

June 2010: Coastal Quilters Guild Board Meeting

A special session of the Board only was held on Monday, June 21, 2010 to discuss how the Board was going to handle running the Guild until such time as we had a president.

The President's tasks were assigned to various Board members to handle. A copy of that document is attached to this sheet.

No minutes were taken at this meeting.

Sue Kadner
VP Programs

June, 2010

CQG: Task Assignments

7/20/2011

task	perm or temp	who picks this up	notes
contact person	t	Julie Mock	
writes and sends reminder emails for general mtgs	t	Priscilla Jacobs	
sets agendas for general mtgs	t	Priscilla Jacobs	contact Susan Carty and make her a copy
writes monthly newsletter articles	t	Sue Kadner	
leads general mtgs	t	Susan Carty	
facility set-up/clean-up	?	Becly Gallup, Suzy Pelovsky	includes keeper of church key; ext. cord; church closet. Also in charge of projector, mike, screen, stand, lights. Blue bag with podium guilt, gavel and bell. Last one to leave. Note framed certificate in Storage.
agendas for board mtgs	t	Priscilla Jacobs	includes reminder emails and confirming mtg location
getting board mtg location permission	t	Sue Kadner	email Rannell at Maravilla month to month until September for sure
leads board mtgs	t	Patty Six or Sue Kadner	
SCCQG (So Cal Council of Quilt Guilds)	t	Julie Mock	we are hosting Oct 2010; keeps SCCQG web page up to date
bulletin board/info table	p	Julie Mock	
CQG Info Mail	p	Julie Mock	
keeper of the storage locker and inventory	p	Debra Blake	
insurance	t	Ky Eastin	check for better deal in SB
satellite rep mtg rep	t	Patty Six	group meets evenings the third Wed in Jan, May and Sept; needs board representation
GVCC reservations for 2011	p	Patty Six	workshps and open sews
distributor of workshop forms	p	Patty Six	includes tracking
bus trips	t	Patty Six	belongs to Transportation chair, but position vacant
2011 Opportunity Quilt	?		only during show years/auction on alternate years
new mbr bag	p	Becky Gallup	includes updating info
pillowcase challenge	t	? Community Quilts or Darilyn?	collection; distribution; APQ contact; ends Dec 2010
all other forms go onto "board web page"	FYI	Webmaster	tax donation forms; letterhead; reimbursement forms
treasure table clean-up	FYI		currently done by Carol Boyce
food bank donations	FYI		currently done by Judy McCartney; can be stopped at any time