

**MidAtlantic Fiber Association**  
**Representatives Assembly Meeting Minutes**  
**May 5, 2020**  
**Via Teleconference**

**Board Members Attending:**

Helena Valentine, President  
Sara Robbins, 1<sup>st</sup> VP; Communications  
Margaret Briggs, 2<sup>nd</sup> VP; Conference; Membership Chair  
Mary Strouse, Acting Grants Committee Chair  
Past President, Karen Miller  
Patty Chrisman, Secretary

**Guild Representatives Attending:**

Canaan Weavers, Carla Brenner  
Central PA Guild of Handweavers, Tara Kiley-Rothwell  
Central Virginia Fiberarts Guild, Margaret Briggs  
Chautauqua County Weavers Guild, Suanne Pasquarella  
Chesapeake Weavers, Pat Capogrossi  
Fiber Guild, Carol Ireland  
Fiber Guild of the Blue Ridge, Kathy Reed  
Foothills Spinners & Weavers Guild, Diane Baumgartner  
Frances Irwin Handweavers, Sally Orgren  
Handweavers of Bucks County, Chris Field-Funk  
Handweavers of the New River Valley, Janice Mosley  
Harmony Weavers Guild, Jill Coghlan  
Jockey Hollow Weavers Guild, Sally Orgren  
Loyalhannon Spinners, Liza Steiner  
Morgantown Fiber Guild, Lori Wall  
New York Guild of Handweavers, Charlene Marietti  
North Country Spinners, Debbie Patsel  
Outer Banks Fiber Guild, Linda Ihle  
Palisades Guild of Spinners & Weavers, Linda Pierson  
Philadelphia Guild of Handweavers, Linda Pistilli  
Potomac Fiber Arts Guild, Karen Miller  
Seacoast Spinners and Weavers Guild, Julia McDonald  
South Jersey Guild of Spinners & Handweavers, Robin Schaufler  
Tavern Spinners & Weavers Guild, Thomas Gauthier  
Third Star Fibre Artists Guild, Diane Beier  
Three Rivers Fiber Focus, Debbie Hadfield, Angela Fishman  
Tryon Weavers Guild, Pat Canaday  
Valley Spinners & Weavers Guild, Cecile Stiner  
Warped Weavers Guild, Lizanne Smith  
Washington Spinners & Weavers Guild, Jane Phillips  
Weavers Guild of Buffalo, Suanne Pasquarella  
Weavers Guild of Greater Baltimore, Pat Capogrossi  
Weavers Guild of Rochester, Suanne Pasquarella

Weaver's Roundtable, Barbara Diefenderfer  
Westfield Weavers Guild, Gretchen Fancher  
Walk In Arts Center (WIAC) Fiber Guild, Lorraine Felker  
Williamsburg Spinners & Weavers Guild, Sandy Petty  
Woodstock Weavers, Carol Wood

### **Welcome**

President Helena Valentine welcomed all, noting the difficult times we are living in, and called the meeting to order at 7:05 pm. Helena described the hard work of the 2021 Conference Committee in whittling down over 130 applications to 40 workshops. Additionally, she noted that we need a new Membership Chair and that the reps should please reach out to the guilds to find volunteers for MAFA.

### **Minutes**

The minutes of the Reps Meeting teleconference held October 1, 2019, were approved with the following addition—Carol Wood, of Woodstock Weavers, also attended for Southern Tier Fiberarts Guild—not Sunnyside.

**Motion to approve: Margaret Briggs, Seconded by Debbie Patsel**

**Treasurer's Report** (Marla Campbell) Balance sheet appended to the minutes.

**Communications Report** (First Vice President Sara Robbins) Sara described a new effort to feature guild members in the newsletter and online, beginning with the July/August newsletter. There will be a short bio with photos of their work. This is voluntary and Sara will be sending out a questionnaire to solicit interested guild members.

**2021 Conference Report** (Second Vice President Margaret Briggs) Margaret submitted the following report:

We are proceeding with conference planning, and will continue to monitor whether the coronavirus will have an impact on our event as we get to certain milestones, for example when contracts need to be signed, when registration opens, and when we see how classes are filling. We will be as transparent as we can as the process unfolds.

Workshops have been selected. We are in the middle of the contracting process and will start to announce them this Summer. We had 131 proposals and narrowed them down to 40 workshops in weaving, spinning, dyeing, felting, basketmaking, sewing with handwovens, and pattern drafting.

