# Coastal Quilters Guild Board Meeting April 20, 2023 virtual -7:00 p.m.

Meeting called to order: 7:02pm

<u>Board Attendees</u>: Bee Saunders, Nancy Butterfield, Bonnie Barber, Susanne Kyre, Elaine Rottman, Sandy O'Meara, Jennifer Frangos

<u>Committee/Guest Attendees</u>: Karen Pickford, Eileen Lewandowski, Traci Cope, Rochelle Schneider, Sue Kadner, Rosana Swing

Minutes:

- March General Meeting minutes approved MSC Frangos/Barber
- March Board Meeting minutes approved MSC Frangos/Barber

## **Board Member Reports**

#### Nancy Butterfield, Program Director

- Nancy will serve as liaison with Live Oak
- May 11th (Live) Quilt Project Gold Coast
- June 8th (Live) 2023 Challenge
- July 13th (Live) Verushka Zarate, Pride and Joy Quilting "My Creative Process"
- August 10<sup>th</sup> Picnic
- September: Julia McLeod: "Starting with Silk"
- 92 responses so far to the workshop survey. Decided to leave the survey open until a few days after the next meeting

## Bonnie Barber, Workshops

- No sign-ups for any future workshops yet
- Consider adding a paragraph to our speaker contract regarding the

technology we use and expect to use with each speaker. Statement to be added to the contract:

Our meeting venue houses an A/V tech system geared to providing high caliber programs broadcast simultaneously to members in person and via Zoom. We are able to transmit your digital Powerpoint/Keynote presentation to two large, wall-mounted monitors in the front of the meeting room and to the Zoom audience. In advance, our tech committee will contact you and assist you in setting up your presentation to work with our system.

• Will also add a statement about materials needed for the webmaster to the contract.

• Need a workshop committee meeting to discuss accommodations and what we learned from the Jean Impey workshop and how we will accommodate larger numbers of people in the future. We may have to recommend the

purchase of certain materials to get up to speed. Bonnie will send out a survey to the workshop attendees

## Sandra O'Meara, Treasurer

- Sue Kadner asked for the monthly reports to show all months, not just the current one. Sandy agreed to do this from now on.
- For next year's budget, Sue Kadner suggested that Sandy ask the current board members and chairs for their budget proposals.
- Sandy plans to start working on the budget in May/June to get it done by July to be approved by the new board
- Treasurer's reports Balance Sheet and Income and Expense MSC Frangos/Butterfield

# Jennifer Frangos, Membership

- Meeting attendance: Zoom: 35, In-person: 62 signed in, 65 by headcount
- New member: Christine Knight
- 2023/2024 MEMBERSHIP DRIVE tabled at March meeting
  - The guild will begin its 23/24 renewal campaign by the end of April. According to bylaws, membership goes from July 1 to June 30. Directory inclusion deadline is end of August with printing in September.
  - $\circ$  Renewal will be announced in the newsletter
  - Renewal form will be on the Guild website by May 1
- The Guild is out of new member badge holders tabled at March meeting. Neck wallet/badge holders: in investigating replacing present badge holders with very similar new ones, these are the general details. Once ordered there is a 4-5 week processing and delivery time. I am working with Sue Kadner on a number of replacement units to order. There is an approximately \$90 set up fee for the pouch and lanyard. The units themselves run from about \$600 for 200 units, and about \$675 for 250 units. We had about 30 new members last year. The board approved ordering 250 units.

# Update on elections, Sue Kadner

- Barbara La Plante has volunteered to stand for president at the election
- We still need a recording secretary (required by the state) and PR coordinator
- We can elect the board my acclamation if candidates are running unopposed. No ballots will be needed if this is the case.

# **Committee Reports**

## Community Projects – Rochelle Schneider

• Putting together an article about the fabric sale

#### SCCQG - Rosana Swing

• Nancy and Rosana attended the "Meet the Teachers" event.

