

Draft—January 18, 2020
Final—February 20, 2020

Coastal Quilters Guild Board Meeting Minutes
January 16, 2020

I. Call to Order by Karen Pickford, President

Time: 6:34 PM

Attendees/Quorum—Fourteen attendees were present. Board Members: Karen Pickford, Susan Katz, Marcia Greiten, Sherry Lafler, Rochelle Schneider, Margaret Dear, Penny Valentine, Joan Watts, Sue Wuertz, Sue Orfila. Committee Chairs: Nancy Butterfield, Kathy Draine, Sue Kadner, Rosana Swing.

A quorum was present.

II. Update on Bylaws committee work—Sue Kadner, Sue Wuertz

- The stock of tri-fold pamphlets from the last printing 3 years ago is getting low and a re-print is needed. The group was asked to review the current pamphlet and suggest any needed changes at the next meeting. The tri-folds are used to distribute at quilt shops, shows, and the membership table.
- The bylaws committee (Sue Kadner, Sue Wuertz, Heather Georgakis) has almost completed a revised draft. The document must be approved by the March Board meeting so that it can go out to the general membership by the middle of April for approval at the May General meeting. Heather will make the last few changes and email the document by the middle of next week. Please read the whole document and bring questions or suggestions to the February meeting.
- There is a need for a set of standing rules and procedures to cover situations not included in the bylaws. Examples would be meeting times, membership cost, etc. These rules would not require approval by the full membership of the guild. Sue Kadner is starting work on a draft.
- Following are several substantial changes in the updated bylaws:
 1. According to the State of California, Board Officers are defined as the President, Recording Secretary, and Treasurer. Other positions on the Board are defined as Directors.
 2. The number defined as a quorum is reduced from 50% to 33 1/3 % and the approval level for Board business changed from a “majority” to 40% of the authorized Directors.
 3. A Board position that is never filled is defined as “vacant” and there is a section on how to handle the succession for a “vacated” position that opens because someone had to leave it.

III. Routine Ratifications (contracts, etc.)

- Darilyn has the contract for the Eastside Library but could not attend the meeting tonight.
- It is not clear whether speaker contracts need to be ratified by the Board. Sue Kadner will check with Heather.

IV. Budget Discussion

- We will need to dip into the guild savings to finance our speakers this year. The Quilt Show income next year and a limit of 6 outside speakers will be a benefit for the financial situation. Other programs such as Darilyn’s “Cool Tools” will be given by members.
- Another option is fabric auctions. In the past they have brought in almost as much as the Quilt Show, but we would need someone to take on managing those sales.

V. Board and Committee Reports

A. President—Karen Pickford

- We received a very appreciative email from Linda Ballard about the photo we sent to her after the January meeting of all the pieces created from her workshop.
- B. VP Programs—Susan Katz
- Our program agenda is fully booked through the end of 2020. She held off on booking 2021 until the budget issues were discussed and will proceed on that next.
 - August will be Darilyn’s “Cool Tools”.
 - September is Susan Else who does fabric people and will bring some of her sculptures.
 - October is Elizabeth Eastmond who will teach her Annularity Quilt.
 - November is Tara Faughnan who will teach about working with color.
 - Workshops in planning for 2021 may include one from a member that does fabric dyeing and one with Irelle talking about her contemporary quilting but nothing is firm yet.
- C. Treasurer—Marcia Greiten presented financial statements:
- Profit and Loss (Cash Basis January 15, 2020)
 - Balance Sheet (As of December 31, 2019)
 - Profit and Loss (July 1, 2019 – January 16, 2020)
- (See attachment at end of minutes)
- D. Recording Secretary—Sherry Lafler
- The minutes for the following meetings were approved as corrected.
 - November 14, 2019 General meeting **MSC: Wuertz/Greiten**
 - November 21, 2019 Board meeting **MSC: Orfila/Dear**
 - December 12, 2019 General meeting **MSC: Schneider/Greiten**
- E. Corresponding Secretary—Rochelle Schneider
- Rochelle read a letter from Susan White with feedback regarding the Edyta Sitar workshop last week. See related discussion under “Workshops”.
- F. Speaker Liaison—Pam Holst—no discussion
- G. Workshops—Margaret Dear, Penny Valentine, Joan Watts
- Susan White indicated in her letter that she felt that adequate details about the workshop (where, when, procedural information) were not provided on the website or in the newsletter and that the facilitators were not knowledgeable or helpful. The workshop information had been given in an email to the registered attendees, but she had not provided an email address and there was no entry for her in the guild directory.
 - Some workshop attendees arrived too early at 8:00, partly due to an incorrect time published in the newsletter. The building does not open until 8:00 and at least 30 minutes are needed for set-up.
 - Susan Katz noted that she had received a suggestion to provide a flyer to let people know what to expect at a workshop.
 - There was confusion regarding the cost and availability of the pattern and kits for the Edyta Sitar workshop. It is recommended that besides putting the information on the website and in the newsletter we also provide a handout at the meeting to anyone who signs up.
 - Two Lompoc guests that attended signed up as new members at the workshop and paid half the usual membership fee. The protocol for determining when the half fee should be used has varied from year to year and needs to be defined in the Rules.
 - We need to be able to cover the speaker fee, lunch and the room charge with the workshop fee. Of the future four workshops, three would require a fee of \$50-\$55 to cover those expenses. It was moved and approved to increase the workshop fee to \$50 beginning in March. Those who have already signed up and paid for March will get a discount. **MSC: Greiten/Orfila**
 - It was also moved and approved to increase the added guest fee from \$5 to \$10. **MSC: Lafler/Orfila**
 - Sue Kadner noted that it was discovered we had been charged the commercial fee instead of the non-profit fee (\$580 instead of \$292) by the Goleta Community Center for the months of September, October, and November. They will give us credit for the overage.

