

Draft - September 21,2023

Final -

## Coastal Quilters Guild Board Meeting September 21, 2023 (virtual)

Meeting called to order 7:06pm

Minutes taken by Nancy Butterfield;

Members present: Chris Knight, Bonnie Barber, Sandy O'Meara, Isobel Downs, Susan White, Eileen Lewandowski, Polly Matsuoka, Nancy Butterfield, Marilyn (?)

Board Members Absent: Jennifer Hendrickson, Carole Kennedy, Kristen Watts

### Consent Agenda; September 21, 2023

Approval of Minutes: August 10th, General meeting minutes

August 17<sup>th</sup>, Board meeting minutes

Treasurer's report: Sandy O'Meara

Approval of August financial reports

Membership report: Carole Kennedy

Bonnie Barber reports 25 attended by Zoom

Program report: Nancy Butterfield

Global Quilt Connection, September 23<sup>rd</sup> and 24<sup>th</sup>. Link to be sent in the eblast the Wednesday before.

October speaker: Guiseppe Ribuado, "My Professional Journey"

November speaker: "California Heritage Quilt Project"

December Guild meeting: 3:00p tea party social at St. Andrews

Workshop report: Bonnie Barber

October 13<sup>th</sup> workshop at St. Andrews, Guiseppe Ribuado presents, "Tiny Piecing"

Corresponding Secretary report: Isabel Downs

- 11 electronic birthday cards and one "snail mail" card were sent out to members with birthdays in October
- Mail received with no action taken:
- "The Stitch'n Times", the newsletter from the Quilt Project Gold Coast with photos and articles about activities, statistics about new infections and a list of future activities
- Letter from Mancuso Show Management (PIQF) with postcards announcing the show plus an offer to exhibit an opportunity quilt at the show in exchange for 8 four hour white glove shifts during the show. This item did not reach me in time to bring it up at our last Board meeting or at the general meeting but I personally think this should be pursued next year. In addition there was a summary of Bus Group Admission Rates but again, I didn't receive the mail in time for this be acted upon.

Guild Business: Barb LaPlante

- Motion to approve donation of a quilt from Community Quilts to Kiwanis Club of Santa Barbara. (Signed application is attached)
- Formal motion to purchase 150 each, zippered "Shoreline Boat Tote Bag", with logo printed in one color, from Quality Logo Products, at a price not to exceed \$1,306.11

Committee Reports:

Coffee Break report: Susan Katz

Friday, September 22 from 1-3 pm (PDT). We are continuing our series of mini-tutorials. This month, Karen Pickford will be presenting instructions on making "flange binding" otherwise known as "Magic Binding." You may remember a tutorial taught by our esteemed member, Irelle Beatie, on this topic some years ago. I hope you will join us for our monthly get together. We will also be discussing our plans for the Holiday Zoom party in December, so tune in to get the latest details. We are looking forward to seeing you in the Zoom Room!

Door Prizes: Linda Estrada or Marilyn Martin

- \$107.00 was collected through Door Prize ticket sales.

**Motion to accept the entire Consent Agenda. M: N.Butterfield S: I. Downs - Motion passed.**

**Regular Agenda, September 14<sup>th</sup>, Board of Directors Meeting**

**Treasurer's Report:** Sandy O'Meara

- Motion to reinvest a CD with value of \$25,000 at our bank in a 6-month CD at a rate of 4.07%, increasing revenue M: S. O'Meara S: B.Barber Motion passed.
- Sandy was able to upgrade Guild's Quickbooks license to a robust version with vendor TechSoup for an annual renewal fee of \$75.00
- Other software products are available through TechSoup at significant discounts.

**Director's reports:**

Speaker Liaison; Polly Matsouka

Parliamentarian; Kristen Watts (absent)

Public Relations Coordinator; Chris Knight

- Though moving to Minnesota, Chris will continue as PR Coordinator.

Workshop Coordinator: Bonnie Barber

- Upcoming Workshop with Giucy Giuce will be limited to 16 attendees due to facility constraints.

## **Committee Reports:**

### Zoom Committee; Bonnie Barber

- Speaker Liaison will advise presenters to provide a presentation file to Bonnie in advance of the Guild meeting to align with hybrid meeting requirements.
- Speaker Liaison will coordinate with Live Oak Tech regarding presentation logistics.