## Satellite Groups - Eileen for Sue Orfila

• Had a meeting with new members to form a new Satellite Group (existing ones are full). New Satellite Group will have their first meeting on March 27

# Zoom – Bonnie for Susan Katz

• Suggestion for a night time "Sit & Sew" Zoom meeting. Nancy will explore this with the new president.

# Library – Tracy Cope

- I reached out to Sandy and learned that there is no longer money allocated to the library for purchasing new books. I know we will have a guild sale in June with lots and lots of donated library books and having that money go back to the library would be helpful if that is possible.
- Information from Sandy: Prior years library expenses were low: \$19, \$83, \$41, \$236 and there was no Library Committee Chair at the start of this year. Budgeted expenses this year is \$0.
- Library Income last year was \$74 and so far this year \$22.
- The board approved to give the library chair \$125 for the purchase of books MSC O'Meara/Butterfield

# Challenge 2023 – Bonnie Barber for Suzy Pelovsky

- Voting will be done electronically online and on a computer at Live Oak.
- No treasure table or Community Quilts table at the Challenge meeting
- All quilts will be photographed and put in a slideshow for voting
- Susan Katz is writing the newsletter article

## Closing and reminders

- Next board meeting Thursday May 18, 7pm via Zoom
- Newsletter deadline Sunday April 23

Meeting adjourned at 8:21pm Respectfully submitted, Susanne Kyre

#### Coastal Quilters Guild, Inc Income and Expense - Columns by Month July 2022 - April 2023

									YTD		
	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
Income											
Amazon.com Smile	-	-	23.17	-	21.43	-	-	20.30	-	-	64.90
Donations - Income Unrestricted	286.00	233.00	110.00	15.00	-	-	50.00	-	5.00	280.00	979.00
Fabric Sale	-	64.00	-	-	-	-	-	-	-	-	64.00
Gift Basket Raffle Income	43.00	-	50.00	30.00	-	80.00	14.00	-	83.00	-	300.00
Library - Book Sales	-	-	-	-	-	-	22.00	-	-	-	22.00
Membership Dues	1,392.60	1,800.00	450.00	360.00	180.00	135.00		45.00	22.50	45.00	4,430.10
Newsletter & Directory Mailing											
Mailing Directories	8.00	30.00	6.00	2.00	2.00	2.00	-	-	-	-	50.00
Mailing Newsletter	15.00	45.00	30.00	45.00	-	-	-	-	-	-	135.00
Total Newsletter & Directory Mailing	23.00	75.00	36.00	47.00	2.00	2.00	-	-	-	-	185.00
Quilt Show Income											
Boutique Income (100%)	-	-	6,501.44	-	-	-	-	-	-	-	6,501.44
Boutique Sales Rebate	-	-	-	-	(4,777.36)	-	-	-	-	-	(4,777.36)
Total Boutique Income (100%)	-	-	6,501.44	-	(4,777.36)	-	-	-	-	-	1,724.08
Boutique Sales Tax	-	-	666.81	-	-	-	-	-	-	-	666.81
Donations	-	-	-	500.00	-	-	-	-	-	-	500.00
Entrance Fees	400.00	1,084.00	10,595.44	-	-	-	-	-	-	-	12,079.44
Judging Fees	250.00	1,425.00	-	-	-	-	-	-	-	-	1,675.00
Raffle	-	-	1,070.00	-	-	-	-	-	-	-	1,070.00
Vendor Fees	3,330.00	1,495.00	-	-	-	-	-	-	-	-	4,825.00
Total Quilt Show Income	3,980.00	4,004.00	18,833.69	500.00	(4,777.36)	-	-	-	-	-	22,540.33
Special Events Income											
Opportunity Quilt Income	340.00	340.00	770.00	20.00	40.00	180.00	-	-	-	-	1,690.00
Postcard Project Income	-	-	1,030.00	9.20	78.16	138.39	59.77	-	-	-	1,315.52
Sew Day	-	-	-	-	-	-	-	-	100.00	20.00	120.00
Total Special Events Income	340.00	340.00	1,800.00	29.20	118.16	318.39	59.77	-	100.00	20.00	3,125.52
Workshops Income	100.00	200.00	400.00	870.00	50.00	400.00	960.00	570.00	250.00	250.00	4,050.00
Total Income	6,164.60	6,716.00	21,702.86	1,851.20	(4,405.77)	935.39	1,105.77	635.30	460.50	595.00	35,760.85
Gross Profit	6,164.60	6,716.00	21,702.86	1,851.20	(4,405.77)	935.39	1,105.77	635.30	460.50	595.00	35,760.85
Expenses											
Committee Expenses											
Challenge	-	-	-	-	-	-	-	-	-	80.00	80.00
Community Projects	-	228.43	-	184.88	-	-	-	-	-	-	413.31
Sunshine/Satellite	30.00	-	-	-	-	-	-	-	-	-	30.00

