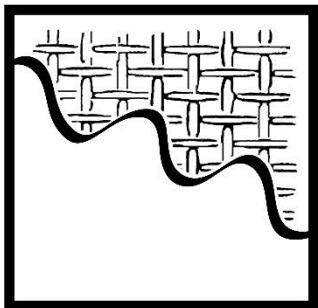




Columbia Weavers &
Spinners' Guild

The Tie-Up

April 2018

Volume 36, Number 8

Next Guild Meeting:

April 17, 2018, 6:30 pm

Hospitality for April Meeting

Sharon Hutchinson and
Rebecca Bergfield

Newsletter

Submissions:

Deadline for the May issue is
April 25th. Email anything you
want included in this issue to
tpmann123@gmail.com using
"May Tie Up" as the subject
line.

2017- 2018 Officers:

Debbie Prost and Maggie
Walter, Co-Presidents
Debbie Schluckebier and Ginny
Wallace, Co-Vice-Presidents
Kat Walters, Secretary
Jenny Chicone, Treasurer

Columbia Weavers & Spinners Guild

PO Box 124
Columbia, MO 65205

<http://cwsqcomo.org>

Try, try again – Rughooking!

By Debbie Schluckebier

April 17, 6:30 pm

If at first you don't succeed.... Elinor Barrett has graciously consented to try again to teach us how to hook rugs. She and her crew will bring their frames for a hands on lesson.

Since we have a rughooking study group, this meeting will provide another opportunity to spark interest in this craft.



Presidents' Corner

Light and Shadow Guild Challenge – Not Too Late to Create!

Over the last few years the Guild has been having an annual member challenge. At the beginning of each year a title or theme is announced and members create a piece that, in some way, interprets the title. Two years ago, we used “Inspired by Nature” and were able to show our work at the Runge Center in Jefferson City. Last year, we took a tour of the University’s Museum of Art and Archaeology, then showed pieces at their Museum Day in September. And the results have been terrific! It’s not too late to begin a piece! Results will be brought to the May Guild meeting for sharing. Once we see how many pieces were made and their approximate sizes, we hope to find a venue for display.

De-Stash Results

Thanks to all who participated in the Guild’s first De-Stash Bash in February. Items donated added around \$80 to the Guild Scholarship Fund and covered our expenses. Plus we had a great time! If you missed out, either as a vendor or shopper, we hope to hold another de-stash in the fall.

Nominations for officers opens

The nominating committee for the 2018-19 Columbia Weavers and Spinners’ Guild’s officers is now accepting applications and nominations.

Members of the committee are Maggie Walter, Debbie Wilson and Bex Oliger. Contact any of them via email to make recommendations or to let them know if you are interesting in serving. The elected offices are president, vice president, treasurer and secretary. The nominations will be announced at the April meeting; voting will take place in May; and installation will be in June.

CWSG to use “consent agenda” for monthly meetings

Starting at the April 17 meeting, CWSG will begin using a “consent agenda” in an attempt to shorten the business portion of the meetings.

To help folks understand how that works, please see the attachment to this newsletter. The consent agenda will be sent to all members via email addresses used for distributing The Tie-Up before noon on Monday preceding the Tuesday night meeting. It’s up to the members to read the email prior to the meeting.

Debbie Prost and Maggie Walter, co-presidents
debbieprost@gmail.com and waltermr@missouri.edu

Youth Fiber Art Exhibition

from Rebecca Bergfield

This year's Youth Fiber Art Exhibition was a complete success. We had 9 schools, and 179 students, participate. The opening reception was wonderful and the room in the Boone County History and Culture Center was filled with amazing art. Thank you to everyone who attended the opening. Thanks especially to all the people who helped make this year's YFAE a success: Jeni Donohue, Bex Oliger, Kat Walters, Cindy Kilfoyle, Debbie Schluckebier, Shelda Eggers, Maggie Walter, Debbie Probst, Coleen Clark, Jenny Chicone, Carol Leigh Brack-Kaiser, and Jean Williams.

Thank you to our sponsors: The Verna Wulfenkammer Fund, Boone County History and Culture Center, Hillcreek Yarn Shoppe, Kat Goes Roar Art, and Paint the Town.

