

Draft—November 22, 2019

Final—January 16, 2020

## Coastal Quilters Guild Board Meeting Minutes

November 21, 2019

### I. Call to Order by Karen Pickford, President

Time: 6:35 PM

Attendees/Quorum—Eleven attendees were present. Board Members: Karen Pickford, Marcia Greiten, Sherry Lafler, Rochelle Schneider, Pamela Holst, Margaret Dear, Sue Wuertz, Sue Orfila. Committee Chairs: Nancy Butterfield, Darilyn Kirsch, Rosana Swing.

A quorum was present.

### II. Youth Interactive Collaboration Proposal—An update is pending input from Ranell Hansen.

### III. Routine Ratifications (contracts, etc.)

- Toni Percival has a contract from Earl Warren and has given them a deposit. As soon as she has a formal contract it will need to be reviewed by the Board.
- Darilyn has the contract for the Eastside Library which she will forward to Karen to bring to the next meeting for ratification.

### IV. Budget Development and Finalization

- The budget numbers for the Quilt Show and the workshop information from Susan Katz are available now. With those numbers entered, there is a \$13,000 loss so far this year, due in part to the 50% increase in the church fee and an increase to \$580 per session (the two rooms we use are charged separately) for the Goleta Community Center. The estimated lecture fees are increased \$1400 over last year and the workshop fees increased by \$1000.
- There was discussion regarding increasing the fee for the 5 remaining workshops to help cover the deficit. The expense so far has been \$1480 against a budgeted amount of \$2200. The lodging and travel expense amounts have already been exceeded. Options to reduce expenses are asking guild members to teach some of the workshops and having out-of-town teachers stay at member homes (issues regarding allergies and lifestyle may be a problem). We also may be able to cancel the second room if there is a small number for the workshop. It would also be good to notify the members that donations would be a help.
- A motion was made and approved to increase the workshop fee by \$5 for the February through June sessions only, since fees for the January workshop have already been received. **MSC: Greiten/Lafler.**
- A notice regarding the fee increase will be included in the Newsletter. Non-members are charged \$5 more than members.
- The charge for the Quilt Show is planned for \$10 in advance and \$12 at the door. The quilt entry form will include a place to indicate what volunteer job the member is doing for the show.
- Nancy Butterfield noted that the Kiwanis Club will be donating \$300 to be used for the show without restriction.
- The budget was approved as presented. **MSC: Orfila/Wuertz**

### V. Board and Committee Reports

#### A. President—Karen Pickford

- Heather notified Karen that there are just a few more Axxess books available. The sale cut-off will be around December 5; no books will be for sale at the Holiday Party.
- Lompoc Quilters Etc is inviting us to buy tickets to a presentation “Live with Rob Appell” on February 27 at the Lompoc Community Center from 7:30-9:00. The cut-off to buy tickets (\$10

each) is January 15. An announcement of the show will be included in the Newsletter to allow members to buy tickets if they are interested.

- B. VP Programs—Margaret Dear and Pam Holst reported for Susan Katz
- There are about 10 signed up for the January 10 workshop. The contract from Edyta Sitar specifies an \$80 fee for the workshop including a \$40 kit. We are only charging \$40 for the workshop and may need to cover the additional \$40 per person fee since the price has already been published and should not be changed after some fees have already been received. We need to clarify with Edyta what is included in the kit and whether the participants can bring their own fabric.
- C. Treasurer—Marcia Greiten
- Financial statement attachments:
    - A Balance Sheet (As of November 15, 2019)
    - B Profit and Loss (July 1, 2013 – June 30, 2018)--Proposed HOC 2020 Budget
    - C Profit and Loss (July 1 – November 15, 2019)
- D. Recording Secretary—Sherry Lafler
- The minutes for the October 10, 2019 General Meeting and October 17, 2019 Board Meeting were approved as corrected. **MSC: Wuertz/Greiten**
- E. Corresponding Secretary—Rochelle Schneider
- Rochelle read a letter from Linda Ballard, the teacher at the October workshop, complimenting the guild and encouraging those who took her class to bring their finished quilts to the January guild meeting.
- F. Speaker Liaison—Pam Holst—topic covered previously
- G. Workshops—Margaret Dear-- topic covered previously
- H. Membership—Sue Orfila
- There are currently 196 members in the guild, about 20 less than last year.
  - Sue will start giving new members raffle tickets in January, as suggested by Sue Kadner based on minutes of an old meeting. She is also planning a new member get-together in January.
- I. Quilt Show—report from Nancy Butterfield
- All the committee positions are filled except the Kids Show and Raffle chairs. The committee is looking at non-quilting raffle baskets and will be approaching vendors to make donations.
  - There is no December meeting for the Show committee. The next meeting will be in January.
- J. Block of the Month—Nancy Butterfield
- The December block is Triple Four Patch in Christmas fabrics.
- K. Newsletter—Karen Pickford for Shelly Dixon
- The deadline for the articles for the Newsletter is Sunday, as usual.
- L. Community Quilts—reported by Darilyn Kisch
- Last week 177 cradle quilts, 31 quilts, 19 stuffed toys and 48 stockings were delivered to the Unity Shoppe.
  - There are 75 quilts in stock to be delivered.
  - The guild has a tri-fold brochure with information about our charitable work that can be used for new members or when soliciting vendor donations.
  - There was no November raffle to avoid competing with the Fiber Vision boutique. There will be a raffle in December, including a locker visit chance.
- M. Opportunity Quilt
- Thirty-two members picked up ticket packets. We need to remind members that it is part of their guild responsibility to sell tickets.
- N. SCCQG—Rosana Swing
- By request, the January 11 meeting hosted by the Inland Empire Quilt Guild in Corona will be a continuation of “Mastering Social Media Marketing Strategies” by Caryn Payzant.