### Community Projects; Committee

- 8 placemats, 3 baby quilts, 12 other quilts, and 15 cradle kits were turned in on 9/7; Unity Shop requested 144 kits by October and we now have 147.
- Arrangements are being made for Unity Shop to film the receipt of the kits at the October General meeting
- On 11/17, Community Quilts will sponsor a sew day at St. Andrews, 9:00-3:00
- Discussion of procedure for acknowledgement of significant fabric donations. Suggestion was made for Guild Corresponding Secretary to provide Tax receipt form and thank you note to donors of large amounts of goods.

### Satellite Group Coordinator; Sue Orfila

- Majority of satellite groups contacted have responded to her request for information
- Satellite groups will be featured at the December Holiday Party

### SCCQG Representative; Rosana Swing (absent)

- Barbara LaPlante reported that SCCQG dues will be increasing due to increased costs.
- Statement is attached.

### Newsletter; Eileen Lewandowski

- Reminder to provide Newsletter articles by midnight Sunday September 24th

### Opportunity Quilt

- 72 tickets sold, revenue of \$290.00 to date.
- Drawing to take place at December Holiday Party on Dec 14th

## **New Business;**

### Bus trip to Road to California - Tabled for future discussion

### Update on plans for the December Guild meeting; Barb LaPlante

- Committee: Sue Kadner, Sue Orfila, Sue Gierhart, Suzy Pelofsky, Pam Holst,
- Tea Party theme, Thursday Dec 14th 3pm-6pm at St Andrews
- Program will include showcase of Satellite Groups

### Coffee Break - December 22nd

- Holiday Zoom event 'Front Porch Quilts' planned by Bonnie and the zoom committee
- Details forthcoming in a future newsletter article.

## **Coffee Break Link;**

<https://us06web.zoom.us/j/89773791639?pwd=b2hPMEVMb2h3eEtITU9EeFZDTy93QT09>

Meeting ID: 897 7379 1639

Passcode: Quilt

Meeting adjourned at 8:11pm

Respectfully submitted by Nancy Butterfield

September 20, 2023

SCCQG Statement:

With the arrival of our insurance premium invoice for the coming year, the board has met to address several issues.

In the last five years we have seen significant increases in our annual Liability Insurance Premium. This is not a big surprise as we all have seen increases in our own personal insurance premiums. We anticipate that the premium will continue to rise in the coming years by as much as \$3,000-\$5,000 per year. The numbers below reflect our insurance premium costs in recent years.

2018/2019 - \$28,263.81  
2019/2020 - \$33,558.87 less a \$3,295 Covid refund  
2020/2021 - \$31,719.26 less a \$4.402 Covid refund  
2021/2022 - \$34,489.67  
2022/2023 - \$36,227.01  
2022/2024 - \$39,405.34  
2024/2025 - Estimated at \$42,000

Our membership consists of 102 Member Guilds and 40 Affiliates. During this past year, 96 of the Member Guilds opted into the liability insurance program. Historically, we have pro-rated the insurance premium across the participating guilds and their membership. For the 2022-2023 membership year the cost was pro-rated across 7,976 members. That number has dropped in recent years as the Covid Pandemic took a toll on guild membership. During this past year the premium income fell far short of what is needed (\$31,856 vs the \$39,405.34 that we need). This has caused us to take a hard look at the per member premium rate. While we have sufficient reserves to cover the cost of the current premium, we cannot continue to draw down our reserves indefinitely. We anticipate that next year's premium could be ~\$42,000.

Consequently, the board has voted to increase the "per member" cost from \$4.00 per member to \$5.25. Yes, this is a significant increase but as you can see in the table above, the premium has increased significantly. The membership application and all information on the website has been modified to reflect this increase. The revised membership application for 2023-2024 will "go live" on September 28. When calculating your guild's share of the insurance premium, we ask that you use your membership headcount at the end of your last full guild year. For example, the guild year for South Bay Quilters Guild is from July 1 through June 30. We will use our member headcount as of June 30<sup>th</sup> when we determine what our premium amount should be.

The board also looked at our membership fees and voted to increase the membership dues: Member Guilds - \$50 (\$75 if paid after November 30); Affiliates - \$30 (\$40 if paid after November 30). This reflects a \$10 increase in each member category. As with the insurance premium, our general costs are increasing as well.

Even with the increased costs, we believe that membership in SCCQG and in the SCCQG Liability Insurance Program are affordable and beneficial to the guilds.

