

CONSTELLATION CHAPTER EGA BOARD MEETING
January 21, 2025
Hybrid Meeting Recorded by Chris Armstrong
Minutes Submitted by Bonnie Berman

Meeting called to order at 7:01 pm by Susie Jordan, President.

MEMBERS PRESENT: A quorum was met with the following attendees: Susie Jordan, Cynthia Rosenberg, Devon Andres, Donna Finley, Jane Bauersfeld, Jeanette Farrell, Jan Rollins, Kathy Schatz, Mary Vransy, Ann Fink, Michele Hunter, Chris Armstrong and Bonnie Berman.

AGENDA (Attachment #1):

- See Attachment #1.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING:

- A motion to approve the minutes of November 19, 2024, was made by Jeanette and seconded by Jan. There were no objections. Motion carries.

PROGRAMS (Attachment #2, 2.1):

Submitted by Ann Fink, 1st VP/Programs & Education

- See Attachment #2, 2.1
- Everyone liked the new Programs spreadsheet that was done by Debbie Logsdon (Attachment #2.1).
- Honorarium for teachers who are members was discussed. It was decided that member teachers will be asked verbally if they want the honorarium or not. If yes, it will be included in the contract. If honorarium is paid it will be included in cost of class.

MEMBERSHIP (Attachment #3):

Submitted by Cynthia Rosenberg, 2nd VP/Membership

- See Attachment #3.
- It was decided that the Roster will be sent out every 6-months.
- Cynthia is working on receiving the membership type from National. Kathy volunteered to help Cynthia with spreadsheets.

TECHNOLOGY REPORT:

Submitted by Chris Armstrong, Tech Chairperson

- Stephanie Armstrong is going to update our website and other social media. We are waiting for a proposal which will have to be approved by the Board.
- Chris reported that our new meeting space meets our technology needs.

REGIONAL REPORT:

Submitted by Jane Bauersfeld, Regional Representative

- Jane met with MARS representatives at Camp WannaStitch but did not get the results she wanted. Susie suggested to wait until MARS new president starts in the fall.

TREASURER (Attachment #4, 4.1, 4.2):

Submitted by Devon Andres & Sue White, Treasurers

- See Attachment #4, 4.1, 4.2
- Electronic banking options were discussed. More research/discussion is needed.

- Kathy Schatz reported that the Audit Committee is working with the Treasurers for a date to audit the books (See Attachment 5).

NEWSLETTER (Attachment #6):

Submitted by Chris Armstrong, 3rd VP/Newsletter

- See Attachment #6
- Chris did not hear any feedback from the draft newsletter. Most people said they did not receive the draft. Chris is going to resend.
- Advertisement was discussed and no increase in price at this time.
- Chris' fresh ideas for the newsletter were discussed and the Board wants her to implement her ideas and see what the feedback is.

OUTREACH/DIVERSITY (Attachment #7):

Submitted by Jeanette Farrell

- See Attachment #7
- Once the Love Quilts are completed, Jeanette is hoping to bring them to a meeting to take picture of quilts with stitchers.
- Hoping to do new Love Quilts starting in the fall.

CORRESPONDING SECRETARY:

Submitted by Donna Finley, Corresponding Secretary

- Donna continues to send out emails with announcements, zoom links, etc.

OLD BUSINESS:

- Susie will work on putting together a Mentoring Committee.
- We are in need of a new member for the nominating committee.
- Susie thought it would be important to identify the next president soon so they could work with her and not go into the position blind.
- Heather Long attends the ANCAC meeting as our representative but Susie thinks it is also important for someone from the Program Committee to attend.
- Mary V will make arrangements to give our 2024 donation go to the nonprofit, Turners Station Community. The \$100 donation was approved at the November 19, 2024 meeting.
- Susie said she will send all Board members the Check Request Form. This form and any receipts go to Sue & Devon for any type of reimbursement.
- Our historian, Penny, should have someone to assist her and absorb her knowledge.
- Hagerstown is representing Maryland in the American Tapestry project. Susie only committed to advertise in our Chapter for stitchers to participate.

NEW BUSINESS:

- Please keep a list of any policy and/or procedures that need to be added or corrected.
- A motion to approve moving the Saturday meeting to the Third Saturday effective September 2024 was made by Jan and seconded by Michele. There were no objections. Motion carries.
- Discussion of what meetings should be on our printed material and on our social media?
- It was decided that our weather policy will follow the Center's policy which follows Howard County Government.
- It was decided that the Program Committee will use their discretion on how and when to reschedule classes.

