

Tennessee Craft Summer Quarterly Board Meeting  
August 6, 2016  
Chattanooga Workspace  
Chattanooga, TN

The meeting was called to order at 9:18am. The board members in attendance were Tim Hintz, Pat Moody, Teri Alea, Dana Blickwedel, Natalie Cuicchi, Anderson Bailey, Richard Dwyer, Michele Lambert, Brandy Boyd, Mary Ellen Pitts, Linda Nutt, Michael Robison, Aleta Chandler, and Nancy Wallace.

Absent with excuse were Kim Winkle, Ben Hopper, David Stempel, Meagan Hall, and Pat Chafee.

Approval of the minutes of the last board meeting was moved by Anderson and seconded by Richard. They were unanimously approved.

**President's Report**

Tim mentioned next year's board meetings:

- Feb 18 (Retreat) and 19 in Nashville (Fri. Feb. 17 will be a social gathering)
- May 20 in Nashville
- Aug 5 (Location TBD)
- Nov 11 in Nashville

Tim called for volunteers for next year's retreat planning committee. Anderson, Michele, and Nancy volunteered to be on this committee with involvement from Tim, Teri, and Pat M.

**Executive Director's Report**

Teri reported that the newsletter will almost double in size and expand to include space devoted to Chapter events and happenings. She said that we will continue to expand board educational opportunities. Chapter surveys are in progress. Teri noted the Welcome Tent expansion for the Fall Fair and the need for gregarious people to distribute pamphlets at the expanded tent.

Preparations are underway for Tennessee Craft Week in October. Teri will share some goals for this event at the next board meeting.

**Treasurer's Report**

Net income to plan is over by \$7.5k. Year to date revenue fell behind planned revenue by \$55k (mostly in Tennessee Craft Week expectations), but exceeded last year by \$7.5k. Net income figure was driven by keeping discretionary expenses lower than planned, particularly advertising (for TCW), contract labor, rent (Park fees) and travel (also for TCW). Fair income was down by nearly

\$9.8k compared to last year, but government contributions increased by \$10.3k. Cash accounts are higher than prior year by \$29.6k and expected to hold, based on improved revenue flows. Richard moved to approve the budget, and Aleta seconded.

Teri explained our internal control practices and answered questions about the financials and our processes.

### **Committee and Chapter Reports**

Anderson made a motion to include all chapter and committee reports on the consent agenda, except for the Diversity, Marketing, Nominating, and Fundraising committees. Pat M seconded the motion, and the board members unanimously approved.

### **Diversity Committee**

Linda reviewed the mission of this committee and provided a status of exploratory efforts to be more inclusive of other cultures to date. She highlighted the use of Tennessee Craft introduction packets to help spread the word. Teri noted how other Tennessee and national arts organizations have announced a Cultural Equity Statement.

### **Marketing Committee**

Teri elaborated on the marketing committee report.

### **Nominating Committee**

Pat M noted the importance of succession planning within our board. She challenged the current members to think if they would like to serve on the Executive Committee and to suggest new people to bring on the board. The committee members have started slating positions for next year.

### **Fundraising Committee**

Linda reiterated the importance of giving to Tennessee Craft's financial health and said that a new chairman may be needed for this committee in future years. Each board member has a fundraising target and his or her personal contribution to make.

### **New Business**

The presentation was made to showcase a new nonprofit Tennessee Craft member to whom a green membership was given, to Dream Weave. Dream Weave is an organization that supports incarcerated women learning a new skill and creating handbags. (NOTE: We previously discussed this with Tim and we had already given them the membership.)

Teri updated the staff policy manual in conjunction with an attorney from Bradley, firm of board member David Stempel, to be in compliance with the law, with review by Tim and Pat M. The revision included updates made to comply with a change in FLSA (Fair Labor Standards Act)

regarding paid overtime. Michele made a motion to accept and adhere to the policy updates, and Richard seconded the motion. There was unanimous approval of the new labor policy.

Michael made a motion to adjourn, and Nancy seconded the motion with unanimous approval.