

Draft—February 21, 2020

Final—April 27, 2020

**Coastal Quilters Guild Board Meeting Minutes
February 20, 2020**

I. Call to Order by Karen Pickford, President

Time: 6:34 PM

Attendees/Quorum—Eighteen attendees were present. Board Members: Karen Pickford, Susan Bullington Katz, Marcia Greiten, Sherry Lafler, Rochelle Schneider, Pamela Holst, Margaret Dear, Sue Wuertz, Sue Orfila. Committee Chairs: Nancy Butterfield, Kathy Draine, Darilyn Kisch, Rosana Swing, Toni Percival Heather Georgakis. Members: Penny Valentine, Joan Watts.

A quorum was present.

Minutes review/approval:

The minutes for the following meetings were approved as corrected:

January 13, 2020 General meeting **MSC: Holst/Orfila**

January 20, 2020 Board meeting **MSC: Schneider/Greiten**

II. Bylaws committee report— Heather Georgakis, Sue Kadner, Sue Wuertz

- Joan Watts, Linda Boynton de Sepulveda (when she was president) and Karen also have worked on the revisions.
- The bylaws have been tightened up and made easier to use. The draft is still open for changes. There is another month for fine-tuning before it needs to be published to the membership
- Karen noted that there is no longer a requirement for “equal fees” in Article 4.3. This change allows the Board flexibility to modify the fee structure or modify the fee in instances such as a late joiner or student member. The details about how the guild is run will be contained in the Standing Rules.
- Karen requested a change to Article 5.2, section g. item vii to direct the Workshop Coordinator to provide general workshop instructions and details to the workshop participants.
- A change should be added to Article 7.1, section b to indicate that “If the scheduled date falls on a legal holiday, the meeting shall be held the next full business day *or as set by the Board*”.
- Susan Bullington Katz and Margaret suggested that the Workshop Coordinator should coordinate the relationship with the workshop location for arrangements other than the payment, which is handled by the Treasurer.
- Heather will make the corrections and forward the revised draft to Karen to send out the Board for a vote at the next meeting.
- The Standing Rules will take some time to develop and will not be ready right away for Board review. The Rules require approval of the Board only, not the general membership.
- Since the revisions have enlarged the bylaws, it will be difficult to publish them in the Directory. It may be better to publish them on the website and include the Standing Rules in the Directory instead, depending on the size of the Rules document and coordination with the annual publication of the Directory. It may also be good to hand a printed copy of the bylaws and the standing rules to each new member when they join.

III. Routine Ratifications (contracts, etc.)

- Toni has the Earl Warren contract for the Show. The fee is \$7882 which includes the equipment we used last year. It will be adjusted depending on what cables, chairs, etc., we use next year. We have made a deposit of \$500 which leaves a balance of \$7382 outstanding. We need to keep in mind that if Earl Warren is needed for an emergency fire shelter, we will not be

refunded any money and will be responsible for moving everything out. We need to find out if our insurance will cover any of that expense. Karen will sign the contract.

- Darilyn provided the Eastside Library contract which specifies our partnership and support for the Saturday Open Sew Day at the library from 10:00 to 12:00 every first Saturday. The Board approved the ratification of the contract. **MSC: Greiten/Schneider**

IV. Budget Discussion

- Karen noted that we are still working on trimming expenses. A member has offered her guest house for the June speaker which helps with the increase in hotel fees during the UCSB graduation period. Also, she has a neighbor who has an Air BNB which we may be able to use.

V. Board and Committee Reports

A. President—Karen Pickford—no report

B. VP Programs—Susan Katz

- A shout-out to Margaret who encouraged participants in the January workshop to bring their work to show at the meeting. It helps to promote the benefit of the workshops.
- A shout-out also to Pam who hosted Janis Rivera, the February speaker.
- The credit we will receive from Goleta Valley Community Center for previous overcharge should cover 3 of the future workshops
- A guild member, Lucy Stephenson, has offered her guest house for the June speaker. We should offer her a free workshop and may consider including past policy in our Standing Rules.
- As a result of a suggestion from Karen we will move future Challenge programs from April to June which avoids having to pay for a hotel for a speaker during the period in June when the rates are increased for the UCSB graduation.