- Susie asked Donna to send out a request for volunteers to drop off and pick up pieces at Woodlawn. If we have volunteers than Donna will send out another blast giving details.
- Jan has the Stitch Samplers that were on display at Howard County Art Center. Susie thought it would be nice to make a display with them. Jan will ask any of the stitchers she can track down if they want their piece back or if it can be used for another display.

The next Board meeting will be on Tuesday April 15, 2025.

Susie adjourned the meeting at 8:17 pm. There were no objections.

Constellation EGA Board Meeting Agenda

Jan 21, 2025

Zoom

- Call to order.
- Approval of minutes
- Programs
 - Nametag seminar for new members and those of us who want to update our nametag??
- Treasurer
 - It was pointed out to me that we are nonprofit. How much of a balance is it ok to keep? How to reallocate monies now that we have no rent.
- Membership
 - Directory
 - Do we have a current list of new members? Plurals?
- Newsletter
 - Advertising
 - Monday March 10,2025 is the next newsletter deadline.
- Region Report
- Tech Team
- Outreach/Diversity
 - Love Quilt – Jeanette Farrell
 - Library Stitch In's
- Corresponding Secretary
- Old Business
 - Mentoring
 - Is this something we need to continue to discuss? How to implement
 - Nominating committee – new member needed to work with Penny and Carol. Suggestions?
 - Update new member letter/packet – 2025 priority. Suz will find and lead a team.
 - Still needs to be done.
 - What is National giving out?
 - ANCAC updates? Meets monthly on the 2nd Thursday at 7PM.
 - Programs needs to attend.
 - Heather Long has offered to be our chapter rep on this and report to the board.
 - Woodlawn program ad? DONE
 - Nonprofit donation for 2024
 - Mary, where are we with this?
 - Zoom license. I told Donna P we wanted to renew it at the cheaper price. Was there any follow up on that? Did this happen?
 - Do we need to track book group attendance?
 - P & P implementation.
 - Who needs to get the updated P&P's? Are they on the website?
 - Filling Historian, Hospitality (one volunteer per meeting?, Tech (Debbie Barlow is the team lead), Fundraising,
 - Suz sent copies of each P&P to officers and board members. If you have not sent a signed copy back to me please do so ASPP.
 - Audit Committee status.

- New Business
 - The Tech Team and Outreach team will be working with Stephanie Armstrong to
 - Correct/update our emails so we can send and receive from the chapter emails. She will also create a ho to document for folks who need help setting up their chapter email.
 - Work with the outreach team to update our promotional materials.
 - Work with the whole group to do a website update/makeover.
 - Will help the tech team find a procedure(s) to manage the zoom account administration and the email situation with Pay Pal.
 - We will have pricing for each aspect by early February.
 - America's Tapestry update
 - Weather policy
 - Do we create one for the chapter?
 - How to communicate with members since it's always a last-minute call.
 - Rescheduling classes is affected by weather.
 - Venmo/Zelle electronic payments
 - Are we doing a Woodlawn drop off?
 - Who coordinates?
 - Who drives?
- Big picture question to ponder throughout the year.... We know what EGA in general has to offer and we know specifically what Constellation has to offer (GO PROGAMS!). What do we have to offer new members? Why would someone choose to join us when there is so much being offered out in the internet universe?
 - Have we been talking to our new members about why they joined?

Program Committee Report – January, 2025 Board Meeting

The program committee usually meets monthly. The last meeting occurred on December 30, 2024.

Attendees: Alice Lasota, Terri Tubergen, Barbara Bass, Debbie Logsdon and Jessica Moore

Instead of providing a narrative report of the program schedule for each board meeting, my plan is to send each board member our most recent class/event spreadsheet, prepared by Debbie Logsdon. The most recent copy (December 31, 2024) is attached to the email that contains this report.

As of now, we have only the December Saturday meeting to schedule.

Note that In the fall, we have added some Saturday name tag classes, hoping to present various techniques: cross stitch, beading and cutwork are currently planned. These will be presented in September, October and November.