As we wind down from this year's show, please let us know if you have any comments or suggestions. We want to hear your ideas.

Remember, the next fiber artist is just a skein of yarn away!

Holiday Exhibition and Sale

Outreach Meeting - Open to ALL Guild members!

Have you wondered how to get involved in the Guild’s holiday sale? At this meeting we will discuss who can participate and how you can participate. We will also brainstorm new ideas for items to make. We will have a critique of some potential items so others can see what the jurying process involves. This meeting is meant to answer your questions and to dispel any negative concerns surrounding the sale. All Guild members are invited to attend. May 1, 6:30-8:30 pm at Paula McFarling’s home at 203 Orchard Ct. Questions? Email Paula at pmcfarli@mchsi.com

Take Note

Making more “port pads” – at sewing bee or at home

Back in February, we had a sewing-bee to make “port pads” for cancer patients at Ellis Fischel Cancer Center.

We made about 40 pads that day. The folks at the cancer center say they need up to 50 pads a month. (There are also other organizations in the community whose members make the pads, so it not all on CWSG.)

These pads provide protection from the tug and pull of seat belts, which can be quite painful if they rub against medical ports used for ease in injecting cancer treatments.

We have lots of materials to make more pads. We can certainly organize another sewing bee, and anyone can also make the pads at home.

If you are interested in sewing at home, please let Maggie Walter know, and she’ll provide you with the pattern and whatever materials you need – an 8-inch by 21-inch cloth strip, Velcro, thread and CWSG tag.

Also let her know if you can provide your own materials for the pads. Soft, pliant cloth is best in patterns that would suit both men and women and children. We used flannel, chambray, corduroy, polar fleece and cotton. If you don’t have cloth, we also have cloth available.

If you have cloth to donate, bring it along to the next CWSG meeting. It would be great if you could cut it into the 8x21-inch strip.

Ellis Fischel can also use soft caps and scarves so knitters and crocheters can come join in the fun as well.

NEEDED: Older membership booklets

Ready to clean out your stash of older guild materials?

Before you toss them out, please bring them to the monthly meeting or the dayside gathering. The paperwork might be useful to complete our archives.

Right now, we’re working on sorting the membership booklets, and we’re missing booklets from a dozen years. We’d greatly appreciate it if you can donate one or more of them to the cause.

The missing booklets are from the years of 1956-57, 1950-60, 1960-61, 1980-81, 1985-86, 1987-88, 1989-90, 1992-93, 1993-94, 1994-95, 1995-96 and 1996-97.



shutterstock · 149423846



Members Spotlight

Submitted by Maggie Walter

Handwoven features Jenny Sennott’s work, again! Jenny Sennott, a long-time member of the Columbia Weavers and Spinners’ Guild and the weaving teacher at Access Arts, was again featured in *Handwoven*. The March/April edition’s yarn lab feature was written by Sennott, who evaluated Block Island Blend Fine. It contains 37 percent hemp, 35 percent cotton and 28 percent rayon. In the article on pages 64 and 65, Sennott praises the yarn’s ease of handling and suitability for use on a rigid heddle loom as well as a floor loom. There are also six photographs of the various patterns used in the sampling. Sennott’s towels woven on a rigid heddle loom were featured on the cover and inside article of the November/December 2017 edition of *Handwoven*.

Leandra Spangler’s “ROW, ROW, ROW” exhibit will be on display from June 8 to June 21 at the St. Louis Artists Guild, 12 Jackson Ave., Clayton, MO.

Spangler’s work is an installation of 600+ paper rowboats. Constructed from layers of paper, each boat is unique and individually named. Tiny swivels allow independent movement from the air currents of the gallery space.

“ROW, ROW, ROW” is a work in progress. It was first exhibited as a group of 64 boats in a row of nine columns. In 2015, 247 boats were in large gallery windows. Again in 2015, nearly 400 were displayed en masse.

For more information about the exhibit, call 314-727-6266. *Source: Missouri Fiber Artists spring newsletter*

Leandra also received the Excellence in Surface Design award at the Missouri Fiber Artists conference fashion show!