- H. Opportunity Quilt—Sue Kadner
- Forty-six members have picked up ticket packets, accounting for about \$1000 revenue. A total of \$3000 from the raffle is needed. Revenue would be \$4000 if all members take their \$20 packet.
 - Sue will work on getting the quilt into the Santa Barbara Fair and Expo and ask Roxanne to display it at her Superbowl Sunday sale.
 - A beautiful red and green quilt top has been given to the guild. It was agreed we will ask Brandi to quilt it and then raffle it as a Christmas quilt at the Show.
- I. Parliamentarian—Sue Wuertz
- Sue needs to form an Elections Committee to develop a docket of nominees for the guild election. She will try to pull together members from several satellite groups to provide broad representation across the guild.
- J. Membership—Sue Orfila
- There were 8 guests at the meeting last week and 4 new members joined, bringing the membership total to 200.
 - The Bylaws indicate that the membership fee shall be equal for all members. Sue will contact the two new members who joined at the workshop to let them know they need to pay the full fee.
 - There was discussion of the requirement that everyone in a satellite group must be a member of the guild. A list needs to be compiled of all the satellite groups and the members of each. A meeting of satellite group representatives was suggested to look at the best way to organize and track the groups.
 - Sue commented that the display of work the members had done from the Linda Ballard session was a great advertisement for the workshops. The consensus is that we should continue something similar going forward.
 - Sue is planning a get-together sometime between January 27-31 for new members from this and last year. She will send out the date once it is finalized.
- K. Quilt Show—Nancy Butterfield
- Nancy and Sue Wuertz are chairs for the Kids Exhibition for the show.
 - Ellen Singer has joined the committee and volunteered to manage the Raffle. She and her husband had the Big and Tall Shop, so she has helpful business experience and may be able to help with ways to solicit sponsors. Please email Nancy with any ideas for bringing in sponsorships.
- L. Block of the Month—Nancy Butterfield
- The January block is Antique Tile in red, pink and white.
- M. Newsletter—Karen Pickford for Shelly Dixon
- The deadline for the articles for the Newsletter is Sunday, as usual.
- N. Community Quilts—Kathy Draine
- They will look at their inventory for 2-3 quilts that could be used for raffles as an added source of income.
 - We made \$93 in the raffles at the last meeting.
 - The sale at the next meeting will be 1-yard-plus pieces sold at \$1 per pound. There will be some 6-8 yard pieces in the lot.
 - The future plan is to alternate monthly between locker visits and mystery bolts. The fabric remaining to be sorted is down to one shelf.
 - In the process of sorting through the locker they have found at least 25 quilt tops and have taken 8-10 to Brandi for quilting. They have 8-10 more ready for quilting but are slowing down to stay within budget.
 - We gave a number of quilts at Christmas to the Unity Shoppe. The committee would like to give more to the VNA and is also looking into the Women's Shelter for some of the larger bed quilts.

