

MINUTES FROM PORTLAND HANDWEAVERS GUILD BOARD MEETING November 29, 2018

Present: Dan Steves, President; Amy Belgan, Director of Communications; Ladella Williams, Exhibits and Rental Equipment Chair; Janis Johnson, Director of Sales; Sue Walsh, Past President and Acting Workshop Chair; Robin Korybski, Director of Member Services; Barbara McGaa, Director of Membership; Sylvia Emard, Newsletter Editor.

The meeting commenced at Multnomah Arts Center at 7:02 PM.

Robin requested use of the website as a backup storage space for library data. She and Amy will coordinate.

Megan Rothstein had previously sent out the minutes for August, September and October. Amy motioned to approve them and Robin seconded. The minutes were approved.

Janis reported that she did not get all the numbers yet for the fall sale, but most participants agreed that while attendance was down from last year, sales were good. Weftovers brought in about \$150. Sue thought there were not enough demonstrators this year; we should be better organized next year and use the demos as an outreach opportunity, but in a better location than the stage. The Bead Society is moving their annual sale to a new location and expressed interest in possibly joining up with PHG at the fall sale, perhaps in the MAC gym, but they have not yet approached PHG with a proposal.

There was a discussion of proposed policy updates for workshops, as written up and presented by Sue, and which would take effect in the 2019-2020 year. There is still a question of how to open workshops up to non-members and when to collect workshop fees: upfront or close to the workshop date. Costs are not always determinable far in advance. Sue suggested collecting a full workshop fee upfront, then issue rebates if costs turn out to be lower than expected. She will make changes to the policy updates and have them incorporated into these minutes. Janis moved to approve the amendments, Robin seconded and the motion was approved.

Please see the workshop policy updates with corrections in red, beginning on page 3 of this document.

Reworking of the grant into a special projects award was discussed. Maggie and Sue came up with a proposal to grant smaller amounts of money to more participants. The application would be less formal and less intensive: no pictures, no review panel. Some form of payback to the guild by the recipient would still be an element of the new grant, but less intensive than a program, workshop or notebook. Small grants might be paid back with a mini-workshop. Ladella requested clarification for the jurors of their expectations for recipients. A new guild member, Linda Edquist, has grant-writing experience, and has volunteered to write up the grant application. Maggie and Sue will flesh out the new policy in December, to put forth to the members in January or February.

Margaret Zeps is no longer the rep for Handweavers Guild of America, as HGA has terminated that role. Robin will take over renewing with HGA.

Janis reported that preparations for the spring sale are under way. There should be a letter and an application available online within a few weeks. Most volunteer roles are covered, but there is no volunteer coordinator and demonstration recruiter on board yet. The Gathering of the Guilds steering committee meeting is coming up soon. The five smaller guilds want to create a separate GotG entity; the potters do not. Professional advice on how to proceed is needed.

Janis asked if the 2019 ANWG Conference would have guild booths. Ladella said it is not clear yet, but doubted there would be guild booths. She will follow up with ANWG shortly to clarify.

Sue presented the Education report. The Mill End Store workshop space doubled in price, comparable to MAC rates. Barbara Walker's workshop has only 2 people signed up and is at risk of being canceled. A side note: Maureen McNulty found that the Garden Home library has a room available for free to non-profits, which could be a meeting or workshop space. Other libraries have similar meeting rooms, although scheduling may be limited. Maggie would like to establish study groups and announce them soon, so members can take advantage of this member benefit.

The programs for the remainder of the year are lined up. Next year is mostly lined up, but there are four openings. Francisco Bautista is a possibility, as well as a program on learning from mistakes. Linda Edquist is interested in being Program chair, but as she is new, she might benefit from job-shadowing before fully committing. She has ideas for doing the program chair job differently than we currently do it.

Barbara wants to know more about the scope of the Membership position. Her duties differ from what they were previously, and there is overlap with others updating the online member database, etc. Clarification on who handles what member data is needed. Dan, Amy and Barbara will meet in the near future to straighten out the actual number of paid-up members.