Vendor invitations will go out July 1st. If you have suggestions for vendors, please email [vendors@mafafiber.org](mailto:vendors@mafafiber.org) with the vendor's name and contact info.

We are still looking for members to join the committee for certain tasks. If you are interested, please email Margaret at [conference@mafafiber.org](mailto:conference@mafafiber.org) to discuss.

There was a question from the reps (Debbie Patsel), and discussion following, regarding language in the contracts for both the venue and the instructors. Considering the current situation with Covid 19, would we be able to cancel if necessary. While the current language of the agreements does not address the virus

specifically, there is language regarding the ability to cancel classes. The Board and the Conference Committee are looking carefully at the contracts.

**Membership Report** (Margaret Briggs) Margaret submitted the following report:

We currently have 52 member guilds, and 104 Associate members. Since our last meeting, we have fixed the website display issue, so all guilds are now displaying properly. We are planning to schedule a roundtable discussion of diversity and inclusiveness issues in guilds at a later date.

Given the extraordinary circumstances we're all in, and the impact on our member guilds, the MAFA board plans to review Guild and Associate dues at our upcoming board meetings, and we may extend the due date for renewals. If there will be a change or reduction in dues, reps will vote on that at our Fall meeting, and dues reminders will go out after we have that resolved. Until that time: **PLEASE DON'T SEND RENEWALS UNTIL WE SEND OUT A RENEWAL NOTICE THIS FALL.**

**Grants/Fellowships Committee Report** (Grants Chair Mary Strouse) Mary noted that we had four applications for 2020 grants and that the Board approved all four for a total of \$7,600 (a record for MAFA). Due to Covid 19 and the current situation of lockdowns etc. , there will be changes needed. Mary has been in discussions with the four grantees and there are three options—Extending the deadlines, declining the grant award and re-applying at a later time, and reducing or reconfiguring the proposed projects. The application period for the 2021 grants will be extended to from early December to January 8, 2021. We typically start to take in applications September 1.

Several members of the Grants Committee will be rotating off soon and we need volunteers to take those spots. We also need to increase geographic diversity—the committee membership is well represented by Maryland, Virginia and Pennsylvania. Physical attendance to the meetings is not required—they are conducted by teleconference. If you are interested and have questions about serving on the committee, contact Mary at [grants@mafafiber.org](mailto:grants@mafafiber.org).

### **Other Business**

Karen Miller, past-President, reported on the 2019 Conference Towel Exchange E-Book, recently linked in the May/June newsletter. It is also linked on the MAFA website under resources/samples and exchanges. Karen also reported on efforts of a committee working to digitize information (drafts, photographs, weaver's notes etc.) from previous MAFA exchanges. Richmond Weavers Guild members are also involved, with the expectation that their guild samples will become part of the collection of viewable, searchable samples on the MAFA website. The hope is that other guilds may choose to add their samples at a later date. For more information contact Karen at [pastpresident@mafafibe.org](mailto:pastpresident@mafafibe.org).

There were questions from the reps (Sally Orgren) regarding distribution of the e-book and whether there would be restrictions. For instance, can the e-book be shared on guild websites? It was noted that the preference would be to link to the MAFA website. Karen acknowledged that these are all good questions and that the committee and board will review. Additionally it was suggested that the e-book be printed and sold as a fundraiser. It was noted that the intention of the project had not been to raise funds. Following discussion on these topics it was determined that guidelines for use of the E-book are necessary for the guilds.

Suanne Pasquarella suggested appending the job description for Membership Coordinator and Grants Committee Member to the minutes.

Debbie Patsel (North Country Spinners) expressed interest in the Membership Chair position.

**Adjourn** Upon motion by Carol Ireland; second by Debbie Patsel, the meeting was adjourned at 7:40 pm.

Submitted by  
Patty Chrisman, Secretary

Attachments: Membership Chair job description; Grants Chair job description, Treasurer's report

The following positions are appointed by the President, in consultation with the other elected officers.

### **Membership Coordinator job description**

**The Membership Coordinator** maintains the list of member guilds and their representatives and officers, as well as the list of associate members. The Coordinator works to increase guild membership in the organization and helps the guilds to communicate with MAFA and with each other, through the newsletter, website initiatives, and other efforts. Being able to help with website updates and content is useful in this position. (This can be taught if the willingness and aptitude is there.)

### **Membership Coordinator**

#### **Per the bylaws:**

- The Membership Committee shall consist of a Membership Coordinator appointed by the Board of Directors and such other persons appointed by the Membership Coordinator.
- The Membership Committee shall maintain current membership lists of all member guilds as well as the contact information for Member Guilds, Representatives, Alternate Representatives, Member Guild officers and Associate Members.