- They have received a large amount of flannel, much of it already cut into squares, and are considering a Saturday workday to make many very fast flannel quilts.

O. SCCQG—Rosana Swing

- Marcia will take care of the certificate of insurance which must be submitted to Earl Warren 60 days in advance of our event.
- Susan will attend the Meet the Teachers event on April 18 in Carson. SCCQG recommends several people attend and bring some pre-approved guild contracts so that teachers can be signed up at the meeting. There will about 50 teachers attending, each presenting a 3-minute talk about their work.
- It is also recommended to bring your guild calendar.
- Lunch must be ordered and by April 1.
- Information will be coming out for giving assistance to Australia. Another guild will be providing information on a project doing child surgical caps.
- The July 18 meeting is titled “Roundtable Talk Among Your Guild Officers” and will be hosted by the Central Coast Quilters.

P. Road to California Bus Trip—Rosana Swing

- There is one open seat remaining on the bus. Two returned tickets have been resold.

Q. Other—Sue Katz recommended setting up a position to handle social media.

VI. Adjournment—Time: 8:26 PM

Respectfully submitted:

Sherry Lafler, Recording Secretary

ATTACHMENTS FOLLOW ON SEPARATE PAGES

Coastal Quilters Guild, Inc

PROFIT AND LOSS

December 2019

	TOTAL
Income	
Gift Basket Raffle Income	111.00
Membership Dues	40.00
Newsletter & Directory Mailing	17.00
Quilt Show Income	0.00
Vendor Fees	400.00
Total Quilt Show Income	400.00
Special Events Income	0.00
Axxess Book Income	40.00
Total Special Events Income	40.00
Transportation to Other Quilt Shows	347.00
Total Income	\$955.00
GROSS PROFIT	\$955.00
Expenses	
General meeting expenses	0.00
Room Set Up/Take Down	125.00
Total General meeting expenses	125.00
Membership Expense	0.00
Directory/Brochures, Copies & Software	404.66
Total Membership Expense	404.66
Special Events Expense	0.00
Opportunity Quilt	232.13
Total Special Events Expense	232.13
Transportation & Lodging to Shows	807.00
Total Expenses	\$1,568.79
NET OPERATING INCOME	\$ -613.79
Other Income	
Interest Income	21.96
Total Other Income	\$21.96
NET OTHER INCOME	\$21.96
NET INCOME	\$ -591.83

Coastal Quilters Guild, Inc

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking - CommWest #xxxx979	0.00
Checking - CommWest#XXX342	10,258.77
Checking - SBBT #1024	0.00
Money Mkt - SBBT #7000	0.00
Total Bank Accounts	\$10,258.77
Other Current Assets	
CD-119804-CommWest	0.00
CD-120100-Comm West Bank	6,464.22
CD-124100-Comm West Bank	7,628.82
Total Other Current Assets	\$14,093.04
Total Current Assets	\$24,351.81
TOTAL ASSETS	\$24,351.81
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Restricted Funds	12,321.47
Unrestricted Net Assets	17,104.35
Net Income	-5,074.01
Total Equity	\$24,351.81
TOTAL LIABILITIES AND EQUITY	\$24,351.81

