

## **MidAtlantic Fiber Association Representatives Assembly October 9, 2018**

The fall meeting of the representatives of the MidAtlantic Fiber Association was held on Tuesday, October 9, 2018 via teleconference.

### **Board Members in Attendance**

Karen Miller, President

Charlene Marietti, First VP\Communications

Theresa Hill, 2nd VP\Conference

Marla Campbell, Treasurer

Joan Martin, Secretary

Mary Strouse, Grants Chair

Margaret Briggs, Membership Chair

### **Guild Representatives in Attendance**

Canaan Weavers, Val Mayor

Central PA, Tara Kiley-Rothwell

Central Virginia, Margaret Briggs

Chautauqua, Buffalo, Rochester, Suanne Pasquarella

Chesapeake Weavers, Pat Capogrossi

Fiber Guild Blue Ridge, Kathy Reed

Frances Irwin, Jockey Hollow, Sally Ogren

New River Valley, Carolyn Moore

New York Guild, Charlene Marietti

North Country Spinners & Weavers, Patty Chrisman

Bucks County, Chris Field-Funk

Palisades Guild, Linda Pierson

Paumonok Guild, Dorothy Berglin

Philadelphia Guild, Nancy Nagle

Potomac Fiber Arts, Diana Guenther

Shore Fiber Arts, Debra Foster

South Jersey Guild, Helena Valentine

Susquehanna Valley, Cecile Stiner

Tavern Spinners & Weavers, Sandi Petty

Waterford Weavers, Meg Lundsager

Greater Baltimore, Pat Capogrossi

Weaver's Roundtable, Mickie Schneider

Westfield Weavers, Donna Ritter

Woodstock Weavers, Halyna Shepko

**CALL TO ORDER** President Karen Miller called the meeting to order at 7:03 pm. Representatives of 30 guilds were present.

**APPROVAL of MINUTES** The minutes of the Reps Meeting of May 6, 2018 were approved as posted.

### **OFFICERS REPORTS**

**PRESIDENT'S REMARKS** President Karen Miller

The past year, the Board has been working hard to improve how MAFA communicates, as well as how it operates behind-the-scenes. The new website and revamped newsletter were aimed at keeping our reps and guild members better informed, as well as helping others to find out about MAFA and the fiber resources in our region. Behind-the-scenes actions have included documentation of standing rules and standard procedures, creation and revision of policies, increased definition of roles and implementation of a plan to better conserve our legacy documents and photos.

## **TREASURER'S REPORT** Treasurer Marla Campbell

- Current balances as of 9/30/2018:

Money Market	\$76,176.06
Money Market	\$51,718.95
Checking	\$24,236.67
PayPal	\$213.06
Total	\$152,344.74

See attached Financial Statement.

### Accomplishments:

- Successful audit and tax filing for 2017 (tax year 2016)
- Implemented Document Retention program and investigating Conflict of Interest and Whistle Blower policy, as suggested by accountant.
- Converted accounting books to QuickBooks. Looking to purchase a dedicated laptop for ease of transitioning position to new officers and creating written SOP's.

## **COMMUNICATIONS CHAIR REPORT** First Vice President\Communications Charlene Marietti Web site went live in August, hired a developer, thanks to volunteers that helped.

- Fiber resources section – <https://mafafiber.org/resources/> Submit resources in 11 categories. This is a community-sourced project.
- A focus has been the ease of conference site use, as well as the entire site. Suggestions are welcome. <https://mafafiber.org/conferences/mafa2019/>
- Promotion of conference is started via social media, print outs, advertising in print media and online.
- Web site still has some issues sometimes. Please let us know if you encounter any.

## **CONFERENCE COMMITTEE REPORT** Second Vice President\Conference Chair Theresa Hill

- Committee and Board starting to turn the conference planning into high gear.
- Volunteers are needed in many positions. We are still looking for a Goody Bag Coordinator, and a guild to help pack bags. There will be a posting board at the conference for selling equipment, events, etc. <https://mafafiber.org/conferences/mafa2019/get-involved/>
- Encourage members to participate in competitions and attend events. Several new categories have been added. <https://mafafiber.org/conferences/mafa2019/schedule-events/>
- Registration for member guilds and associates opens February 2, 2019.
- Vendor list is almost set. List will be on website at, <https://mafafiber.org/conferences/mafa2019/marketplace/>

## **GRANTS COMMITTEE REPORT** Grants Committee Chair Mary Strouse

2018 MAFA Grants were granted to the following guilds:

1. Harmony Weavers Guild, DE  
Program: 17th, 18th and 19th Century Textiles: Workshop and Lectures  
Grant funds partially defrayed expenses for a series of tours, lectures and workshops held at Winterthur Museum and elsewhere in March 2018. Events were open to members of other MAFA guilds and/or the public.

Award: \$1,000 reduced to \$500 because of weather-related cancellations and program changes.  
Completed.