#### **Specifically, the Membership Coordinator:**

- Sends out to the guilds the call for renewal in August of every even-numbered year.
- Regularly sends a call to the representatives for updates to the reps and officers list (at least every August, and perhaps more frequently)
- Collects updates and sends reminders, as needed.
- Maintains updated list of reps and officers for all the guilds.
- Maintains a list of all the guilds with appropriate information: name, location, when and where it meets, size of guild, email address, website address, and ensures the website is updated with this information
- Coordinates with the Treasurer to ensure correct tracking of dues payments.
- Stores up-to-date information in a location accessible to all board members.

**Recommended skills and qualifications:**

- Computer literacy with spreadsheets and email
- Organized and willing to track down details when necessary

**Grants and Fellowships Committee**

The Grants and Fellowship Committee (Grants Committee) makes recommendations to the MAFA Board concerning award of annual MAFA Grants, Conference Fellowships, or other award programs the Board may designate, in keeping with budget and policy guidelines enacted by the Board. Awards are made by the MAFA Board on the basis of Committee recommendations.

Members of the Grants Committee are appointed by the MAFA Board to staggered one or two-year terms, with no member serving more than five years. To secure a diversity of experience, and ensure broad representation throughout the MAFA region, the Committee typically consists of 6 to 8 individuals, plus the Chair. The Grants Chair is appointed to the MAFA Board for a maximum of two two-year terms. Ideally, the Grants Chair will have prior experience as a member of the Grants Committee.

The Committee works by consensus, where possible, and otherwise by majority vote. The Committee does not assist applicants with developing their projects. Individual committee members do not participate in matters concerning guilds they belong to and are not eligible for awards administered by the Committee during their term of service.

Any member of a MAFA guild, and any MAFA Associate member, is eligible for the Grants Committee. Self-nominations are welcome. Committee members work collaboratively through email, an annual conference call, and MAFA's project management software. A collegial attitude and past committee work are highly desirable. Experience with non-profit grants or grant-making may also be useful.

For additional information, or to express interest, please email [grants@mafafiber.org](mailto:grants@mafafiber.org). Please include your current guild membership(s).

**From the MAFA Operations Manual v1.0: Job Descriptions, Qualifications and Expectations for Members of the Board of Directors****Desired Skills and Qualifications for all Board Members**

- Be a member of a MAFA guild, or be a MAFA Associate member in good standing
- Have attended a MAFA conference and/or served as a MAFA rep
- Held office in a guild or other similar organization
- Be a team player, willing to share knowledge and expertise and to take advice from others
- Be willing to compromise, so that the board can govern by consensus wherever possible
- Be computer literate—with email, word processing, spreadsheets, with a willingness to learn new technical solutions as needed

In addition, all board members are expected to:

- Check email and other project management software regularly and respond within a day or two;
- Be willing to use our project management software (currently Basecamp) to discuss board topics, to track and status actions assigned and to store files;

- Attend regular teleconference meetings, every month or two;
- Attend the Reps Assembly at the Maryland Sheep & Wool Festival every May
- Attend and help with the biennial conference;
- Notify board when unavailable or out of town for more than a few days;
- Commit to a two year term;
- Keep records current and return them to the Board of Directors upon completion of one's term or upon resignation.

## Treasurer's Report

6:30 PM  
05/08/20  
Cash Basis

### MAFA Balance Sheet As of May 8, 2020

|                                       | May 8, 20               |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| 18 Month CD - Matures 6/1/20          | 75,000.00 <sup>1</sup>  |
| Bus Money Market                      | 51,812.87               |
| Checking Bus Adv Plus                 | 62,440.73               |
| <b>Total Checking/Savings</b>         | <b>189,253.60</b>       |
| <b>Total Current Assets</b>           | <b>189,253.60</b>       |
| <b>TOTAL ASSETS</b>                   | <b>189,253.60</b>       |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| Retained Earnings                     | 199,295.02              |
| Net Income                            | -10,041.42 <sup>2</sup> |
| <b>Total Equity</b>                   | <b>189,253.60</b>       |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>189,253.60</b>       |

1. Interest earned to date on the \$75,000 CD is \$1,673.

2. Primary expenses are:

Tax Prep and Financial Review \$2,057  
Insurance \$1,923  
Web Hosting and Updates \$2,558  
Fellowships \$900  
Grants \$2,950