

**CQG Board Meeting**  
**May 20, 2021 – 6:30PM - Virtual**

Meeting called to order at 6:31pm

**Attendees:** Karen Pickford, Susan Bullington Katz, Pam Holst, Marcia Greiten, Nancy Butterfield, Rochelle Schneider, Bee Saunders, Rosana Swing, Darilyn Kisch, Sue Kadner, Sam McIlraith, Kika Hutchings.

**Minutes:** The April Board and General minutes were approved. MSC: Butterfield, Schneider

**President Overview & Announcements (Karen):**

Board Meeting Schedule: Discussion that in Standing Rules it is stated that "Board Meetings start at 6:30pm or can be changed at discretion of the Board" although must be announced at least a week in advance to membership. It was decided that the June 17 Board Meeting will start at 7:00PM. The new Board can review again in July to determine their preference for starting time.

Board Transition & Notebook Transfer: The Notebook Transfer, especially, has become very important because several notebooks have been lost in the last few years and they contained valuable information. An attempt to set up a system where the notebooks were checked in/out of the Library was not successful. For this next transition, all Board and Committee members should send an email to Sue Kadner ([sgkadner@coastalquilterssb.org](mailto:sgkadner@coastalquilterssb.org)) when they hand over a notebook AND when they receive a notebook. A permanent procedure will be implemented with the new Board.

General Meeting:

1. Order of business meeting and speaker: We want to be flexible but it is preferred that the business meeting be first when the speaker is in a convenient time zone so that members hear Guild business. We lose members when the speaker goes first. At the May meeting, for example, there were 89 members who heard the speaker and that dropped to 71 after she finished and to 49 within 10 minutes of her finishing. Discussion about giving speaker a definite start time – it was decided to tell speaker 7:45 but they are welcome to come earlier.
2. In person meetings: Some discussion about what other Guilds are doing. Bonnie Barber and Sam McIlraith attending Global Connection seminars with other Guilds to learn what they are doing. One Guild that they are all watching is planning in-person meetings starting in September. All realize that technical issues have to be worked out and lots of conversations going on. Some things to consider: when will church be open for groups, who is going to do set-up for meeting (this paying position currently vacant), additional costs, etc.

**Program Update & Coffee Breaks (Susan Bullington Katz):** Planning to stay virtual until end of 2021 although maybe in-person in December. Sam said that her San Francisco Guild is putting in contract that bookings for 2022 could be in person or virtual; some speakers only want to do virtual. The possibility of member presentations and Show & Tell at the General meeting was suggested. Current lineup of future programs:

June: Challenge on June 10; Sew-In & Postcard Workshop, June 12

July: Kathy Doughty from Australia (speaker and workshop)

August: Jen Kingwell from Australia (speaker and workshop)

- September: Esterita Austin from New York (speaker/?). Meeting start at 6:00pm
- October: Member generated holiday gifts and décor. Sew In
- November: Zack Foster from New York (speaker/?). Meeting start at 6:00pm
- December: Front Porch Holiday Quilt Show & Mug-rug Swap. Possibly in person.

Discussion of possibly incorporating member presentations into Thursday night meetings when we are back to meeting in person. Some members of the program and zoom committees will be meeting in the future to initiate planning that effects programming.

#### **Treasurer Report (Marcia Greiten):**

1. We are in good shape. Mentioned that we donated \$450 (\$150/day – what we usually pay) to St Andrews as a thank you for use of facilities.
2. Reminder to all Board and Committees: send any outstanding bills to Marcia no later than June 10 so she can reimburse before she goes on vacation.
3. Budgeting for 21/22: if responsible for income/expense, review current financial reports to see how much spent/took in and advise Marcia by June 10 your thoughts so we can move forward on budgeting for next year. Did you budget too much? too little? Are you aware of new expenses or something going away?
4. New Community Projects Committee: Goleta Valley Self Storage needs names of new Committee members. Nancy will forward to Marcia
5. Non-Members at Guild Meetings: Sue Kadner explained that temporary procedures to handle non-members at Guild Meetings/Coffee Breaks were implemented in May. If individual is sponsored by a Guild Member, who receives two guest passes annually, the assumption is the person might become a member and can attend one/two meetings at no charge. If individual just wants to attend meeting – like if they learned about from Facebook -- there is a \$10 fee, payable by cash or PayPal button on website – as decided at the February meeting. Request to attend is sent to our Info account and then forwarded to Sue Kadner who sends the link when available. This procedure will be formalized with the new Board.

