

Draft—September 29, 2019

Final—October 17, 2019

**Coastal Quilters Guild Board Meeting Minutes
September 19, 2019**

I. Call to Order by Karen Pickford, President

Time: 5:05 PM

Attendees/Quorum--Sixteen attendees signed in. Board Members: Karen Pickford, Marcia Greiten, Sherry Lafler, Rochelle Schneider, Pamela Holst, Margaret Dear, Penny Valentine, Sue Wuertz, Sue Orfila. Committee Chairs: Kathy Draine, Darilyn Kisch, Sue Kadner, Elizabeth Jenquin, Rosana Swing. Guest: Joan Watts, Eileen Lewandowski

A quorum was present. Karen suggested having the Board members and Committee Chairs sit at different tables to make counting votes easier.

Minutes review/approval—General and Board meeting minutes for June, July and August 2019 were approved.

June 13 General Meeting **MSC: Greiten/Holst**

June 20 Board Meeting **MSC: Dear/Greiten**

July General Meeting **MSC: Orfila/Dear**

July Board Meeting was cancelled

August General Meeting **MSC: Schneider/Greiten**

August Board Meeting **MSC: Orfila/Schneider**

II. Youth Interactive Collaboration Proposal—Sue Kadner

- Ranell Hansen is working with a group of high school kids and is looking for collaboration with the guild for volunteer help on Saturdays and possible fabric donation. They have sewing machines and space in the old Unity Shoppe space on State Street. It would be a good lead-in to the youth participation in the Quilt Show and could be included in meetings and the Newsletter. The concept sounds good; we will ask Ranell for more information.
- Darilyn noted that Community Quilts has a partnership contract with the Eastside Library to support their Saturday Open Sews which are beginning this weekend. There is no funding involved; support means providing advertising for their program and they would do the same for us. They have picked up some “Take and Make” kits.

III. Budget Development—Marcia Greiten

Marcia distributed sheets with a draft budget proposal. (Attachment A)

Discussion related to changes

- Since no one is responsible for the Amazon account it is difficult to provide a budget projection.
- We will not be having a December Boutique and the Quilt Show is not until 2020 so there will be no income in those categories this year.
- We will be doing the Axxess Book again this year and can project \$1,000 income.

- The Opportunity Quilt income is based on \$20 per 100 members, anticipating that each will sell \$20 worth of tickets.
- The Singer Featherweight was donated specifically for Thomas fire victims, but there was no one that qualified. Sue Orfila talked to the donor and felt she would be agreeable to another use as long as the proceeds were used as a charitable donation.
- Increase the Transportation to Other Quilt Shows (bus trip to Road to CA) to \$2700 to cover the expected \$2670 expense.
- The \$4200 Workshop income is based on a projection of 7 workshops each with 15 participants paying \$40.
- The Sunshine/Satellite expense is for postage and cards (sympathy, etc.) sent by the guild.
- The rent for the church increased this year.
- The July & December Programs expense is estimated at \$1000.
- The Misc Workshop Expenses were suggested at \$150 to cover items such as water, iron replacement, or supplies.
- The Rent for GVCC was increased to \$2100 (\$300/7 workshops) pending signing of the contract.
- Marcia will work out the anticipated Workshop Fee expense with Susan Katz.
- Sales tax is paid on book and fabric sales.
- The Axxess Books expense was estimated at \$700 to account for purchase of about 40 books.
- The Transportation & Lodging to Shows was increased to \$2700 to balance with the expected income.
- The budget should be finalized next month. It must be approved by the Board, but a vote of the general membership is not required.
- The Quilt Show committee is using the last show as a budget guide and expects to stay within those numbers.

IV. Board and Committee Reports

A. President—Karen Pickford

- Singer Featherweight—In order to meet the requirement of the donor it was suggested that we use it as the Grand Raffle Prize at the Quilt Show; the recipient of the proceeds would be determined later. Since the Kids Quilt exhibition at the show will not be judged, there is no way to give it as a prize to one of the youth participants. A sewing kit gift to each of the kids was proposed.
- Karen met with Heather, Marcia, and Sue regarding the work on the bylaws and they are making good progress. Revisions will not be ready for presentation to the Board until January.