Items that need board input:

1. The spreadsheet also tracks expenses against our budget. We need clarification from the Board on whether honoraria to be given to chapter members who teach without charging a teaching fee are to be paid from the overall programs budget, or from some other budget category.
2. We need clarification on whether we need to make the honorarium part of the initial contract, or only include it in the contract if the member teacher agrees to accept it. Bookkeeping it as an expense, and then as a donation to the chapter if the teacher refuses it seems to make for confusing and cumbersome bookkeeping with respect to the program budget.
3. We need a final decision on whether to move the Saturday meetings from the 2nd to the 3rd Saturday of the month, to provide more time between the monthly Monday and Saturday meetings.

Ann Fink, Chair; Program Committee

Master List EGA Program Schedule				
Date	Instructor	Course	Type	Format

LEGEND:

	Class (Outside Instructor)
	Class (Chapter Member)
	Lecture
	Stitch-In
	Chapter Event

2025

6-Jan	Mon	Barbara Meger	Ticking Purse	Class	50+ Sr Ctr In-Person
11-Jan	Sat	Amy Helsel	MAR Felt Cardinal	Class	50+ Sr Ctr In-Person
1, 9 Feb & 1, 9 Mar	Sat/ Sun	Hazel Blomkamp	Jacobean #18	Class	Zoom
3-Feb	Mon	Dr. Isabella Rosner	Royal School of Needlework: Surprising Objects From the RSN Collection	Lecture	50+ Sr Ctr In-Person/ Zoom
8-Feb	Sat		Hazel Blomkamp Stitch-in (or any project)	Class	50+ Sr Ctr In-Person/ Zoom
3-Mar	Mon	Ann Fink	Golden Shamrock Petite Project	Class	50+ Sr Ctr In-Person
8-Mar	Sat		Woodlawn Field Trip/ Lunch	Travel	
7-Apr	Mon	Mary Tod	Purple Mountains Majesty	Class	50+ Sr Ctr In-Person
12-Apr	Sat	Donna Dickt	Beaded Trees	Class	50+ Sr Ctr In-Person
5-May	Mon	Susan Elliot	Mother's Day Tea		50+ Sr Ctr In-Person/ Zoom
			Adventures in Mexico - Oaxaca	Lecture	Zoom

10-May	Sat	Devon Andres	Cross Stitch Software Explained	Lecture	50+ Sr Ctr In-Person/ Zoom
2-Jun	Mon		Potluck Luncheon		50+ Sr Ctr In-Person/ Zoom
			Membership Showcase		
14-Jun	Sat		Stitch-in		
7-Jul	Mon				
12-Jul	Sat		Stitch-in		
4-Aug	Mon				
9-Aug	Sat		Stitch-in		
8-Sep	Mon		RSN Lecture	Lecture	50+ Sr Ctr In-Person/ Zoom
13-Sep	Sat	Terri/ Nancy	Nametag: Cross Stitch or Beading	Class	50+ Sr Ctr In-Person
22, 29 Oct & 5, 12 Nov	Sat/ Sun	Dawn Donnelly	Treasures from the Great Lakes	Class	Zoom
6-Oct	Mon	Melissa Shippee	Inner Light Mandala	Class	50+ Sr Ctr In-Person/ Zoom
11-Oct	Sat	Terri/ Nancy	Nametag: Cross Stitch or Beading	Class	50+ Sr Ctr In-Person
3-Nov	Mon		Annual Meeting		50+ Sr Ctr In-Person/ Zoom
			Film: Muncaster Castle		
8-Nov	Sat	Debbie Logsdon	Nametag: Cutwork Petite Project	Class	50+ Sr Ctr In-Person
			Holiday Party		50+ Sr Ctr

1-Dec	Mon	Margaret Kinsey	History of Rozashi	Lecture	In-Person/ Zoom
13-Dec	Sat				
2026					
5-Jan	Mon		Kantha Class	Class	50+ Sr Ctr In-Person
10-Jan	Sat				
2-Feb	Mon				
14-Feb	Sat				
2-Mar	Mon	Barbara Bass	Rozashi Kit Choices	Class	50+ Sr Ctr In-Person
14-Mar	Sat				
6-Apr	Mon				
11-Apr	Sat				
			Mother's Day Tea		
4-May	Mon				
9-May	Sat				
			Potluck Luncheon		
1-Jun	Mon		Membership Showcase		

