

Coastal Quilters Guild Board
Meeting Minutes
8/20/2020

The Meeting was called to order at 2:03 PM by President Karen Pickford. This was a virtual meeting and was recorded.

Members present:

Karen Pickford, Marcia Greiten, Mary Maxwell, Rochelle Schneider, Pamela Holst, Diana Hamilton, Sue Wuertz, Sue Orfila, Nancy Butterfield, Darilyn Kisch, Rosana Swing, Bonnie Barber, Sue Kadner

The July minutes were approved as written. MSC Rochelle Schneider/ Pamela Holst.

Announcements: Karen Pickford

- Karen expressed pleasure at so many people attending the Zoom General meeting
- Mask update: we have made over 5700 masks
- Masks were delivered to Heritage House (they sent a thank you)
- Tomorrow, Friday at 1 PM there will be a delivery to Domestic Violence Solutions. Nancy Butterfield and Rochelle Schneider will also attend. Nancy will consider a news release.
- Karen reminded the group that because we will not have a Guild show we will not have revenue. She and Susan Katz are suggesting the idea of an online Quilt auction to the Community. Karen has a friend who has knowledge/experience about gathering items for auction. There is also an organization that "runs" auctions for organizations for 10% of the auction proceeds. Nancy Butterfield and Pamela Holst volunteered to be a part of the group organizing the auction. A committee will be needed. Karen mentioned that the legalities should be considered. Sue Kadner will look into the legalities, licensing, rules, etc. The target date would be May 2021. Rosanne Swing posted a document entitled "32 Auctions" in the Chat for those interested. Perhaps a live auction will be considered.

From the Budget committee meeting—a possible survey document was discussed. A draft will be emailed to Board and Committee members for input. When finalized it will be in an eBlast.

Board Member Reports

A. Programs—Pam Holst for Susan Katz

The sew-in went well. A small number but well received.

Coffee breaks will continue monthly for the conceivable future.

Bee Saunders and Sam McIlraith held two Zoom training sessions for members.

Coming:

September 10 at 7 PM Susan Else "Off the Wall" Quilting in Three Dimension. Pamela showed a picture of a doll that will be featured in the class.

September 12 at 9 AM -12:00 Malka Dubrawski

Working with Ombre. There is a limit of 15 participants. Bonnie mentioned that she has 12 or 14 registered so far.

October 8 at 7 PM Elizabeth Eastmond Trunk Show "A to Z Daring"

October 10 Workshop "Triad Harmony" with Elizabeth Eastmond

Thank you to Bonnie Barber and Marcia Greiten for "putting" a PayPal Button on for the Guild.

B. Treasurer's Report--Maria Greiten

PayPal is being tested

An Opportunity Quilt deposit of \$20 from last year was received.

C. Budget—there was a question about sales tax fees followed by discussion and questions about the Community Center fees.

- Marcia reviewed the budget line by line and reminded the group that a budget is a plan for items that we might need to support. It is better to plan too much and not use it than to come out without the funds for things we need. (This discussion was related to the fact that we do not have rental expenses at this point).
- There was a question about what is in the storage unit and where it is. All of the Guild supplies and equipment are in the storage unit.
- Marcia noted that she has submitted the sales tax information, applied and paid for the raffle permit for 20-21 and will send the officers list when signed.
- The budget was approved. MSC: Rochelle Schneider/Nancy Butterfield
- Sue Orfila reminded the group that she still had the Singer Featherweight to be used for a fundraiser.

D. Membership—Sue Orfila

Sue reported that we have 170 members. She is waiting for business members, Creation Station and Santa Maria Sewing Center to send their memberships. She reminded the group that we need to decide on a method to distribute the Directories. She is willing to use a variety of methods. She thanked Heather Georgakis for formatting the Directory. Rochelle asked if anyone checks to make sure that everyone in the satellite groups is a member. The Satellite coordinator and the Membership chair do that.

E. Workshops—Diana—no Report

F. Correspondence—Rochelle Schneider—no report

G. Parliamentarian—Sue Wertz—no report.

H. Public Relations-Nancy Butterfield

Nancy requested that members take a look at Facebook and Instagram and follow the Guild.

Upcoming Meetings

August 28 Coffee Break

September 10 Susan Else

September 12 Malka Dubrawski virtual worksop

September 17 Board Meeting

I. Directory Update—Sue Kadner

- Heather Georgakis will be doing the formatting for the Directory. Jean Morrison Phillips has done it for the last 10 years. Sue will talk with Maria Faria to see what arrangements are made with the church as to when we can use the driveway for Directory distribution. We can perhaps have a Treasure Table as well.