Sue suggested changing the newsletter banner to match the new website design. Amy described how to search through the member directory.

Ladella suggested that passwords for Facebook and other websites should be stored with the guild President, in case access is lost due to death of the administrator.

The meeting was adjourned at 8:20 pm.

Respectively submitted,
Sylvia Emard, Acting for Megan Rothstein, Secretary

PHG Policy on Workshops
Approved on **November 29, 2018**

As a benefit to its members, PHG will sponsor workshops. Responsibility for administering workshops will rest with the Workshop Chairperson(s) as described in section 6 below.

1. Costs of Workshop Instructor to be covered by PHG. Payment due the instructor will be clarified through a contract between the instructor and PHG, executed by the instructor (or his/her/their designee) and the PHG President. PHG will pay for the instructor(s)'s teaching fees, lodging, meals, transportation as follows:

- PHG will pay the instructor's rate as negotiated by the workshop chair.
- PHG will offer a host home to the workshop instructor(s) if he/she/they reside more than 30 miles from the workshop venue, unless otherwise agreed. If no host home is available that meets the needs of the instructor(s), PHG may, at its discretion, reimburse the instructor for lodging at a local hotel up to a maximum of \$125 per night.
- PHG will provide lunch for the guest lecturer, at his or her request, to a maximum of \$20 for each day that the instructor is leading the workshop. Other social activities are at the option of the workshop attendees.
- PHG will pay mileage at the then-current IRS rate, unless otherwise agreed. PHG will pay for common carrier transportation at the coach-class rate; the instructor will be responsible for any upgraded transportation. PHG will reimburse the instructor for transportation subject to the instructor submitting a receipt for expenses.

Any materials costs should be paid separately by the workshop participants to the instructor.

2. Priority of PHG Members; Non-Member Enrollment. **Anyone may sign up for workshops in priority order as follows.** First priority to enroll in a PHG sponsored workshop will be given to PHG members. If there is space available within two (2) weeks of the workshop (or another date if one is listed in the workshop announcement) and if it is feasible for the potential enrollee to complete required pre-workshop tasks in time, individuals who are members of guilds within the Weaving Guilds of Oregon (WeGO) will be given second priority with no surcharge **on a first-come, first served basis.** If space still remains available, the Workshop Chair may open registration to non-members with a \$25 surcharge, **also on a first-come, first-served basis.**

3.Benefits to the Workshop Chair and Host. The Workshop Chairperson will not pay workshop fees, but must pay the materials fee if participating. The President(s) will pay fees unless he/she/they are serving as the Chairperson for the workshop he/she/they wishes to take. The host of the workshop leader will be given a voucher \$25.00 per night of hosting applicable to the workshop fee. This voucher may be used by the host or, if **the** host has a family membership, anyone covered by the family membership, and is otherwise nontransferable. (Adopted November 3, 2005).

4.Recovery of Other Workshop Costs. Fees for the Workshop should be designed to recover costs of the instructor's fee, transportation, workshop fees of the Workshop Chair and host (if applicable), room rental (if applicable), risk, and a portion of administrative costs. PHG will not provide participants with complimentary snacks or beverages, nor include their cost in the workshop pricing structure. Attendees are free to bring their own food, snacks and beverages subject to approval by the instructor and consistent with any restrictions of the site.

5.Workshop Profits. The intent is for workshops to be self-supporting on the average over the PHG year rather than for each individual workshop to break even or earn a small profit. Any workshop profits will go to the PHG general fund; they are not earmarked to support future workshops.