Member News

For anyone who needs to renew, please use the Google link for the online membership form. The link to the form is goo.gl/jIC62b. If you have any issues with the online form, contact Tammy Mann at tpmann123@gmail.com.

NOTE: Membership paid April 1 or there after covers the remainder of the current year and the entire following year.

Metal magnetic nametags will be ordered just once a year. The treasurer will order on Nov. 15 each year. Payment in advance is required.

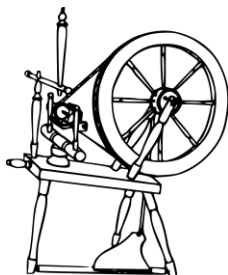
Library News

Librarything.com

You may have heard that the Library Committee has been entering book titles into a website to provide access to Guild members wanting to search our holdings. The easiest way to see what's been catalogued is by going through the Guild website. Go to the Membership section of the website, look for Benefits of Guild Membership, and click to open Extensive Lending Library. Click on "Librarything." On the upper left is a dropdown menu with various subjects to peruse. It's a quick way to see if we have a book on a subject in which you may be interested.

The Library Committee

Susan Burpo
Cathy Huckins
Jeni Donohue
Patti Doyle
Jenny Sennott

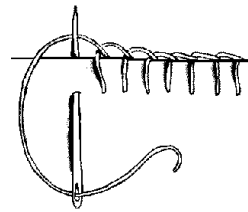


Guild Equipment Rentals:

Columbia Weavers & Spinners Guild has the following equipment available for members:

Four-shaft table loom: \$10/month
Eight-shaft table loom: \$12/month
Spinning wheels: \$10/month
Drum Carder: \$10/month
Fiber Picker: \$10/month
Wool Combs: \$10/month
Triangular frame loom and stand: \$10/month
Hat blocks: \$2/week
Hat brim blocks: \$2/week

Most items are stored at Access Arts. Contact Jenny Sennott or Rune Mussett-Sharp, 573-875-4836, to rent this equipment.



Funding Assistance

Thanks to a generous donation by long-time guild member Verna Wulfekammer, the Verna Wulfekammer Memorial Trust Fund was set up to provide support for fiber-related educational activities for the benefit of guild members and other artists. The trustees meet four times a year to appropriate funds to applicants.

For information or applications, contact 2017-2018 Wulfekammer Trustees: Susan Burpo – Correspondent (2017-18); Jeni Donohue – Secretary (2017-2020); Rebecca Bergfield (2016-2019)

Applications can also be obtained at the Guild Library housed at Access Arts or electronically by requesting them from one of the trustees: susanburpo@msn.com; KJDONO@centurylink.net; or dancingfiber@gmail.com. The completed application may then be sent to the three trustees electronically.

Educational Scholarship Fund

This fund honors Lois Watkins, Helen Carter, and Helen Solter, who were active and important long-time members of the Guild. This memorial fund provides funding for scholarship for guild members to attend fiber-related activities. For information and applications, contact current administrators, Shelda Eggers, Meg Bartlett, or Bex Oliger, or pick up an application at the guild library housed at Access Arts.



Study Groups

Daytime Fiber Folks

The Daytime Fiber Folks will meet on the first Tuesday, April 3, 2018, from 10:30am-1pm, at Access Arts, 1724 Macalester, in Columbia. This group is for those who aren't able to attend the regular evening meetings, as well as anyone who would enjoy another opportunity to hang out with fiber friends in an informal setting. Bring show 'n tell, a project to work on, and a brown bag lunch if you'd like. We're developing a small core of "regulars" at this monthly meeting, and we'd love to have you join us!

Knitters/Crocheters

Facilitator: none at this time

We need a new coordinator for this group. Contact Maggie Walter if you are interested.

Rug Hookers

Facilitator: Sharon Hutchinson
660-338-5166 or shutchinson@cvalley.net

The Rug Hookers study group meetings are currently not being held.

Dyers

Facilitator: Bex Oliger
bexoli@gmail.com or (573) 449-5648

Contact Bex for information on April meeting date and time.

Designing Weavers

Facilitator: Jenny Chicone
jennychicone@gmail.com

The Designing Weavers study group is open to all CWSG weavers and wanna-be weavers who use floor looms, rigid heddle looms, hand-held looms as well as those weaving without a loom. At our meetings, we share through show-and-tell what we have been weaving and discuss challenges we are facing.