YTD

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
Total Committee Expenses	30.00	228.43	-	184.88	-	-	-	-	-	80.00	523.31
General meeting Expenses											
Copies	-	27.73	-	-	-	-	-	-	-	-	27.73
Misc Expense	-	-	10.00	-	-	-	-	-	-	-	10.00
Refreshments-Decor	57.36	-	-	-	-	-	-	-	-	-	57.36
Rent - A/V Engineer	-	-	210.00	105.00	105.00	-	105.00	105.00	105.00	105.00	840.00
Rent Meeting	400.00	200.00	600.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,300.00
Room Set Up/Take Down	125.00	-	-	-	-	50.00	-	-	-	-	175.00
Total General meeting expenses	582.36	227.73	820.00	405.00	405.00	350.00	405.00	405.00	405.00	405.00	4,410.09
Membership Expense											
Directory/Brochures, Copies & Software	-	-	523.61	94.52	16.68	-	-	-	-	-	634.81
Total Membership Expense	-	-	523.61	94.52	16.68	-	-	-	-	-	634.81
Newletter Expense											
Newsletter Copies	(47.95)	-	-	11.22	11.22	12.16	-	14.03	27.74	-	28.42
Newsletter Postage	-	-	-	-	70.76	-	-	-	-	-	70.76
Total Newletter Expense	(47.95)	-	-	11.22	81.98	12.16	-	14.03	27.74	-	99.18
Operating Expense											
Fees - Dept of Justice	30.00	-	25.00	-	-	-	-	-	-	-	55.00
Dues and Subscriptions	113.76	-	-	-	12.00	-	-	-	-	-	125.76
Fees - Sec of State	20.00	-	-	-	-	-	-	-	-	-	20.00
Fees PayPal/ Square	2.98	58.25	30.92	27.26	1.73	18.94	26.44	17.35	16.75	8.02	208.64
Insurance	-	-	742.00	-	-	-	25.00	-	-	-	767.00
Office Supplies	-	-	-	-	-	-	-	-	-	82.42	82.42
PO Box & Postage	-	-	-	-	7.20	-	-	-	-	-	7.20
SCCQG	-	-	40.00	-	-	-	-	-	-	-	40.00
Storage	431.25	450.00	575.00	475.00	475.00	475.00	550.00	742.84	550.00	604.75	5,328.84
Treasurer	320.00	-	-	-	-	-	-	-	-	-	320.00
WebSite & Computer Exp	-	-	-	-	-	-	71.99	-	-	-	71.99
Total Operating Expense	917.99	508.25	1,412.92	502.26	495.93	493.94	673.43	760.19	566.75	695.19	7,026.85
Programs											
Coffeebreak Programs	200.00	-	200.00	-	-	-	-	-	-	-	400.00
July & December Programs	-	-	-	-	-	123.12	-	-	-	-	123.12
Lecture Fee	-	-	150.00	300.00	800.00	-	-	350.00	-	500.00	2,100.00
Lodging/Travel	-	-	-	-	-	-	-	-	-	212.10	212.10
Meals	-	-	-	-	-	-	-	-	-	10.00	10.00
Misc Workshop Expenses	-	-	-	-	-	-	-	-	-	67.03	67.03
Rent - GVCC/St Andrews	-	130.00	-	-	-	-	-	-	150.00	150.00	430.00
Workshop Fee	-	-	-	1,000.00	650.00	-	612.50	-	900.00	550.00	3,712.50
Total Programs	200.00	130.00	350.00	1,300.00	1,450.00	123.12	612.50	350.00	1,050.00	1,489.13	7,054.75