C. Treasurer—Marcia Greiten presented financial statements:

Balance Sheet (As of February 17, 2020)

Profit and Loss (July 1, 2019 – February 17, 2020)

(See attachments at end of minutes)

- Marcia indicated we may need some capital flow through to fund the Quilt Show. We have two CD's maturing in June. One is a 5-year at 1.5% (\$7648) and the other is a short-term at 2.37% (less than \$6500). We currently have about \$7193 in our checking account; there is another \$815 to be deposited from the Opportunity Quilt. Our first \$3600 payment to Earl Warren is due by June 24 and the second by August 24. We should have enough to cover those expenses and should have added revenue coming in from membership fees by August. For now, we can defer a decision about pulling any additional funds.
- We get income from both our Amazon Smile and Amazon Associates accounts. The Associates account has a higher rate and is the link on our website. We need to remind members to use the website link when they are making Amazon purchase.
- We have also received funds from member donations. Including a line to suggest a donation on the membership form is a good way to promote that income.

D. Recording Secretary—Sherry Lafler—no report

E. Corresponding Secretary—Rochelle Schneider

- Rochelle read a letter from Janelle Hodges thanking us for the patriotic lab quilt we provided for her husband.
- She also read a thank-you letter from the daughter of Emerson Stuart McGregor who was a Chief Bosun's Mate in the US Coast Guard in the Aleutian Islands during World War II. He received a quilt during a pinning ceremony.

F. Speaker Liaison—Pam Holst—no discussion

G. Workshops—Margaret Dear, Penny Valentine, Joan Watts

- There are 7 registrations for each of the March and May workshops. We need to publicize that Mel Beach, who is the teacher for May, has won at least one ribbon at Road and has been selected to teach at Houston. She will be teaching free motion quilting on a domestic machine.

- The March teacher is Pam Hadfield who will be teaching “Whimsey Wedges”.
 - Thanks to Margaret who made a beautiful new ironing board cover.
- H. Parliamentarian—Sue Wuertz
- Isabel provided Sue with contact names for all the satellite groups. She emailed all to see if they would like to be part of the nominating committee but has not had any replies. She made need to call them next.
- I. Membership—Sue Orfila
- Sue had to cancel the new member party but will try to reschedule it in early September, perhaps on a weekend or before the meeting.
 - We have 203 members. We are getting many guests at the meetings and often they request to join at the break.
 - Sue sends letters to members who don’t renew and most do renew when reminded.
- J. Quilt Show—Nancy Butterfield
- A reminder that anyone submitting a quilt for the show must be a member at the time of the show, not just during the month they are turning in a quilt. Membership is confirmed by those doing acquisitions but they should not be responsible for accepting the fee and processing a renewal.
 - Nancy and here committee are working on defining the volunteer jobs and the responsibilities of each.
 - There will be 3 entrance desks and a need for extra staff during the first hour of the show to facilitate moving visitors in quickly.
 - We have number of antique quilts that could be sold or raffled but need to confirm that none of the vendors are selling old quilts to avoid a conflict.
 - Sue still has one featherweight that could be raffled.
 - Ellen Singer is working on bringing in support from businesses. Nancy has already brought in a sponsorship donation from the Kiwanis Club.
- K. Block of the Month—Nancy Butterfield
- Nancy needs someone to take on BOM for the next year. She has already served two years.
- L. Newsletter—Karen Pickford for Shelly Dixon
- The deadline for the articles for the Newsletter is Sunday, as usual.
- M. Community Quilts—Darilyn Kisch
- They have received a third quilt made in the 30’s in addition to the two from Ranell. It has embroidered blocks next to a solid block and is in great condition. We could hang an antique quilt for sale next to the Opportunity Quilt at the show or put it up for raffle. There is probably no need to have them appraised.
- N. Opportunity Quilt—Karen reporting for Sue Kadner
- We have taken in \$1800 so far from about 100 members, so there are about 103 remaining.
 - Thanks to Roxanne who has agreed to set it up once a month. It may also be displayed one day at Grant’s during the Quilt Run and possibly at Creation Station one day, as well.
 - We will not take it to the Santa Barbara Fair and Expo, due to previous lack of adequate care and minimal traffic.
- O. Satellite Groups—Karen reporting for Isabel Downs
- Isabel had a brief meeting at the break last week. There were some satellite groups that could accept new members and several members interested in joining. One of the new members was considering starting an additional group.
- P. SCCQG—Rosana Swing
- The April meeting all about “meet the teachers”. The July 18 meeting, hosted by the Central Coast Quilters in Arroyo Grande is a roundtable discussion among guild officers, allowing presidents to talk with other presidents, treasurers with other treasurers, etc.

