

COASTAL QUILTERS BOARD MEETING: February 17, 1993

The regular board meeting of the Guild was called to order at 7:30 p.m. by President Barbara Maxwell in her home office. Seventeen members were present: Barbara, Zetta Hanna, Sarah Meyer, Bonnie Bergman, Barbara Davis, Carol Boyce, Linda Estrada, Linda Karpinnen, Sue Herby, Laura Alarid, Eve Gill, Rob Gill, Suzy Carter, Anne Braddock, Mary Vandenberg, Diana Hawkins, and Norah McMeeking. Minutes of the last board meeting were read and approved.

It was noted that we all enjoyed the special display of Suzy Carter's Freedom quilt during our last Guild meeting. We will repeat doing special displays of members' quilts at our meetings. Suzy will be in charge of hanging these at intermission. Members should sign up with Suzy for this privilege.

Claire Hemke needs to give us more information on the 35 quilts needed for Transition House. There is concern that the quilts will be washed to excess.

Business

Barbara Maxwell reported on her trip to the Southern Ca. Council of Quilt Guilds in January. The topic was incorporation and the speaker was Eric Mercer, an attorney.

OPPORTUNITY QUILTS: A lottery is illegal. This includes our drawings for Opportunity Quilts! There are ways of being legal. In the future we must be sure that all members selling tickets understand that they must GIVE tickets free to anyone who asks. Also, those handling door prizes must have a sign stating all money is a donation.

INCORPORATION: Sixty percent of the guilds in Southern California are now incorporated. If non-profit, the tax is \$800. Our application is in to the State office. We filed as a public charity so we CANNOT close membership at 200. We can say that the room holds only 200. We now have 174 members.

INSURANCE: We don't need it for the quilts. We need it to protect the board members from liability: we need one million dollars liability insurance. It costs about \$1000. Barbara thinks that the Council should do this for ALL guilds as a means of lowering insurance costs but so far they don't do this. Barbara will try to encourage this. Mary Vandenberg volunteered to call around about insurance rates.

During our discussion of liability, it was made clear that the Guild is NOT sponsoring a bus trip to Glendale. Some members may be doing this personally but it has NO connection with the Guild.

After we are incorporated, it is important for all documents that the signing party is ALWAYS the Guild, by whomever (i.e., Suzy Carter). All contracts should be signed in this manner.

INTERNAL CONTROL OF GUILDS: Two treasurers have absconded with their guilds' monies recently! We need to be aware of this and protect ourselves. The lawyer recommended two signatures for checks over \$500. Also, change the internal order: Have memberships chair put money IN the bank and treasurer write the checks. For our guild, we will require the Door Prize Chair

to write out two receipts: one for the treasurer and one for the committee to keep in its binder. A simple receipt book with carbons can be used for this.

Also, for everyone we pay more than \$600 we must report to the IRS on form 1099. Mary Vandenberg and Laura Alarid will get together and work on this for 1992. Suzy Carter will write to Harriet Hargrave and ask her for her bill plus her social security number.

CONTRACTS: In order of legal importance: a hand-written form supersedes a typed form which supersedes a printed form. You can change contracts by **HAND, initial,** and then sign (C.Q., then by your name). Contracts should be entered in our community so that any lawsuit will also be in our community. Thus use **OUR** contract, not a speaker's. Our contracts also need a liquidated maximum damage clause of \$100. Another needed clause should state that any other conflicts go to arbitration (such as by the So. Ca. Council of Quilt Guilds).

In addition, we should **NOT** be selling anything! Also, **NO** auctions of mini-quilts unless all quilts are **DONATED** to the Guild. **NO** member should make a profit through the Guild. (Audrey will carry the sales table on her own responsibility.)

Other Business

The program for March is the Silent Auction plus a big Show & Tell. Norah reported that she already has seven bags of fabrics for the auction. Linda Estrada will also speak briefly on our library. We need 10 tables. We will try setting up the tables in the middle of the room and putting two rows of chairs along the wall. The Welcome Table will be outside.

Carol Boyce is ready to start selling tickets on the Basket Quilt top drawing.

Barbara reported that the County Fair at Earl Warren Showgrounds is coming soon. She would like to see more people participate in it.

Mary Vandenberg volunteered to chair our Nominations Committee.

Barbara brought up the possibility of a Guild Challenge. Susan Cochran will be planning one for the end of the year. Suggestions were discussed for doing something sooner. Carol Boyce volunteered to be in charge of a mini-project: The goal will be 15" blocks symbolic of Santa Barbara. The Guild will choose some and make a quilt to present to City Hall. Entry fee will be a half yard of fabric. The winner of the contest gets to keep all the fabric. Members will have three months to finish their block.

Newsletter: The President wants the letterhead and date on it always.

Norah reported that she has a request from the Coastal Quilters Guild in Australia for pen pals. She will pass around a sign-up sheet at the meeting.

Treasury: Laura Alarid reported a beginning balance of \$4666.64. Debits were \$1728.67. Income was \$3335. Our ending balance is \$6272.97.

Speakers hired for the year are Margaret Peters and Kristin Brown. Norah will see about hiring more speakers for 1993.

The Telephone Committee were given their information.

Sue Herbig reported that the Emmanuel Lutheran Church on Modoc Rd. also has a meeting room if we need it. They charge \$25 for utilities. Barbara will keep this info in her president's files.

Suzy Carter reported that Samarkand is happy to have us meet there for free. However, they would appreciate it if we made some **lap robes** for their Health Center. Eve Gill will organize this; she will see about having a workshop for this meet in a room at the Seventh Day Adventist Church. Anne Braddock will help her.

(Zetta left at 9:35 due to illness. Mary Vandenberg took notes for the minutes.)

Sarah Meyer, speaking for Grant House, asked to sell products at our meetings. Some thought this might be a benefit for members. Linda Karpinnen moved and Laura seconded that we allow Grant House to sell merchandise at the meetings on a **CONDITIONAL** basis. Approved. NOTE: Grant House is offering us the use of their resale license.

REFRESHMENTS: A problem was reported that we are running out of coffee half way through the meeting. Ann Braddock moved and Eve seconded that we let Barbara Davis buy a second coffeepot of the large size. Approved.

The meeting was adjourned at 10 p.m.

ZMH/2-19-93

Zetta Hanna