We will be meeting next on April 10 at 2 pm over a cup of coffee/tea/cocoa at The Grind Coffee House on John Garry Drive. John Garry Drive is off of South Hampton between Providence and Bethel Roads, behind Rock Bridge High School. Please join us for a pleasant afternoon break.

Feltmakers

Facilitator: Bonnie Ahrens
angoramom@hotmail.com or 573-492-6472

The felters' study group will meet April 8th at noon at Access Arts. Please bring various types of lace and fiber so we can experiment on felting with lace. Also bring your normal felting supplies and any samples of items you have already made with.

Fiber Arts

Facilitator: Julie Youmans
Contact: Julie_youmans@yahoo.com or smithvictori@gmail.com

The Fiber Art Study Group plans to attend the **Stephens College Fashion Show on Saturday, April 14 at 2 pm.**

Purchase your own ticket using the link to the website below and meet in the foyer of Windsor Auditorium at 1:30 pm. Please get your ticket ahead of time as this show often sells out. The tickets cost \$15 (plus a service charge). Look for other fiber artists and guild members before the show.

<https://www.eventbrite.com/e/the-collections-74th-annual-fashion-show-tickets-43461213660?aff=es2#>

Feel free to call Jennifer Wax if you have questions. [573-864-1020](tel:573-864-1020) Jennifer Anderson Wax
jennwax@aol.com

The Business of Art Group

Facilitator: Ann McGinity
annmcginity@yahoo.com

Sundays, 2 – 4pm, Access Arts Friends Room

Apr 15 – My Life as an Artist – sub-topics to include: Philosophy, focus, direction, priorities, scheduling art and business time, etc.

May 20 – Planning Meeting – pick topics for next year!

More than 4

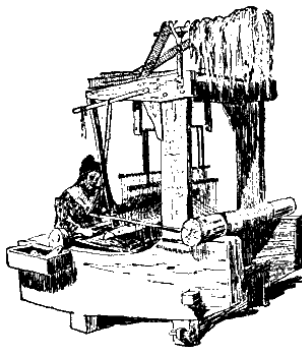
Facilitator: Susan Burpo
susanburpo@msn.com or 573-445-7348

The More than Four Study Group will meet on April 24th in Room B of the Daniel Boone Regional Library at 7PM. If you are interested in weaving with more than four shafts, please join us for interesting discussions. It is a time to share what you have completed, what you are planning, what you find frustrating, and what you are exploring. It is a very supportive weaving group and we all learn from each other. Hope to see you at the meeting.

Spinners

Facilitator: Deborah Wilson
debcwilson@gmail.com

The CWSG spinning group will continue the study of luxury fiber spinning at the Hillcreek Yarn Shoppe on April 19th. This month we will study the spinning of camelid fiber, llama and alpaca in particular. Go to Hillcreek Yarn Shoppe on line for directions or call Bex or Debbie Wilson. We are anxious to share experiences and learn from each other.



Other News and Stuff

Handmade (by a woodmaker) wooden “wooly board” for drying/blocking sweaters. This one is expandable from quite small to very large. They’re used in traditional sweater knitting, and searching online will yield lots of info. Or maybe you’ve already been wanting one for years. ☺ I paid \$50 for this one, and would like to have \$25 and pass it along to a good home. Contact Shelda Eggers if interested: shelda@shelda.net.

From the New York Times

Ethel Stein, a weaver who created countless intricate textile artworks and one particularly influential sock puppet, died March 9, 2018, on Friday in Cortlandt, N.Y. She was 100.

Her son, Carl, said the cause was complications of pneumonia.

Working largely out of the artistic limelight at her home in Croton-on-Hudson, N.Y., Ms. Stein resurrected historical weaving techniques and merged them with 20th-century Bauhaus design sensibilities.

“The result was something new and profound,” Daniel Walker, former chairman of the department of textiles at the Art Institute of Chicago, said by email, “seemingly simple patterns based on geometry and shading, whose apparent simplicity had been made possible only because of the technical complexity of the weaving. Stein’s artistic legacy is thus a unique one.”