- According to an email Rosana received from the SCCQG president, donations for Australia must be done by March 15. Rosana will forward the details to Sue to be included in an e-blast.
 - Rosana and her mother attended the South Bay Quilters show in Torrance. The show was spread across several buildings and sectioned into Pieced, Art, and Modern categories.
- Q. Other—Karen noted that Linda also has the Santa Barbara Quilt made for the County that hung in Lois Capps’ office in Washington and was returned to us when she retired. It needs a case and permanent place to hang—airport, library, etc.? Pat Masterson worked on it and may have a good photograph.

VI. Adjournment was approved at 8:10 PM

MSC: Schneider/Dear

Respectfully submitted:

Sherry Lafler, Recording Secretary

ATTACHMENTS FOLLOW ON SEPARATE PAGES

Coastal Quilters Guild, Inc
Balance Sheet

As of February 17, 2020

	Total	
ASSETS		
Current Assets		
Bank Accounts		
Checking - CommWest #xxxx979	0.00	
Checking - CommWest#XXXX342	7,193.98	
Checking - SBBT #1024	0.00	
Money Mkt - SBBT #7000	0.00	
Total Bank Accounts	\$ 7,193.98	
Other Current Assets		
CD-119804-CommWest	0.00	
CD-120100-Comm West Bank	6,477.23	Mat Dt 08/23/2020 Rt 2.37%
CD-124100-Comm West Bank	7,648.27	Mat Dt 08/11/2020 Rt 1.50%
Total Other Current Assets	\$ 14,125.50	
Total Current Assets	\$ 21,319.48	
TOTAL ASSETS	\$ 21,319.48	
LIABILITIES AND EQUITY		
Total Liabilities		
Equity		
Opening Balance Equity	0.00	
Restricted Funds	12,321.47	
Unrestricted Net Assets	17,104.35	
Net Income	-8,106.34	
Total Equity	\$ 21,319.48	
TOTAL LIABILITIES AND EQUITY	\$ 21,319.48	

Monday, Feb 17, 2020 07:41:59 PM GMT-8 - Cash Basis

NOTE: If funds are needed for deposits for Quilt Show, transactions should be done to lowest rate CD between 6/11 and 6/20 before it rolls over to another term.

Coastal Quilters Guild, Inc
Profit and Loss

July 1, 2019 - February 17, 2020

Income	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 1-17,	Total	Budget	Actual - Budget
								2020			
Amazon.com Associate	44.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.75	350.00	-305.25
Amazon.com Smile	0.00	9.86	0.00	0.00	10.17	0.00	0.00	0.00	20.03	50.00	-29.97
Donations Income	0.00	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	10.00	0.00	678.00	1,000.00	-322.00
Total Donations Income	\$ 328.00	\$ 35.00	\$ 50.00	\$ 255.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 0.00	\$ 678.00		
Fabric Sale	81.00	36.00	31.00	54.00	39.00	0.00	93.00	72.00	406.00	300.00	106.00
Gift Basket Raffle Income	116.00	97.00	120.00	171.00	0.00	111.00	143.00	125.00	883.00	1,500.00	-617.00
Library - Book Sales	45.00	23.67	0.00	0.00	0.00	0.00	0.00	0.00	68.67	200.00	-131.33
Membership Dues	1,800.00	920.00	1,080.00	160.00	40.00	40.00	160.00	80.00	4,280.00	8,000.00	-3,720.00
Newsletter & Directory Mailing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Mailing Directories	6.00	4.00	14.00	0.00	0.00	2.00	2.00	0.00	28.00	20.00	8.00
Mailing Newsletter	20.00	45.00	45.00	0.00	0.00	15.00	0.00	0.00	125.00	180.00	-55.00
Total Newsletter & Directory Mailing	\$ 26.00	\$ 49.00	\$ 59.00	\$ 0.00	\$ 0.00	\$ 17.00	\$ 2.00	\$ 0.00	\$ 153.00		
Quilt Show Income	0.00	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	400.00	1,000.00	10,000.00	-9,000.00
Total Quilt Show Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 400.00	\$ 0.00	\$ 400.00	\$ 1,000.00		
Special Events Income	0.00	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	0.00	1,430.00	1,000.00	430.00
Opportunity Quilt Income	0.00	0.00	0.00	0.00	200.00	0.00	795.00	0.00	995.00	2,000.00	-1,005.00
Total Special Events Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,120.00	\$ 470.00	\$ 40.00	\$ 795.00	\$ 0.00	\$ 2,425.00		
Transportation to Other Quilt Shows	0.00	0.00	1,590.00	566.00	444.00	347.00	78.00	60.00	3,185.00	2,700.00	485.00
Workshops Income	0.00	0.00	640.00	840.00	0.00	0.00	905.00	930.00	3,315.00	4,200.00	-885.00
Total Income	\$ 2,440.75	\$ 1,170.53	\$ 3,670.00	\$ 3,166.00	\$ 1,203.17	\$ 955.00	\$ 2,186.00	\$ 1,667.00	\$ 16,458.45		
Gross Profit	\$ 2,440.75	\$ 1,170.53	\$ 3,670.00	\$ 3,166.00	\$ 1,203.17	\$ 955.00	\$ 2,186.00	\$ 1,667.00	\$ 16,458.45		