We have revised the proposed 2023-2024 Budget accordingly. [Click here](#) to view the revised budget. Please review it prior to the meeting on October 14 as we will vote to approve the budget at that time.

We will continue to monitor our costs and income through the year to determine if additional per member premium costs must be further increased. If you have questions, please contact the SCCQG membership chair, Sandy Scott ([membership@sccqg.org](mailto:membership@sccqg.org)), Rain Burch, or Pam Overton ([president@sccqg.org](mailto:president@sccqg.org)).

The SCCQG Board

Kiwanis Donation Request:

[Kiwanis scan.pdf](#)

## Financials

### Coastal Quilters Guild, Inc. Income and Expense versus Annual Budget July 1, 2023 through August 31, 2023

	Actual	Annual	(Under)/Over	
	7/1/23 -8/31/23	Budget	Budget	% of Budget
Income				
Donations Income				
Member Donations - Unrestricted	166	3,000	(2,834)	5.5%
Total Donations Income	<b>166</b>	<b>3,000</b>	<b>(2,834)</b>	<b>5.5%</b>
Fabric Sale	-	4,000	(4,000)	0.0%
Gift Basket Raffle Income	172	500	(328)	34.4%
Library - Book Sales	-	100	(100)	0.0%
Membership Dues	2,880	9,000	(6,120)	32.0%
Newsletter & Directory Mailing				
Mailing Directories	54	100	(46)	54.0%
Mailing Newsletter	120	200	(80)	60.0%
Total Newsletter & Directory Mailing	<b>174</b>	<b>300</b>	<b>(126)</b>	<b>58.0%</b>
Quilt Show Income				
Vendor Fees	-	3,000	(3,000)	0.0%
Total Quilt Show Income	-	<b>3,000</b>	<b>(3,000)</b>	<b>0.0%</b>
Special Events Income				
Opportunity Quilt Income	165	2,000	(1,835)	8.3%
Postcard Project Income	-	200	(200)	0.0%
Total Special Events Income	<b>165</b>	<b>2,200</b>	<b>(2,035)</b>	<b>7.5%</b>
Workshops Income	1,070	6,000	(4,930)	17.8%
Total Income	<b>4,627</b>	<b>28,100</b>	<b>(23,473)</b>	<b>16.5%</b>

**Coastal Quilters Guild, Inc.**  
**Income and Expense - Columns by Month**  
 July - August, 2023

	Jul 2023	Aug 2023	Total
<b>Income</b>			
<b>Donations Income</b>			
Member Donations - Unrestricted	71	95	166
<b>Total Donations Income</b>	<b>71</b>	<b>95</b>	<b>166</b>
Gift Basket Raffle Income	-	172	172
<b>Membership Dues</b>	<b>1,350</b>	<b>1,530</b>	<b>2,880</b>
<b>Newsletter &amp; Directory Mailing</b>			
Mailing Directories	20	34	54
Mailing Newsletter	15	105	120
<b>Total Newsletter &amp; Directory Mailing</b>	<b>35</b>	<b>139</b>	<b>174</b>
<b>Special Events Income</b>			
Opportunity Quilt Income	-	165	165
<b>Total Special Events Income</b>	<b>-</b>	<b>165</b>	<b>165</b>
Workshops Income	100	970	1,070
<b>Total Income</b>	<b>1,556</b>	<b>3,071</b>	<b>4,627</b>

	Jul 2023	Aug 2023	Total
<b>Expense</b>			
<b>Committee Expenses</b>			
Community Projects	-	234	234
Library	205	-	205
<b>Total Committee Expenses</b>	<b>205</b>	<b>234</b>	<b>439</b>
<b>General meeting expenses</b>			
Rent - A/V Engineer	105	-	105
Rent Meeting	300	150	450
<b>Total General meeting expenses</b>	<b>405</b>	<b>150</b>	<b>555</b>
<b>Newsletter Expense</b>			
Newsletter Copies	14	17	31
<b>Total Newsletter Expense</b>	<b>14</b>	<b>17</b>	<b>31</b>
<b>Operating Expense</b>			
Dues and Subscriptions	-	150	150
Fees - Dept of Justice	-	25	25
Fees PayPal/ Square	13	48	61
PO Box & Postage	-	66	66
Storage	585	585	1,170
<b>Total Operating Expense</b>	<b>598</b>	<b>874</b>	<b>1,472</b>
<b>Programs</b>			
July & December Programs	-	350	350
Lecture Fee	400	150	550
Lodging/Travel	938	-	938
Meals	80	-	80
Misc Workshop Expenses	79	-	79
Rent - GVCC/St Andrews	150	-	150
Workshop Fee	600	-	600
<b>Total Programs</b>	<b>2,247</b>	<b>500</b>	<b>2,747</b>
Sales Tax	14	-	14
<b>Special Events Expense</b>			
Opportunity Quilt	-	247	247
<b>Total Special Events Expense</b>	<b>-</b>	<b>247</b>	<b>247</b>
<b>Total Expense</b>	<b>3,484</b>	<b>2,022</b>	<b>5,505</b>
<b>Net Operating Income</b>	<b>(1,928)</b>	<b>1,049</b>	<b>(878)</b>
<b>Other Income</b>			
Interest Income	4	4	7
<b>Total Other Income</b>	<b>4</b>	<b>4</b>	<b>7</b>
<b>Net Income</b>	<b>(1,924)</b>	<b>1,053</b>	<b>(871)</b>