B. VP Programs—Karen Pickford for Susan Katz

- Programs are booked through 2020 with some contracts still pending.
- The October program is Linda Ballard and November will be Fibervision.
- It was suggested that something should be included in the December party for new members. Options for entertainment were the San Marcos or SB High Madrigals or the Treble Clef Women's group. Karen will look into those suggestions.

C. Treasurer—Marcia Greiten

- Marcia distributed the Balance Sheet as of September 19, 2019. (Attachment B)
- Once the budget is final, she will provide monthly statements.

- Karen talked to the church and learned that an Alzheimer's group meets in the room from 1:00 to 2:00. The "missing" tables may have belonged to another group that has removed them.
- D. Recording Secretary—Sherry Lafler--no discussion
- E. Corresponding Secretary—Rochelle Schneider—no discussion
- F. Speaker Liaison—Pam Holst
- One of the quilt racks is broken. It needs a replacement plastic screw pin part. If the part cannot be fixed, there are quilt racks available at a reasonable price of \$40-\$60.
- G. Workshops—Margaret Dear
- The October workshop with Linda Ballard is full
 - The workshop iron board covers will be replaced. The fabric for the new covers is about \$15/yard.
- H. Parliamentarian—Sue Wuertz
- Bylaws Committee status: work is in progress.
- I. Membership—Sue Orfila
- We currently have 191 members.
 - The guild has received 2 complimentary tickets to the Conejo Valley Show on September 21. They are available to anyone who would like to go.
 - There are many directories left. Some have been picked up by satellite groups for distribution to members who did not attend the meeting. The payments for directories that were requested to be mailed but were actually picked up will be added to Donations.
- J. Quilt Show—Eileen Lewandowski
- The committee has been meeting regularly.
 - Leslie Hogan has volunteered to chair the Kids Quilts special exhibits.
 - Nancy Butterfield has secured a donation of \$300 from the Santa Barbara Kiwanis Club to support the Kids Quilts exhibit.
 - They are investigating Google for Non-Profits and hoping to tie that to the show.
 - There is a database of about 75 vendors to approach. Bonnie has cleared out the website so it will be ready for new vendors.
 - There is an executive meeting on September 30 and the next full meeting is right before the guild meeting. There should be a schedule as well as a budget by that time.
 - Nancy is working on a single form for acquisitions that will follow the quilt and streamline the whole process.
 - Sue Kadner and Marcia are working with Nancy to apply for a Google Suites Non-Profit account to be used initially only for the Quilt Show. Working documents can be deposited on the web site and later moved to the website when they become archival.
- K. Block of the Month—no discussion
- L. Newsletter—Karen Pickford for Shelly Dixon
- Shelly sent out the information for the Newsletter.
 - Reminder that the deadline for submissions is Sunday.
- M. Community Quilts—Darilyn Kisch
- Another locker visit raffle is planned for December.
 - We are just short of 100 cradle quilts—165 are needed. Many kits have gone out so we should have enough by December.

- The Unity Shoppe is in financial difficulty and has laid off most of its staff. The Thomas fire and mud slide services were a huge cost (\$500,000) to the organization. They are still on track for the cradle project.
- N. Library—no discussion
- O. Opportunity Quilt—Sue Kadner
- Ranell constructed the top from blocks made by a number of members. Sue gave it to Brandie Craig who completed the quilting in three weeks with no charge to the guild for the quilting or batting. The backing fabric came from the locker. It was recommended that we give Brandie a gift membership to the guild which would allow us to advertise her business. Carol Fay will do the binding. It may be ready in October.
- P. Raffles—Elizabeth Jenquin
- She would like some assistance with getting an article into the Newsletter.
 - She is working on another mystery basket and has some donated patterns and kits from a friend. Darilyn suggested wrapping a bolt of fabric from the locker to raffle as a mystery for next month.
- Q. Refreshments—Assignments will be based on birthdays.
- R. Satellite Groups—Isabel Downs—She will report when she is finished with her exhibition.
- S. SCCQG—Rosana Swing
- Rosana and Nancy Butterfield are planning to attend the October 12 meeting. Rosana will report at the next Board meeting.
 - We need to provide for travel expense to the meeting in the budget. Rosanna will submit her expenses for the October meeting.
- T. Webmaster—no discussion
- U. Other
1. Road to California Bus Trip—Forty-two tickets have been sold; 14 remain available. Rejections were received for emails sent to several of those signed up—Chris Allen, Maria Dzreeva, and Yolanda Garcia (non-member). Rosana will follow-up.
- V. Adjournment—Time: 6:27 PM
MSC: Greiten/Orfila

