible for all financial records and for the receipt and disbursement of funds as required by the approved amended budget or resolutions of the Board of Directors. Experience in bookkeeping, finance or accounting is preferred for the person in this position.

The bookkeeping duties of the guild are performed by an outside contractor. This person is responsible for:

1. Maintaining QuickBooks as directed by the Treasurer.
2. Balancing the bank accounts at the end of each month.
3. Providing reports for DFA board meetings in a timely manner. These reports include: monthly profit and loss, yearly profit and loss, budget to actual as request, other reports as requested.
4. Coordinating financial information exchange with the Treasurer.
5. Is accurate and timely in completing the B&O report and the 990-postcard form.

Treasurer Duties:

1. Attends board meetings and provides reports regarding bank balances, profit and loss highlights as received from the bookkeeper, and provides other important information related to the financial wellness of the organization.
2. Coordinates preparation of a draft budget for approval by the Board of Directors and appoints committee to assist with the preparation of the budget
3. Ensures that the budget is approved by the membership at the Annual meeting.
4. Serves as lead of the Finance Committee and schedules quarterly meetings of the Committee to allow for auditing of process, problem solving and to improve efficiencies.
5. Oversees and ensures that deposits and money handling is performed with at least one other person.
6. Seeks President's approval of expense payment authorization for reimbursement and other payments not part of the regular bills of the Guild.
7. Prepares tax documents and other documents necessary to maintain the status of the Guild as a nonprofit corporation. This can be accomplished with the assistance of the Finance Committee, the bookkeeper, or an accountant.
8. Maintains a complete list of current memberships and coordinates with the Membership Chair to ensure dues are collected.
9. Is accurate and timely in completing government reports as required by a 501c3 non-profit corporation, with the assistance of the bookkeeper, and/or an accountant.
10. At the end of the term, assists in the transition and training of newly elected treasurer for as long as it is required.

ITEM	BUDGET
INCOME	
Program Revenue	\$500.00
Membership dues revenue	\$5,500.00
Direct Public Grants	
foundation and trust grants	\$2,400.00
Restricted for DFA sponsored	
workshops	\$1,400.00
Direct public support	
Gifts in kind-goods	\$500.00
Donations revenue	
Member donations	\$1,000.00
Business rewards	\$50.00
Non member donations	\$50.00
Advertising donations	\$0.00
Basketeers SG donations	\$600.00
Sale of products	\$100.00
In Kind contributions	\$22,440.00
Interest revenue	\$40.00
Prior year restricted	\$700.00
	\$35,280.00

EXPENSES

Travel and Meetings	\$20.00
Program expenses	\$1,000.00
Membership expenses	\$50.00
Facility expenses	
Lease expense In kind	\$22,440.00
Maint and repairs	\$700.00
Utilities expenses	\$4,000.00
Insurance expense	\$1,800.00

Office/Studio supplies expense	\$300.00
Postage and shipping expense	\$50.00
Printing and copying	\$75.00
Technology expense	
Website licenses	\$200.00
Internet tech services	\$2,700.00
Telecommunications expense	\$1,500.00
Advertising marketing expense	\$400.00
Association Dues expense	\$150.00
Contract Services expense	\$200.00
Library	\$375.00
Basketeers materials	\$600.00
Meetings hospitality expense	\$250.00
Gifts/gratuities expense	\$400.00
Stipend/Honorarium/Sponsorship	\$150.00
Board expense	\$0.00
Acccounting/Bookkeeper support	\$1,800.00
Merchant Processing expenses	
Braintree	\$120.00
Pay pal	\$100.00
App Folio	\$0.00
Benton County Personal Property	\$175.00
State Taxes and Fees	\$20.00
	\$39,575.00

Fall Market Revenue

Fall Market donations at 100%	\$1,150.00
Fall Market donations at 20%	\$2,000.00
Fall Market donations at 30%	\$600.00
Fall market cash donations	\$60.00
Fall market raffle	\$1,000.00
Workshops	\$300.00
Fall Market revenue	\$5,110.00

Fall Market expenses

Fall Market Due Member at 70%	\$1,400.00
Fall Market Due Member at 80%	\$8,000.00
Fall Market supplies	\$800.00
POS Fees	\$300.00
Fall Market printing	\$150.00
Fall Market costs	\$10,650.00

Fall Market Total Income	\$14,000.00
Fall Market Expenses	\$10,650.00
Fall Market total revenue	\$3,350.00

Total revenue with Fall Market	\$52,630.00
---------------------------------------	--------------------

Total Expense with fall market	\$50,225.00
---------------------------------------	--------------------