

**COASTAL QUILTERS GUILD
BOARD MEETING
MAY 20, 2010**

The may Board Meeting of the Coastal Quilters guild was held at Maravilla in Goleta. President Darilyn Kisch called the meeting to order at 6:25 pm.

ATTENDING: Darilyn Kisch, Cathe Hedrick, Dee Johnson, Priscilla Jacobs, Barbara MacCallum Ky Easton, Kathy Rose, Becky, Gallup, Louise Salzado, Julie Mock, Dee Johnson, Sue Kadner, and Suzy Pelovsky.

WELCOME AND INTRODUCTIONS: None

MINUTES: Kathy Rose moved to accept the minutes for April. Dee Johnson seconded the motion. Motion passed.

TREASURE'S REPORT: Ky submitted the April 16 to May 18, 2010 treasurer's report. Kathy Rose moved to accept the report. Dee Johnson seconded the motion. Motion passed. See attached report. Ky will handle all banking transactions. It was also suggest that the guild may be entitled to a free safety deposit box at Community Bank.

Action Item: Ky will discuss the safety deposit box issue with the bank.

Action Item: Sue Kadner volunteered to look into getting a credit card for the guild.

NUMBERS FROM MAY MEETING: New Members: 2 YTD: 273
Guests: lots
Food Donations: 28 YTD: 1,232

NEW BUSINESS:

Storage Locker/Insurance: Darilyn passed out to board members the location and code for the new storage locker. She also discussed the pros and cons of having insurance on the contents of the storage locker.

Action item: The board will discuss at a later date the necessity of having insurance on the contents of the storage locker.

Preparing for no president: Darilyn prepared a CQG Volunteer list, a 2010-2011 Master Plan (CQG Events) and a Task Reassignment list to help the board transition into the new year without a president. Darilyn explained each sheet and corrections were made. See attachments. Darilyn made corrections on the CQG Volunteers and will send out revised copies.

Action Item: Sue Kadner will organize a meeting with the board members to discuss the task assignments as suggested on the Task Reassignment Sheet.

The following recommendations were discussed for Task Reassignments.

Cathe Hedrick, as a board member of the SCCQG, expressed a concern about the group and has been disappointed with what they have been offering. "Meet the Teachers" has been good. It was decided to pay the \$30/year to belong. The benefit is that the SBQG name is on the website. The corresponding secretary will keep the SCCQG web page up to date.

Darilyn stressed the importance of keeping the satellite groups involved in the guild. They have a major impact on the success of the guild. She suggested having a board representative for the satellite groups.

Action Item: Darilyn will run the July general meeting. Darilyn will handle the July Bus Trip to the Long Beach Quilt Show.

Carol Boyce has been cleaning up the treasure table and has volunteered to continue.

The satellite group, "Loose Threads," will continue to handle the food bank donations.

It was suggested that the pillowcases collected be given to the community quilts to be paired with a quilt and given to a charity.

2010-2011 Budget:

An initial draft was presented to the board for the 2010-2011 fiscal year. A line review of the budget followed. Changes discussed for expenses:

Storage Unit increases	\$ 2701.00
Programs increases	15,000.00
Newsletter increases	3,000.00
Block of the Month decreases	150.00
SCCQG decreases	300.00
Opportunity Quilt decreases	600.00
Historian decreases	150.00
Public Relations increases	300.00
Website expenses decreases	200.00
Web Base for Membership eliminated	
Database (website for show) eliminated	
Workshop Supplies	200.00
Auction added	500.00

Changes discussed for the income:

Membership decreased	6500.00
Door Prizes increased	2500.00
Workshop increased	5000.00
Silent Auction Proceeds decreased	0000.00
Fabric Sale	200.00

A revised list will be presented at the next meeting.

Action Item: The board will discuss at a future date whether to eliminate the mailing of the newsletter.

Action Item: Sue Kadner will expound on the refreshment line in the budget and which items are included in it.