Respectfully submitted:
Sherry Lafler, Recording Secretary

ATTACHMENTS FOLLOW ON SEPARATE PAGES

ATTACHMENT A

Coastal Quilters Guild, Inc
Profit and Loss
 July 2016 - June 2019

	Jul 2016 - Jun 2017	Jul 2017 - Jun 2018	18-19 Budget	Jul 2018 - Jun 2019	Propose 19-20 Budget	Actual 19-20 Budget
Income						
Amazon.com Associate	693.95	459.13	600.00	323.85	350.00	
Amazon.com Smile	20.29	67.40	0.00	47.84	50.00	
December Boutique	1,552.96	0.00	0.00	796.20	0.00	
December Boutique Rebate	-1,021.80	0.00	0.00	-861.20	0.00	
Total December Boutique	\$ 531.16	\$ 0.00	\$ 0.00	\$ 125.00	0.00	
December Boutique Sales Tax	0.00	0.00	0.00	89.12	0.00	
Donations Income						
Member Donations - Unrestricted	3,072.10	2,937.77	1,000.00	1,328.00	1,000.00	
Member Donations--Restricted	1,000.00	0.00	0.00	1,250.00	0.00	
Member Donations--Special	0.00	0.00	0.00	514.00	0.00	
Total Donations Income	\$ 4,072.10	\$ 2,937.77	\$ 1,000.00	\$ 3,090.00		
Fabric Sale	0.00	46.00	0.00	0.00	300.00	
Gift Basket Raffle Income	1,244.00	1,163.00	1,400.00	2,023.00	1,500.00	
Library - Book Sales	380.75	64.95	300.00	63.40	200.00	
Library Raffle Income	0.00	447.00	0.00	30.00	0.00	
Membership Dues	7,990.00	8,600.00	7,000.00	7,890.00	8,000.00	
Newsletter & Directory Mailing	83.00	0.00		0.00		
Mailing Directories	69.00	42.00	32.00	30.00	14.00	
Mailing Newsletter	153.00	225.00	260.00	205.00	180.00	
Total Newsletter & Directory Mailing	\$ 305.00	\$ 267.00	\$ 292.00	\$ 235.00		
Quilt Show Income	0.00	0.00		0.00		
Boutique Income (100%)	7,681.48	0.00	8,000.00	9,640.85		
Boutique Sales Rebate	-4,989.60	0.00	-8,400.00	-6,521.80		
Total Boutique Income (100%)	\$ 2,691.88	\$ 0.00	\$ 1,600.00	\$ 3,119.05		
Boutique Sales Tax	0.00	0.00	640.00	843.57		
Donations	10.00	1,250.00	0.00	-1,250.00		
Entrance Fees	13,068.00	112.00	13,500.00	12,164.00		
Friday Dinner/Lunch	0.00	0.00	0.00	128.80		
Judging Fees	800.00	0.00	800.00	1,140.00		
Raffle	1,027.00	0.00	1,000.00	2,154.00		
Vendor Fees	5,390.00	3,370.00	9,000.00	6,920.00		
Total Quilt Show Income	\$ 22,988.88	\$ 4,732.00	\$ 28,540.00	\$ 25,219.42		
SCCQG	0.00	0.00	0.00	500.00	0.00	
Special Events Income	0.00	0.00	0.00	0.00		
Axcess Book Income	0.00	0.00	0.00	1,102.00	0.00	
Opportunity Quilt Income	1,303.00	1,820.00	1,200.00	0.00	2,000.00	
Singer Featherweight Raffle	0.00	150.00	0.00	350.00	0.00	
Total Special Events Income	\$ 1,303.00	\$ 1,970.00	\$ 1,200.00	\$ 1,952.00		
Square (deleted)	0.00	0.00	0.00	0.00		
Transportation to Other Quilt Shows	2,150.00	0.00	2,300.00	3,031.00	2,300.00	

