

DESERT FIBER ARTS
Regular Board Meeting

APRIL 26, 2026

The Desert Fiber Arts board of directors held a regular monthly meeting on APRIL 26, 2026 at the DFA studio, located at 101 N. Union Street, Suite 108 in Kennewick, WA.

Attending: President Kareena Anderson, past president Betsy Dickinson, Vice presidents Nancy Klotz, Secretary Ord McConaghy, Members at Large Karen Dodson and MaryAnn Mae. **We have a quorum.** Also attending: Lisa Saget, Sue De Merchant, and Carol Kaminsky. Board member absent: treasurer Era Tschebotarjew, co-vice president Brianne O'Hare, and member at large Karyn Watson.

The **meeting was called to order** by President Kareena Anderson at 1:06 PM

Date for the next meeting: Annual meeting is May 30th, a potluck at the Richland Library. June board meeting will be June 13th 1-3PM at the studio.

Approval of March board meeting minutes (3). Karen Dodson moved to accept the three minutes of the March board meetings, the regular meeting, the supplemental meeting and the special meeting. Seconded by MaryAnn Mae.

MOTION PASSED

Reports

President: The studio is now open after our water overflow incident, the new doorbell is installed, door codes have been issued for those who have requested.

Vice President: Nancy Klotz shared that the annual meeting is at the Richland Library, a potluck, election results and fun. According to our by-laws, if we don't have a nomination to fill a vacancy then the person who is currently in that position can stay in the position.

Past President: Betsy talked with the property management, and shared that she (the property manager) does not have a problem with us changing the hot water heater to a more convenient location or relocating the main water shut off valve to a location that can be easily reached if needed as we have discussed in the past.

Treasurer: the total cost of our water overflow/flood was just under \$5,000.

Total Assets: \$42,836.15

Income \$ 118.03

Expenses: \$4,989.87

Notable expenses: Everstar Realty: \$538.82, Benton PUD \$260.28, Spectrum \$110.00, Nonprofits Insurance: \$156.75, Smoke detectors \$146.95, ADT: \$2183.11 Robinson Restoration \$1,500.00

Secretary: no comments

Members at Large: MaryAnn Mae shared that the Rigid Heddle group still is in need of more looms. One was donated. Karen Dodson suggested that she has two 24-inch rigid heddle looms that need a new home.

DECISIONS/APPROVALS

Investing our cash in Certificate of Deposits: Besty Dickinson moved that we invest a portion of our reserves in two 10-month CDs at ten thousand dollars each spaced 5 months apart at STCU to be voted on per renewal dates. Seconded by Karen Dodson **MOTION PASSED>**

Insurance Update: Nancy Klotz reported that she had talked with Darci the insurance agent, and we need more answers. We are interested in different rate for different deductibles.

2026/27 Budget: MaryAnn Mae moved that we approve Betsy Dickinson's proposed budget as presented to be voted on by the membership. **MOITON PASSED.** Ballots need to be out by May 13th.

Accelerator Grant: Marion Halupczok is asking for board approval to apply for this grant. Yes, we agreed that DFA should apply for this grant. Ord McConaghy will help Marion with the grant. We discussed possible issues to focus this grant: infrastructure (water heater and shut off valve), a big/great workshop that we could invite the public (community outreach, our next 2-year focus. The focus of the grant was not decided.

Membership renewal on the webpage: Ask members to volunteer to fix or update their personal information and put responses in the correct format.

National Alpaca Day: Sandollar Farms will celebrate National Alpaca days on Sept 28, 2026 10am -3pm. A light lunch will be provided. It is approved that DFA participate.

DFA calendar updates: Study group “By the Book Knitters” will be listed on the DFA calendar, Lissa Staven and Liz Martini will be leaders as they are replacing Earlene as the DFA leaders. Fiber with a Twist will stay on the DFA calendar, Sue Wilson is the leader. Thursday evening handcrafts, this group meets on Zoom, will be on the calendar. Wednesday “handcrafts’ group that meets at Travelers will not be included on the DFA calendar. Sue Wilson’s spinning group will be listed on the DFA calendar as well.

Newsletter: The size of articles in the newsletter was discussed. It is suggested that articles be only one page.