2. Philadelphia Guild of Handweavers, PA

Program: Gateway to Weaving

Purchased portable rigid heddle looms and associated equipment for use in public outreach, drop-in-and-weave events and beginning weaving classes.

Award:\$1,300. Ongoing.

### 2019 Grants

Guilds are urged to apply for the guild grants. Application deadline: November 1st, 2018. Apply online at <https://mafafiber.org/grants/guild-grants/> The Guilds Grant application is at the bottom of the page.

### 2019 Conference Fellowships

Application deadline: April 1, 2019. Apply online at <https://mafafiber.org/grants/fellowships/>

MAFA will offer up to four \$300 conference fellowships to MAFA members. Fellowships are paid after completion of a post-conference project.

### Changes this year:

- Introduced two-year terms for Grants Committee volunteers, with a maximum of four years. This should result in one to two openings per year, beginning in Fall 2019. West Virginia and North Carolina are not currently represented.
- Moved grant application deadline forward from January to November, to allow for decisions by early January.

### **MEMBERSHIP REPORT** Membership Chair Margaret Briggs

We currently have 45 guilds, all but 4 have renewed. Welcome to our newest member this month, Three Rivers Fiber Focus of Pennsylvania.

We have 29 Associates – 18 are new, 11 have renewed.

We also now have a MailChimp mailing list of 120 who have joined from the link on the website, and who will receive a newsletter and notices about the conference.

With the new website, we have a number of improvements for Guilds:

- Our new online application and renewal at <https://mafafiber.org/about-us/join-us/guild-membership-application-renewal/>
- More easily updated Guild listings - check your listing here <https://mafafiber.org/guilds/>
- A new Guild Info Update Form <https://mafafiber.org/guilds-page/guild-update/>
- And a Guild Events calendar with a link to submit your events <https://mafafiber.org/events/>

We also encourage you to visit the Guild Resources section where we have:

- The Reps Corner with minutes and newsletters <https://mafafiber.org/guild-resources/reps-corner/>
- As well as info for guild administrators <https://mafafiber.org/guild-resources/guild-admin/>
- And program suggestions <https://mafafiber.org/guild-resources/guild-programs/>

Lastly, all reps and guild officers may also join the Groups.io group at <https://groups.io/g/mafareps>. We want to encourage all guilds to enter program and workshop info in the database, and it's a great place to ask questions of other guild leaders.

#### **WEBMASTER REPORT** Webmaster David Banks

- David was not able to attend, but Karen Miller reported that he is using analytics on website to help us understand the needs of our visitors.
- He has also built eight guild websites. Guilds can maintain their own website content, or Dave will. Contact Dave at [webmaster@mafafiber.org](mailto:webmaster@mafafiber.org) for more information.

#### **NEW BUSINESS & ANNOUNCEMENTS**

There were no new business items nor announcements.

President Karen Miller ended the meeting with a list of requests for the reps:

- Submit a guild profile for the website to introduce your guild to other members. Profiles can cover many aspects of your guild's weaving or history. See <https://mafafiber.org/guilds-page/guild-profile-submission/> for the simple form for submission.
- Link your guild's website to the MAFA website.
- Submit your guild's program events and workshops – <https://mafafiber.org/events/>
- Share your knowledge of local fiber resources – <https://mafafiber.org/submit-a-resource/>
- Participate in MAFA social media – <https://mafafiber.org/mafa-on-social-media/>
- Share the video of 2017 Conference with your guild members – <https://mafafiber.org>
- Volunteer to serve on the Nominating Committee member; new officers will be elected in June 2019. Consider contacting the Nominating Committee with suggestions for possible board members.

The next regularly scheduled meeting of the MAFA Representative Assembly will take place the first Saturday in May 2019 at the Maryland Sheep and Wool Festival. Exact time and location will be announced later and publicized later next spring.

**ADJOURNMENT** There being no further new business, the meeting was adjourned at 7:53 pm.

Respectfully submitted,  
Joan Martin  
Secretary

# MidAtlantic Fiber Association

## 2018 Financial Statement Review

Statement of Assets, Revenues, Expenses and Other Changes in Net Assets - Cash Basis  
Year Ended September 30, 2018

### Assets

#### Current Assets:

Cash	\$ 152,131.68
Cash - PayPal	\$ 213.06
<b>Total Assets</b>	<b><u>\$ 152,344.74</u></b>

### Net Assets

#### Net Assets:

Unrestricted	\$ 151,767.09
Unrestricted Contributions <sup>1</sup>	\$ 363.00
Temporarily Restricted Contributions <sup>2</sup>	\$ 214.65
<b>Total Net Assets</b>	<b><u>\$ 152,344.74</u></b>

**Statement of Assets, Revenues, Expenses and Other Changes in Net Assets - Cash Basis**  
**Year Ended September 30, 2018**