Workshops Income	4,184.48	4,100.00	4,500.00	3,805.00	4,200.00	
Total Income	\$ 45,861.61	\$ 24,854.25	\$ 46,132.00	\$ 48,204.63		
Gross Profit	\$ 45,861.61	\$ 24,854.25	\$ 45,132.00	\$ 48,204.63	20,094.00	
Expenses						
Committee Expenses						
Block of the Month	107.74	498.59	300.00	92.48	300.00	
Challenge	404.32	120.82	300.00	296.88	300.00	
Community Quilts	701.03	378.63	1,000.00	815.00	1,450.00	
Gift Basket Raffle	18.94	0.00	100.00	52.47	100.00	
Library	218.53	572.25	300.00	236.16	300.00	
Library Raffle	0.00	8.47	0.00	0.00	0.00	
Total Library	\$ 216.53	\$ 586.72	\$ 300.00	\$ 236.16		
Sunshine/Satellite	0.00	94.65	100.00	31.71	100.00	
Total Committee Expenses	\$ 1,448.56	\$ 1,679.41	\$ 2,100.00	\$ 1,524.68		
General meeting expenses						
Copies	61.40	0.00	0.00	26.10	30.00	
Misc Expense	0.00	123.21	0.00	696.86	0.00	
Refreshments-Decor	53.19	78.55	100.00	66.48	100.00	
Rent	2,482.50	1,200.00	1,200.00	1,200.00	1,800.00	
Room Set Up/Take Down	1,200.00	1,325.00	1,500.00	1,500.00	1,500.00	
Total General meeting expenses	\$ 3,797.09	\$ 2,724.76	\$ 2,800.00	\$ 3,429.44		
Membership Expense	627.88	28.29	0.00	0.00		
Directory/Brochures, Copies & Software	385.58	259.19	1,000.00	507.15	1,000.00	
Total Membership Expense	\$ 1,013.46	\$ 287.48	\$ 1,000.00	\$ 507.15		
Newletter Expense						
Copies	168.71	171.95	200.00	196.78	200.00	
Labels	42.30	8.78	0.00	0.00	0.00	
Postage	282.00	63.70	50.00	130.55	100.00	
Total Newletter Expense	\$ 494.01	\$ 244.43	\$ 250.00	\$ 327.33		
Operating Expense						
Admin License/Bank Fees/Square Fees	8.00	44.90	0.00	76.06	100.00	
Insurance	79.90	785.00	650.00	745.00	650.00	
Office Supplies	201.58	43.09	250.00	0.00	100.00	
PO Box & Postage	179.00	140.00	100.00	154.00	200.00	
SCCQG	2,208.45	367.77	40.00	165.00	40.00	
Storage	4,014.75	3,180.00	3,450.00	3,510.00	3,450.00	
Taxes	25.00	0.00	35.00	79.90	40.00	
Treasurer	137.96	368.67	450.00	328.44		
WebSite & Computer Exp	367.19	372.19	750.00	271.88	500.00	
Total Operating Expense	\$ 7,221.83	\$ 5,301.62	\$ 5,725.00	\$ 5,330.28		
Programs						
July & December Programs	150.00	317.54	1,000.00	1,239.55		
Lecture Fee	2,200.00	3,155.00	4,000.00	3,000.00		
Lodging/Travel	2,780.89	2,811.53	0.00	2,268.81		
Meals	294.32	553.81	500.00	391.24		
Misc Workshop Expenses	64.38	66.50	0.00	33.16		