Coastal Quilters Guild, Inc Profit and Loss

July 1, 2019 - January 16, 2020

	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 1-16, 2020	Total
Income								
Amazon.com Associate	44.75	0.00	0.00	0.00	0.00	0.00	0.00	44.75
Amazon.com Smile	0.00	9.86	0.00	0.00	10.17	0.00	0.00	20.03
Donations Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Member Donations - Unrestricted	328.00	35.00	50.00	255.00	0.00	0.00	0.00	668.00
Total Donations Income	\$ 328.00	\$ 35.00	\$ 50.00	\$ 255.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 668.00
Fabric Sale	81.00	36.00	31.00	54.00	39.00	0.00	93.00	334.00
Gift Basket Raffle Income	116.00	97.00	120.00	171.00	0.00	111.00	143.00	758.00
Library - Book Sales	45.00	23.67	0.00	0.00	0.00	0.00	0.00	68.67
Membership Dues	1,800.00	920.00	1,080.00	160.00	40.00	40.00	0.00	4,040.00
Newsletter & Directory Mailing	0.00	0.00	0.00	0.00	0.00	17.00	0.00	17.00
Mailing Directories	6.00	4.00	14.00	0.00	0.00	0.00	0.00	24.00
Mailing Newsletter	20.00	45.00	45.00	0.00	0.00	0.00	0.00	110.00
Total Newsletter & Directory Mailing	\$ 26.00	\$ 49.00	\$ 59.00	\$ 0.00	\$ 0.00	\$ 17.00	\$ 0.00	\$ 151.00
Quilt Show Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vendor Fees	0.00	0.00	0.00	0.00	200.00	400.00	0.00	600.00
Total Quilt Show Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 400.00	\$ 0.00	\$ 600.00
Special Events Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Axxess Book Income	0.00	0.00	0.00	1,120.00	270.00	40.00	0.00	1,430.00
Opportunity Quilt Income	0.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
Total Special Events Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,120.00	\$ 470.00	\$ 40.00	\$ 0.00	\$ 1,630.00
Transportation to Other Quilt Shows	0.00	0.00	1,690.00	566.00	444.00	347.00	18.00	3,065.00
Workshops Income	0.00	0.00	640.00	840.00	0.00	0.00	905.00	2,385.00
Total Income	\$ 2,440.75	\$ 1,170.53	\$ 3,670.00	\$ 3,166.00	\$ 1,203.17	\$ 955.00	\$ 1,158.00	\$ 13,764.45
Gross Profit	\$ 2,440.75	\$ 1,170.53	\$ 3,670.00	\$ 3,166.00	\$ 1,203.17	\$ 955.00	\$ 1,158.00	\$ 13,764.45

Expenses										
Committee Expenses										
Block of the Month	134.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Quilts	324.33	136.39	314.33	0.00	13.01	0.00	0.00	0.00	30.96	178.87
Library	0.00	0.00	41.35	0.00	0.00	0.00	0.00	0.00	204.82	979.87
Total Committee Expenses	\$ 459.23	\$ 136.39	\$ 355.68	\$ 13.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 235.78	\$ 1,200.09
General meeting expenses										
General meeting expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent	0.00	0.00	150.00	350.00	0.00	0.00	0.00	0.00	0.00	500.00
Room Set Up/Take Down	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	875.00
Total General meeting expenses	\$ 125.00	\$ 125.00	\$ 275.00	\$ 475.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 1,375.00
Memberships										
Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Directory/Brochures, Copies & Software										
Directory/Brochures, Copies & Software	0.00	0.00	30.00	0.00	0.00	0.00	404.66	0.00	0.00	434.66
Total Membership Expense	\$ 0.00	\$ 0.00	\$ 30.00	\$ 0.00	\$ 0.00	\$ 404.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 434.66
Newletter Expense										
Newletter Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Copies	11.45	4.99	10.77	9.79	11.45	0.00	11.16	59.61	11.16	59.61
Postage	0.00	0.00	12.32	0.00	0.00	0.00	110.00	122.32	110.00	122.32
Total Newletter Expense	\$ 11.45	\$ 4.99	\$ 23.09	\$ 9.79	\$ 11.45	\$ 0.00	\$ 121.16	\$ 181.93	\$ 121.16	\$ 181.93
Operating Expense										
Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Admin License/Bank Fees/Square Fees										
Admin License/Bank Fees/Square Fees	0.00	0.00	21.10	7.70	2.69	0.00	0.00	0.00	0.00	31.49
Dues and Subscriptions	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Insurance	0.00	0.00	617.50	0.00	0.00	0.00	0.00	0.00	0.00	617.50
Office Supplies	0.00	0.00	57.09	0.00	0.00	0.00	0.00	0.00	0.00	57.09
PO Box & Postage	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00
SCCQG	0.00	0.00	0.00	226.91	0.00	0.00	154.28	381.19	154.28	381.19
Storage	0.00	0.00	885.00	0.00	0.00	0.00	885.00	1,770.00	885.00	1,770.00
Taxes	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00
Treasurer	215.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00	0.00	215.00
Total Operating Expense	\$ 215.00	\$ 0.00	\$ 1,675.69	\$ 284.61	\$ 2.69	\$ 0.00	\$ 1,039.28	\$ 3,217.27	\$ 1,039.28	\$ 3,217.27

