

Draft – July 20, 2023

Final – Aug 11, 2023

Coastal Quilters Guild Board Meeting July 20, 2023, at 7:00pm via Zoom

Meeting Called to order by Barbara LaPlante at 7:04pm

Board Attendees: Polly Matsuoka, Barbara LaPlante, Jennifer Hendrickson, Bonnie Barber, Nancy Butterfield, Carole Kennedy, Chris Knight, Sandra O’Meara

Committee & Guest Attendees: Marilyn Martin, Traci Cope, Rosana Swing, Susan White, Sue Orfila

Minutes:

- May 11th, General meeting minutes approved MSC Barber/Matsuoka; already posted to the guild website.
- May 18th, Board meeting minutes approved MSC Barber/Matsuoka; already posted to the guild website.
- June 8th, General Meeting minutes; change Challenge discussion Jennifer Frangos to Jennifer Hendrickson approved MSC Barber/Matsuoka
- June 22nd, Board meeting minutes, postponed - to be approved in Aug.
- July 13th, General meeting minutes, postpone - to be approved in Aug.

Board Member Reports

Treasurer’s report; Sandy O’Meara

- New information regarding an increase in interest is available, postpone for budget vote in Aug.
- Financial reports as of June 30, 2023, and for the year ended were presented. Approve financial reports MSC Butterfield/Barber.

Membership report; Carol Kennedy

- Total membership #118 and 8 more in the mail today.
- Last month’s general meeting attendance was 32 on zoom, and in person # to be verified with Jennifer Frangos.
- PRE-covid attendance in person was approx. 80 attending and 160 members.

Program report; Nancy Butterfield

- Virtual speaker/workshop lined up for Jan. Details to be given when finalized.
- Details about the August picnic will be sent via eblast.
- Treasure table will be available at the Aug picnic, because someone volunteered to take the overflow.
- For the future, the treasure table needs a volunteer to take the remnants.

Draft – July 20, 2023

Final – Aug 11, 2023

Workshop report; Bonnie Barber

- 26 registered and 24 attendees at the July Workshop with Varushka Zarate (too many attendees?)
- Consider limiting the number to 20 participants in the future?
- Cost for hotel 2 nights was \$722
- The workshop with Guicy Guice will be another big one, if we want to make it more than 1 day, we need more people on the ground to help run, set up and facilitate the workshop.
- Feedback from attendees was helpful; some good suggestions for the future. Mostly positive. Gained a new member from the attendees who came from social media.

Zoom Committee report; Bonnie Barber

- Zoom committee will be meeting monthly to help facilitate our guilds' needs.
- Need more people to help with technical running of the monthly meeting, specifically to coordinate with Eric and help with communications from Bonnie to Eric. Chris Knight volunteered to help.

Corresponding Secretary report; Isabel Downs not in attendance, no report.

Reports from Parliamentarian; Kristen Watts not in attendance, no report.

Public Relations Coordinator; Chris Knight

- App that allows timed posts for Instagram and facebook.

Speaker Liaison; Polly Matsuoka

- will be away in Aug, but is preparing for Julia McLeod in Sept.

Committee Reports:

Library; Traci Cope-

- prepared to present about the library at the last general meeting and didn't get to present due to the length of the business meeting.
- Would like to do a short segment during the general meeting monthly to increase the interest in the library.
- Would like approval for the budget to buy some new books.
- Approval for library budget \$125 MSC Butterfield/Barber

Community Projects; Susan White –

- There are current commitments to continue making cradle kits, placemats for meals on wheels and quilts of valor. Will review with committee and plan to limit the number of commitments to 5-6.

Draft – July 20, 2023

Final – Aug 11, 2023

- Need to buy labels and we have a member who can make them. She is doing a cost estimate.
- Also need to buy foam for cradle kits and possibly batting.

Storage locker

- is for the guild use to store things for community projects, quilt show, boutique, etc.
- should go to the locker with 2 or more people, for safety.
- notifications about facility closures to be sent to board members.
- when the volume of fabric becomes excessive, a sale does not have to be run by community projects, it can be a subcommittee or other group (discuss later)

Satellite Group Coordinator; Sue Orfila

- would like to document and record the satellite groups that we currently have, possibly have them registered with the guild?
- keep better track of what the groups are doing, members, when and where they meet.
- Attendees should all be guild members.
- Allow new members to participate.
- Coffee break is doing abbreviated education when they meet.
- Genealogy society has a room with tables and lots of electrical available for rent \$25, possibly a good place for a satellite group meeting, Barbara LaPlante gave information.

SCCQG Representative; Rosana Swing

- recap of SCCQG meeting regarding cyber security.
- Remind members that the NCCQG website is there and the opportunity quilts from other guilds can be viewed.

Newsletter; Eileen Lewandowski – not in attendance; no report

E Blast, Opportunity Quilt, Quilt Show location at Earl Warren; Sue Kadner not in attendance,
report given by Nancy Butterfield

- pursuing exhibition hall at Earl warren showgrounds for the last weekend in Sept 2024 or the first weekend in Oct 2024.

Door Prizes; Marilyn Martin and Linda Estrada

- There will be a raffle at the picnic in Aug; including a draw for all members.
- Do we need a raffle each month? To discuss in Aug.