#### **PR/Social Media/Fund Raising (Nancy Butterfield):**

1. Public Relations: involved with postcard project.
2. Fund Raising/Postcard Project: 250/260 turned in so far; trying to build up our inventory for when we sell to public. Two people helping to finish them off. Hope to offer demonstration during morning and afternoon at June Sew-in. Susan Katz asked that someone from zoom committee be responsible for shutting down zoom at end of session. It was suggested that Nancy or Sam visit Satellite groups to give demo.
3. Social Media: Susan Katz requested information on upcoming programs be posted on Instagram in addition to Facebook and Eblast. In return, it was requested that information about the programs be sent to Nancy and Sue Kadner at same time sent to Webmaster and/or Newsletter so that there is consistency in what is publicized.

**Workshops (Diana):** no report

#### **Corresponding Secretary:**

1. Requested treasurer sends donation information from February so can acknowledge.
2. Jacquie Lawson membership will renew on June 22, 2021. Rochelle will send in renewal.
3. Discussion about how/when to advertise non-member and member requests; could be considered part of our mission. It was suggested that non-members can sell regular sewing

items on Nextdoor, Craigslist, etc. but requesting a quilting service, like looking for someone to make or finish a quilt, or selling an item that would benefit our members, like a Featherweight, is OK to publicize in Newsletter. Probably needs to be decided case by case. Members can sell or offer quilt related services in Newsletter. How often these 'ads' appear could depend on space availability in Newsletter. Promotion eblasts do not come out often enough so not timely.

4. Reminder that Guild still has a Featherweight that was donated to us and it was suggested that maybe it can be raffled to members at December meeting with each getting a ticket.

**Election Committee (Nancy Butterfield):** The results of the election, which were already tallied due to the quick work of Carol Hart and Kika Hutchings, were announced: 160 ballots received. Of those, 13 were unsigned and two came in after deadline, leaving 145 valid ballots, of which 141 voted for the full slate which is effective July 1. Results will be published in Newsletter.

**Standing Rules (Sue Kadner):** Trying to finish up soon so can be reviewed by temporary committee of Mary Ringer and Rochelle Schneider and distributed to current Board/Committees by June 1 for possible discussion at next Board meeting or separate meeting if needed.

**Strategic Planning (Karen):** Believes it is a good idea but that it will have to wait for the next President to form a committee. Did acknowledge that some work in progress with respect to meeting in person sometime in the future.

**Newsletter: Deadline Sunday, May 23.** Nancy noted that Elisa Purnell has come forward to do Newsletter layout and that she is working with Maria. Maria will also instruct Elisa on formatting Block of the Month which made Kika very happy.

**Community Projects (Darilyn):** Darilyn reported that they are very happy that a group has stepped forward to run this Committee (Linda Estrada, Ranell Hansen, Pam Holst, and Mary Maxwell) and they have been given an orientation and the notebook.

**Block of the Month (Kika):** See Newsletter paragraph. Kika hopes to get block for July newsletter done before she goes on vacation.

**SCCQG (Rosana):** The July Meeting will be in Oceanside but do not know if will be in-person or virtual. Rosana also spoke about SCCQG's website where we can see other guild's opportunity quilts. She will put an article in the Newsletter about this.

**Satellite Groups:** no report

**Other:**

**June General meeting:** Karen will be traveling and does not know if will arrive somewhere with wi-fi in time to open the meeting; Susan Katz said she will open. Karen will do agenda before she leaves town.

**Quilt Shows:** Latest is that Sisters Show in Oregon will be in-person however the Seven Sisters Show up in San Luis Obispo has been cancelled

Meeting Adjourned: 7:53pm

Minutes submitted by

Sue Kadner, acting, for Mary Maxwell.

# Coastal Quilters Guild, Inc

Balance Sheet  
As of April 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
CD-120100-Comm West Bank	6,557.21
CD-124100-Comm West Bank	7,704.95
Checking - CommWest #xxxx979	0.00
Checking - CommWest#XXXX342	17,314.54
<b>Total Bank Accounts</b>	<b>\$31,576.70</b>
Other Current Assets	
CD-119804-CommWest	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$31,576.70</b>
<b>TOTAL ASSETS</b>	<b>\$31,576.70</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	0.00
Restricted Funds	0.00
Unrestricted Net Assets	25,067.12
Net Income	6,509.58
<b>Total Equity</b>	<b>\$31,576.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$31,576.70</b>