6.Duties and Responsibilities of the Workshop Chair. The Workshop Chair is responsible for:

- identifying possible workshop opportunities of interest to the general membership of PHG,
- working collaboratively with other PHG leaders, particularly the person(s) responsible for monthly programs, to determine whether the proposed workshop leader can also lead the monthly program(s),
- negotiating any fees and contractual agreements with the instructor to be signed by the instructor and PHG President,
- finding an appropriate workshop venue and handling any necessary contracts and fees as may be required for the room rental,
- determining the workshop fee to be paid by each enrollee that will cover all costs of the workshop (including any gratis workshops, risk, and indirect costs) and any deposit amount,
- notifying the Treasurer of amounts due to the instructor and requesting a PHG check for paying the instructor's expenses,
- advertising the workshop in the PHG newsletter and other appropriate outlets,

- handling registration,
- serving as an intermediary between the instructor and attendees to assure that the instructor has necessary student contact information, and that students have any pre-workshop preparatory information,
- collecting fees from students,
- sending the invoice for room rental to the Treasurer,
- presenting payments to the instructor and workshop venue,
- getting workshop fees received from students to the Treasurer for deposit in the bank account,
- giving any workshop materials fees collected to the instructor,
- notifying the Director of Education of any issues or concerns that (a) may require intervention or action beyond the authority of the Workshop Chairperson, such as approving additional speaker expense reimbursements or modifying a contract, (b) that have an adverse impact on the workshop offering, such as unexpected loss of site or low enrollment that could mean canceling the workshop, or (c) the Workshop Chair requires additional expertise or resources to resolve.
- reporting workshop income and expenses after the workshop in a close-out report to the Director of Education.

7. Registration, deposits, and fees. The Workshop Chair shall determine and announce a timeline for registration deadlines given the date(s) of the workshop and based on the type of workshop and needs of the workshop leader and students to prepare in advance of the workshop.

Workshop fees are due and payable in full at the time of registration, unless the logistics of the workshop require a different timeline publicized by the Workshop Chair. The Workshop Chair may agree to a later date if there are extenuating circumstances at his/her/their discretion, or to accommodate late enrollees such as non-members described in paragraph 2 above.

Materials fees assessed by the instructor on a per student basis are the responsibility of the enrollee unless specifically described otherwise in the contract between PHG and the instructor. The student will pay for any materials fees separately at the time listed in the workshop announcement. The workshop chair may collect them on behalf of the instructor.

A deposit paid by an enrollee to hold his/her/their place in the workshop will count toward the enrollee's total workshop fee and is non-refundable. The deposit may be paid at any time after the workshop is announced. The balance of the workshop

fee is due and payable on or before the date identified in the workshop announcement, with two (2) weeks prior a general guideline.

If an enrollee has not paid all fees in full, the workshop chair may, at his/her/their discretion, disqualify the enrollee from participation in the workshop.

8. Cancellation. An enrollee may cancel his/her/their enrollment with a full refund of amounts paid over the non-refundable deposit if notice of cancellation is received by the workshop chair at least one full month prior to the workshop, unless an earlier date is announced in the workshop announcement. Half of any workshop fees above the non-refundable deposit is refundable if cancellation is received by the workshop chair from one (1) month to two (2) weeks of the workshop. The workshop fees paid are non-refundable if cancellation is requested less than two (2) weeks prior to the workshop.

9. Transfer of Enrollment. Workshop enrollees who wishes to cancel may, however, transfer their enrollment (an)other person(s) provided that the enrollee notifies the workshop chair of the change and the workshop chair has no objection. If enrollment is transferred, the transferee is responsible for all workshop fees and any materials fees. If any fees have already been paid by the individual who cancelled, then the transferee is responsible for reimbursing the initial enroll.

10. Disqualification of Benefit. If an enrollee has habitually failed to pay as described in this policy, disrupted workshops, or otherwise abused the workshop benefit provided by PHG, then the Workshop Chair or any other PHG member may provide the Board with a complaint, information to support the complaint, and a recommendation to disqualify the enrollee from future benefits. The Board will allow the enrollee an opportunity to respond to the complaint, consider the complaint and response, and make its decision in writing to the enrollee.