

**Annual Report of the Washington Calligraphers Guild  
Covering the Period May 2009 – May 2010**

**Presented to the Membership  
at the Annual Meeting in  
Concord-St. Andrews Church Social Hall  
May 21, 2010**

The Bylaws of the Washington Calligraphers Guild (WCG) specify that "... the Annual Meeting ... shall be for the purpose of hearing reports of officers and committee chairmen, electing officers, and for any other business that may arise" (Article V, Section 2). The Bylaws also state that "Treasurer ... shall prepare an annual Financial Report for presentation at the Annual Meeting ..." (Article VI, Section 6). The Bylaws further state that "... the Audit Committee ... shall make a report of their findings at the Annual Meeting" (Article VIII, Section 3). The current WCG Board presents this annual report to the membership, in fulfillment of our obligation under the Bylaws.

This annual report to the membership summarizes our activities during the period from the May 2009 election of the officers until the May 2010, election of the officers for Guild year 2010-2011.

**President: Theresa Daly**

The duties of the president are outlined in Article VI, Section 6 of our WCG Bylaws. The president opened the September Board meeting with a reminder of all the obligations placed on the Board by our bylaws. She stated three principal goals for this year, which the Board endorsed: (1) to attract young members, especially from the younger age groups; (2) to implement effective succession planning so that the duties carried out by the Board can be easily and seamlessly assumed in the future by new officers; and (3) to increase awareness of calligraphy in our area, particularly among the youth, the calligraphers of the future. In an effort to achieve those goals, the Board has endorsed an active publicity process, authorized two mini-workshops which give a brief introduction to a particular aspect of our craft (in this case, fine papers), and maintained a monthly schedule of Board meetings and free program meetings that are open to the public. (In the previous Guild year 2008-2009, the WCG Board had abandoned that monthly schedule.)

The president also asked the secretary to prepare monthly digests of the minutes of the Board for inclusion in the WCG Bulletin. Regrettably, our Bulletins have not appeared on a monthly basis, due to particular family obligations and technical problems experienced by our previous Bulletin Chair. At the direction of the Board, the president is currently searching for a new Bulletin Chair who will be able to maintain a monthly production schedule.

The president also requested Board approval of the maintenance of a book on Standing Board Policies. This is a typical feature produced by many nonprofit organizations, and it is suggested by *Roberts Rules of Order, Newly Revised* and has been endorsed by the Guild's Parliamentarian. The publication of Standing Board Policies will clarify for all WCG members the parameters of the Board's actions. Beginning in the fall of 2010, the policies will appear in the WCG Membership Directory.

The president also urged the Board to approve the Guild's membership in the Washington Area Lawyers for the Arts (WALA), a group of attorneys who offer pro bono advice to nonprofit organizations with small budgets. WCG is now a member of WALA and has presented several questions to WALA, seeking opinions of counsel who will be referred to our issues.

The president is responsible for mailing the WCG banner to the annual international calligraphy conference. Our banner was mailed to Minnesota and proudly displayed at The Calligraphy Connection in the summer of 2009; our banner will also be mailed to Odyssey 2010 for display at this year's conference in Boston.

The bylaws invest the president with responsibility to manage the calendar of the Guild, including making arrangements with Concord-St. Andrews Church for all our Board meetings, program meetings, mini-workshops, annual meeting, etc. The Guild has made a particular effort to show our appreciation to Rev. John C. Warren, pastor, and Becky Merritt, church secretary, for the superb working relationship that the Guild has with the church. The Guild pays rent to the church for our use of various rooms for WCG events. All Guild-related meetings held on the church property are held in wheelchair-accessible rooms.

Upon becoming president in May 2009, Theresa initiated the requirement that the WCG president must approve the language in all broadcast e-mails sent to our Yahoo group during the year. This policy has worked extremely well this year and has fostered maximum communication among Board members as well as with our membership in general.

