



Valley Forge Rug Braiding Guild General Meeting

**Agenda for Zoom Meeting:
Saturday, Sept 7, 2024, 1 pm EST**

Agenda

1. **Call to Order and Welcome Back** -- Rissa Moore, President
2. **Approve/Add to: Agenda**
3. **Amend/Approve Minutes of Last Meeting** – attached
4. **Treasurer's Report** – Sherry Chilcutt, Treasurer
5. **Vote on the Budget** – Gail Stephens, Vice President
The budget for this year was presented in June and is voted on in September.
6. **Review of Current Officers** –
Rissa Moore: President
Gail Stephens: Vice-President
Sherry Chilcutt: Treasurer
Karen Levendusky: Secretary
7. **Old Business**
Exploring an Exhibit Committee and raising funds for shipping rugs to exhibits. Motion to create an Exhibit Committee?
8. **Committees:**
 - a. **Conference** : Sherry Chilcutt, past co-Chair
Exploring possibilities
 - b. **Education:** Chair: Christine Manges
There will be a planning meeting Monday, Sept 9, at 7pm EST.
 - c. **Finance:** Chair: Donna Witmer
Results of Internal Audit: Letter Attached. (A 2-person internal audit of the guild's finances is required every year by our bylaws). Thank you to Lucinda Harrison-Cox and Janice Lyle for performing this vital role for the guild.
 - d. **Fundraising/Scholarship:** Chair: Kris McDermet
Raffle Rug results; plans for the coming year
 - e. **Media** (website, social media) Christine Manges; Lisa Kilgo; Sonia Miranda
Tour of Website – Christine Manges
Our Facebook Address: www.facebook.com/groups/308491603694553 OR search for Valley Forge Rug Braiding Guild.
Our Instagram Address: #rugbraidingvf.
Send photos to Instagram Coordinator, Sonia Miranda: bukiah@gmail.com

f. **Membership:** Co-Chairs: Marlene Breitenbach & Mary Ragno
Current members: 165

g. **Nominating Committee:** Chair: Mary Hibbard

h. **Programs:** Chair: Christine Manges
Zoom Coord: Judy Fahnestock

There will be a planned meeting Monday, Sept 16, at 7 pm EST over Zoom. Come and make suggestions (or volunteer!) for braiding demonstrations!

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

9/21	Sauder Slide Show
10/19	Yvonne Iten-Scott & Leslie Knight: Magnificent Bugs in Rugs
11/16	Maggie Scillia on Loretta Zvarick
12/14	Quillie Snowflake - Yvonne Iten-Scott
1/18	Creating an Art Journal: Susan Feller
2/22	Creating Images in Braids, with K.McDermet & C.Manges
3/15 or 3/22 or 3/29	
4/26	
5/17 or 5/31	
6/21 or 6/28	

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

9/7	Strip Mgt - Christine
10/5	Patterns in Braids - Christine
11/2	
12/7	
1/4	
2/1	
3/1	
4/5	
5/3	
6/7	

9. **Exhibit Opportunities:**

- Rug Challenge:** "Braided Water"...Will be shown at the Spring Conference 2025... but that date is not yet available. You don't have to be there to make a challenge rug!
- State and County Fairs:** Check out your State and County websites for opportunities.
- Sauder Village Rug Hooking Week, Aug 2025**

10. **Demo:** Strip Management, with Christine Manges

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

Attachments:

- Minutes of Last Meeting
- Treasurer's Report
- Budget for Fiscal Year 2024-2025
- Results of Internal Audit

Valley Forge Rug Braiding Guild

June 8, 2024 General Meeting Minutes

1. **Call to Order** – President Christine Manges called the meeting to order. There were 39 attendees.
2. **Approve/Add to the Agenda** – No additions to the agenda. Motion to approve by Gail Stephens. Seconded by Lucinda Harrison-Cox.
3. **Amend/Approve Minutes of Last Meeting** – No amendments to the minutes. Motion to approve by Diane Tobias. Seconded by Gail Stephens.
4. **Treasurer's Report** – Sherry Chilcutt presented the Treasurer's Report (attached to the agenda).
5. **Budget** – Gail Stephens presented the budget for 2024-2025 which will be voted on at the September meeting.
6. **Election** – Mary Hibbard presented the slate of officers for the next year which was approved unanimously. Rissa Moore was elected President. Gail Stephens, Sherry Chilcutt, and Karen Levendusky will continue in their current roles.
7. **New Business** – Christine discussed forming an exhibition committee. Kris McDermet will discuss possible funding options for shipping rugs to exhibitions with the Scholarship Committee.
8. **Committees**
 - a. **Conference** – Heidi Benzinger and Sherry Chilcutt reported that everything is in place for the upcoming conference.
 - b. **Education** – Christine corrected the date listed in the agenda for the Education Committee planning meeting. The date for the meeting is July 14 after Braid Help.
 - c. **Finance** – Christine reported that Janet Lyle and Lucinda Harrison-Cox have agreed to be our auditors again this year.
 - d. **Fundraising/Scholarship** – Kris McDermet encouraged more members to join the Scholarship Committee. The raffle rug is on the way to Story with Cathy Winship.
 - e. **Media** – Colleen Rourke has agreed to be our new Instagram coordinator.
 - f. **Membership** – Mary Ragno reported that we have lots of membership renewals coming in. Gail Stephens reported that we now have business cards provided by Marjorie Corrow.
 - g. **Nominating** – The officer slate for the upcoming year was presented by Mary Hibbard.
 - h. **Programs** – Christine reported that the last program of the year will be a slide show of the Story, Wyoming Conference.
9. **Exhibit Opportunities** – Exhibit opportunities are listed in the agenda.
10. **Demo** – Diane Tobias gave a presentation on **Braiding with Cotton**.
11. **Adjournment** – Christine adjourned the meeting followed by show and tell.