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	YTD Total
Quilt Show										•	
Acquisition/Collection	-	-	-	-	172.75	-	-	-	-	-	172.75
Boutique Expenses	178.13	-	112.77	-	-	-	-	-	-	-	290.90
Display (Pipe & Drape)	-	-	7,775.00	-	-	-	-	-	-	-	7,775.00
Facility Charges Showground	-	4,202.50	(18.00)	(2,078.00)	-	-	-	-	-	-	2,106.50
Featured Artist/Special Exhibit	-	-	-	123.15	-	-	-	-	-	-	123.15
Gifts	-	-	130.00	-	80.77	-	-	-	-	-	210.77
Hospitality-Vendors/Volunteers	-	-	-	13.55	104.02	-	-	-	-	-	117.57
Judge Expenses	-	-	816.60	-	-	-	-	-	-	-	816.60
Judging Exp (GVCC & Other)	-	-	453.82	-	19.99	-	-	-	-	-	473.81
Program Printing	-	-	1,197.90	-	-	-	-	-	-	-	1,197.90
Publicity	7.54	465.16	1,158.30	500.00	440.41	-	-	-	-	-	2,571.41
Raffle	-	-	-	18.20	-	-	-	-	-	-	18.20
Sales Tax Paid	-	-	666.81	-	-	-	-	-	-	-	666.81
Signage	-	-	686.82	-	-	-	-	-	-	-	686.82
Square Fees	-	-	260.06	-	-	-	-	-	-	-	260.06
Tickets	85.17	37.52	-	-	20.34	-	-	-	-	-	143.03
Vendors	-	-	-	-	-	-	50.00	-	-	-	50.00
Total Quilt Show	270.84	4,705.18	13,240.08	(1,423.10)	838.28	-	50.00	-	-	-	17,681.28
Sales Tax	34.00	-	-	-	-	-	-	-	-	-	34.00
Special Events Expense											-
Opportunity Quilt	167.69	-	-	-	-	-	-	-	-	-	167.69
Total Special Events Expense	167.69	-	-	-	-	-	-	-	-	-	167.69
Fotal Expenses	2,154.93	5,799.59	16,346.61	1,074.78	3,287.87	979.22	1,740.93	1,529.22	2,049.49	2,669.32	37,631.96
let Operating Income	4,009.67	916.41	5,356.25	776.42	(7,693.64)	(43.83)	(635.16)	(893.92)	(1,588.99)	(2,074.32)	(1,871.11)
Other Income											
Interest Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	36.74
otal Other Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	36.74
Net Other Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	36.74
Net Income	4,013.29	920.15	5,359.99	780.04	(7,689.89)	(40.20)	(631.41)	(890.17)	(1,585.60)	(2,070.57)	(1,834.37)

# **Coastal Quilters Guild, Inc** Income and Expense versus Annual Budget Year to Date - July 1, 2022 thru April 30, 2023

