

Meeting Minutes  
Chapter Advisory Board Meeting  
October 17, 2016

**Attendees:** Janet Wendt, Chris Bell, Vida Puryear, Mary Meade-Lee, Willie Loyall

**Not in Attendance:** Kathleen Chrisman, Sharon Simsick, Joyce Barry, Dianne Portwood, Judy Mathews, Paula Jarvis, Jeni DeRusha, Angela Basmajian

**Guest:** JoAnn Rutledge

**Call to Order:** Meeting was called to order by Janet Wendt, Vice-President at 10:10 am.

**Approval of September minutes:** Chris Bell made a motion to approve the September minutes, Carolyn Howerton seconded. The minutes were approved.

**Approval of Annual Meeting minutes:** Chris Bell made a motion to approve the Annual Meeting minutes, Carolyn Howerton seconded. The minutes were approved.

**Treasurer's report:** Was presented and reviewed. We made \$37.00 for the Chapter on the Silent Auction.

**Committee Reports:**

**Hospitality:** The Annual Meeting seemed to be very successful. There have been no complaints about the food.

**Newsletter:** No report. It was mentioned how wonderful the newsletter looks - everyone agreed.

**Membership:** Currently we have 226 members. A total of 7 Welcome bags were given out last month.

**Education:** November 5 : Jeni's Zip Case w/zipper at All Brands.  
December 3: Kathleen's Surface Embellishment at All Brands.

**Publicity:** Paula will list the Bazaar on Craig's List the week of the Bazaar.

**Neighborhood Groups:** Kathleen Chrisman and Chris Bell was approved as the 2017 Leadership Team for the Mechanicsville Neighborhood Group following a discussion regarding the completed questionnaires and the experience of each proposed team.

**Community Service:** Thank you for the Heart Pillows. They now have a good supply. The items for the NICO unit at Henrico Doctors' Hospital needed special labels which were created by Nancy Kauffman.

**Retail Liaison :** No Report

**Web Mistress:** The Website is current. the November calendar will be up soon.

## **Old Business:**

**Bazaar:** Bazaar is November 19<sup>th</sup>, 9:00am-3:00pm. The updated Banners have been delivered to Dianne Portwood. There was a question about when the vendors can arrive on Saturday as well as set up time on Friday. Dianne Portwood will be emailed about this request.

**Day retreats:** Chris Bell explained that the lady she discussed this with misunderstand her and thought we are a knitting group. She has to go back to the Elders at the church regarding this change.

## **New Business**

A new Embroidery Group will be started on January 18, 2017 at All Brands. Dianne Portwood and Chris Bell are organizing the group which will be project based.

We had a lot of really nice door prizes at the Annual Meeting, thank you, Angela Basmajian for your hard work.

Meeting adjourned at 11:30.

Submitted by: Vida Puryear

Treasurer's Report 9/30/16

Dues	210.00
Silent Auction	37.00
Annual Meeting	(1,000.00)
Newsletter	<u>(156.17)</u>
Net Loss	(909.17)
Balance Sheet	
Checking	9,796.91
Savings	5,749.01
Toano excess cost	<u>24.96</u>
Total Assets	15,570.88
Excess 4H retreat fund 2013-14	(1,033.31)
Appomattox retreat-2016	(5,189.21)
Bazaar Deposits	(580.00)
Charity fund	(552.13)
Equity	<u>(8,216.23)</u>
Total Liabilities & Equity	(15,570.88)