Submitted by Karen Levendusky 6/27/2024

Valley Forge Rug Braiding Guild

Statement of Activity

July 1 - September 5, 2024

	TOTAL
Revenue	
40000 Contributed income	
40010 Donations from individuals General Fund	972.17
40020 Donation for Scholarship Fund	1,375.00
40030 Donation for Gift Card	-971.17
Total 40000 Contributed income	1,376.00
41000 Program Revenue	
41010 Membership Fees	2,355.00
41040 Retreat Revenue	396.00
Total 41000 Program Revenue	2,751.00
Unapplied Cash Payment Revenue	0.00
Total Revenue	\$4,127.00
GROSS PROFIT	\$4,127.00
Expenditures	
60000 Contract & professional fees	
60040 Speaker fee expenditures	200.00
60050 Teacher Fees	2,471.99
Total 60000 Contract & professional fees	2,671.99
60100 Advertising & marketing	196.86
60200 Office expenses	
60225 Paypal Fees	81.30
Total 60200 Office expenses	81.30
60400 Conferences, conventions, and meetings	994.65
Total Expenditures	\$3,944.80
NET OPERATING REVENUE	\$182.20
NET REVENUE	\$182.20

Valley Forge Rug Braiding Guild

Statement of Financial Position

As of September 5, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Mercury Checking	18,079.94
10100 Mercury Savings	2,782.70
10200 Paypal	56.92
Total Bank Accounts	\$20,919.56
Other Current Assets	
14000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$20,919.56
TOTAL ASSETS	\$20,919.56
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	182.20
Total Equity	\$20,919.56
TOTAL LIABILITIES AND EQUITY	\$20,919.56

Valley Forge Rug Braiding Guild

Budget July 1, 2024 through June 30, 2025

Approved by executive board June 3, 2024. Presented to VFRBG membership June 8, 2024 meeting. Membership vote will be during our general meeting in September, 2024.

INCOME	AMOUNT	NOTES
Administrative costs of VFRBG	\$0	
Income by Committee:		
Charity/Scholarship	\$1,350	Fund Raising and scholarship donations
Finance	\$130	Oversees funding and tax reporting/Donations
Media	\$0	Website & social media publicity for guild
Membership	\$5,850	membership dues 207 members @\$30/yr \$15/half yr
Program: Education	\$10,000	Income from online classes
Program: Special Events & Demos	\$60	Fees from monthly guild special events
Program: Braid Conference, Spring	\$20,300	Income from lodging, meals, classes, exhibitors, commuters
TOTAL INCOME	\$37,690	Total income budgeted July 1, 2024 -June 30, 2025

EXPENSES	AMOUNT	NOTES
Administrative	\$650	Insurance- Directors and Officers
Expenses by Committee:		
Charity/Scholarship	\$842	Scholarships given, mailing wool for raffle rug+admin fee
Finance	\$580	Accounting software & IRS/PA tax forms prep, Auditor, +admin fee
Media	\$1,262	Domain registration, Website hosting, Zoom membership, mailing, +admin fee
Membership	\$261	Credit card fees to process memberships +admin fee
Program: Education	\$8,586	Online classes & credit card fees +admin fee
Program: Special Events & Demos	\$2,445	Honorarium to monthly guild meeting speakers/demos +admin fee
Program: Braid Conference Spring	\$19,056	Lodging, meals, classes venue, teacher honorarium, credit card fees +admin fee
TOTAL EXPENSES	\$31,190	Total expenses budgeted July 1, 2024 -June 30, 2025
Net Increase in Charity	\$508	Increase in funds reserved for Scholarships
Reserve for future use	\$5,992	In case of significant shortfall in any areas

August 19, 2024

To the Board of the Valley Forge Rug Braiding Guild,

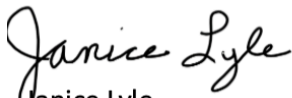
We have reviewed the accounts of the Guild for the fiscal year 2023-2024 including, but not limited to, the following:

- General Ledger
- PayPal Account Reconciliation
- Savings Account Reconciliation
- Checking Account Reconciliation
- Statement of Activity
- Revenue by Customer Summary
- A/R Aging Summary
- Scholarship Fund Accounting

Upon careful and considered review, we are happy to report that the accounts appear in order and the Guild appears to be taking appropriate steps to document income and expenditures. The officers of the Guild also appear to be diligent in carrying out their fiduciary duties as trustees' of the membership's funds and in planning activities in accordance with the Guild's mission.

We have no recommendations for change.

Respectfully,


Janice Lyle


Lucinda Harrison-Cox