Website Maintenance: Carol shared that our website “Hostgator” account was \$191.52 in November of 2023 for three years. This will come due in November of this year. We need to start thinking about what we want. Hostgator says its’ ‘business plan’ which is currently priced at \$21.99/month or \$263.88 for the year. We need to know if there is a discount for paying for three years. Hosting prices keep going up! Carol then presented some guidelines for maintaining the DFA website. MaryAnn Mae moved that we adopt the Maintenance Guidelines (included below) into our DFA policies. Betsy Dickinson seconded. **MOTION PASSED**

Website Maintenance Guidelines

The purpose of these guidelines is to maintain a clean and well-kept website to save money for the guild. In doing so, DFA will be able to maintain their access to free nonprofit hosting.

Media

- Before adding any media files, reduce the size of the file to approximately 500 pixels while maintaining the ratio.
- When uploading a media file, choose the appropriate folder to place the file in. This will make cleanup easier to maintain and keep everything organized for the next person.
- When removing a media file from the website:
 - First make sure that it is not currently in use in any posted articles or pages.
 - Save the file to the shared drive “Website Archive”.
 - If the media file belongs to another organization or entity, it does not need to be saved.
- Use discretion when saving to any of the guild’s shared drives as storage is limited.

Monthly

- Review the following pages for accuracy, readability, and update as needed.
 - **Home** - remove posts that are older than three months. The home page should not roll over to a second page if possible. Marion Halupczok posts articles and announcements on the home page.
 - **About** – Check for accuracy
 - **Rewards** - check that links are working
- Post the Newsletter on the newsletter archive page when received from the Blaster@desertfiberarts.org
- Post the Board Minutes on the Board Minutes page when received from the Secretary.

Website Issues

- Investigate issues as they come in from any member. If help is needed to fix the issue, contact Terry Miller at tmillerwebdesign@gmail.com with a clear description of what needs fixing and what you have tried.

Annually

- In April, make sure the website is ready for Membership Renewals. This is accomplished by Terry Miller.
- Update the About Page with the New Leadership. Ask the Board for this information.
- Replace Fall Market Documents as received from the committee.
- Replace any other documents received from the Board at any time throughout the year.

Note: Documents are generally updated and produced by committee members. This is not the job of the Website Liaison. That being said, input is always welcome.

Calendar

- Following the adjournment of each board meeting the secretary or their stand-in will send the date for the next Board meeting, and any new approved events to events@desertfiberarts.org email to be added to the online calendar.
- In addition, the approved final Board Meeting minutes are to be forwarded to events@desertfiberarts.org and the Website Liaison to ensure the calendar is up to date, and the minutes are posted in a timely manner.

Remember it takes the guild working together to make things happen!

Printed Directories: A brief discussion on the printed directories and should we continue or not offer this? Some members need a printed copy as they do not have or can't use the website. It is very time consuming to print a directory. Rather than a directory book it would be easier to print a list of members and the phone numbers and emails.

COMMITTEES/ PROGRAM REPORTS

Allied Arts: Besty Dickinson needs committee members. She will start meeting in May.

Assets: The new items have been listed and items that were remove from our studio have been deleted. The report has been turned into Benton County.

Communication: Nancy Klotz needs the names and email of ALL members for the upcoming ballots.

Fall Market. Kareena Anderson needs committee members; no date has been set for the first meeting. She hopes to set a date soon now that she is feeling better.

Facilities Manager: We need a person to take on this responsibility as Bruce would like to retire.

Study Groups: the draw loom study group is ending. The draw loom will be treated like the other looms where members can sign up for weaving time. Susan Schmieman is happy to coach anyone who wants to weave on the draw loom.

Tech/website: Earlene Mokler is retiring from her responsibilities.

UNFINISHED BUSINESS

Back door keys are ready to be delivered to the property manager and fire department.

Codes for the entry door: Please use your code as you enter. **UNLESS you are loading or unloading, please DO NOT prop either door open. Leaving the door propped open jeopardizes the safety of our studio and members.**

Headset/ microphone: no update

PNW Connect: membership is \$50 per year. We will be watching to see how this new group develops.