# Coastal Quilters Guild, Inc

## Profit and Loss by Month

July 2020 - April 2021

Income	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	Total	Budget
Amazon.com Smile	0.00	14.02	0.00	0.00	0.00	19.42	0.00	0.00	26.00	0.00	59.44	100.00
Donations Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Member Donations - Unrestricted	841.00	206.00	48.00	10.00	3.00	0.00	0.00	30.00	0.00	0.00	1,138.00	1,500.00
Member Donations--Special	50.00	190.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.00	200.00
<b>Total Donations Income</b>	<b>\$ 891.00</b>	<b>\$ 396.00</b>	<b>\$ 143.00</b>	<b>\$ 10.00</b>	<b>\$ 3.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,473.00</b>	
Fabric Sale	0.00	0.00	0.00	1,407.00	1,327.00	524.00	0.00	0.00	0.00	4,510.85	7,768.85	
Membership Dues	1,840.00	1,400.00	520.00	280.00	120.00	0.00	120.00	160.00	80.00	0.00	4,520.00	7,400.00
Newsletter & Directory Mailing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mailing Directories	22.00	16.00	10.00	6.00	4.00	0.00	6.00	0.00	0.00	0.00	64.00	70.00
Mailing Newsletter	45.00	45.00	45.00	30.00	30.00	0.00	0.00	0.00	0.00	0.00	195.00	180.00
<b>Total Newsletter &amp; Directory Mailing</b>	<b>\$ 67.00</b>	<b>\$ 61.00</b>	<b>\$ 55.00</b>	<b>\$ 36.00</b>	<b>\$ 34.00</b>	<b>\$ 0.00</b>	<b>\$ 6.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 259.00</b>	
Special Events Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Axess Book Income	0.00	0.00	0.00	0.00	0.00	0.00	148.20	0.00	61.75	0.00	209.95	1,000.00
Mask Making Project Sales	1,087.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,087.62	500.00
Opportunity Quilt Income	200.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	
<b>Total Special Events Income</b>	<b>\$ 1,287.62</b>	<b>\$ 20.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 148.20</b>	<b>\$ 0.00</b>	<b>\$ 61.75</b>	<b>\$ 0.00</b>	<b>\$ 1,517.57</b>	
Workshops Income	0.00	420.00	1,190.00	730.00	50.00	800.00	590.00	110.00	145.00	355.00	4,390.00	4,600.00
<b>Total Income</b>	<b>\$ 4,085.62</b>	<b>\$ 2,311.02</b>	<b>\$ 1,908.00</b>	<b>\$ 2,463.00</b>	<b>\$ 1,553.42</b>	<b>\$ 1,324.00</b>	<b>\$ 864.20</b>	<b>\$ 326.00</b>	<b>\$ 286.75</b>	<b>\$ 4,865.85</b>	<b>\$ 19,987.86</b>	
Gross Profit	\$ 4,085.62	\$ 2,311.02	\$ 1,908.00	\$ 2,463.00	\$ 1,553.42	\$ 1,324.00	\$ 864.20	\$ 326.00	\$ 286.75	\$ 4,865.85	\$ 19,987.86	
Expenses												
Committee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Challenge	0.00	21.80	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.80	200.00
Community Projects	0.00	0.00	259.80	0.00	0.00	0.00	0.00	0.00	0.00	450.00	709.80	1,400.00
Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.46	83.46	
<b>Total Committee Expenses</b>	<b>\$ 0.00</b>	<b>\$ 21.80</b>	<b>\$ 364.80</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 533.46</b>	<b>\$ 920.06</b>		
Membership Expense	0.00	0.00	0.00	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	198.45	0.00	181.13	0.00	0.00	0.00	0.00	0.00	379.58	600.00
<b>Total Membership Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 198.45</b>	<b>\$ 0.00</b>	<b>\$ 181.13</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 379.58</b>	
Newletter Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Newsleter Copies	12.57	11.83	12.57	30.36	0.00	14.09	13.75	13.39	13.39	16.56	138.51	180.00
Newsleter Postage	0.00	0.00	0.00	0.00	0.00	0.00	85.85	0.00	0.00	0.00	85.85	120.00
<b>Total Newletter Expense</b>	<b>\$ 12.57</b>	<b>\$ 11.83</b>	<b>\$ 12.57</b>	<b>\$ 30.36</b>	<b>\$ 0.00</b>	<b>\$ 14.09</b>	<b>\$ 99.60</b>	<b>\$ 13.39</b>	<b>\$ 13.39</b>	<b>\$ 16.56</b>	<b>\$ 224.36</b>	