J. Newsletter deadlines and articles—due Sunday, August 23

Issues of Importance

A. Quilt Show

There was a motion to delay the HOC Show until 2022. After discussion the motion was withdrawn. The discussion will continue in the future.

Sue Wertz suggested that we consider other venues in town for the future. It was suggested that the issue be included in the survey.

It was mentioned that we might consider an online show.

B. Community Projects

We have 97 completed Cradle Kits and 8 new kids quilts. We just received a large donation of old but usable fabric. The committee is suggesting that we have a fabric auction. Perhaps have a Treasure Table in the Church parking lot. How about storage locker shopping visits? They are thinking of income to the Guild from Community Projects.

C. Block of the Month—no report

D. SCCQG

Rosana and others went to the meeting which was concerning virtual meetings. She said that our Guild is ahead of many others in this endeavor. She and Karen Pickford noted this format was preferable, especially for Meet the Teachers.

E. Satellite Groups—no report

F. Website

Bonnie Barber announced that she has the PayPal button almost completed as well as considering a donation button.

The homepage format is different. Please take a look at the website and offer suggestions.

Rosana announced that she will organize a virtual trip to Road to California.

Action items:

Send survey question/ideas to Karen

Send auction Ideas to Nancy/Karen

Send Storage Locker Ideas to Darilyn

Send Newsletter items by Sunday the 23rd.

Look at the webpage and send kudos and suggestions to Bonnie.

Send ideas for Coffee Break to Bonnie

Adjourned: 4:03 PM

Respectfully submitted (electronically),

Mary Maxwell, Corresponding Secretary

Coastal Quilters Guild, Inc

BALANCE SHEET

As of July 31, 2020

| | TOTAL |
|-------------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking - CommWest #0000979 | 0.00 |
| Checking - CommWest#XXXX342 | 13,465.80 |
| Checking - SBBT #1024 | 0.00 |
| Money Mkt - SBBT #7000 | 0.00 |
| Total Bank Accounts | \$13,465.80 |
| Other Current Assets | |
| CD-119804-CommWest | 0.00 |
| CD-120100-Comm West Bank | 6,542.97 |
| CD-124100-Comm West Bank | 7,688.21 |
| Total Other Current Assets | \$14,231.18 |
| Total Current Assets | \$27,696.98 |
| TOTAL ASSETS | \$27,696.98 |
| LIABILITIES AND EQUITY | |
| Total Liabilities | |
| Equity | |
| Opening Balance Equity | 0.00 |
| Restricted Funds | 7,962.77 |
| Unrestricted Net Assets | 17,104.35 |
| Net Income | 2,629.86 |
| Total Equity | \$27,696.98 |
| TOTAL LIABILITIES AND EQUITY | \$27,696.98 |

Coastal Quilters Guild, Inc
Profit and Loss by Month
 July 2020

| | Jul 2020 | Total | |
|-------------------------------------------------|--------------------|--------------------|------------------------|
| Income | | | |
| Donations Income | 0.00 | 0.00 | |
| Member Donations - Unrestricted | 841.00 | 841.00 | |
| Member Donations--Special | 50.00 | 50.00 | |
| Total Donations Income | \$ 891.00 | \$ 891.00 | |
| Mask Making Project Sales | 0.00 | 0.00 | |
| Mask Sales | 1,087.62 | 1,087.62 | |
| Total Mask Making Project Sales | \$ 1,087.62 | \$ 1,087.62 | |
| Membership Dues | 1,840.00 | 1,840.00 | |
| Newsletter & Directory Mailing | 0.00 | 0.00 | |
| Mailing Directories | 22.00 | 22.00 | |
| Mailing Newsletter | 45.00 | 45.00 | |
| Total Newsletter & Directory Mailing | \$ 67.00 | \$ 67.00 | |
| Operations Misc | 0.14 | 0.14 | Paypal test credit |
| Special Events Income | 0.00 | 0.00 | |
| Opportunity Quilt Income | 200.00 | 200.00 | Last \$20 went in July |
| Total Special Events Income | \$ 200.00 | \$ 200.00 | |
| Total Income | \$ 4,085.76 | \$ 4,085.76 | |
| Gross Profit | \$ 4,085.76 | \$ 4,085.76 | |
| Expenses | | | |
| General meeting expenses | 0.00 | 0.00 | |
| Misc Expense | 0.14 | 0.14 | Paypal test fees |
| Total General meeting expenses | \$ 0.14 | \$ 0.14 | |
| Newsletter Expense | 0.00 | 0.00 | |
| Copies | 12.57 | 12.57 | |
| Total Newsletter Expense | \$ 12.57 | \$ 12.57 | |
| Operating Expense | 0.00 | 0.00 | |
| Admin License/Bank Fees/Square Fees | 31.58 | 31.58 | |
| PO Box & Postage | 55.00 | 55.00 | |
| Storage | 885.00 | 885.00 | |
| Treasurer | 215.00 | 215.00 | |
| Total Operating Expense | \$ 1,186.58 | \$ 1,186.58 | |
| Programs | 0.00 | 0.00 | |
| Coffeebreak Programs | 200.00 | 200.00 | |
| Total Programs | \$ 200.00 | \$ 200.00 | |
| Sales Tax | 60.00 | 60.00 | |
| Total Expenses | \$ 1,459.29 | \$ 1,459.29 | |
| Net Operating Income | \$ 2,626.47 | \$ 2,626.47 | |
| Other Income | | | |
| Interest Income | 3.39 | 3.39 | |
| Total Other Income | \$ 3.39 | \$ 3.39 | |

