

**2014 Friends Meeting Minutes  
January 13, 2015**

**Attendees & December Hours:**

Carol Ann Grantham, President	5.75	Jenny Elliott, Vice President	5
Sharon Zambrzycki, Treasurer	5	Angela Hornburg, Secretary	5
Paula Highfill	5	Sarah Thomason	3
Joyce Sternberg	4	Anita Murtha	3
Cris Slimak	3		
Robert Lee	2	Suzonne Evans	1
Barbara Hause		Cris Slimak	
Carol Ritchey		Anita Moore	

Dee Lemser

at November meeting:

Sarah Thomason	1
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The meeting was called to order at 6:10 PM. by Carol Ann Grantham, President.

**Minutes**

The minutes for November were presented. A correction was needed from October, moving a \$550 expense from printing to insurance. Paula moved to approve the minutes as corrected. The motion was seconded by Robert and passed unanimously.

**Treasurer's Report**

Sharon presented the reports for November and December. Income for the month of November totaled \$1,316.75. Used book sales accounted for \$597.85, Texas Book Consignments accounted for \$477.24 and product sales totaled \$52. Expenses for the month were \$1,118.35. Insurance accounted for \$550, website renewal accounted for \$463.35 and professional dues accounted for \$105.

Income for the month of December was \$1,279.07. Used book sales accounted for \$546.31, Better work books accounted for \$52.33 and the Barnes and Noble book fair accounted for \$613.55. Expenses for the month were \$0.

A motion to approve the reports was made by Joyce, seconded by Dee and passed unanimously.

### **President's Report**

- **Barnes and Noble Book** - The event was a success! We raised \$613.55
- **2015 Staff Gifts** – Purchased staff Christmas gifts for next year.
- **Better World Books**- Changed payment terms to be disbursed quarterly once the \$50 threshold is met. Started in July with them. They've sold \$618.83 worth of books and we've received \$77.76 out of that.
- **Website (Register.com)** – Time to renew

### **New Business**

- **Tax Free sale date** – We get 2/ year and we typically choose Mansfield Reads! and Mansfield Writes! As our two days. Dee motioned to choose Reads! as one day and the other to be decided at a later time; Cris seconded and it passed unanimously.
- **Membership Letter Work Session:** This will take place January 20 at 4 p.m. for those that can attend. We will assemble the letters to mail out.
- **Annual audit**- Suzonne and Joyce volunteered to participate but the date will be decided at a later time.

### **Unfinished Business**

- **Mansfield Reads 2015** - The event will take place in the West Lecture Hall & Lobby at the PAC. Needs for the event are the questions to ask the author, to know who is interviewing her, how much media will be involved, update the sponsor letter to include the author name. Anita Moore volunteered to head up the sponsorship coordinator opportunity.
- **Friends "jobs" and job descriptions** – Tabled for future meeting due to time.

### **Adjournment**

The meeting was adjourned at 7:34 p.m. The next meeting is February 10, 2015.