- There will be an article about the donations our guild makes to the Unity Shoppe in the next SCCQC Newsletter—publication date unknown, as yet.
- We can bring our Opportunity Quilt to the next SCCQG meeting and sell tickets there. We are also able to post a photo of the quilt on their website and use their calendar to give information about buying tickets.

O. Other

1. Road to California Bus Trip—Rosana Swing

- There are 6 spaces left.
- One member who purchased a bus ticket has a medical issue and will not be able to make the trip. We will refund her ticket price.
- The full cost for the bus is \$2065 (including the bus, snacks, prizes, and parking fee) and we are charged \$11 for each ticket. The pricing we have set for the tickets will cover our costs.

2. Holiday Party

- Possible entertainment for the party is open. Nancy Butterfield has a couple of friends who may be able to give a short performance.
- Karen has purchased some white snowflakes which will work well with the poinsettias as centerpieces. There will be a drawing for the centerpieces at the end of the meeting.
- Part of the party will be a pincushion exchange.

VI. Adjournment—Time: 7:58 PM

Respectfully submitted:

Sherry Lafler, Recording Secretary

ATTACHMENTS FOLLOW ON SEPARATE PAGES

ATTACHMENT A

Coastal Quilters Guild, Inc

BALANCE SHEET

As of November 15, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking - CommWest #xxxx979	0.00
Checking - CommWest#XXX342	10,137.25
Checking - SBBT #1024	0.00
Money Mkt - SBBT #7000	0.00
<b>Total Bank Accounts</b>	<b>\$10,137.25</b>
Other Current Assets	
CD-119804-CommWest	0.00
CD-120100-Comm West Bank	6,438.69
CD-124100-Comm West Bank	7,619.43
<b>Total Other Current Assets</b>	<b>\$14,058.12</b>
<b>Total Current Assets</b>	<b>\$24,195.37</b>
<b>TOTAL ASSETS</b>	<b>\$24,195.37</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	0.00
Restricted Funds	12,321.47
Unrestricted Net Assets	17,104.35
Net Income	-5,230.45
<b>Total Equity</b>	<b>\$24,195.37</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,195.37</b>