Smoke and Fire detection: Smoke detectors need to be tested regularly by the person who checks the fire extinguisher. The water shut-off valves need to be tested on a regular basis as well. Flammable items need to be removed from shelving so there is clear space of 24 inches from the ceiling.

Meeting was adjourned at 2:50PM

Recorded by

Ord McConaghy

DFA secretary

A continuation of the DFA board meeting was held on April 27 by email:

By email to the board of directors on April 27, 2026, Betsy moved that the revised bylaws be approved for the membership vote. Seconded by Ord McConaghy. This motion refers to the following suggested changes:

MOTION PASSED.

Changes to the language: Removal of language is indicated by a ~~cross-out~~. Replacement language is indicated by a highlight and underline.

These changes would appear as:

Article 3. Board of Directors

3.1 General Powers

DFA's affairs shall be managed by a Board of Directors.

3.2 Composition

The Board shall consist of the following DFA Officers: The President, up to 2 Co-Vice Presidents designated as first and second Co-Vice Presidents, the Secretary, and ~~the Treasurer;~~ up to 2 Co-Treasurers, designated as first and second Co-Treasurers, the Immediate Past President; and Up to 3 At-Large Directors, designated as Place 1, Place 2, and Place 3 Directors.

0.3 Number

The Board shall consist of not less than 3 or more than 9 10 Directors, the specific number to be set by resolution of the Board. The number of Directors may be changed from time to time by amendment to these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

0.4 Qualifications

Directors shall be members of DFA.

3.5 Terms of Office

3.5.1 Unless there is a vacancy in the position of any Officer, each Officer shall hold office for a term that runs concurrently with 1 or more DFA fiscal years.

3.5.2 Each of the Officers will serve the following terms of office or until her/his successor is elected or appointed:

3.5.2.1 President and Vice-President(s): 1 fiscal year.

3.5.2.2 Secretary and Co-Treasurers: 2 fiscal years.

3.5.2.3 Members-at-Large: 1 fiscal year.

3.5.3 Each Officer may be elected to no more than 2 consecutive terms of office, such that:

3.5.3.1 The President and Vice-President may be elected to no more than 2 consecutive fiscal years and will serve until his/her successor is elected or approved.

3.5.3.2 The Secretary and the ~~Treasury~~ Treasures and may be elected to no more than 4 consecutive fiscal years and will serve until his/her successor is elected or approved.

3.5.4 The foregoing term limits do not include any initial partial term during which the Officer filled the same position prematurely vacated by a previous member, and do not prevent a member from serving consecutively in different positions on the Board of Directors whether or not as an Officer. DFA Policies may prescribe additional provisions relating to the term or terms of various Officers.

3.5.6 However, no member may serve for a period of more than 6 consecutive fiscal years in any two or more positions on the Board, including any initial partisl terms(s) of service, whether or not as an Officer.

3.5.7 If a member's service on the Board ends because of ay term limits, s/he may later be elected to any position on the Board, whether as an Officer or an At-Large Director, after a period of at least 1 full fiscal year. DFA Policies may prescribe additional provisions relating to the term or terms of various Directors.

3.6 Resignation

Any officer may resign at any time by delivering written notice to the President, a Vice President, the Secretary or the Board, or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the

time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.7 Removal

3.7.1 At a meeting of members called expressly for that purpose, 1 or more Officers may be removed from office, with or without cause, by a majority vote of the membership represented in person or proxy at such meeting at which a quorum is present.

3.7.2 Further, at a meeting of the Board called expressly for that purpose, 1 or more Officers may be removed from office, with or without cause, by a majority vote of the Board, then in office, and represented in person at such meeting.

3.8 Vacancies

A vacancy in the position of any Officer may be permanently filled for the unexpired portion of the term of her or his predecessor, by the vote of a majority of the remaining members of the Board of Directors. The President has the authority to temporarily fill a vacancy in the position of an Officer, by the appointment of a DFA member for a period that does not exceed 2 months, or until a permanent replacement is selected by the Board, whichever is earlier.

3.9 Other Provisions Affecting Officers

All other rights, privileges, and responsibilities, and authority of, and other provisions relating to, Officers are set forth in the DFA Policies.

Recorded by Ord McConaghy, DFA secretary.