13-Jun	Sat	Stitch-in
6-Jul	Mon	
11-Jul	Sat	Stitch-in
3-Aug	Mon	
8-Aug	Sat	Stitch-in
14-Sep	Mon	
12-Sep	Sat	
5-Oct	Mon	
10-Oct	Sat	
		Annual Meeting
2-Nov	Mon	
14-Nov	Sat	
		Holiday Party
7-Dec	Mon	
12-Dec	Sat	

Options:

Schwalm (Donna Finley) (Terri Checking)

Ribbon Embroidery (Barbara Checking Petite Project)

Technique	Cost	PC POC

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	\$0	Terri	
	\$0	Terri	
Crewel/ Needleweaving	\$0	Ann	
	\$126	Alice	
		Ann	
Gold Work	\$0	Ann	
		Debbie	
Needlepoint	\$100	Barbara	
French Wire Beading		Ann	10-2pm Extended Time
		Terri/ Louise Grady	
	\$100		

	\$0	Debbie	
	\$126	Jessica	(Tentative)
Cross Stitch/ Beading	\$100	Terri	(Tentative)
Needlepoint	\$0	Barbara	
Beading		Ann	(Tentative)
Cross Stitch/ Beading	\$100	Terri	(Tentative)
	\$26	Ann	(Tentative)
Cutwork	\$0	Debbie	



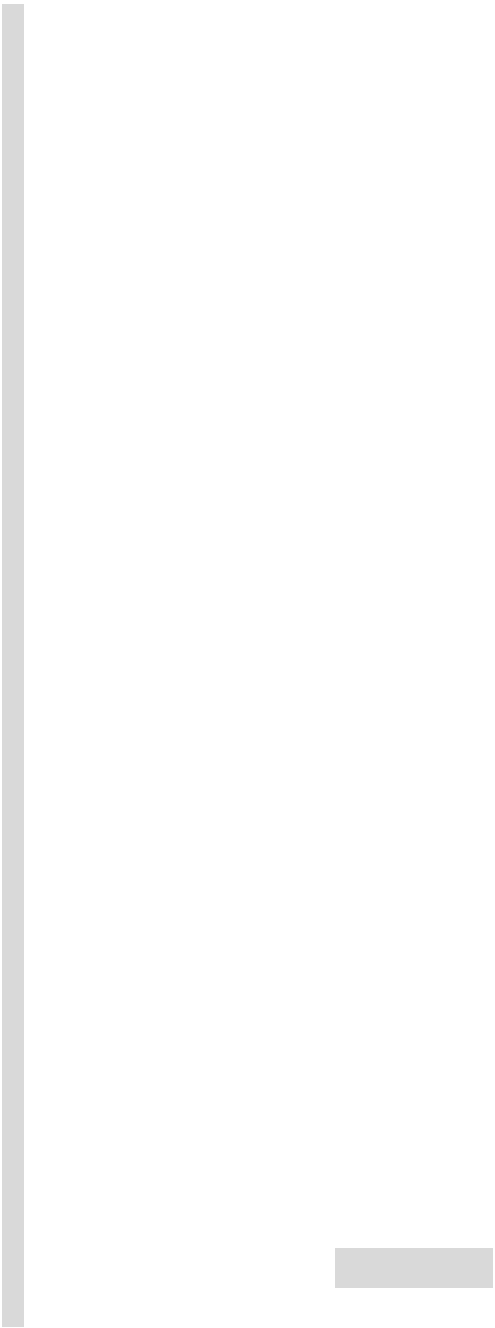
\$250 Alice

Total Cost 2025:	\$928
Funds Still Availa	\$272



\$0 Barbara (Tentative)

Rozashi \$0 Ann



Total Cost 2025:	<div></div>	\$0
Funds Still Available		\$1,200

Membership Report for January 2025 Meeting

Membership is holding steady with only one new member in December who transferred from another chapter. A Roster was sent to the membership on January 3 and included all changes reported through December 31, 2024. All membership changes, including email and address changes, are shared with the corresponding secretary.

It is encouraged that changes to the roster be sent to me with the heading **EGA Membership Roster Change** as I average 600 emails per day at my main email address.

A new spreadsheet will be done upon receiving the January report from EGA National.

Treasurer's Report for January 2025 Board Meeting

1/20/2025

As of December 31, 2024, the checking account has a balance of \$15,407.85. Our income to date is \$14,021.62 and our expenses to date are \$14,342.04. This is a deficit of \$320.42 at years end.