As a newly elected president of our Guild, during the summer of 2009 Theresa reached out to each officer on the Board and several committee chairs, requesting a casual meeting/discussion over coffee or lunch. Some scheduling conflicts prevented some meetings, but in general this idea was well-received by the Board and several meetings were held—or long telephone conversations/interviews. These summer meetings helped the president learn about existing Board policies, procedures, and history and helped her devise some suggestions of changes and new ways of operating. Many proposals were presented to the Board during this Guild year. Some results of those proposals are narrated under the reports of the various officers and committee chairs, found below.

### **Vice President: Albert Shane Perry**

The duties of the vice president are outlined in Article VI, Section 6 of our WCG Bylaws. The vice president has served throughout the year and remained abreast of WCG affairs so that he would be able to step into the office of president should that become necessary. In addition, he has performed many additional duties throughout the year. He arranged for the Guild to be able to use exhibit space at Friendship Gallery, which permitted the Guild to resume its tradition of periodic shows of members' work. He also assisted in hanging that show. At the Holiday Fair at Friendship Gallery, he promoted WCG to fair attendees by staffing the Guild's table, along with past president Mary Lou O'Brien and our current president. By decorating free holiday ornaments for fair attendees, he demonstrated calligraphy and responded to questions from the public. He also assisted our current exhibits chair by receiving and delivering artwork for the private show at the law firm of Covington & Burling LLP.

At the Guild's "Three Times Round" program meeting in January, he demonstrated gilding. An engineer by profession, he researched RGB projectors, reported to the Board with recommendations for models we might purchase, and completed the purchase. At various

workshops and meetings, he has served as our technical expert in setting up and properly configuring the digital equipment.

He also wrote a three-part series of informative articles summarizing and reviewing the three-month classes offered by Julian Waters in the Fall of 2009: Roman minuscules and Italics.

#### **Treasurer: Pamela Klinedinst**

The duties of the treasurer are outlined in Article VI, Section 6 of our WCG Bylaws. Pamn provides quarterly treasurer's reports during the year; maintains our Guild's checking and savings accounts; pays our bills and reimburses Board members for approved expenditures. The authorized names on our Guild's checking account are Pamela Klinedinst and Sue Flory—respectively, our Guild treasurer and the membership chair. Appended to this report is a copy of the Treasurer's Report, comparing the Guild's FY2009 budget to actual FY2009 expenses. Also included in the Treasurer's Report is information on our Guild checking and savings accounts, CDs, the Zapf Scholarship Fund, and miscellaneous items. The WCG donated \$1,000 to Odyssey 2010, to assist this year's conference with seed money and to reciprocate for the contribution made to Letterforum 2006 by Masscribes.

Pamn prepared materials to be delivered to John Stackpole, Audit Committee chair, for our Guild's annual audit, as required by Article VIII, Section 3. John found all WCG records to be in good order. Pamn also prepares materials for submission to our CPA, who files our federal return Form 990. Last year our filing date was extended until August 2009 due to significant changes in Form 990. This year our Form 990 was filed prior to the May 15, 2010 deadline.

#### **Secretary: Gretchen Elson**

The duties of the secretary are outlined in Article VI, Section 6 of our WCG Bylaws. In an effort to refresh our collective understanding of what should be included in our minutes (per the requirements of *Roberts Rules of Order, Newly Revised*), the president invited our parliamentarian to make a presentation on this topic at our March 2010 Board meeting. As a result of this helpful discussion, WCG has streamlined its minutes to include the Board motions, action items, and very brief summaries of the work of the Board. The revised methodology of preparing minutes has been efficient for the secretary and the Board.

At the request of the president, the secretary has prepared a digest or a brief summary of the minutes of each Board meeting for inclusion in the WCG Bulletin. This is an effort to help our members stay informed of the business workings of their Guild.

#### ***WCG Yahoo Group***

Gretchen also volunteers her time to maintain the Yahoo group listing. This year she completed a full review of our Yahoo group listing, cross-checking against the newest Guild directory and making all needed changes, contacting members as needed. Gretchen continues to update the listing on a monthly basis as Membership Chair Sue Flory provides her the monthly changes and list of new members and non-renewals.