Action Item: The board will suggest to Marlene Ray to draw a quilt designed by a guild member for the I Madonnari next year.

Action Item: Sue Kadner presented information on aprons from an article in the LA Times and will further research the possibility of having the speaker mentioned in the article present a workshop for the guild.

Dee Johnson moved to adjourn the meeting. Becky Gallup seconded the motion. The motion passed.

The meeting was adjourned at 8:36 pm

Respectfully submitted,

Priscilla Jacobs

Barbara MacCallum

From: Darilyn [dkisch@cox.net]
Sent: Wednesday, May 19, 2010 11:39 AM
To: Becky Gallup; Cathe Hedrick; Dee Johnson; dkisch@cox.net; katrose@cox.net; keehnronald2@msn.com; ky.easton2@verizon.net; maccallum@cox.net; priscillabjacobs@yahoo.com; rpsix@aol.com; anutlu@cox.net; billandsue@hotmail.com; callen3134@yahoo.com; foxyfaison@verizon.net; gbkelley@cox.net; gwen@wagy.net; halhicks@cox.net; hgeorgakis@hotmail.com; jean@jeanmorrison.com; jjmac2@cox.net; kjdraine@verizon.net; kjpickford@cox.net; mlbutcher@verizon.net; moojdm@aol.com; rd_ringer@hotmail.com; sgkadner@yahoo.com; spelovsky@hotmail.com; streambound@msn.com; tjnybakken@aol.com; yolanda.garcia48@yahoo.com
Cc: debra.blake@senate.ucsb.edu
Attachments: 2010-2011 MASTER PLAN.xls; Task Reassignments.xls; Volunteers 2010-2011.xls; Board Agenda 2010_05.doc

Dear Guild Volunteers,

The voting is done and unfortunately there is no volunteer for the president's position next term. I believe that the board can run the organization just fine with a few minor adjustments. Clear communication and participation by committee chairs will be essential.

Attached are 4 forms. Please print out and read each one.

First is the "master plan". This is a list of events that are already planned thru the end of 2011. It doesn't mean that you cannot add or subtract as needed. Please review and let me know if I've made an error or missed anything. Things run smoother when you're all on the same page.

Second is "task reassignments". This form lists tasks that I have done in the past as president, a column to determine whether the task should be temporarily or permanently reassigned, and to which job description should it be added. Discussion on these reassignments will be the bulk of the board meeting and I ask that you consider carefully each item and have the columns filled in prior to the meeting. Chairs, your input would be greatly appreciated!

Third is a master list of all the volunteers for the 2010-2011 term. Please verify that your name and information is correct. If not, let me know ASAP.

The fourth attachment is the board meeting agenda. The priority will be getting the tasks reassigned. The next priority will be to begin the budget for next year. ANY COMMITTEE THAT EXPECTS A BUDGET MUST SUBMIT THEIR REQUEST TO KY (treasurer) by June 1st. At the board meeting tomorrow would be even better!

Does all this sound like I'm stressing out? Well, maybe a little. Come join me for a little dinner and a little wine before the meeting (Frescos, Calle Real) at 5pm. I just know that will help!