ATTACHMENT B

Coastal Quilters Guild, inc  
 Profit and Loss  
 July 1, 2013 - June 30, 2019

	Jun 2014	Jun 2015	HOC	- Jun	Jun 2017	2016	2017 -	Jun 2019	HOC	Proposed
<b>Quilt Show Income</b>										
Boutique income (100%)	\$0	\$7,529	\$7,529	\$0	\$7,112	\$7,112	\$0	\$9,641	\$9,641	8000
Boutique Sales Rebate	\$0	(\$5,205)	(\$5,205)	\$0	(\$4,990)	(\$4,990)	\$0	(\$6,522)	(\$6,522)	-6400
<b>Total Boutique Income (100%)</b>	<b>\$0</b>	<b>\$2,324</b>	<b>\$2,324</b>	<b>\$0</b>	<b>\$2,123</b>	<b>\$2,123</b>	<b>\$0</b>	<b>\$3,119</b>	<b>\$3,119</b>	<b>1600</b>
Boutique Sales Tax	\$0	\$619	\$619	\$0	\$569	\$569	\$0	\$844	\$844	700
Donations/Sponsorship	\$0	\$220	\$220	\$0	\$10	\$10	\$1,250	(\$1,250)	\$0	1600
Entrance Fees	\$200	\$13,567	\$13,767	\$0	\$13,068	\$13,068	\$112	\$12,164	\$12,276	14,644
Friday Dinner/Lunch	\$0	\$543	\$543	\$0	\$0	\$0	\$0	\$129	\$129	0
Judging Fees	\$0	\$870	\$870	\$0	\$800	\$800	\$0	\$1,140	\$1,140	1520
Raffle	\$0	\$1,866	\$1,866	\$0	\$1,027	\$1,027	\$0	\$2,154	\$2,154	1700
Vendor Fees	\$4,490	\$5,010	\$9,500	\$3,980	\$5,390	\$9,370	\$3,370	\$6,920	\$10,290	10000
<b>Total Quilt Show Income</b>	<b>\$4,690</b>	<b>\$25,019</b>	<b>\$29,709</b>	<b>\$3,980</b>	<b>\$22,987</b>	<b>\$26,967</b>	<b>\$4,732</b>	<b>\$25,219</b>	<b>\$29,951</b>	<b>\$31,764</b>
<b>Quilt Show</b>										
Acquisition/Collection	\$111	\$17	\$128	\$0	\$4	\$4	\$0	\$0	\$0	400
Boutique Expenses	\$0	\$0	\$0	\$0	\$215	\$215	\$0	\$220	\$220	250
Display (Pipe & Drape)	\$300	\$7,431	\$7,731	\$300	\$6,795	\$7,095	\$300	\$6,895	\$7,195	7200
Education Booth	\$0	\$104	\$104	\$0	\$0	\$0	\$0	\$0	\$0	150
Facility Charges Showground	\$3,236	\$3,176	\$6,412	\$200	\$7,285	\$7,485	\$3,500	\$3,500	\$7,000	8000
Featured Artist/Special Exhibit	\$150	\$178	\$328	\$0	\$101	\$101	\$0	\$0	\$0	400
Friday Dinner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180	\$180	0
Gifts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18	\$18	200
Hanging	\$0	\$83	\$83	\$0	\$99	\$99	\$0	\$0	\$0	100
Hospitality-Vendors/Volunteers	\$0	\$1,402	\$1,402	\$0	\$278	\$278	\$0	\$320	\$320	600
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	10
Judge Expenses	\$0	\$601	\$601	\$0	\$587	\$587	\$0	\$481	\$481	900
Judging Exp (GVCC & Other)	\$172	\$135	\$308	\$79	\$158	\$237	\$264	\$265	\$529	634
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
Program Printing	\$0	\$1,253	\$1,253	\$0	\$1,248	\$1,248	\$0	\$1,294	\$1,294	1500
Publicity	\$809	\$2,184	\$2,993	\$854	\$2,194	\$3,048	\$1,072	\$1,853	\$2,926	3200
Raffle	\$49	\$137	\$186	\$0	\$69	\$69	\$188	(\$84)	\$105	120
Sales Tax Paid	\$0	\$613	\$613	\$0	\$0	\$0	\$769	\$0	\$769	700
Signage	\$0	\$208	\$208	\$0	\$79	\$79	\$0	\$378	\$378	450
Tickets	\$16	\$0	\$16	\$114	\$172	\$286	\$73	\$30	\$103	250
Vendors	\$0	\$90	\$90	\$0	\$0	\$0	\$0	\$0	\$0	100
<b>Total Quilt Show</b>	<b>\$4,843</b>	<b>\$17,611</b>	<b>\$22,456</b>	<b>\$1,547</b>	<b>\$19,284</b>	<b>\$20,831</b>	<b>\$6,167</b>	<b>\$15,351</b>	<b>\$21,518</b>	<b>\$25,164</b>
<b>Net</b>	<b>(\$153)</b>	<b>\$7,408</b>	<b>\$7,254</b>	<b>\$2,433</b>	<b>\$3,702</b>	<b>\$6,136</b>	<b>(\$1,435)</b>	<b>\$9,869</b>	<b>\$8,434</b>	<b>\$6,600</b>