In connection with her work on our Yahoo group, Gretchen also handles our broadcast e-mails. As periodically directed by the Guild president, Gretchen sends mass e-mails on a timely basis to help keep members informed on information and opportunities available to them.

**Member-at-Large: Louise Harris**

The duties of the member-at-large are outlined in Article VI, Section 6 of our WCG Bylaws. As the liaison between the Guild members and the Board, Louise advocates at all meetings for the interests of the membership.

**Past-President: Deborah Basel**

The duties of the past president are outlined in Article VI, Section 6 of our WCG Bylaws. After the May 2009 Annual Meeting, Deborah promptly provided Theresa Daly with several files that relate to the work of the president. She answered numerous questions and provided valuable counsel and perspective for her successor, as various situations arose in the conduct of Guild business. She attended Board meetings and provided valuable continuity for our Guild, along with seasoned advice and the benefit of her experience as our Guild president during 2008-2009. Deborah also passed on to the 2009-2010 Board three beautiful books of maps that she had purchased as Program Meeting door prizes.

**Audit Committee: John Stackpole, Chair**

This committee consists of one member of the Board who reviewed the materials presented by to him by the treasurer. He reported at the December 2009 Board meeting that he had determined that WCG's books are in order and that all expenditures and receipts have been properly recorded. His Audit Report covering the Board's fiscal year 2008 is appended to this report.

**Budget & Finance Committee: Pamela Klinedinst, Chair**

Pamn hosted the annual meeting of the Budget and Finance Committee on Saturday, February 13, 2010, to prepare a draft budget for 2010, which was approved by the Board at our March meeting—one month later than specified in Article VIII, Section 2. Members of this committee are appointed from the Board: Pamn Klinedinst (WCG Treasurer and chair of this committee), Gretchen Elson (WCG secretary), Sue Flory (WCG Membership Chair), Theresa Daly (WCG president).

**Bulletin Committee: Terri Barber, Chair**

At the March meeting, the Board moved to provide an opportunity for another designer to serve as the layout artist for the WCG Bulletin. WCG is currently recruiting for that position. The Board authorized the president to contract with a commercial design firm to produce the combined April/May Bulletin. This will be the same design firm that the Board hired to produce the Workshops Bulletin.

The president advocated strongly for new and regular features in the WCG Bulletin, including summaries of Board minutes; the "Tips and Tricks" column; a schedule of conferences and non-WCG learning opportunities; and a regular WCG calendar of events. The Board constantly seeks to improve and enhance the Bulletin, since it is a major communication arm of the Guild and serves as the "face" of WCG for many of our members, especially those who live at a distance from the DC metropolitan area and are unable to participate in our events.

### **Cultural Alliance Liaison: Cynthia S. Campbell**

At the Board meeting on November 2, 2009, the Board voted to reinstitute the Guild's membership for one year in the Cultural Alliance of Greater Washington, a group dedicated to sustaining and increasing regional leadership, appreciation, support, and resources for arts and culture. Benefits of membership to our Guild include the following: (1) pro bono professional services from the Business Volunteers for the Arts for one project annually; (2) scholarship to attend one Arts Marketing Workshop; (3) scholarship to attend one Arts Management Workshop; (4) opportunity to attend professional development workshops and special events at member rate; (5) E-news subscription, sent to various arts leaders designated by the Guild; (6) healthcare program administered by Potomac Companies, Inc.; (7) JOB Bank Online – a FREE service listing job opportunities in arts administration; (8) member discounts.

Individuals WCG members may also join the Cultural Alliance as Individual Members. Supporter Membership Dues are \$100 annually and the benefits include the following: (1) subscription to the monthly E-news; (2) invitations to special events at member price; (3) invitation to the Annual Meeting of the Cultural Alliance; (4) member discounts and offers from preferred vendors; (5) \$100 of the membership dues constitutes a tax-deductible donation to the Cultural Alliance. For further information, visit [www.cultural-alliance.org](http://www.cultural-alliance.org)

### **Education Committee: Marie Lenker**

At the May 3 Board meeting, the president nominated Marie Lenker to serve as Education Chair, a position that has been vacant for quite some time. The Board approved the nomination. Marie will immediately step down as Program Chair and Publicity Chair to concentrate on this new responsibility.