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	Total	Budget
Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	149.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.90	200.00
Fees Admin/State/Bank	0.00	0.00	45.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	150.00
Fees PayPal/ Square	3.10	14.48	26.29	15.84	1.40	21.00	11.20	4.72	5.39	60.67	164.09	150.00
Insurance	0.00	0.00	604.50	0.00	0.00	0.00	0.00	0.00	35.00	0.00	639.50	540.00
PO Box & Postage	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	200.00
SCCQG	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	400.00
Storage	885.00	0.00	0.00	885.00	0.00	0.00	885.00	0.00	0.00	885.00	3,540.00	3,540.00
Treasurer	215.00	0.00	118.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.83	300.00
WebSite & Computer Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.99	0.00	0.00	59.99	300.00
<b>Total Operating Expense</b>	<b>\$ 1,158.10</b>	<b>\$ 164.38</b>	<b>\$ 834.62</b>	<b>\$ 925.84</b>	<b>\$ 1.40</b>	<b>\$ 21.00</b>	<b>\$ 896.20</b>	<b>\$ 64.71</b>	<b>\$ 40.39</b>	<b>\$ 945.67</b>	<b>\$ 5,052.31</b>	
Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coffeebreak Programs	200.00	100.00	200.00	100.00	0.00	0.00	0.00	135.14	100.00	0.00	835.14	1,000.00
July & December Programs	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	60.00	0.00
Lecture Fee	0.00	0.00	500.00	350.00	400.00	0.00	500.00	568.00	0.00	518.00	2,836.00	2,960.00
Rent - GVCC	0.00	-560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-560.00	650.00
Workshop Fee	0.00	0.00	400.00	300.00	800.00	0.00	800.00	700.00	0.00	550.00	3,550.00	3,600.00
<b>Total Programs</b>	<b>\$ 200.00</b>	<b>-\$ 460.00</b>	<b>\$ 1,100.00</b>	<b>\$ 750.00</b>	<b>\$ 1,200.00</b>	<b>\$ 60.00</b>	<b>\$ 1,300.00</b>	<b>\$ 1,403.14</b>	<b>\$ 100.00</b>	<b>\$ 1,068.00</b>	<b>\$ 6,721.14</b>	
Quilt Show	0.00	0.00	0.00	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	-500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	0.00
<b>Total Quilt Show</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 500.00</b>	<b>0.00</b>
Sales Tax	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	60.00
Special Events Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mask Project	28.48	0.00	154.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.55	100.00
Opportunity Quilt	0.00	218.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.54	500.00
Postcard Project Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.46	111.65	254.11	300.00
<b>Total Special Events Expense</b>	<b>\$ 28.48</b>	<b>\$ 218.54</b>	<b>\$ 154.07</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 142.46</b>	<b>\$ 111.65</b>	<b>\$ 655.20</b>	
<b>Total Expenses</b>	<b>\$ 1,459.15</b>	<b>-\$ 43.45</b>	<b>\$ 2,164.51</b>	<b>\$ 1,706.20</b>	<b>\$ 1,382.53</b>	<b>\$ 95.09</b>	<b>\$ 2,295.80</b>	<b>\$ 1,481.24</b>	<b>\$ 296.24</b>	<b>\$ 2,675.34</b>	<b>\$ 13,512.65</b>	
<b>Net Operating Income</b>	<b>\$ 2,626.47</b>	<b>\$ 2,354.47</b>	<b>-\$ 256.51</b>	<b>\$ 756.80</b>	<b>\$ 170.89</b>	<b>\$ 1,228.91</b>	<b>-\$ 1,431.60</b>	<b>-\$ 1,155.24</b>	<b>-\$ 9.49</b>	<b>\$ 2,190.51</b>	<b>\$ 6,475.21</b>	
Other Income	3.39	3.50	3.39	3.39	3.50	3.39	3.51	3.51	3.17	3.51	34.37	50.00
Interest Income	3.39	3.50	3.39	3.39	3.50	3.39	3.51	3.51	3.17	3.51	34.37	50.00
<b>Total Other Income</b>	<b>\$ 3.39</b>	<b>\$ 3.50</b>	<b>\$ 3.39</b>	<b>\$ 3.39</b>	<b>\$ 3.50</b>	<b>\$ 3.39</b>	<b>\$ 3.51</b>	<b>\$ 3.51</b>	<b>\$ 3.17</b>	<b>\$ 3.51</b>	<b>\$ 34.37</b>	
<b>Net Other Income</b>	<b>\$ 3.39</b>	<b>\$ 3.50</b>	<b>\$ 3.39</b>	<b>\$ 3.39</b>	<b>\$ 3.50</b>	<b>\$ 3.39</b>	<b>\$ 3.51</b>	<b>\$ 3.51</b>	<b>\$ 3.17</b>	<b>\$ 3.51</b>	<b>\$ 34.37</b>	
<b>Net Income</b>	<b>\$ 2,629.86</b>	<b>\$ 2,357.97</b>	<b>-\$ 253.01</b>	<b>\$ 760.19</b>	<b>\$ 174.39</b>	<b>\$ 1,232.30</b>	<b>-\$ 1,428.09</b>	<b>-\$ 1,151.73</b>	<b>-\$ 6.32</b>	<b>\$ 2,194.02</b>	<b>\$ 6,509.58</b>	