



Valley Forge Rug Braiding Guild General Meeting

**Agenda for Zoom Meeting:
Saturday, March 1, 2025, 1 pm EST**

Agenda

1. **Call to Order** -- Rissa Moore, President
2. **Approve/Add to: Agenda**
3. **Amend/Approve Minutes of Last Meeting** – attached
4. **Treasurer's Report** – Sherry Chilcutt, Treasurer
5. **Guild Name & Bylaw Changes**

Name Update: We need a vote of the general membership to approve the name change to Rug Braiders International. The process includes notification of the upcoming vote at a general meeting, and a vote at the next meeting, which includes emailed votes.

Bylaw Changes: When this guild first started, it was a guild that met in person. Many of the bylaws include language that is not suitable for the online guild that we have evolved into. See the proposed changes, attached. A vote will be taken at the next meeting, and for those who cannot attend, an emailed ballot will be available three days prior to the meeting.

6. **Committees:**

a. **Conference** : Co-Chairs: Donna Witmer, Sherry Chilcutt
Stella Niagara Center of Renewal in Lewiston, NY on April 24-27, 2025.
Conference registration is open! 31 braiders coming + 2 spouses.

Classes with spaces available: Pincushion Jar, Making Waves, Turkey Treat Basket, Zigzag Chair Pad, Braiding with Denim, RO Butting, Beginning Rug Braiding Continuous Circle, Braided Heart, Rita's Star Basket II, Two Braid Tote.

Classes FILLED: Butting, LO (with a strong possibility of Rose opening another butting class on Friday &/or Sat. Early afternoon...)

b. **Education**: Chair: Christine Manges

c. **Exhibit**: Chair: Pam Rowan

Now that funds have been approved, we will meet in the next couple months to decide how to distribute the funds for shipping rugs to exhibit opportunities.

a. **Rug Challenge**: "Braided Water"....Will be shown at the Spring Conference 2025. You don't have to be there to make a challenge rug!

b. **State and County Fairs**: Check out your State and County websites for opportunities.

c. **Sauder Village** Rug Hooking Week, Aug 12-16, 2025

d. **Finance**: Chair: Donna Witmer

e. **Fundraising/Scholarship**: Chair: Kris McDermet

7 scholarships were made available for the conference.

Scholarships for half the cost of beginner rug braiding classes are available starting Feb 1.

f. **Media** (website, social media) Christine Manges; Lisa Kilgo

Our Facebook Address: www.facebook.com/groups/308491603694553 OR search for Valley Forge Rug Braiding Guild.

Our Instagram Address: #rugbraidingvf. Once we change our name, we'll get a new Instagram address! Judy Fahnestock has agreed to work on this for the guild.

g. Membership

Current members: 218

Co-Chairs: Marlene Breitenbach & Mary Ragno

h. Nominating Committee

Chair: Mary Hibbard

i. Programs

Chair: Christine Manges

Zoom Coord: Judy Fahnestock

Special Events: (Speakers get \$200 for their presentations)

3/15 or 3/22 or 3/29	
4/12	
5/17 or 5/31	Janet Fitzgerald on Barbara Fisher
6/28	Reducing Textile Waste with Cookie Washington

Demos at Guild Meetings: (Demonstrators get \$25 as a thank you).

3/1	4-leaf clover w Christine Manges
4/5	
5/3	LO vs RO Braiding: Pam Rowan & Christine Manges
6/7	

Outside Events of Interest:

• **March 11-13, 2025 in Elverson PA:** email Karen Drevyanko: kdbraider@gmail.com if you need more information about the retreat.

• **October 10-12, 2025, New England Braids**, Methuen, Massachusetts,
www.rugbraiding.wordpress.com or contact Carol Broadbent at carolbraids@gmail.com

7. Demo: 4-Leaf Clover

8. Adjournment, followed by **Show & Tell!**

Attachments:

- Minutes of Last Meeting
- Treasurer's Report
- Proposed Bylaw Changes

Valley Forge Rug Braiding Guild

February 1, 2025 General Meeting Minutes

1. **Call to Order** – President Rissa Moore called the meeting to order at 1:00pmEST. There were 38 attendees.
2. **Approve/Add to the Agenda** – No additions to the agenda. Motion to approve by Gail Stephens. Seconded by Christine Manges. The agenda was approved.
3. **Amend/Approve Minutes of Last Meeting** – No amendments to the minutes. Motion to approve by Mary Ragno. Seconded by Mary Bird. The minutes were approved.
4. **Treasurer's Report** – Treasurer Sherry Chilcutt attached the Treasurer's Report to the agenda.
5. **Guild Name Change** – President Rissa Moore and Vice President Gail Stephens presented the new name for the guild, Rug Braiders International. Details are in the agenda.
6. **Committees**
 - a. **Conference** – Gail Stephens reported that registration opens on February 2 and we have a maximum of 45 braiders. Judy Fahnestock suggested including information that credit cards can be used as well as PayPal.
 - b. **Education** – Christine Manges reviewed the conference classes.
 - c. **Exhibit Committee** – Pam Rowan reported that the Exhibit Committee met recently and the board approved \$500 for the committee for this year.
 - d. **Finance** – No report.
 - e. **Fundraising/Scholarship** – Kris McDermet reported that four scholarships have been awarded for the conference and up to 12 scholarships will be awarded for the upcoming beginner classes. She will send out info soon on the Tea Cup Auction to be held at the conference.
 - f. **Media** – Christine Manges shared that the new domain name for the guild has been obtained and she is working on changing over the website.
 - g. **Membership** – Mary Ragno presented a spreadsheet comparing membership statistics from last year to this year. The spreadsheet is in the agenda.
 - h. **Nominating** – Mary Hibbard reported that she has not received any inquiries for the open Vice President position for next year but has some names she will be contacting.
 - i. **Programs** – Christine Manges presented the current schedule of Special Events and Demos which are listed in the agenda. She also listed several outside events of interest which are listed in the agenda. Karen Drevyanko spoke about the braiding event in Elverson, PA that she is coordinating. Spaces are still available. Contact information is in the agenda.
7. **Demo** - Rissa Moore presented a demo on Braided Hearts. The handout link is in the February newsletter.
8. **Adjournment** – President Rissa Moore called for a motion to adjourn. A motion to adjourn was made by Christine Manges and seconded by Maddy Fraioli. The meeting was adjourned at 2:05pmEST followed by show and tell.