Coastal Quilters Guild, Inc.  
Income and Expense versus Annual Budget  
July 1, 2023 through August 31, 2023

	Actual	Annual	(Under)/Over	% of Budget
	7/1/23 -8/31/23	Budget	Budget	
<b>Income</b>				
<b>Donations Income</b>				
Member Donations - Unrestricted	166	3,000	(2,834)	5.5%
<b>Total Donations Income</b>	<b>166</b>	<b>3,000</b>	<b>(2,834)</b>	<b>5.5%</b>
Fabric Sale	-	4,000	(4,000)	0.0%
Gift Basket Raffle Income	172	500	(328)	34.4%
Library - Book Sales	-	100	(100)	0.0%
Membership Dues	2,880	9,000	(6,120)	32.0%
<b>Newsletter &amp; Directory Mailing</b>				
Mailing Directories	54	100	(46)	54.0%
Mailing Newsletter	120	200	(80)	60.0%
<b>Total Newsletter &amp; Directory Mailing</b>	<b>174</b>	<b>300</b>	<b>(126)</b>	<b>58.0%</b>
<b>Quilt Show Income</b>				
Vendor Fees	-	3,000	(3,000)	0.0%
<b>Total Quilt Show Income</b>	<b>-</b>	<b>3,000</b>	<b>(3,000)</b>	<b>0.0%</b>
<b>Special Events Income</b>				
Opportunity Quilt Income	165	2,000	(1,835)	8.3%
Postcard Project Income	-	200	(200)	0.0%
<b>Total Special Events Income</b>	<b>165</b>	<b>2,200</b>	<b>(2,035)</b>	<b>7.5%</b>
Workshops Income	1,070	6,000	(4,930)	17.8%
<b>Total Income</b>	<b>4,627</b>	<b>28,100</b>	<b>(23,473)</b>	<b>16.5%</b>

	Actual	Annual	(Under)/Over	% of Budget
	7/1/23 -8/31/23	Budget	Budget	
<b>Expense</b>				
<b>Committee Expenses</b>				
Challenge	-	200	(200)	0.0%
Community Projects	234	500	(266)	46.8%
Door Prize/Raffle	-	100	(100)	0.0%
Library	205	250	(45)	82.1%
Sunshine/Satellite	-	50	(50)	0.0%
<b>Total Committee Expenses</b>	<b>439</b>	<b>1,100</b>	<b>(661)</b>	<b>39.9%</b>
<b>General meeting expenses</b>				
Copies	-	30	(30)	0.0%
Refreshments-Decor	-	50	(50)	0.0%
Rent - AV Engineer	105	1,050	(945)	10.0%
Rent Meeting	450	3,000	(2,550)	15.0%
Room Set Up/Take Down	-	125	(125)	0.0%
<b>Total General meeting expenses</b>	<b>555</b>	<b>4,255</b>	<b>(3,700)</b>	<b>13.0%</b>
<b>Membership Expense</b>				
Directory/Brochures, Copies & Software	-	1,500	(1,500)	0.0%
<b>Total Membership Expense</b>	<b>-</b>	<b>1,500</b>	<b>(1,500)</b>	<b>0.0%</b>
<b>Newsletter Expense</b>				
Newsletter Copies	31	165	(134)	18.7%
Newsletter Postage	-	100	(100)	0.0%
<b>Total Newsletter Expense</b>	<b>31</b>	<b>265</b>	<b>(234)</b>	<b>11.6%</b>
<b>Operating Expense</b>				
Dues and Subscriptions	150	150	(0)	99.9%
Fees - Dept of Justice	25	60	(35)	41.7%
Fees - Sec of State	-	20	(20)	0.0%
Fees Bank	-	350	(350)	0.0%
Fees PayPal/ Square	61	-	61	
Insurance	-	800	(800)	0.0%
Office Supplies	-	200	(200)	0.0%
PO Box & Postage	66	270	(204)	24.4%
SCCQG	-	40	(40)	0.0%
Storage	1,170	7,020	(5,850)	16.7%
Treasurer	-	75	(75)	0.0%
WebSite & Computer Exp	-	375	(375)	0.0%
<b>Total Operating Expense</b>	<b>1,472</b>	<b>9,360</b>	<b>(7,888)</b>	<b>15.7%</b>