Expenses	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 1-17, 2020	Total	Budget	Actual - Budget
Committee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Block of the Month	134.90	0.00	0.00	13.01	0.00	0.00	30.96	0.00	178.87	300.00	-121.13
Community Quilts	324.33	136.39	314.33	0.00	0.00	0.00	204.82	0.00	979.87	1,450.00	-470.13
Library	0.00	0.00	41.35	0.00	0.00	0.00	0.00	0.00	41.35	0.00	41.35
Total Committee Expenses	\$ 459.23	\$ 136.39	\$ 355.68	\$ 13.01	\$ 0.00	\$ 0.00	\$ 235.78	\$ 0.00	\$ 1,200.09		
General meeting expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Misc Expense	0.00	0.00	0.00	0.00	0.00	100.00	25.98	0.00	125.98	0.00	125.98
Rent	0.00	0.00	150.00	350.00	0.00	0.00	0.00	0.00	500.00	1,800.00	-1,300.00
Room Set Up/Take Down	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,000.00	1,500.00	-500.00
Total General meeting expenses	\$ 125.00	\$ 125.00	\$ 275.00	\$ 475.00	\$ 125.00	\$ 225.00	\$ 150.98	\$ 125.00	\$ 1,625.98		
Membership Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Directory/Brochures, Copies & Software	0.00	0.00	30.00	0.00	0.00	404.66	0.00	0.00	434.66	1,000.00	-565.34
Total Membership Expense	\$ 0.00	\$ 0.00	\$ 30.00	\$ 0.00	\$ 0.00	\$ 404.66	\$ 0.00	\$ 0.00	\$ 434.66		
Newletter Expense	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	12.89	72.50	200.00	-127.50
Postage	0.00	0.00	12.32	0.00	0.00	0.00	110.00	0.00	122.32	100.00	22.32
Total Newletter Expense	\$ 11.45	\$ 4.99	\$ 23.09	\$ 9.79	\$ 11.45	\$ 0.00	\$ 121.16	\$ 12.89	\$ 194.82		
Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Admin License/Bank Fees/Square Fees	0.00	0.00	21.10	7.70	2.69	0.00	0.00	0.00	31.49	100.00	-68.51
Dues and Subscriptions	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	40.00
Insurance	0.00	0.00	617.50	0.00	0.00	0.00	0.00	0.00	617.50	650.00	-32.50
Office Supplies	0.00	0.00	57.09	0.00	0.00	0.00	0.00	0.00	57.09	100.00	-42.91
PO Box & Postage	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	55.00	200.00	-145.00
SCCQG	0.00	0.00	0.00	226.91	0.00	0.00	154.28	0.00	381.19	600.00	-218.81
Storage	0.00	0.00	885.00	0.00	0.00	0.00	885.00	0.00	1,770.00	3,450.00	-1,680.00
Taxes	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00	40.00	10.00
Treasurer	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00	300.00	-85.00
WebSite & Computer Exp	0.00	0.00	0.00	0.00	0.00	0.00	61.99	0.00	61.99	500.00	-438.01
Total Operating Expense	\$ 215.00	\$ 0.00	\$ 1,675.69	\$ 284.61	\$ 2.69	\$ 0.00	\$ 1,101.27	\$ 0.00	\$ 3,279.26		

