

**Draft – July 18, 2021**  
**Final – Aug 2, 2021**

## **Coastal Quilters Guild Board Meeting** **July 15, 2021 - Virtual -7:00 p.m.**

Meeting called to order: 7:01pm

Board Attendees: Bee Saunders, Susanne Kyre, Marcia Greiten, Cynthia Manzer, Sue Orfila, Joel Blumenthal, Diana Hamilton, Carole Kennedy,

Committee/Guest Attendees: Mary Maxwell, Elisa Purnell, Sue Kadner, Sam McIlraith, Rosana Swing, Bonnie Barber

### Overview & Announcements, President: Bee Saunders

- Welcome to new and returning Board members
- Short personal introduction by each attendee
- New contract with St Andrew's church has been signed
- Need for a person to do setup and take-down of chair and tables when we return to in person meetings, \$125 per meeting is budgeted for this
- Satellite groups are starting discussions with GVCC about meeting at their facility. Workshops may not be in person for a while yet.
- Mary Wenzel is putting together a Guild inventory spreadsheet and needs information on the whereabouts of Guild items
- Sue Kadner will email a roster of emails/phone numbers for all committee and Board members with a request to review and correct the information
- Encouragement to all Board members to read the Guild bylaws

### Overview of Parliamentary Procedure: Mary Maxwell

- A brief explanation of 'Roberts Rules of Order' which explains how a meeting is run, we are required by our bylaws to follow 'Roberts Rules'

Minutes: Approval of June Board and General Minutes was tabled until the Aug Board meeting because not everyone got the emailed documents

### Program/Coffee Break Update: Bee Saunders

- August speaker is well-known hand quilter and quilt designer Jen Kingwell from Australia via Zoom. There will not be a workshop, probably we'll have a virtual sew-in instead, still needs to be determined
- July Coffee break will feature art quilter and CQG member Linda Estrada

### Treasurer: Marcia Greiten,

- Profit/Loss and Balance Sheet for FY 20/21 were approved MSC Greiten/Orfila
- The Guild's two CDs were closed, funds were transferred to the checking account for now, need to decide how much to invest and how much to keep for upcoming expenses
- First draft of the FY 21/22 budget was emailed to Board and committee chairs for review, request to contact Marcia with questions/changes. Budget needs to be presented for approval at Aug Board meeting

- Sue Kadner added: All official email domains will be changed from costalquilterssb.org to coastalquilters.org by early August, she is also working on the Guilds first set of Standing Rules

Membership: Sue Orfila,

- Approximately 92 members have renewed, last years membership was 202.
- Membership renewal drive ends 7-31, but still accept renewals by 8-12
- Will send out e-blast and have an article in the Aug newsletter reminding members about the cutoff date
- Reminder that only Board members can vote on motions

PR/Social Media/Fundraising Reports: Nancy Butterfield no report

Corresponding Secretary: Cynthia Manzer

- Discussion on how to handle requests from the public for help with sewing/quilting projects. In the past the corresponding secretary put out an e-blast to members of the promotion email group with the requestors contact information
- Cynthia will be gone next week, Sue Kadner will check the Guild email and deal with anything time sensitive
- Cynthia will send a condolence card on behalf of the Guild to Herb Baron's family

Recording secretary: Susanne Kyre

- Will be unavailable for the General Meeting in August, Cynthia Manzer will record the minutes

Parliamentarian: Joel Blumenthal No report

Committee Reports

- Community Projects
  - Drive for cradle quilts will start soon, no appointments available for visiting the locker yet, but will be coming soon
- SCCQG
  - Need to think about strategies for recruiting and retaining members
  - Matt Reese from 'Road to California' Quilt Show: they are looking for Guilds to contribute quilts for the display in the entryway to the show in 2022, we did this recently and probably don't want to take this on
- Coast Lines Newsletter
  - New editor is needed, Tami will need help with the newsletter until a new editor is found
  - Sue Kadner will contact Heather Georgakis who was editor in the past to help write a job description for posting in the newsletter
  - Articles are due the Sunday following the Board meeting, send to cqeditor@gmail.com
- Satellite Groups
  - Will have a 5-7 minutes discussion at the August meeting
- Webmaster

- Website has been updated with new Board members and committee chairs
- Encourages new Board members and committee chairs to check out the website to be familiar with the content, anything significant is linked from the home page
- Refer people who need information to the Guild website
- Other:
  - Bee Saunders asked Board members and committee chairs to submit brief reports via email prior to Board meetings, to be sent around to everyone so that Board meetings can focus on discussions rather than the reading of reports.
  - She requested that the first draft of the minutes for both general and Board meeting should be sent out in one email soon after the Board meeting for corrections. Final draft to be sent out 3-4 days before the Board meeting, so that the approval of minutes at the Board meeting can be done speedily
  - Bee proposed a discussion at the August Board meeting on the options for incorporating both Zoom and live-in-person aspects into our meetings. She will request a written report from the Programs/Zoom committee to be sent to Board and committee chairs prior to the meeting.
  - Motion that the date of the Board meeting be changed to the first Thursday of the month for a trial period of two months, so that the Board meeting happens the week prior to the general meeting, MSC: Greiten/Kyre
- Closing and reminders
  - Newsletter deadline Sunday July 18, 2021
  - Next Board meeting: Thursday August 5

Adjourned: 8:37pm

**List of elected Guild Officers July 2021 to 2022:**

President	Bee Saunders
Recording Secretary	Susanne Kyre
Treasurer	Marcia Greiten
Corresponding Secretary	Cynthia Manzer
Membership Coordinator	Sue Orfila
Parliamentarian	Joel Blumenthal
Program Director	Susan Bullington Katz
Public Relations	Nancy Butterfield
Speaker Liaison	Carole Kennedy
Workshop Coordinator	Diana Hamilton

Respectfully submitted, Susanne Kyre