Submitted by Karen Levendusky 2/1/2025

Valley Forge Rug Braiding Guild

Statement of Activity

July 2024 - February 2025

	TOTAL
Revenue	
40000 Contributed income	
40010 Donations from individuals General Fund	1,047.17
40020 Donation for Scholarship Fund	1,375.00
40030 Donation for Gift Card	-971.17
Total 40000 Contributed income	1,451.00
41000 Program Revenue	
41010 Membership Fees	4,035.00
41020 Class Revenue	10,770.13
41030 Speaker Fee Revenue	56.69
41040 Retreat Revenue	13,966.00
41090 Discounts given	-2,000.00
Total 41000 Program Revenue	26,827.82
Channel sales	
PayPal sales	2,898.00
Total Channel sales	2,898.00
Unapplied Cash Payment Revenue	5,290.00
Total Revenue	\$36,466.82
GROSS PROFIT	\$36,466.82
Expenditures	
60000 Contract & professional fees	
60040 Speaker fee expenditures	1,284.98
60050 Teacher Fees	7,052.59
Total 60000 Contract & professional fees	8,337.57
60100 Advertising & marketing	196.86
60200 Office expenses	
60225 Paypal Fees	910.46
60210 Bank fees & service charges	0.00
Total 60225 Paypal Fees	910.46
60230 Wix Fees	146.54
60245 Software & apps	485.54
Total 60200 Office expenses	1,542.54
60400 Conferences, conventions, and meetings	3,292.65
69999 Uncategorized Expense	2,400.00
Channel expenses	
PayPal expense	350.00
Total Channel expenses	350.00
Total Expenditures	\$16,119.62
NET OPERATING REVENUE	\$20,347.20
NET REVENUE	\$20,347.20

Valley Forge Rug Braiding Guild

Statement of Financial Position

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Mercury Checking	32,376.86
10100 Mercury Savings	2,782.70
10200 Paypal	5,925.00
Total Bank Accounts	\$41,084.56
Other Current Assets	
14000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$41,084.56
TOTAL ASSETS	\$41,084.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 Other Current Liability	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30100 Unrestricted Net Assets	20,737.36
30200 Temp Restricted Net Assets	0.00
Net Revenue	20,347.20
Total Equity	\$41,084.56
TOTAL LIABILITIES AND EQUITY	\$41,084.56

Proposed Bylaw Changes

1. NAME CHANGE IN BYLAWS

Article I – Name

The name of this organization shall be Rug Braiders International, an independent and unaffiliated non-profit organization.

Justification: The name Valley Forge Rug Braiding Guild misleads potential members into believing that the guild is limited to southeastern Pennsylvania residents, living near Valley Forge. Our current membership is international, and changing our name will better represent our guild's membership.

2. TIMING OF MEMBERSHIP DUES IN BYLAWS

Article III – Membership and Dues

B. Dues:

The annual dues for Members shall be determined by the Board, due and payable July 1 each year.

Justification: Currently, the bylaws state membership dues are collected in September. Our fiscal year is July 1 – June 30, and membership dues for the year are collected at the start of the year. This September collection of dues is a holdover from when meetings were held in person.

3. SPECIFY THAT NON-MEMBERS MAY ATTEND GENERAL MEETINGS FOR A FEE

Article IV – Meetings

A. 2. Non-members may attend all meetings of the general membership for a fee.

Justification: Currently, the bylaws state that non-members may attend all general membership meetings. However, the guild pays for demonstrations of braid techniques at membership meetings, and we charge a nominal fee to guests who attend.

4. CHANGE “ZOOM” TO “VIRTUAL PLATFORM” IN TWO PLACES.

Article IV Meetings – A. General Information

1. Eliminate “such as Zoom”

2. Change “Zoom” to “virtual platform”.

Justification: In the future, we may not use Zoom. The guild may choose another virtual platform.

5. REMOVE EXECUTIVE BOARD MEETING SCHEDULE AND WEBSITE POSTING IN BYLAWS

Article IV – Meetings

B. Executive Board Meetings

Eliminate “2. Executive Board meetings shall be announced via a yearly schedule and posted on the website”.

Justification: Executive Board Meetings over Zoom are called by the President or other officers to address issues as they arise. Often simple matters are handled via email discussion. Meetings are arranged on an “as-needed” basis.

6. CHANGE NAME AND DESCRIPTION OF “CHARITY COMMITTEE”

Article V - Officers and Governing Boards

3. f. Fundraising/Scholarship Committee

Responsible for coordinating all fundraising endeavors and for dispersing scholarships.

Justification: The name “Fundraising/Scholarship” more accurately reflects the work of this committee.

The Duties and Procedures Document will also be reviewed and updated in the near future by the Board and Committee Chairs; this does