Income	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 1-17,	Total	Budget	Actual - Budget
								2020			
Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
July & December Programs	179.42	0.00	100.00	0.00	0.00	0.00	0.00	0.00	279.42	1,000.00	-720.58
Lecture Fee	0.00	400.00	550.00	325.00	400.00	0.00	1,100.00	250.00	3,025.00	4,400.00	-1,375.00
Lodging/Travel	614.15	555.02	784.00	841.39	0.00	0.00	242.50	132.25	3,169.31	2,500.00	669.31
Meals	74.37	0.00	105.97	98.97	0.00	0.00	82.61	85.95	447.87	500.00	-52.13
Misc Workshop Expenses	0.00	0.00	2.29	0.00	0.00	0.00	0.00	95.24	97.53	150.00	-52.47
Rent - GVCC	0.00	0.00	1,740.00	0.00	0.00	0.00	282.00	282.00	2,304.00	4,060.00	-1,756.00
Workshop Fee	0.00	0.00	900.00	735.00	100.00	0.00	960.00	500.00	3,195.00	4,850.00	-1,655.00
Total Programs	\$ 867.94	\$ 955.02	\$ 4,182.26	\$ 2,000.36	\$ 500.00	\$ 0.00	\$ 2,667.11	\$ 1,345.44	\$ 12,518.13		
Quilt Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Facility Charges Showground	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	8,000.00	-7,500.00
Publicity	185.41	0.00	0.00	130.50	0.00	0.00	0.00	0.00	315.91	3,200.00	-2,884.09
Vendors	0.00	0.00	0.00	0.00	0.00	0.00	78.90	0.00	78.90	100.00	-21.10
Total Quilt Show	\$ 185.41	\$ 0.00	\$ 0.00	\$ 630.50	\$ 0.00	\$ 0.00	\$ 78.90	\$ 0.00	\$ 894.81		
Sales Tax	0.00	917.00	0.00	0.00	0.00	0.00	0.00	0.00	917.00	1,000.00	-83.00
Special Events Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Access Books	0.00	0.00	0.00	0.00	695.00	0.00	0.00	0.00	695.00	700.00	-5.00
Opportunity Quilt	0.00	0.00	0.00	0.00	0.00	132.13	10.00	0.00	142.13	300.00	-157.87
Total Special Events Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 695.00	\$ 132.13	\$ 10.00	\$ 0.00	\$ 837.13		
Transportation & Lodging to Shows	0.00	952.50	0.00	0.00	0.00	807.00	0.00	1,069.26	2,828.76	2,700.00	128.76
Total Expenses	\$ 1,864.03	\$ 3,090.90	\$ 6,541.72	\$ 3,413.27	\$ 1,334.14	\$ 1,568.79	\$ 4,365.20	\$ 2,552.59	\$ 24,730.64		
Net Operating Income	\$ 576.72	-\$ 1,920.37	-\$ 2,871.72	-\$ 247.27	-\$ 130.97	-\$ 613.79	-\$ 2,179.20	-\$ 885.59	-\$ 8,272.19		
Other Income											
Interest Income	21.77	22.54	22.58	21.89	22.65	21.96	22.73	9.73	165.85	240.00	-74.15
Total Other Income	\$ 21.77	\$ 22.54	\$ 22.58	\$ 21.89	\$ 22.65	\$ 21.96	\$ 22.73	\$ 9.73	\$ 165.85		
Net Other Income	\$ 21.77	\$ 22.54	\$ 22.58	\$ 21.89	\$ 22.65	\$ 21.96	\$ 22.73	\$ 9.73	\$ 165.85		
Net Income	\$ 598.49	-\$ 1,897.83	-\$ 2,849.14	-\$ 225.38	-\$ 108.32	-\$ 591.83	-\$ 2,156.47	-\$ 875.86	-\$ 8,106.34		

Thursday, Feb 20, 2020 08:02:19 PM GMT-8 - Cash Basis