Marie plans to initiate several mini-workshops to reach out to beginning calligraphers and introduce them to various aspects of our craft. Mini-workshops will consist of brief instructional opportunities given in one day over several hours, similar to the two mini-workshops on fine papers, offered this year by Brenda Broadbent of Paper & Ink Arts. The Board's hope is that, with exposure to various techniques and hands in a mini-workshop format, beginners will feel more prepared to sign up for regular Guild workshops. Mini-workshops will also give senior Guild members an opportunity to hone their teaching skills and offer instruction in areas of their particular interest.

The Board also approved Marie's suggestion of starting a mentoring program to welcome beginners to our Guild and to help them navigate the various workshops and mini-workshops.

### **Exhibits Committee: Marta Legeckis, Chair**

Marta has organized two exhibitions during this Guild year: our Annual WCG Members' Show (November-December, 2009) which was open to all members, as well as the private show that the Guild was invited to exhibit in the offices of the law firm of Covington & Burling (March-June, 2010).

Marta and her committee members are planning two additional shows: (1) next year's Annual WCG Members' Show (November 2010) which will again be held in the galleries of the Friendship Heights Village Center in Chevy Chase, MD; and (2) an exhibition at Quiet Waters Park in Annapolis, MD, which will open in the spring of 2011. Details will appear in future Bulletins.

### **Fundraising/Calligrafest 2010– Ike Cole and Tamara Stoneburner, Co-chairs**

The committee is in contact with West Springfield High School (WSHS) to reserve the cafeteria on November 13, 2010, for the staging of CalligraFest. The Guild will work with the Art Honor Society of WSHS whose faculty advisor is a member of WCG.

The Guild has not held CalligraFest for several years, and members have expressed the desire to see it return. This Board is dedicated to the return of this important annual fair and fundraising and publicity event.

Bob Flory, former chair of CalligraFest and WCG's registered agent, has provided the new committee with all his management records from the previous fairs. The president has copied these records and provided each co-chair with a full copy. Plans are well underway for the 2010 event, and volunteers are needed to assist the Guild in presenting this exciting day for calligraphers and general public.

### **Hospitality Committee: Patricia Stinneford, Chair**

Patricia has served as hospitality chair since January 2010. She has attended and participated in the monthly Board meetings and also the monthly program meetings, while providing light refreshments for the public and lunches (as needed) for the presenters. She has inventoried the hospitality supplies and updated some of the staples and equipment. She has also greeted visitors at program meetings and handled all RSVPs and menu coordination for the Hawaiian-themed potluck supper at our Annual Meeting in May 2010.

### **Library: Iris Anderson, WCG Librarian**

Iris Anderson, a professional librarian, volunteers as the Guild Librarian to maintain our excellent collection which is housed in the Mansion at Strathmore. Iris addresses one program meeting each year. This year she spoke at our February program meeting (in conjunction with our showing of the film *Helvetica*). During her presentation, she distributed two superb bibliographies that she had prepared based on our library collection, on the subjects of (1) typography and (2) design. The typography bibliography consists of three pages and the design bibliography consists of four pages. Iris also maintains our current list of library holdings which is accessible on the Guild's website ([www.calligraphersguild.org](http://www.calligraphersguild.org)). She also reviews numerous publications that WCG receives throughout the year from other calligraphy guilds and societies; at the February program meeting, she offered members the chance to take away the copies that she no longer needs.

### **Mailings: Phyllis Ingram, Chair**

Phyllis handles all mailings of Scripsit, the WCG Bulletin, our annual Membership Directory, and occasional postcards, printed notices, and miscellaneous mailings throughout the year. She maintains current knowledge of all postal regulations that pertain to the operation of WCG and handles our Bulk Mailing license.