	TOTAL YTD 7/1/22 - 4/30/23	ANNUAL BUDGET	Under/(Over) Budget
Income			
Amazon.com Smile	65	100	35
Donations Income			
Member Donations - Unrestricted	979	2,000	1,021
Total Donations Income	979	2,000	1,021
Fabric Sale	64	200	136
Gift Basket Raffle Income	300	600	300
Library - Book Sales	22	-	(22)
Membership Dues	4,430	7,500	3,070
Newsletter & Directory Mailing			
Mailing Directories	50	100	50
Mailing Newsletter	135	225	90
Total Newsletter & Directory Mailing	185	325	140
Quilt Show Income			
Boutique Income (100%)	6,501	9,500	2,999
Boutique Sales Rebate	(4,777)	(7,600)	(2,823)
Total Boutique Income Net	1,724	1,900	176
Boutique Sales Tax	667	831	164
Donations	500	500	-
Entrance Fees	12,079	14,600	2,521
Judging Fees	1,675	2,000	325
Raffle	1,070	1,800	730
Vendor Fees	4,825	6,375	1,550
Total Quilt Show Income	22,540	28,006	5,466
Special Events Income			
Axxess Book Income	-	250	250
Opportunity Quilt Income	1,690	2,000	310
Postcard Project Income	1,316	2,500	1,184
Sew Day	120	-	(120)
Total Special Events Income	3,126	4,750	1,624
Workshops Income	4,050	4,600	550
Total Income	35,761	48,081	12,320

	TOTAL YTD 7/1/22 - 4/30/23	ANNUAL BUDGET	Under/(Over) Budget
xpenses			
Committee Expenses			
Challenge	80	200	120
Community Projects	413	1,000	587
Sunshine/Satellite	30	100	70
Total Committee Expenses	523	1,300	777
General meeting expenses			
Copies	28	50	22
Misc Expense	10	-	(10)
Refreshments-Decor	57	50	(7)
Rent - A/V Engineer	840	945	105
Rent Meeting	3,300	3,900	600
Room Set Up/Take Down	175	125	(50)
Total General meeting expenses	4,410	5,070	660
Membership Expense			
Directory/Brochures, Copies & Software	635	600	(35)
Total Membership Expense	635	600	(35)
Newletter Expense			. ,
Newsletter Copies	28	110	82
Newsletter Postage	71	120	49
Total Newletter Expense	99	230	131
Operating Expense			-
Fees - Dept of Justice	55	55	-
Dues and Subscriptions	126	150	24
Fees - Sec of State	20	-	(20)
Fees PayPal/ Square	209	250	(20)
Insurance	767	600	(167)
Office Supplies	82	200	118
PO Box & Postage	7	200	263
SCCQG	40	40	205
Storage	5,329		-
Accounting Software	320	6,000 320	671
WebSite & Computer Exp	72	400	-
Total Operating Expense	7,027		328
Programs	7,027	8,285	1,258
Coffeebreak Programs	400		(400)
July & December Programs	123	-	(400)
Lecture Fee		100	(23)
	2,100	2,800	700
Lodging/Travel	212	-	(212)
Meals	10	-	(10)
Misc Workshop Expenses	67	-	(67)
Rent - GVCC/St Andrews	430	3,600	3,170
Workshop Fee	3,713	-	(3,713)

	TOTAL YTD	ANNUAL	Under/(Over)
	7/1/22 - 4/30/23	BUDGET	Budget
Quilt Show			
Acquisition/Collection	173	200	27
Boutique Expenses	291	250	(41)
Display (Pipe & Drape)	7,775	7,500	(275)
Education Booth	-	150	150
Facility Charges Showground	2,107	8,905	6,799
Featured Artist/Special Exhibit	123	200	77
Gifts	211	100	(111)
Hanging	-	100	100
Hospitality-Vendors/Volunteers	118	500	382
Insurance	-	10	10
Judge Expenses	817	1,425	608
Judging Exp (GVCC & Other)	474	400	(74)
Program Printing	1,198	1,300	102
Publicity	2,571	3,000	429
Raffle	18	120	102
Sales Tax Paid	667	831	164
Signage	687	400	(287)
Square Fees	260	-	(260)
Tickets	143	100	(43)
Vendors	50	100	50
Total Quilt Show	17,681	25,591	7,910
Sales Tax	34	34	-
Special Events Expense			
Axxess Books Expense	-	200	200
Opportunity Quilt	168	175	7
Total Special Events Expense	168	375	207
Total Expenses	37,632	47,985	10,353
Net Operating Income	(1,871)	96	1,967
Other Income			
Interest Income	37	30	(7)
Total Other Income	37	30	(7)
Net Income	(1,834)	126	1,960