Cheers,

**2010-2011 Master Plan
CQG Events**

5/19/2010

year	month	event	title	notes	BOM	CommQs	Door Pzs	Library	S&T	T table	sign-ups
2010	6/10	gen mtg	Jake Finch	presentation of Fostering Friends quilts	yes	yes	yes	yes	yes	yes	yes
	6/12	wrkshp	Jake Finch	SAT wrkshp							
	7/1	GVCC reserv		send 2011 rqsts begins 5:30pm; Blockheads hosting; book & fabric sale							
	7/8	gen mtg	PICNIC		yes	yes	NO	NO	yes	NO	yes
	7/10	open sew		9-3 GVCC							
	7/10	SCCQG	Meet the Teachers								
	7/24	Long Beach bus									
	8/12	gen mtg	Beth Hawkins		yes	yes	yes	yes	yes	yes	yes
	8/13	wrkshp	Beth Hawkins								
	8/14	open sew		9-3 GVCC							
	9/9	gen mtg	Norah McMeeking	no wrkshp	yes	yes	yes	yes	yes	yes	yes
	9/10	open sew		9-3 GVCC							
	9/15	Sat Rep mtg		6:30; Patty Six's house							
	9/22	quilt show	judging	8-5 GVCC							
	9/24	quilt show	hanging								
	9/25	quilt show		Earl Warren							
	9/26	quilt show		Earl Warren							
	10/9	SCCQG		Meets in SB; we host							
	10/14	gen mtg	Nancy Ota		yes	yes	yes	yes	yes	yes	yes
	10/15	wrkshp	Nancy Ota								
11/11	gen mtg	Tonye Phillips		yes	yes	yes	yes	yes	yes	yes	
11/12	wrkshp	Tonye Phillips									
12/9	gen mtg	Holiday party	Opp quilt drawing	yes	yes	yes	?	yes	?	yes	
2011	1/8	SCCQG									
	1/13	gen mtg	Roxanne Langan		yes	yes	yes	yes	yes	yes	yes
	1/14	wrkshp	Roxanne Langan	9-3 GVCC							
	1/19	Sat Rep mtg		6:30; Patty Six's house							
	2/10	gen mtg	Jean Wells		yes	yes	yes	yes	yes	yes	yes
	2/11	wrkshp	Jean Wells	9-3 GVCC							
	3/10	gen mtg	Challenge		yes	yes	yes	NO	NO	NO	yes
	3/12	open sew		9-3 GVCC							
	4/9	SCCQG									
	4/14	gen mtg	Wendy Butler Burns		yes	yes	yes	yes	yes	yes	yes
	4/15	wrkshp	Wendy Butler Burns								
	5/12	gen mtg	Karla Alexander	voting	yes	yes	yes	yes	yes	yes	yes
	5/13	wrkshp	Karla Alexander	9-3 GVCC							
	5/18	Sat Rep mtg		6:30; Patty Six's house							
	6/9	gen mtg	Cindy Needham		yes	yes	yes	yes	yes	yes	yes
	6/10	wrkshp	Superior Thread Bar	9-3 GVCC							
	7/14	gen mtg	PICNIC		yes	yes	NO <i>yes</i>	NO	yes	yes	yes
	7/16	open sew		9-3 GVCC							
	8/11	gen mtg	AUCTION	Cathe H. & crew	yes	yes	<i>yes</i> NO	NO	<i>yes</i>	NO	yes
	8/13	open sew		9-3 GVCC							
9/8	gen mtg	Mickey Depre		yes	yes	yes	yes	yes	yes	yes	
9/9	wrkshp	Mickey Depre									
10/13	gen mtg	Terrie Sandelin		yes	yes	yes	yes	yes	yes	yes	
10/14	wrkshp	Terrie Sandelin									
11/10	gen mtg	Mary Lou Weidman		yes	yes	yes	yes	yes	yes	yes	
11/11	wrkshp	Mary Lou Weidman									
12/8	gen mtg	Holiday party	Opp quilt drawing?	yes	yes	yes	?	yes	?	yes	