I have attached our year-to-date (YTD) Budget vs. Actual tracking to show our income and expenses for 2024.

We currently have a PayPal balance of \$27.01.

Our 2 CDs have the following amounts: CD ending in -0137 has a balance of \$3,440.65, at a rate of 4.426%, (APR 4.5%) and matures December 27, 2024.

CD ending in -2241 has a balance of \$5,726.84 and was renewed at a rate of 4.4% and is also due in December 2024. Interest rates are likely to decrease, so future rates should be good, but not as good as this year.

Our total current worth (combined checking account, PayPal, and CDs) is \$24602.35.

We have received \$642 in donations to date and \$1,045.92 in fundraising.

Susan White

Devon Andres

Treasurer

Budget vs. Actual, December 31, 2024

INCOME		
Dues*	\$2,400.00	\$2,716.00
Educational Events*	\$10,000.00	\$9,050.95
Seminar (MAR)		
Exhibit		
Fund Raising*	\$1,000.00	\$1,045.92
Sales*		
Advertising*	\$130.00	\$42.00
Community Outreach*	\$800.00	\$0.00
Contributions, Restricted*	\$200.00	\$448.00
Contributions, Unrestricted*	\$100.00	\$263.00
Parties/Meals		
Retreats		
Contributions/Gifts		
Other*		\$0.00
Transfer from savings		
TOTAL REVENUE	\$14,630.00	\$14,021.62

EXPENSES		
Region Dues		\$38.00
Educational Events*+	\$11,200.00	\$13,066.42
Seminar* (MAR)		
Exhibits*		
Fund Raising*		
Cost of Sales		
Rent*	\$1,000.00	\$187.50
Newsletter & website*	\$300.00	\$43.79
Administration*	\$500.00	\$281.38
Officers Travel	\$500.00	\$0.00
Community Outreach	\$1,500.00	\$661.61
Parties/Meals		
Retreats		
Contributions/Gifts	\$100.00	\$0.00
Membership Expenses*	\$100.00	\$0.00
IDEA		\$63.34
Other*		\$0.00
TOTAL EXPENSES	\$15,200.00	\$14,342.04

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Ann Fink, Chair; Program Committee

Audit Committee January 2025

On January 3, 2025, Ann Fink and Kathy Schatz spoke by telephone to discuss the Chapter's upcoming audit for the fiscal/calendar year 2024. Subsequently, Ann kindly provided detailed written instructions of the process and procedures used in the past. These instructions will be used as a guide for the upcoming audit.

Kathy will contact Susan White and Devon Andres by email to schedule a meeting in February. We will meet to examine the treasurer's financial records and assure they agree with the bank's records. After the examination, a statement will be prepared summarizing the findings of the audit. The statement will be forwarded to the treasurers and to the president of the board to be included in the meeting minutes of the chapter.

Submitted by
Kathy Schatz

January 2025

EGA Constellation Chapter Newsletter Report

- My first newsletter, the Feb/Mar edition, is well on its way to being ready for distribution. Mary has proofread and I will be sending the draft to all contributors. Thank you to everyone who have answered numerous questions. Your support and guidance is very much appreciated.
- I have some fresh ideas that I would like the Board to consider approving.
 1. First idea: I would like to include a section in the newsletter that would feature our members with their works in progress or 'Show 'n Tells'. We could also use these photos/descriptions for the web page and social media.
 2. Second idea: I thought it might be nice to add is a "Class/Seminar" opportunities page. Susie just sent out an email with "*My Life is a Sampler Weekend Retreat*" information, and Donna sent out something from RSN and DebBee's Designs. And, I received an email with the Susquehanna Chapter's newsletter with items that might be of interest. There are lots of online/in person opportunities that I thought we might want to share.
 3. Does the Board have any additional ideas?
- I also need to consult with the Board regarding advertising fees:

Current fees for advertising in the newsletter are as follows:

○ Business Card Size (1 ¾ x 3 inches)	\$30.00 annually (6 issues)
○ 1/8 page (2x3 inches)	\$42.00 annually (6 issues)
○ ¼ page (4x 3/14 inches)	\$60.00 annually (6 issues)
- Remember that deadlines are **March 10th, May 10th , July 10th , Sept 10th, and Nov 10th .**

Chris Armstrong
Newsletter Editor

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