

Tapestry Board Meeting Minutes – Thursday, December 14, 2023

Board Members Present: Hollie Benton, President; Susan Knutson, Secretary; Kevin Geraghty, Treasurer; Judine Pattinson, Nancy Sather, Mary Wells. (Absent: Art Bjorngeld)

Also present: Sherisa, Executive Director; Carrie Guenther and Hristina Markova

REMINDERS: Reports should be submitted to the Board Meeting folder one week in advance of each meeting (i.e. by 3rd Friday) of each month so that board members have time to read and prepare.

The **Strategic Planning Meeting** is scheduled for **January 6** from 9am to noon. Sherise will provide board members with the pertinent materials in an accessible Google doc. Board Members should read all materials ahead of time in order to facilitate the discussion.

General/Administration

- October Minutes approved
- **Finance** - Kevin discovered that Tapestry owns stock, which is against bylaws. He will try to gain access then prepare a recommendation for the next board meeting.
- **Board Effectiveness** – Mary Wells has joined this committee as co-chair with Judine.
- Carrie Guenther and Hristina Markova were voted in as **new board members**.
- **ED Report** – Sherise has met with most stakeholders and is up to speed on daily work as well as long-term goals. She is working on a plan for volunteer appreciation.

New Business

- The Board approved a change to the **Dance Cancellation Policy**. Basically, once programs and event coordinators decide to cancel, they should notify the Executive Director asap so that notices can be put on social media and the Tapestry website.
- Sherise proposed a new position: **Building, Booking, and Events Coordinator**. This person would consistently coordinate building use onsite, thus reducing the number of people who need to have keys. Sherise recommends hiring someone soon. The board voted to move forward on this, but the formal job description (which Sherise will prepare) still needs to be approved.
- **A transition (with widespread support) from Teams to Google** is being scheduled for Dec or Jan. Sherise will provide written guidance for the new system and will host open office times and demos for all users. Sherise will configure appropriate security levels – higher levels for sensitive data, lower for collaborative functions.

Old Business

- **Annual Ask – Fundraising Campaign** – Tapestry is halfway to its fundraising goal (30K, aiming for 60K). Sherise will contact the Board for help with Thank You notes.
- **HVAC Repair** – process is ongoing, more data in January
- **Background checks** have been postponed, pending new hire (see above).
- Discussion of allocations for capital improvement and maintenance is ongoing. Until expert advice about long-term capital funds is provided, depreciation expenses are being allocated to a building maintenance fund.