### **Membership Committee: Sue Flory, Chair**

Membership is mostly about numbers which change monthly, depending on the number of new members who join, the number of renewals, and the number of dropped memberships.

As of December 31, 2009, WCG had 541 members around the world. Since then we have welcomed at least 23 new members. At least 14 members have terminated their WCG memberships. These figures constantly fluctuate.

WCG has approximately 22 foreign members from Australia (11), Brazil, Canada (4), Estonia, France, Germany, Italy, the Netherlands, and Wales.

Sue maintains our membership records, provides current labels for the mailings, and publishes an annual Membership Directory in the fall of the year. In 2009 she solicited a new cover design developed by Lee Ann Clark and new, hand-lettered maps developed by Marie Lenker. The 2010 Membership Directory will contain a new informational feature: a section containing all the Standing Policies of the WCG Board.

### **Nominating Committee: Ike Cole, Chair**

Article IV, Section 3, specifies that "... three months prior to the scheduled date of the Annual Meeting, the Board shall appoint a three-person nominating committee "... whose names were published in the WCG Bulletin, as required by the Bylaws.

The nominating committee was chaired by Ike Cole, with Tamara Stoneburner and Derrick Tabor serving with him on the committee. They developed a slate of names which were included in the broadcast e-mail call for the annual meeting: for president, Theresa Daly (who is completing one term on May 21, 2010); for vice-president, Patricia Stinneford (who will step down as Hospitality Chair); for treasurer, Pamn Klinedinst (who has served in this capacity for many years); for secretary, Gretchen Elson (who is completing one term as secretary on May 21, 2010); for member-at-large, Louise Harris (who is completing one term as member-at-large on May 21, 2010).

### **Program Committee: Marie Lenker**

This position was vacant until the president nominated Marie Lenker at the October meeting, to serve as both program committee chair and publicity chair. The Board approved this nomination. The following program meetings, mini-workshops, and public demonstrations were held this year:

- October 2, 2009: Kristen Doty, on drawing for calligraphers and her studies in Germany with Gottfried Pott and Thomas Ingmire
- October 31, 2009: mini-workshop presented by Brenda Broadbent of Paper and Ink Arts, on the subject of fine papers
- November 7, 2009: Holiday Fair Table at the Friendship Heights Gallery, with demonstrations by Mary Lou O'Brian and Shane Perry
- November 13, 2009:
- Decemer 13: Opening Reception and Holiday Party, at the WCG Annual Members' Show, "A Way with Words," at Friendship Heights Gallery
- January 23:
- February 26: Annual "Movies and Popcorn" night, with a showing of the film *Helvetica* and a presentation from our Guild Librarian Iris Anderson on selected WCG library resources related to typography and design
- March 20: "Back by Popular Demand," the mini-workshop presented a second time by Brenda Broadbent of Paper and Ink Arts, on the subject of fine papers
- March 27: The Business of Calligraphy: Waters, Tischer, Stoneburner
- April 9: Ieuan Rees lectures on his work, on Friday evening preceding his master class for the Guild. WCG also extended a special invitation to members of the Wales Society of DC to attend this Program Meeting.

- May 21: Annual Meeting to present the annual report and to elect officers; potluck supper with a donated performance of traditional Hawaiian dance

**Publicity Committee: Marie Lenker, Chair**

Marie Lenker was confirmed in this position at our October Board meeting. She has worked diligently this year to re-establish and made new contacts with various news outlets in the DC metropolitan area. The Guild has been fortunate to receive some free listings in the Washington Post, which resulted in several members of the general public attending various WCG program meetings, which are always free and open to the public.

**Scholarship Committee: Ann Pope, Chair**

Ann manages the applications and judging for the Hermann Zapf Scholarship Fund, generously endowed by Professor Zapf and his wife Gudrun. This year’s application deadline is July 1. Ann has suggested that the Guild design a flier to publicize the scholarship, and the Board approved her suggestion. A design is being developed for presentation at the September 2010 Board meeting.

