



Valley Forge Rug Braiding Guild General Meeting

**Agenda for Zoom Meeting:
Saturday, October 5, 2024, 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. **Old Business**
6. **New Business**
7. **Committees:**
 - a. **Conference** : Sherry Chilcutt, past co-Chair
 - b. **Education:** Chair: Christine Manges
Summary of recent planning meeting and Teacher Guidelines for Ovals
 - c. **Exhibit Committee** Chair: Pam Rowan
 - d. **Finance** Chair: Donna Witmer
 - e. **Fundraising/Scholarship** Chair: Kris McDermet
 - f. **Media** (website, social media) Christine Manges; Lisa Kilgo; Sonia Miranda
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
 - g. **Membership** Co-Chairs: Marlene Breitenbach & Mary Ragno
Current members: 178
 - h. **Nominating Committee** Chair: Mary Hibbard
 - i. **Programs** Chair: Christine Manges
Zoom Coord: Judy Fahnestock

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

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	

8. Exhibit Opportunities:

- a. **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!
- b. **State and County Fairs:** Check out your State and County websites for opportunities.
- c. **Sauder Village Rug Hooking Week, Aug 2025**
Slide Show of Braids Shown at Sauder Village 2024 – Christine Manges

9. Demo: Patterns in Braids, with Christine Manges

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

Attachments:

- Minutes of Last Meeting
- Treasurer’s Report: Statement of Activity & Statement of Financial Position

Valley Forge Rug Braiding Guild

September 7, 2024 General Meeting Minutes

1. **Call to Order** – President Rissa Moore called the meeting to order at 1:00pmEST. There were 35 attendees.
2. **Approve/Add to the Agenda** – No additions to the agenda. Motion to approve by Lucinda Harrison-Cox. Seconded by Christine Manges.
3. **Amend/Approve Minutes of Last Meeting** – No amendments to the minutes. Motion to approve by Peggyann Watts. Seconded by Pam Rowan.
4. **Treasurer's Report** – Sherry Chilcutt presented the Treasurer's Report (attached to the agenda). Sherry commented that membership is our main source of income. She also reported that St. Francis has returned our conference deposit.
5. **Vote on the Budget** – The 2024-2025 budget was prepared by Gail Stephens and Sherry Chilcutt and presented at the June 2024 General Meeting. The budget was voted on and was approved unanimously.
6. **Review of Current Officers** – Rissa Moore presented the current officers who are listed in the agenda.
7. **Old Business** – Christine Manges made a motion to form an exhibition committee to find exhibition locations and help cover the cost of shipping rugs. Pam Rowan seconded the motion and will be on the committee. The motion was voted on and passed. Email Rissa Moore at rissawise@gmail.com if you would like to be on the committee.
8. **Committees**
 - a. **Conference** – Sherry Chilcutt reported that we currently have no venue for our 2025 conference due to St. Francis closing. Several locations are being investigated. Sherry will be checking availability of the proposed locations and will need a local co-chair for the conference. Contact Sherry at sherrychilcutt@aol.com if you have any suggestions for conference locations.
 - b. **Education** – Christine Manges presented the current class schedule which is listed in the agenda and on the website. Additional classes will be planned. The education committee will be meeting Monday, September 9 at 7:00pmEST. Christine asked anyone interested in a class for teachers to contact her at ccmanges@gmail.com.
 - c. **Finance** – Rissa Moore presented the results of the internal audit performed by Janet Lyle and Lucinda Harrison-Cox. Our finances are in good order. The letter is attached to the agenda.
 - d. **Fundraising/Scholarship** – Kris McDermet reported that \$700 in scholarships were awarded for the 2024 conference in Wyoming, and the raffle rug brought in \$1500.

Scholarships for the 2025 conference will be evaluated after the venue and cost details are determined.

e. Media – Christine Manges gave a tour of the website. Our Facebook and Instagram addresses are listed in the agenda. Pam Rowan encouraged everyone to add themselves to the braiders database maintained by Dianne Tobias. The database allows braiders to find other braiders in their area. Email Dianne at rugbraidersdatabase@gmail.com.

f. Membership – Marlene Breitenbach and Mary Ragno reported that we currently have 160 members, 116 renewing members and 44 new members. They reported that we had 218 members at the end of June 2024. Stephanie Samuel spoke about the value of our Facebook page in attracting new members. She will post pictures of her progress in an upcoming class on another rug braiding Facebook page to help direct braiders to us.

g. Nominating – Mary Hibbard thanked the current officers for volunteering to serve.

h. Programs – Christine Manges presented the current schedule of Special Events and Demos which are listed in the agenda. Color planning and general rug planning were suggested as future demos. Contact Christine if you have an idea for a demo or are willing to do a demo. The Program Committee will meet on September 16 at 7:00pmEST.

- 9. Exhibit Opportunities** – Exhibit opportunities are listed in the agenda. Pam Rowan asked in the chat if our guild brochure has been sent to wool vendors like Searsport. Kris McDermet talked about the Tighr rugmaking conference in 2027. Christine Manges discussed the upcoming Methuen braiding conference presented by Carol Broadbent. Carol's website is www.rugbraiding.wordpress.com.

- 10. Demo** – Christine Manges gave a presentation on **Strip Management**.

- 11. Adjournment** – President Rissa Moore adjourned the meeting at 2:41pmEST followed by show and tell.

Submitted by Karen Levendusky 9/8/2024

Valley Forge Rug Braiding Guild

Statement of Activity

July 1 - October 3, 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	3,015.00
41020 Class Revenue	4,385.00
41030 Speaker Fee Revenue	5.13
41040 Retreat Revenue	796.00
Total 41000 Program Revenue	8,201.13
Unapplied Cash Payment Revenue	0.00
Total Revenue	\$9,577.13
GROSS PROFIT	\$9,577.13
Expenditures	
60000 Contract & professional fees	
60040 Speaker fee expenditures	400.00
60050 Teacher Fees	2,471.99
Total 60000 Contract & professional fees	2,871.99
60100 Advertising & marketing	196.86
60200 Office expenses	
60225 Paypal Fees	230.88
60210 Bank fees & service charges	0.00
Total 60225 Paypal Fees	230.88
60230 Wix Fees	60.52
Total 60200 Office expenses	291.40
60400 Conferences, conventions, and meetings	994.65
Total Expenditures	\$4,354.90
NET OPERATING REVENUE	\$5,222.23
NET REVENUE	\$5,222.23

Valley Forge Rug Braiding Guild

Statement of Financial Position

As of October 3, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Mercury Checking	22,788.24
10100 Mercury Savings	2,782.70
10200 Paypal	388.65
Total Bank Accounts	\$25,959.59
Other Current Assets	
14000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$25,959.59
TOTAL ASSETS	\$25,959.59
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	5,222.23
Total Equity	\$25,959.59
TOTAL LIABILITIES AND EQUITY	\$25,959.59