A more lighthearted part of her legacy came from a side business that grew out of her penchant for repurposing things that others might have discarded. She turned old socks into puppets, first for her son’s nursery school, then for a growing body of fans.

She began selling them at a booth in a department store in Manhattan; a monograph published by her representative, Brownrota Arts, says she sold 10,000. One wound up in, or on, the hands of a young puppeteer named Shari Lewis. Ms. Stein designed several puppets for Ms. Lewis, who would later in the 1950s achieve national fame with Lamb Chop, Charlie Horse and the rest of her puppet pals.

Ethel Levy was born on June 22, 1917, in New York City to Tanya Levy.

Ms. Stein was a sculptor early in her career but became increasingly interested in textiles, and in the 1970s her woven work took on a new level of complexity after she met Milton Sondag, then the curator of textiles at Cooper Hewitt, Smithsonian Design Museum. She began studying the textiles in the museum’s collection, sometimes under a microscope, to see how they were made.

“Perhaps more than any other significant textile artist of the 20th century, Ethel Stein’s work grew out of her study of historical textile techniques that she decoded to achieve an extraordinary freedom of expression in her own woven art works,” Lucy A. Commoner, former head of conservation and senior textile conservator at Cooper Hewitt, said by email.

In 2012, Ms. Stein donated 34 of her works to the Art Institute of Chicago, which in 2014 gave her, at 96, what Mr. Walker said was her first solo exhibition. A video <https://craftcouncil.org/magazine/article/ethel-stein-weavers-weaver> made for that exhibition shows her not

only working a formidable loom, but also making the mathematical calculations necessary to achieve the patterns she was after, hand-dyeing the threads and more.

Mr. Walker put it simply. "She was," he said, "a weaver's weaver."

This article was edited for brevity. To read more, go to <https://www.nytimes.com/2018/03/12/obituaries/ethel-stein-who-created-intricate-textile-art-dies-at-100.html>

Other information about Ms. Stein can be found online at: <http://www.browngrotta.com/Pages/stein.php>
<https://peggyosterkamp.com/2018/03/a-master-weaver-ethel-stein/>

Advertising Rates for The Tie-Up

\$2.50 – business-card size
\$5 – quarter page
\$10 for half page
\$15 for three-quarters page
\$20 for full page format)

Members may advertise extra equipment or goods at no charge. For non-members there is a \$2 fee. Email Tammy Mann, The Tie-Up editor, for more information at tpmann123@gmail.com.

Events that Might Interest You

The **HES Steering Committee** will meet on Sunday, April 8, 2:00 pm in the Access Arts Meeting Room to begin preparations for 2018, committee responsibilities, and status of various tasks

Museum of Anthropology Tour - April 14 at 1:15

Candy Sall will give us a tour of the Museum of Anthropology on Saturday, April 14 at 1:15 p.m. The tour will last about 45 minutes, after which we can explore on our own. Here is a link to their web site <https://anthromuseum.missouri.edu/>.

If you are interested in meeting for lunch before the tour, contact ginny.k.wallace@gmail.com.

Tablet Weaving

There are a few spots open in the Tablet Weaving workshop May 5-6. Beginners are welcome and looms are provided.

contact ginny.k.wallace@gmail.com to register.

Head for the Cure

Mariea Caruthers has started Team Cathey for an upcoming 5K race called **Head for the Cure**, in honor of her daughter, Cathey Clark, who has been fighting brain cancer for several years.

The event will begin at 8 a.m. Sunday, April 29, at Stephens Lake Park, 2001 E. Broadway, Columbia. To register, go to <https://www.headforthecure.org/mid-missouri>

You can also see details and register on Mariea's facebook page.

Hook-In & Rug Show

The seventh annual Hook-In St Louis 2018 will be from 10 a.m. to 4 p.m., Saturday, April 28, at the Kirkwood Community Center, 111 S Geyer, Kirkwood.

There will be an exhibition of hand-hooked rugs, purses, pillows and other items, as well as shopping and door prizes all day (must be present to win.)

There also will be classes in rug hooking.

Members of the St Louis Rug Hooking Guild will be demonstrating through-out the day. There also will be a drawing for a hand-hooked rug.