ATTACHMENT C

**Coastal Quilters Guild, Inc**  
**Profit and Loss**  
 July 1 - November 15, 2019

	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 1-15, 2019	Total	BUDGET	Remain Budget
<b>Income</b>								
Amazon.com Associate	44.75	0.00	0.00	0.00	0.00	44.75	350.00	305.25
Amazon.com Smile	0.00	9.86	0.00	0.00	10.17	20.03	50.00	29.97
Donations Income	0.00	0.00	0.00	0.00	0.00	0.00		
Member Donations - Unrestricted	328.00	35.00	50.00	255.00	0.00	668.00	1,000.00	332.00
<b>Total Donations Income</b>	<b>\$ 328.00</b>	<b>\$ 35.00</b>	<b>\$ 50.00</b>	<b>\$ 255.00</b>	<b>\$ 0.00</b>	<b>\$ 668.00</b>		
Fabric Sale	81.00	36.00	31.00	54.00	39.00	241.00	300.00	59.00
Gift Basket Raffle Income	116.00	97.00	120.00	171.00	0.00	504.00	1,500.00	996.00
Library - Book Sales	45.00	23.67	0.00	0.00	0.00	68.67	200.00	131.33
Membership Dues	1,800.00	920.00	1,080.00	160.00	0.00	3,960.00	8,000.00	4,040.00
Newsletter & Directory Mailing	0.00	0.00	0.00	0.00	0.00	0.00		
Mailing Directories	6.00	4.00	14.00	0.00	0.00	24.00	20.00	-4.00
Mailing Newsletter	20.00	45.00	45.00	0.00	0.00	110.00	180.00	70.00
<b>Total Newsletter &amp; Directory Mailing</b>	<b>\$ 26.00</b>	<b>\$ 49.00</b>	<b>\$ 59.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 134.00</b>		
Special Events Income	0.00	0.00	0.00	0.00	0.00	0.00		
Axxess Book Income	0.00	0.00	0.00	1,120.00	190.00	1,310.00	1,000.00	-310.00
<b>Total Special Events Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,120.00</b>	<b>\$ 190.00</b>	<b>\$ 1,310.00</b>		
Transportation to Other Quilt Shows	0.00	0.00	1,690.00	566.00	226.00	2,482.00	2,700.00	218.00
Workshops Income	0.00	0.00	640.00	840.00	0.00	1,480.00	4,200.00	2,720.00
<b>Total Income</b>	<b>\$ 2,440.75</b>	<b>\$ 1,170.53</b>	<b>\$ 3,670.00</b>	<b>\$ 3,166.00</b>	<b>\$ 465.17</b>	<b>\$ 10,912.45</b>		
<b>Gross Profit</b>	<b>\$ 2,440.75</b>	<b>\$ 1,170.53</b>	<b>\$ 3,670.00</b>	<b>\$ 3,166.00</b>	<b>\$ 465.17</b>	<b>\$ 10,912.45</b>		

	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 1-15, 2019	Total	BUDGET	Remain Budget
<b>Expenses</b>								
Committee Expenses	0.00	0.00	0.00	0.00	0.00	0.00		
Block of the Month	134.90	0.00	0.00	13.01	0.00	147.91	300.00	152.09
Community Quilts	324.33	136.39	314.33	0.00	0.00	775.05	1,450.00	674.95
Library	0.00	0.00	41.35	0.00	0.00	41.35	300.00	258.65
<b>Total Committee Expenses</b>	<b>\$ 459.23</b>	<b>\$ 136.39</b>	<b>\$ 355.68</b>	<b>\$ 13.01</b>	<b>\$ 0.00</b>	<b>\$ 964.31</b>		
General meeting expenses	0.00	0.00	0.00	0.00	0.00	0.00		
Rent	0.00	0.00	150.00	350.00	0.00	500.00	1,800.00	1,300.00
Room Set Up/Take Down	125.00	125.00	125.00	125.00	125.00	625.00	1,500.00	875.00
<b>Total General meeting expenses</b>	<b>\$ 125.00</b>	<b>\$ 125.00</b>	<b>\$ 275.00</b>	<b>\$ 475.00</b>	<b>\$ 125.00</b>	<b>\$ 1,125.00</b>		
Membership Expense	0.00	0.00	0.00	0.00	0.00	0.00		
Directory/Brochures, Copies & Software	0.00	0.00	30.00	0.00	0.00	30.00	1,000.00	970.00
<b>Total Membership Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30.00</b>		
Newletter Expense	0.00	0.00	0.00	0.00	0.00	0.00		
Copies	11.45	4.99	10.77	9.79	11.45	48.45	200.00	151.55
Postage	0.00	0.00	12.32	0.00	0.00	12.32	100.00	87.68
<b>Total Newletter Expense</b>	<b>\$ 11.45</b>	<b>\$ 4.99</b>	<b>\$ 23.09</b>	<b>\$ 9.79</b>	<b>\$ 11.45</b>	<b>\$ 60.77</b>		
Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00		
Admin License/Bank Fees/Square Fees	0.00	0.00	21.10	7.70	0.00	28.80	100.00	71.20
Dues and Subscriptions	0.00	0.00	40.00	0.00	0.00	40.00	40.00	0.00
Insurance	0.00	0.00	617.50	0.00	0.00	617.50	650.00	32.50
Office Supplies	0.00	0.00	57.09	0.00	0.00	57.09	100.00	42.91
PO Box & Postage	0.00	0.00	55.00	0.00	0.00	55.00	200.00	145.00
SCCQG	0.00	0.00	0.00	226.91	0.00	226.91	600.00	373.09
Storage	0.00	0.00	885.00	0.00	0.00	885.00	3,450.00	2,565.00
Taxes	0.00	0.00	0.00	50.00	0.00	50.00	40.00	-10.00
Treasurer	215.00	0.00	0.00	0.00	0.00	215.00	500.00	285.00
<b>Total Operating Expense</b>	<b>\$ 215.00</b>	<b>\$ 0.00</b>	<b>\$ 1,675.69</b>	<b>\$ 284.61</b>	<b>\$ 0.00</b>	<b>\$ 2,175.30</b>		
Programs	0.00	0.00	0.00	0.00	0.00	0.00		
July & December Programs	179.42	0.00	100.00	0.00	0.00	279.42	1,000.00	720.58
Lecture Fee	0.00	400.00	550.00	325.00	400.00	1,675.00	4,400.00	2,725.00
Lodging/Travel	614.15	555.02	784.00	841.39	0.00	2,794.56	2,500.00	-294.56