Miscellaneous	894.50	0.00	0.00	0.00	
Rent - GVCC	0.00	1,805.00	2,885.00	1,955.00	2,000.00
Workshop Fee	3,070.00	3,960.00	4,000.00	3,830.00	
Total Programs	\$ 9,254.09	\$ 12,769.48	\$ 12,385.00	\$ 12,717.79	
Quilt Show					
Acquisition/Collection	4.30	0.00	0.00	0.00	
Boutique Expenses	214.70	0.00	200.00	220.41	
Display (Pipe & Drape)	6,795.00	300.00	7,200.00	6,895.00	
Facility Charges Showground	7,285.00	3,500.00	7,500.00	3,500.00	
Featured Artist/Special Exhibit	100.89	0.00	1,250.00	0.00	
Friday Dinner	0.00	0.00	0.00	176.86	
Gifts	0.00	0.00	0.00	16.31	
Hanging	99.46	0.00	0.00	0.00	
Hospitality-Vendors/Volunteers	277.76	0.00	300.00	319.56	
Insurance	0.00	10.00	0.00	0.00	
Judge Expenses	586.95	0.00	800.00	481.00	
Judging Exp (GVCC & Other)	157.70	254.48	250.00	285.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Program Printing	1,248.48	0.00	1,300.00	1,294.13	
Publicity	2,194.23	1,072.35	3,000.00	1,853.15	
Raffle	68.95	188.22	0.00	-83.50	
Sales Tax Paid (deleted)	0.00	769.00	0.00	0.00	
Signage	78.83	0.00	100.00	377.80	
Tickets	172.12	72.85	0.00	29.85	
Total Quilt Show	\$ 19,284.49	\$ 6,165.90	\$ 21,900.00	\$ 15,350.67	
Sales Tax	0.00	0.00	1,000.00	8.00	1,000.00
Special Events Expense					
Access Books	0.00	0.00	0.00	718.00	0.00
Opportunity Quilt	356.71	0.00	0.00	0.00	300.00
Singer Featherweight Donation	0.00	0.00	1,000.00	1,000.00	0.00
Total Special Events Expense	\$ 356.71	\$ 0.00	\$ 1,000.00	\$ 1,718.00	
Transportation & Lodging to Shows	1,953.94	0.00	2,300.00	3,233.85	2,500.00
Total Expenses	\$ 44,824.18	\$ 29,175.08	\$ 50,460.00	\$ 44,147.19	18,160.00
Net Operating Income	\$ 1,037.43	-\$ 4,320.83	-\$ 5,328.00	\$ 4,067.44	
Other Income					
Interest Income	181.15	175.50	300.00	255.77	240.00
Total Other Income	\$ 181.15	\$ 175.50	\$ 300.00	\$ 255.77	
Other Expenses					
Reconciliation Discrepancies	0.00	-8.58	0.00	0.00	
Total Other Expenses	\$ 0.00	-\$ 8.58	\$ 0.00	\$ 0.00	
Net Other Income	\$ 181.15	\$ 184.08	\$ 300.00	\$ 255.77	
Net Income	\$ 1,218.58	-\$ 4,136.75	-\$ 5,028.00	\$ 4,313.21	

ATTACHMENT B

Coastal Quilters Guild, Inc

BALANCE SHEET

As of September 19, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking - CommWest #xxxx979	0.00
Checking - CommWest#XXX342	11,201.71
Checking - SBBT #1024	0.00
Money Mkt - SBBT #7000	0.00
Total Bank Accounts	\$11,201.71
Other Current Assets	
CD-119804-CommWest	0.00
CD-120100-Comm West Bank	6,413.26
CD-124100-Comm West Bank	7,580.70
Total Other Current Assets	\$14,003.96
Total Current Assets	\$25,205.67
TOTAL ASSETS	\$25,205.67
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Restricted Funds	12,321.47
Unrestricted Net Assets	17,104.35
Net Income	-4,220.15
Total Equity	\$25,205.67
TOTAL LIABILITIES AND EQUITY	\$25,205.67