For more information and the register, go to <http://www.thewoolyloft.com/>. A box lunch is available with pre-registration.

Earth Day exhibit opportunity

Mark Twain Brewing Co. in Hannibal, Mo., is celebrating Earth Day with entertainers and environmental exhibitors at its inaugural Earth Day Market. There also will be beer and wine tastings and green market/farmers market vendors.

It is accepting applications from area artisans who create and sell original and handmade products. There are no costs for booth spaces, but all vendors must be approved and registered. The brewery is at 422 N. Main St.

To register call Jason at 573-501-2036 or send an email to jason@marktwainbrewery.com.

Pineapple purses, anyone?

Looking for a new material to experiment with in your weaving projects? How about pineapple leaves. Check out this video (posted on facebook by Mariea Caruthers): <https://www.facebook.com/RobGreenfield/videos/1487406128053127/>

Now, we just need to find the pineapple plants.

From Alic van Duijnen – Complex Weavers:
Future Tense II - George Caleb Bingham Gallery
School of Visual Studies, Art Program, University of
Missouri - Nov 5-15, 2018

This second annual SDA Juried Student Exhibition will
coordinate with the Mid-West Fiber Art Educator
Network (MFEN) conference November 9-11, 2018. The
exhibition will be held at the George Caleb Bingham
Gallery in partnership with the School of Visual Studies,
Art Program, University of Missouri. Entries may be
submitted online February 1, 2018 – May 1, 2018 at
Café (hyperlink

[https://www.callforentry.org/festivals_unique_info.php
?ID=5076](https://www.callforentry.org/festivals_unique_info.php?ID=5076))

Important dates:

Call Opens: February 1, 2018 (to coordinate with the
beginning of the academic semester)

Entries Due: May 1, 2018

Notification: June 1, 2018

Exhibition Dates: November 5-15, 2018

Ship deadline: October 20, 2018

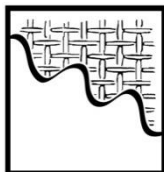
Entry fee: \$15 SDA student members/\$20 non-member
students. Entry open to all SDA member and non-
member students* open to all media.

*student defined as a current undergraduate or
graduate student at an accredited college or university,
or within 2 years of graduating

ALL MISSOURI SPIN-IN 2018: Hosted by the Weaver's
Guild of St. Louis Saturday, April 28, 2018, 10 am – 4:00
pm

Location: Webster Hills Christian Life Center, 1333 W.
Lockwood, St. Louis, MO 63122 The event's focus is on
education, fiber and products for hand spinning, knitting,
felting, weaving, and other fiber arts. Join us for a full day
of camaraderie, workshops, and shopping.
[http://www.weaversguildstl.org/all-missouri-spin-in-
2018.html](http://www.weaversguildstl.org/all-missouri-spin-in-2018.html)

The next **Midwest Weavers' Conference** will be:
"Uncommon Threads" Grinnell, Iowa
June 20-22, 2019



Columbia Weavers and Spinners' Guild Membership Form

Membership year runs from July 1 to June 30

The membership renewal form can now be completed online at goo.gl/jIC62b but the paper form can still be use if you like.

Please complete the online or paper form, and mail with your check or money order to
Weavers & Spinners' Guild, PO Box 124, Columbia, MO 65205

- | | |
|---|---|
| ☐ Regular Membership \$35.00 | ☐ Household membership \$60.00 |
| ☐ 80 & Over Membership \$ 0.00 | ☐ Limited Income \$10.00 |
| ☐ Guild Patron \$50.00 | |

INSTRUCTIONS:

- Fill out a separate membership form for each member of the household, including fiber interests. Each member will be listed separately in the directory.
- If you are renewing, please include only your name and then other information, **only if it has changed** from the last year.
- Please indicate areas(s) of interest (if renewing, **mark only changes**):

Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____

Email _____

Work Phone _____

Ravelry User Name _____

Cell Phone _____

Website (s): _____

- | | |
|--|---|
| ☐ Basketry | ☐ Needlework |
| ☐ Bead Weaving | ☐ Papermaking |
| ☐ Basic Weaves | ☐ Rigid Heddle Weaving |
| ☐ Crocheting | ☐ Rug Hooking |
| ☐ Computer Designing | ☐ Rugs (other) |
| ☐ Dyeing | ☐ Spinning |
| ☐ Felting | ☐ Surface Design |
| ☐ Knitting | ☐ Tapestry |
| ☐ Marketing | ☐ Triangle Weaving |
| ☐ Multi-Shaft Weaving | |