	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 1-15, 2019	Total	BUDGET	Remain Budget
Meals	74.37	0.00	105.97	98.97	0.00	279.31	500.00	220.69
Misc Workshop Expenses	0.00	0.00	2.29	0.00	0.00	2.29	150.00	147.71
Rent - GVCC	0.00	0.00	1,740.00	0.00	0.00	1,740.00	4,060.00	2,320.00
Workshop Fee	0.00	0.00	900.00	735.00	100.00	1,735.00	4,850.00	3,115.00
<b>Total Programs</b>	<b>\$ 867.94</b>	<b>\$ 955.02</b>	<b>\$ 4,182.26</b>	<b>\$ 2,000.36</b>	<b>\$ 500.00</b>	<b>\$ 8,505.58</b>		
Quilt Show	0.00	0.00	0.00	0.00	0.00	0.00		
Facility Charges Showground	0.00	0.00	0.00	500.00	0.00	500.00	8,000.00	7,500.00
Publicity	185.41	0.00	0.00	130.50	0.00	315.91	3,200.00	2,884.09
<b>Total Quilt Show</b>	<b>\$ 185.41</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 630.50</b>	<b>\$ 0.00</b>	<b>\$ 815.91</b>		
Sales Tax	0.00	917.00	0.00	0.00	0.00	917.00	1,000.00	83.00
Special Events Expense	0.00	0.00	0.00	0.00	0.00	0.00		
Axxess Books	0.00	0.00	0.00	0.00	695.00	695.00	700.00	5.00
<b>Total Special Events Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 695.00</b>	<b>\$ 695.00</b>		
Transportation & Lodging to Shows	0.00	952.50	0.00	0.00	0.00	952.50	2,700.00	1,747.50
<b>Total Expenses</b>	<b>\$ 1,864.03</b>	<b>\$ 3,090.90</b>	<b>\$ 6,541.72</b>	<b>\$ 3,413.27</b>	<b>\$ 1,331.45</b>	<b>\$ 16,241.37</b>		
<b>Net Operating Income</b>	<b>\$ 576.72</b>	<b>-\$ 1,920.37</b>	<b>-\$ 2,871.72</b>	<b>-\$ 247.27</b>	<b>-\$ 866.28</b>	<b>-\$ 5,328.92</b>		
<b>Other Income</b>								
Interest Income	21.77	22.54	22.58	21.89	9.69	98.47	240.00	141.53
<b>Total Other Income</b>	<b>\$ 21.77</b>	<b>\$ 22.54</b>	<b>\$ 22.58</b>	<b>\$ 21.89</b>	<b>\$ 9.69</b>	<b>\$ 98.47</b>		
<b>Net Other Income</b>	<b>\$ 21.77</b>	<b>\$ 22.54</b>	<b>\$ 22.58</b>	<b>\$ 21.89</b>	<b>\$ 9.69</b>	<b>\$ 98.47</b>		
<b>Net Income</b>	<b>\$ 598.49</b>	<b>-\$ 1,897.83</b>	<b>-\$ 2,849.14</b>	<b>-\$ 225.38</b>	<b>-\$ 856.59</b>	<b>-\$ 5,230.45</b>		

Thursday, Nov 21, 2019 04:39:13 PM GMT-8 - Cash Basis