Task Reassignments

5/19/2010

task	perm or temp	who picks this up	notes
contact person	t		
writes and sends reminder emails for general mtgs	t		
sets agendas for general mtgs	t		make copy for sec.
writes monthly newsletter articles	t		
leads general mtgs	t		includes keeper of the blue bag (podium quilt; gavel; bell)
facility set-up/clean-up	?		includes keeper of church key; framed certif; ext. cord; church closet. Also in charge of projector, mike, screen, stand, lights. Last one to leave.
agendas for board mtgs	t		includes reminder emails and confirming mtg location
getting board mtg location permission	t		
leads board mtgs	t		
SCCQG (So Cal Council of Quilt Guilds)	t	corresponding sec.	we are hosting Oct 2010; keeps SCCQG web page up to date
bulletin board/info table	p	corresponding sec.	
CQGinfo email	p	corresponding sec.	<i>monitor any response to website. Give to appropriate person.</i>
keeper of the storage locker and inventory	p	parliamentarian	
all other forms go onto "board web page"	FYI	webmaster	tax donation forms; letterhead; reimbursement forms
insurance	t	treasurer	check for better deal in SB
satellite rep mtg rep	t	workshop coord.	group meets evenings the third Wed in Jan, May and Sept; needs board representation
GVCC reservations for 2011	p	workshop coord.	workshps and open sews
distributor of workshop forms	p	workshop coord.	includes tracking
bus trips	t	workshop coord.	belongs to Transportation chair, but position vacant
2011 Opportunity Quilt	?		only during show years/auction on alternate years
new mbr bag	p	membership chair	includes updating info
pillowcase challenge	t	community quilts chair	collection; distribution; APQ contact; ends Dec 2010
treasure table clean-up	FYI		currently done by Carol Boyce <i>continue</i>
food bank donations	FYI		currently done by Judy McCartney; can be stopped at any time <i>Loose threads will do.</i>

**Coastal Quilters Guild
Board Meeting Agenda
May 20, 2010**

President
Darilyn Kisch

VP Programs
Cathe Hedrick

Speaker Liaison
Dee Johnson

Workshop Coordinator
Patty Six

Recording Secretary
Priscilla Jacobs

Corresp. Secretary
Barbara MacCallum

Treasurer
Ky Easton

PR
Kathy Rose

Membership
Becky Gallup

Parliamentarian
Edalee Kechn

CALL to ORDER

WELCOME and INTRODUCTIONS

APPROVAL of MINUTES from April 2010 board meeting

APPROVAL of TREASURER'S REPORT

NUMBERS from May meeting

New Members: 2 YTD: 273

Guests: lots

Food Donations: 28 YTD: 1,232

BOARD & COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

- Storage locker info/insurance
- Preparing for no president
- Begin budget for 2010-2011

ADJOURN

Next general meeting: June 10th
Next board meeting: June 17th (volunteer party; 5:30pm)
Next SCCQG meeting: Sat., July 10th (meet the teachers)

COASTAL QUILTERS GUILD

08-20-2009

revised 08-22-2009

INCOME	ACTUAL 2008-2009	BUDGET 2009-2010
Airbus Long Beach	1,450.00	0.00
Membership	8,035.00	8,000.00 6,500.00
Door Prizes	2,464.00	2,000.00 2,500.00
Workshop	4,615.00	4,500.00 5,000.00
Donation	803.00	0.00
Opportunity Quilt	2,879.25	3,000.00 3,000.00
Library Book Sale	473.95	500.00
Silent Auction Proceeds	3,055.25	4,400.00 0
Quilt Show	12,196.73	0.00
State Refund	10.04	0.00
<i>Fabric Sale</i>		200.00
TOTAL INCOME	35,982.22	22,400.00
EXPENSES		
Airbus Deposit - Long Beach & PIQF	1,510.00	0.00
Facility Rental/Equipment <i>same</i>	1,200.00	1,200.00 <i>same</i>
Chair Set-up	900.00	900.00 <i>same</i>
Goleta Valley Community Center	630.00	900.00 <i>uses (open new)</i>
San Marcos Storage	780.00	780.00 2701.00
Programs	9,688.12	13,000.00 15,000.00
Newsletter (includes postage acct. & bulk mail permit)	2,472.25	2,700.00 3,000.00
Administrative - Misc.	629.19	600.00 <i>same</i>
Block of the Month	0.00	200.00 150.00
Library	668.59	400.00 <i>same</i>
SCCQG (travel and membership)	424.09	600.00 300.00 *
Opportunity Quilt	694.18	1,200.00 600 (no quilt)
Community Quilts	1,087.57	1,200.00
Door Prizes	331.19	350.00
Historian	20.12	400.00 750
Membership Directories & Name Tags	1,594.17	700.00
Charitable Donations	1,207.57	2,000.00 750 + 750
Insurance	540.00	551.00
CPA	550.00	600.00
Challenge Quilts	219.34	250.00 <i>same</i>
Refreshments	0.00	100.00
Public Relations	79.95	200.00 300.00
Website expenses grouped in 2009-2010 budget*	0.00	350.00 200.00
Web Base for Membership *	52.95 (Bizland)	— } Eliminate
Database (website for show) *	385.00	— } Eliminate
Workshop Reimbursement	105.00	0.00
Workshop Supplies	0.00	400.00 200.00
Quilt Show 2010	0.00	3,000.00
<i>Auction</i>		- 500.00
TOTAL EXPENSES	25,769.28	31,981.00