If Wool/fiber producer, specify animal type:

Other Interests: (list)

Columbia Weavers and Spinners' Guild

PO Box 124

Columbia, MO 65205

CWSG to use “consent agenda” for monthly meetings

Starting at the April 17 meeting, CWSG will begin using a “consent agenda” in an attempt to shorten the business portion of the monthly meetings.

To help folks understand how that works, here’s an excerpt from “What is a Consent Agenda for a Board Meeting?” written by Jeremy Barlow for the website Board Effect. (To read the entire article, go to <http://www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/>)

The consent agenda will be sent to all members via email addresses used for distributing The Tie-Up before noon on Monday preceding the Tuesday night meeting. It’s up to members to read the email prior to the meeting.

A consent agenda is a meeting practice that groups routine business and reports into **one agenda item**. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save anywhere from a few minutes to a half hour.

What kinds of items appear on a consent agenda?

The types of **items that appear on a consent agenda** are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus. The following items are typically found on a consent agenda:

- The meeting minutes
- The financials
- CEO report
- Program or committee reports
- Staff appointments
- Volunteer appointments
- Committee appointments
- Correspondence that requires no action
- Perfunctory items and/or formal approval of items that had much past discussion

There are specific rules for using the consent agenda.

How the consent agenda works

The chair/president prepares an agenda package that includes all of the items on the consent agenda. The package should be distributed to members soon enough so that they have time to read through the documents prior to the meeting. **Typical steps** for using a consent agenda include:

1. The chair decides which items will be placed on the consent agenda. The consent agenda can appear as part of the normal meeting agenda or it can be attached separately to the meeting agenda.
2. The chair distributes the consent agenda and associated documents in time for board members to read and review.

3. At the beginning of the meeting, the board chair asks members if any of the consent agenda items should be moved to the regular discussion items.
4. If a member requests that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.
5. Once the item has been moved, the chair may decide to take up the matter immediately or move it to a discussion item.
6. When there are no items to be moved or if all requested items have been moved, the chair or secretary reads out loud the remaining consent items. The chair can move to adopt the consent agenda. Hearing no objections, she can announce that the items on the consent agenda have been adopted. It's not necessary to take a vote on consent agenda items.
7. The secretary should include the full text of the resolutions, reports and recommendations that were adopted as part of the consent agenda.

Steps to take when a member needs clarification on a consent agenda item

Make sure that all members understand the consent agenda process to help expedite the meeting. If a member needs clarification on a consent agenda item or if she has a question, she should ask the appropriate member prior to the meeting. It's possible that other members have the same question. This should give the member being asked time to prepare an answer and distribute it to all members prior to the meeting. Consent agenda items shouldn't be pulled from the agenda just to have a question answered.

Steps to take when a member disagrees or suggests discussion

If a member disagrees with the consent agenda item or wants to move it to the regular agenda, the member would request that the item be pulled from the consent agenda. The chair would ask if the members are in favor of approving the consent agenda minus the pulled item, pause for objections and then adopt the consent agenda as noted in step #6, above.

Sample of consent agenda

1. Welcome/Introductions
2. Consent agenda
 1. **Board meeting minutes**
 2. Executive Director report
 3. Marketing committee report
 4. Approve insurance renewal
3. Old Business
4. New Business

Misuse of consent agenda

Problems in using a consent agenda occur when members approve consent agendas without first reviewing documents. The result is that consent items can be hastily approved and result in a cover-up. For example, if members are not reviewing financial items, overspending or wrong spending can occur without appropriate oversight. Remember that consent agenda items are routine and non-controversial, but even routine items should be reviewed by the entire membership. A diligent, well-rounded membership holds each other accountable.

A consent agenda is an effective and efficient tool when used appropriately. Transparency and accountability are key parts of using a consent agenda. Each member also has a responsibility to read and review consent agenda items and address any concerns prior to the meeting.