	Actual	Annual	(Under)/Over	
	7/1/23 -8/31/23	Budget	Budget	% of Budget
<b>Programs</b>				
July & December Programs	350	1,000	(650)	35.0%
Lecture Fee	550	5,000	(4,450)	11.0%
Lodging/Travel	938	3,300	(2,362)	28.4%
Meals	80	800	(720)	10.0%
Misc Workshop Expenses	79	-	79	
Rent - GVCC/St Andrews	150	900	(750)	16.7%
Workshop Fee	600	4,000	(3,400)	15.0%
<b>Total Programs</b>	<b>2,747</b>	<b>15,000</b>	<b>(12,253)</b>	<b>18.3%</b>
<b>Quilt Show</b>				
Display (Pipe & Drape)	-	300	(300)	0.0%
Facility Charges Showground	-	5,000	(5,000)	0.0%
Insurance	-	10	(10)	0.0%
Publicity	-	450	(450)	0.0%
<b>Total Quilt Show</b>	<b>-</b>	<b>5,760</b>	<b>(5,760)</b>	<b>0.0%</b>
Sales Tax	14	-	14	
<b>Special Events Expense</b>				
Opportunity Quilt	247	200	47	123.5%
<b>Total Special Events Expense</b>	<b>247</b>	<b>200</b>	<b>47</b>	<b>123.5%</b>
<b>Total Expenses</b>	<b>5,505</b>	<b>37,440</b>	<b>(31,935)</b>	<b>14.7%</b>
<b>Net Operating Income</b>	<b>(878)</b>	<b>(9,340)</b>	<b>8,462</b>	<b>1.8%</b>
<b>Other Income</b>				
Interest Income	7	800	(793)	0.9%
<b>Total Other Income</b>	<b>7</b>	<b>800</b>	<b>(793)</b>	<b>0.9%</b>
<b>Net Income</b>	<b>(871)</b>	<b>(8,540)</b>	<b>7,669</b>	<b>10.2%</b>

**Coastal Quilters Guild**  
**Balance Sheet**  
As of August 31, 2023

	Aug 31, 2023	July 31, 2023	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
Bank Checking - CommWest XX342	20,147	19,098	1,049
CD-128698-27785 Comm West Bank	20,084	20,081	4
<b>Total Bank Accounts</b>	<b>40,232</b>	<b>39,179</b>	<b>1,053</b>
<b>Accounts Receivable</b>			
Accounts Receivable	(50)	(50)	-
<b>Total Accounts Receivable</b>	<b>(50)</b>	<b>(50)</b>	<b>-</b>
<b>Total Current Assets</b>	<b>40,182</b>	<b>39,129</b>	<b>1,053</b>
<b>Other Assets</b>			
Security Deposit - Live Oak	300	300	-
<b>Total Other Assets</b>	<b>300</b>	<b>300</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>40,482</b>	<b>39,429</b>	<b>1,053</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Gift Certificates	195	195	-
<b>Total Other Current Liabilities</b>	<b>195</b>	<b>195</b>	<b>-</b>
<b>Total Current Liabilities</b>	<b>195</b>	<b>195</b>	<b>-</b>
<b>Total Liabilities</b>	<b>195</b>	<b>195</b>	<b>-</b>
<b>Equity</b>			
Unrestricted Net Assets	41,158	41,158	-
Net Revenue	(871)	(1,924)	1,053
<b>Total Equity</b>	<b>40,287</b>	<b>39,234</b>	<b>1,053</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>40,482</b>	<b>39,429</b>	<b>1,053</b>