**Scripts Liaison: Currently Vacant**

Due to other professional obligations, Derrick Tabor resigned as Scripts Liaison at the January Board meeting, after serving in this capacity for several years. Until a new liaison can be recruited, the Guild’s president is serving as Acting Scripts Liaison and shepherded the production of the latest issue, edited and designed by Julian Waters: Volume 31, Nos. 2 and 3, on the Sheila Waters 60-Year Retrospective. Lorraine Swerdloff and Theresa Daly served as proofreaders for that issue. Our printer for that issue was Beach Brothers in Rockville, MD.

**Web Site: Lorraine Swerdloff, Webmaster**

Lorraine Swerdloff is our webmaster and maintains our beautiful, user-friendly website. This year we introduced a new feature with the WCG calendar page. This year the Board rejected a proposal that would have permitted WCG to post our Bulletin in color on the website and mail paper copies only to those members who lack Internet access.

*The Server Supporting our Website*

Our server space is contributed to the Guild by Walt Stoneburner, husband of Tamara Stoneburner, a WCG past-president who is currently serving as CalligraFest Co-chair.

**Workshops Committee: Chris Tischer, Chair**

Chris has chaired this committee for several years and continues to bring many excellent instructors to our Guild. Chris also supervises the production of the annual Workshops Bulletin that notifies members of upcoming workshop opportunities. In the fall 2009, the Guild offered two different three-month courses by Julian Waters: Roman minuscules and Italic variations. The members provided positive feedback on the three-month format as an excellent chance to spend more time in practice between classes.

The 2010 lineup of workshops follows:

- April 9-14 (Friday-Wednesday)—Ieuan Rees, “Let the Nib and You Do the Talking”
- April 24-25—Lee Ann Clark, “From the Beginning” (pointed pen basics)

- May 1-2—Jacqueline Sullivan, “Wet ‘N Wild”
- September 25-26—Pat Blair, “Pointed Pen Sketchbook”
- October 8-11 (Friday-Monday)—Laurie Doctor, “Landscape and Lettering”
- October 23-24—Barbara Close, “Fabulous Inviting Invitations”
- November 6-7—Suzanne Moore, “Elucidare”
- December 4-5—Sheila Waters, “Preparing Pieces for the WCG Juried Spring Show”

This year the Board approved a motion to amend the contract with instructors so that we can donate a free, one-year WCG membership to any instructor who is not already a member of our Guild.

### **Graceful Envelope Contest: Lorraine Swerdloff**

Lorraine coordinates this annual contest with our co-sponsor, the National Association of Letter Carriers, AFL-CIO. The 2010 contest theme is “A Stream of Letters”—a theme contributed by a Sidwell Friends student, who was awarded a free, one-year WCG membership for submitting the winning theme.

This year’s deadline for submissions was April 30, 2010. Categories included adult, junior (Grades 7 through 12), and Child (Grades 1 through 6). Winning envelopes will be displayed at NALC headquarters and on the WCG website.

## **Special Assistants to Board (not Board Members)**

### **Archivist: Lucinda Huttlinger**

Lucinda serves as our WCG Archivist and maintains the records in her home, where she generously permits our archives to be stored without any expense to the Guild. In addition to organizing the records of the Guild, Lucinda communicates regularly with our Membership Chair Sue Flory when there is a need to deliver past copies of *Scripsit* to Sue for mailing to purchasers.

### **Parliamentarian: John Stackpole**

Our Parliamentarian John Stackpole is a Certified Professional Parliamentarian (American Institute of Parliamentarians) and a Professional Registered Parliamentarian (National Association of Parliamentarians). He provides advice at Board meetings so that our proceedings conform to Roberts Rules of Order, Newly Revised, as specified in our WCG Bylaws. Throughout the year he regularly answers inquiries from our president as well as any other Board member who may need to consult him on our operations. John serves the Guild in a volunteer capacity.

### **Registered Agent: Bob Flory**

In this capacity, Bob handles our annual reporting requirements to the Commonwealth of Virginia. WCG is incorporated in Virginia as a non-profit corporation, with all the attendant legal obligations and annual fees that pertain to our corporate status.