	Unrestricted	Temporarily Restricted	Total
<b>Revenue and Support</b>			
Dues	\$ 3,033.06	\$ -	\$ 3,033.06
Contributions	\$ -	\$ -	\$ -
Interest Income <sup>3</sup>	\$ 968.43	\$ -	\$ 968.43
Amazon Smile <sup>4</sup>	\$ 5.00	\$ -	\$ 5.00
Program Revenue <sup>5</sup>	\$ 200.00	\$ -	\$ 200.00
Net assets released from restrictions	\$ 600.00	\$ (600.00)	\$ -
<b>Total Revenue</b>	<b>\$ 4,806.49</b>	<b>\$ (600.00)</b>	<b>\$ 4,206.49</b>
<b>Expenses</b>			
<b>Program Services - MAFA Conference</b>			
Administrative	\$ -	\$ -	\$ -
Communication	\$ -	\$ -	\$ -
Events	\$ -	\$ -	\$ -
Facility Rental	\$ 500.00	\$ -	\$ 500.00
Gift Certificates	\$ -	\$ -	\$ -
Instructor - Education	\$ -	\$ -	\$ -
Instructor - Travel	\$ -	\$ -	\$ -
Publicity	\$ 100.00	\$ -	\$ 100.00
Postage	\$ -	\$ -	\$ -
Registration	\$ -	\$ -	\$ -
Volunteers	\$ 100.06	\$ -	\$ 100.06
<b>Total Program Services</b>	<b>\$ 700.06</b>	<b>\$ -</b>	<b>\$ 700.06</b>
<b>Grants, Scholarships and Fellowships</b>			
Allen Fannin Scholarship	\$ -	\$ -	\$ -
2017 Conf Fellowship - Ellen Dorosh	\$ 600.00	\$ -	\$ 600.00
2017 Conf Fellowship - Other	\$ 600.00	\$ -	\$ 600.00
2018 Grants <sup>6</sup>	\$ 1,400.00	\$ -	\$ 1,400.00
<b>Total Grants, Scholarships and Fellowships</b>	<b>\$ 2,600.00</b>	<b>\$ -</b>	<b>\$ 2,600.00</b>
<b>Management and General</b>			
Administrative <sup>7</sup>	\$ 439.72	\$ -	\$ 439.72
Bank Fees	\$ 50.00	\$ -	\$ 50.00
Website <sup>8</sup>	\$ 5,613.15	\$ -	\$ 5,613.15
PayPal Fees - Non Conference	\$ 31.08	\$ -	\$ 31.08
Charitable Contributions	\$ -	\$ -	\$ -
Insurance	\$ 1,883.00	\$ -	\$ 1,883.00
Domestic Corporate Representation	\$ 99.00	\$ -	\$ 99.00
Professional Fees <sup>9</sup>	\$ 2,183.20	\$ -	\$ 2,183.20
<b>Total Management and General Services</b>	<b>\$ 10,299.15</b>	<b>\$ -</b>	<b>\$ 10,299.15</b>
<b>Total Expenses</b>	<b>\$ 13,599.21</b>	<b>\$ -</b>	<b>\$ 13,599.21</b>
<b>Change in Net Assets</b>	<b>\$ (8,792.72)</b>	<b>\$ (600.00)</b>	<b>\$ (9,392.72)</b>
<b>Net Assets at Beginning of Year</b>	<b>\$ 160,922.81</b>	<b>\$ 814.65</b>	<b>\$ 161,737.46</b>
<b>Net Assets at End of Year</b>	<b>\$ 152,130.09</b>	<b>\$ 214.65</b>	<b>\$ 152,344.74</b>

**Statement of Assets, Revenues, Expenses and Other Changes in Net Assets - Cash Basis**  
**Year Ended September 30, 2018**

**Overview**

<sup>1</sup> Unrestricted funds are monies that have been donated without specific use required by the donor. Currently there is \$363.00 in contributions not assigned to a specific fund.

<sup>2</sup> Temporarily restricted funds are monies that have been allocated to a specific use by the donor. Currently there is \$125.15 in the Allen Fannin fund, \$89.50 in the Ellen Dorosh fund.

<sup>3</sup> Interest income was generated by opening an 18 month CD in the amount of \$75,000. The CD matures in December 2018. Currently we plan to roll that over into a new CD.

<sup>4</sup> AmazonSmile Foundation donates 0.5% of the purchase price of eligible products to the MAFA from shoppers who've selected the MAFA organization as their charity. Currently we have received a total of \$21.75.

<sup>5</sup> \$200 was sent while testing the 2019 Conference PayPal options but the charge was not reversed before the end of the fiscal year.

<sup>6</sup> 2018 Grants were approved and first payments distributed. Final payments of \$650 won't be made until final report approval in January 2019.

<sup>7</sup> Purchase of software (QuickBooks and Basecamp) and promotional postcards.

<sup>8</sup> Website expenses were primarily from redesign of the site in the amount of \$5,450.

<sup>9</sup> Required conference year Tax Audit Review and Tax filings.