| | | | | |
|-------------------------|-----------|-----------------|-----------|-----------------|
| Net Other Income | \$ | 3.39 | \$ | 3.39 |
| Net Income | \$ | 2,629.86 | \$ | 2,629.86 |

Wednesday, Aug 19, 2020 03:02:30 PM GMT-7 - Cash Basis

Coastal Quilters Guild, Inc DRAFT BUDGET - 20/21

| | Jul 2017 - Jun 2018 | Jul 2018 - Jun 2019 | Jul 2019 - Jun 2020 | Budget 2020- 21 |
|-------------------------------------------------|------------------------|------------------------|------------------------|--------------------|
| Income | | | | |
| Amazon.com Associate | 459.13 | 323.85 | 44.75 | |
| Amazon.com Smile | 67.40 | 47.84 | 51.08 | 100.00 |
| December Boutique | 0.00 | 786.20 | 0.00 | |
| December Boutique Rebate | 0.00 | -661.20 | 0.00 | |
| Total December Boutique | \$ 0.00 | \$ 125.00 | \$ 0.00 | |
| December Boutique Sales Tax | 0.00 | 69.12 | 0.00 | |
| Donations Income | 0.00 | -0.00 | 0.00 | |
| Member Donations - Unrestricted | 2,937.77 | 1,326.00 | 1,646.00 | 1,500.00 |
| Member Donations--Restricted | 0.00 | 1,250.00 | 0.00 | 0.00 |
| Member Donations--Special | 0.00 | 514.00 | 1,856.00 | 200.00 |
| Total Donations Income | \$ 2,937.77 | \$ 3,090.00 | \$ 3,502.00 | |
| Fabric Sale | 46.00 | 0.00 | 406.00 | 0.00 |
| Gift Basket Raffle Income | 1,163.00 | 2,023.00 | 883.00 | 0.00 |
| Library - Book Sales | 64.95 | 63.40 | 68.67 | 0.00 |
| Library Raffle Income | 447.00 | 30.00 | 0.00 | |
| Mask Making Project Sales | 0.00 | 0.00 | 0.00 | |
| Mask Sales | 0.00 | 0.00 | 250.00 | 1,000.00 |
| Mask Sales Tax | 0.00 | 0.00 | 22.00 | 87.50 |
| Total Mask Making Project Sales | \$ 0.00 | \$ 0.00 | \$ 272.00 | |
| Membership Dues | 8,600.00 | 7,890.00 | 7,920.00 | 7,400.00 |
| Newsletter & Directory Mailing | | | | |
| Mailing Directories | 42.00 | 30.00 | 58.00 | 70.00 |
| Mailing Newsletter | 225.00 | 205.00 | 185.00 | 180.00 |
| Total Newsletter & Directory Mailing | \$ 267.00 | \$ 235.00 | \$ 243.00 | |
| Quilt Show Income | 0.00 | 0.00 | 0.00 | |
| Boutique Income (100%) | 0.00 | 9,640.85 | 0.00 | |
| Boutique Sales Rebate | 0.00 | -6,521.80 | 0.00 | |
| Total Boutique Income (100%) | \$ 0.00 | \$ 3,119.05 | \$ 0.00 | |
| Boutique Sales Tax | 0.00 | 843.57 | 0.00 | |
| Donations | 1,250.00 | -1,250.00 | 0.00 | |
| Entrance Fees | 112.00 | 12,164.00 | 0.00 | |
| Friday Dinner/Lunch | 0.00 | 128.80 | 0.00 | |
| Judging Fees | 0.00 | 1,140.00 | 0.00 | |
| Raffle | 0.00 | 2,154.00 | 0.00 | |
| Sponsors & Advertising | 0.00 | 0.00 | 300.00 | |
| Vendor Fees | 3,370.00 | 6,920.00 | 1,800.00 | |
| Total Quilt Show Income | \$ 4,732.00 | \$ 25,219.42 | \$ 2,100.00 | |
| SCCQG | 0.00 | 500.00 | 0.00 | 0.00 |
| Special Events Income | 0.00 | 0.00 | 0.00 | |

| | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Axxess Book Income | 0.00 | 1,102.00 | 1,430.00 | 0.00 |
| Opportunity Quilt Income | 1,820.00 | 0.00 | 3,000.00 | 500.00 |
| Singer Featherweight Raffle | 150.00 | 850.00 | 0.00 | |
| Total Special Events Income | \$ 1,970.00 | \$ 1,952.00 | \$ 4,430.00 | |
| Square (deleted) | 0.00 | 0.00 | 0.00 | |
| Transportation to Other Quilt Shows | 0.00 | 3,031.00 | 3,229.00 | |
| Workshops Income | 4,100.00 | 3,725.00 | 3,315.00 | 4,600.00 |
| Total Income | \$ 24,854.25 | \$ 48,324.63 | \$ 26,464.50 | \$ 15,637.50 |
| Gross Profit | \$ 24,854.25 | \$ 48,324.63 | \$ 26,464.50 | \$ 15,637.50 |

| | | | | |
|----------------------------------------|--------------------|--------------------|--------------------|----------|
| Committee Expenses | 0.00 | 0.00 | 0.00 | |
| Block of the Month | 498.59 | 92.46 | 428.87 | 300.00 |
| Challenge | 120.82 | 296.88 | 0.00 | 200.00 |
| Community Quilts | 378.63 | 815.00 | 1,306.78 | 1,400.00 |
| Gift Basket Raffle | 0.00 | 52.47 | 0.00 | 100.00 |
| Library | 577.25 | 236.16 | 41.35 | 100.00 |
| Library Raffle | 9.47 | 0.00 | 0.00 | |
| Total Library | \$ 586.72 | \$ 236.16 | \$ 41.35 | |
| Sunshine/Satellite | 94.65 | 31.71 | 35.44 | 150.00 |
| Total Committee Expenses | \$ 1,679.41 | \$ 1,524.68 | \$ 1,812.44 | |
| General meeting expenses | | | | |
| Copies | 0.00 | 26.10 | 88.11 | 50.00 |
| Misc Expense | 123.21 | 636.88 | 125.98 | 100.00 |
| Refreshments-Decor | 76.55 | 66.46 | 47.91 | 125.00 |
| Rent | 1,200.00 | 1,200.00 | 950.00 | 900.00 |
| Room Set Up/Take Down | 1,325.00 | 1,500.00 | 1,000.00 | 750.00 |
| Total General meeting expenses | \$ 2,724.76 | \$ 3,429.44 | \$ 2,212.00 | |
| Membership Expense | 28.29 | 0.00 | 0.00 | |
| Directory/Brochures, Copies & Software | 259.19 | 507.15 | 577.46 | 600.00 |
| Total Membership Expense | \$ 287.48 | \$ 507.15 | \$ 577.46 | |
| Newletter Expense | | | | |
| Copies | 171.95 | 196.78 | 136.11 | 180.00 |
| Labels | 9.78 | 0.00 | 0.00 | 0.00 |
| Postage | 63.70 | 130.55 | 122.32 | 120.00 |
| Total Newletter Expense | \$ 245.43 | \$ 327.33 | \$ 258.43 | |
| Operating Expense | | | | |
| Admin License/Bank Fees/Square Fees | 44.90 | 76.06 | 18.26 | 300.00 |
| Dues and Subscriptions | 0.00 | 0.00 | 40.00 | 200.00 |
| Insurance | 785.00 | 745.00 | 617.50 | 540.00 |
| Office Supplies | 43.09 | 0.00 | 86.12 | 50.00 |
| PO Box & Postage | 140.00 | 154.00 | 494.30 | 200.00 |
| SCCQG | 367.77 | 165.00 | 381.19 | 400.00 |
| Storage | 3,180.00 | 3,510.00 | 2,655.00 | 3,540.00 |
| Taxes | 0.00 | 79.90 | 50.00 | 50.00 |
| Treasurer | 368.67 | 328.44 | 215.00 | 300.00 |
| WebSite & Computer Exp | 372.19 | 271.88 | 291.38 | 300.00 |

| | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Total Operating Expense | \$ 5,301.62 | \$ 5,330.28 | \$ 4,848.75 | |
| Programs | | | | |
| Coffeebreak Programs | 0.00 | 0.00 | 475.00 | 1,000.00 |
| July & December Programs | 317.64 | 1,239.55 | 411.24 | 0.00 |
| Lecture Fee | 3,155.00 | 3,000.00 | 2,925.00 | 2,950.00 |
| Lodging/Travel | 2,911.53 | 2,268.84 | 3,527.24 | 0.00 |
| Meals | 553.81 | 391.24 | 508.87 | 0.00 |
| Misc Workshop Expenses | 66.50 | 33.16 | 97.53 | 100.00 |
| Rent - GVCC | 1,805.00 | 1,955.00 | 2,304.00 | 650.00 |
| Workshop Fee | 3,960.00 | 3,950.00 | 3,195.00 | 3,600.00 |
| Total Programs | \$ 12,769.48 | \$ 12,837.79 | \$ 13,443.88 | |
| Quilt Show | 0.00 | 0.00 | 0.00 | |
| Boutique Expenses | 0.00 | 220.41 | 0.00 | |
| Display (Pipe & Drape) | 300.00 | 6,895.00 | 0.00 | |
| Facility Charges Showground | 3,500.00 | 3,500.00 | 500.00 | |
| Featured Artist/Special Exhibit | 0.00 | 0.00 | 293.00 | |
| Friday Dinner | 0.00 | 179.96 | 0.00 | |
| Gifts | 0.00 | 18.31 | 0.00 | |
| Hospitality-Vendors/Volunteers | 0.00 | 319.56 | 0.00 | |
| Insurance | 10.00 | 0.00 | 0.00 | |
| Judge Expenses | 0.00 | 481.00 | 0.00 | |
| Judging Exp (GVCC & Other) | 254.48 | 265.00 | 0.00 | |
| Program Printing | 0.00 | 1,294.13 | 0.00 | |
| Publicity | 1,072.35 | 1,853.15 | 417.06 | |
| Raffle | 188.22 | -83.50 | 0.00 | |
| Signage | 0.00 | 377.80 | 0.00 | |
| Tickets | 72.85 | 29.85 | 0.00 | |
| Vendors | 0.00 | 0.00 | 1,878.90 | |
| Total Quilt Show | \$ 5,397.90 | \$ 15,350.67 | \$ 3,088.96 | |
| Sales Tax | 769.00 | 8.00 | 917.00 | 60.00 |
| Special Events Expense | 0.00 | 0.00 | 0.00 | |
| Axxess Books | 0.00 | 668.00 | 695.00 | 0.00 |
| Mask Project | 0.00 | 0.00 | 316.53 | 100.00 |
| Opportunity Quilt | 0.00 | 0.00 | 142.13 | 500.00 |
| Singer Featherweight Donation | 0.00 | 1,000.00 | 0.00 | |
| Total Special Events Expense | \$ 0.00 | \$ 1,668.00 | \$ 1,153.66 | |
| Transportation & Lodging to Shows | 0.00 | 3,233.85 | 2,828.76 | 0.00 |
| Total Expenses | \$ 29,175.08 | \$ 44,217.19 | \$ 31,141.34 | \$ 19,915.00 |
| Net Operating Income | -\$ 4,320.83 | \$ 4,107.44 | -\$ 4,676.84 | -\$ 4,277.50 |
| Other Income | | | | |
| Interest Income | 175.50 | 255.77 | 268.14 | 50.00 |
| Total Other Income | \$ 175.50 | \$ 255.77 | \$ 268.14 | \$ 50.00 |
| Other Expenses | | | | |
| Reconciliation Discrepancies | -8.58 | 0.00 | 0.00 | |
| Total Other Expenses | -\$ 8.58 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Net Other Income | \$ 184.08 | \$ 255.77 | \$ 268.14 | \$ 50.00 |
| Net Income | -\$ 4,136.75 | \$ 4,363.21 | -\$ 4,408.70 | -\$ 4,227.50 |