*4600 for 2012

TREASURER'S REPORT: Coastal Quilters Guild, May 18, 2010

Income	4/16-5/18	YTD: 7/1-5/18	9/10 Bud	Diff
Auction	0.00	4420.00	4400	-20
Bus Trip	240.00	2898.00	0	-3,888
Bus Trip Refund	0.00	990.00	0	0 above
Door Prizes	240.00	2618.00	2000	-618
Library: Book Sale	0.00	339.50	500	161
Oper: Membership Fees	240.00	4200.00	8000	3,800
Opportunity Quilt	334.00	2169.50	3000	831
Quilt Show 2010	8.00	3458.00	0	-3,458
Workshops	70.00	3515.00	4500	1,350
Workshops Refunds	0.00	-365.00	0	0 above
TOTAL INCOME	1132.00	24243.00	22400.00	-1843.00

EXPENSES

Auction	0.00	700.00	0	-700
Block of the Month	0.00	122.86	200	77
Challenge Quilts	66.78	66.78	250	183
Community Quilts	0.00	1044.89	1200	155
Door Prizes	0.00	191.12	350	159
Library	0.00	209.18	400	191
Monthly Meetings				
Newcomer's Picnic	0.00	188.43	0	
Other Program Exp	82.77	1179.06	100	
Room set-up	75.00	825.00	900	
Total Meetings	157.77	2192.49	1000.00	-1,192

Operations

Bus License & Fee	0.00	55.00	0	-55
Dues: Bank Fee	0.00	40.00	0	-40
Dues: Bizland	0.00	44.72	0	-45
Dues: Tixity	0.00	79.95	200	120
Dues: SB Downtown	0.00	150.00	0	-150
Insurance	0.00	551.00	551	0
Members/Directory	0.00	451.52	700	248
Office Sup/Adm/Hist	0.00	17.05	700	683
Postage/Postal Box	96.00	104.80	0	-105
Rent (GVCC/Church)	190.00	1910.00	2,100	190
Storage (SM & Goleta)	3029.91	3679.91	780	-2,900
SCCQC	0.00	277.27	600	323
Taxes	0.00	586.36	600	14
Web/Computer	0.00	157.68	350	192
Total Operations	3315.91	8105.26	6581.00	-1,524

Opportunity Quilt	290.91	1142.91	1200	57
Charitable Donations	0.00	5570.00	2000	-3,570

Newsletter

Copies	584.69	2207.54		
Labels	0.00	50.86		
Postage	185.00	635.00		
Total Newsletter	769.69	2893.40	2700	-193

Quilt Show 2010	218.94	1343.25	3000	1,657
Workshops/Speakers	0.00	9173.34	13100	3,927
Sunshine Chair	0.00	44.00	0	-44
Transportation	940.00	3183.96	0	-3,184

TOTAL EXPENSES	5760.00	35983.44	31981.00	-4,002
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Checking Account balance as of 04/30/2010	5597.45
Money Market balance as of 04/30/2010	6080.88
CD: 5 yr, due 7-22-13 @ 4.36% APY:	11879.01
CD: 6 mo, due 4-27-10 @ 0.59% APY	11114.00