New Business;

Approve Budget for the 2023-2024 year; discussion led by Treasurer Sandy O'Meara.

Draft – July 20, 2023

Final – Aug 11, 2023

- Postpone the vote until a new draft can be complete with new information.
- Approve library budget \$125 MSC Butterfield/Barber

How do we incorporate a welcoming approach to all Guild programs and Communications?

- Discussion of a welcome bag with their badge, guild directory, some freebies, etc
- Someone to sit with
- Opportunity to be in a satellite group.

How do we report the results of the recent survey regarding our hybrid meeting/programming model?

- Need a group to review and decide how to share or if we need to share?
- Survey was worthwhile and gave needed information.

Meeting adjourned at 8:46 pm

Respectfully submitted, Jennifer Hendrickson

Coastal Quilters Guild, Inc
Income and Expense versus Annual Budget
 July 2022 - June 2023

	Total 7/1/22 - 6/30/23	ANNUAL BUDGET	Under/(Over) Budget
Income			
Amazon.com Smile	100	100	(0)
Donations Income			
Member Donations - Unrestricted	3,383	2,000	(1,383)
Total Donations Income	3,383	2,000	(1,383)
Fabric Sale	6,023	200	(5,823)
Gift Basket Raffle Income	482	600	118
Library - Book Sales	22	-	(22)
Membership Dues	9,065	7,500	(1,565)
Newsletter & Directory Mailing			
Mailing Directories	102	100	(2)
Mailing Newsletter	180	225	45
Total Newsletter & Directory Mailing	282	325	43
Quilt Show Income			
Boutique Income (100%)	6,501	9,500	2,999
Boutique Sales Rebate	(4,777)	(7,600)	(2,823)
Total Boutique Income (100%)	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	1,389	2,500	1,111
Sew Day	120	-	(120)
Total Special Events Income	3,199	4,750	1,551
Workshops Income	5,470	4,600	(870)
Total Income	50,566	48,081	(2,485)

	Total 7/1/22 - 6/30/23	ANNUAL BUDGET	Under/(Over) Budget
Expenses			
Committee Expenses			
Challenge	285	200	(85)
Community Projects	413	1,000	587
Sunshine/Satellite	30	100	70
Total Committee Expenses	728	1,300	572
General meeting expenses			
Copies	28	50	22
Misc Expense	10	-	(10)
Refreshments-Decor	79	50	(29)
Rent - A/V Engineer	1,050	945	(105)
Rent Meeting	3,900	3,900	-
Room Set Up/Take Down	175	125	(50)
Total General meeting expenses	5,242	5,070	(172)
Gifts	60	-	(60)
Membership Exp - Name Badge Holders	740	-	(740)
Directory/Brochures, Copies & Software	796	600	(196)
Total Membership Expense	1,535	600	(935)
Newsletter Expense			
Newsletter Copies	71	110	39
Newsletter Postage	71	120	49
Total Newsletter Expense	142	230	88
Operating Expense			
Dues and Subscriptions	126	150	24
Fees - Dept of Justice	55	55	-
Fees - Sec of State	20	-	(20)
Fees PayPal/ Square	364	250	(114)
Insurance	767	600	(167)
Office Supplies	82	200	118
PO Box & Postage	255	270	15
SCCQG	40	40	-
Storage	6,429	6,000	(429)
Treasurer	395	320	(75)
WebSite & Computer Exp	546	400	(146)
Total Operating Expense	9,080	8,285	(795)

	Total 7/1/22 - 6/30/23	ANNUAL BUDGET	Under/(Over) Budget
Programs			
Coffeebreak Programs	400	-	(400)
July & December Programs	123	100	(23)
Lecture Fee	2,500	2,800	300
Lodging/Travel	502	-	(502)
Meals	89	-	(89)
Misc Workshop Expenses	117	-	(117)
Rent - GVCC/St Andrews	580	3,600	3,020
Workshop Fee	3,713	-	(3,713)
Total Programs	8,024	6,500	(1,524)
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	42,694	47,985	5,291
Net Operating Income	7,872	96	(7,776)
Other Income			
Interest Income	44	30	(14)
Total Other Income	44	30	(14)
Net Income	7,916	126	(7,790)

Coastal Quilters Guild, Inc
Balance Sheet
As of June 30, 2023 and June 30, 2022

	June 30, 2023	June 30, 2022	Change
ASSETS			
Current Assets			
Bank Accounts			
Bank Checking - CommWest XX342	22,130.16	13,208.16	8,922.00
CD-128698-27785 Comm West Bank	20,077.06	20,032.94	44.12
Total Bank Accounts	42,207.22	33,241.10	8,966.12
Total Current Assets	42,207.22	33,241.10	8,966.12
Other Assets			
Security Deposit - Live Oak	300.00	-	300.00
Total Other Assets	300.00	-	300.00
TOTAL ASSETS	42,507.22	33,241.10	9,266.12
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Sales Tax Payable	1,204.65	-	1,204.65
Gift Certificates	145.00	-	145.00
Total Other Current Liabilities	1,349.65	-	1,349.65
Total Current Liabilities	1,349.65	-	1,349.65
Total Liabilities	1,349.65	-	1,349.65
Equity			
Unrestricted Net Assets	33,241.10	33,241.10	-
Net Income	7,916.47		7,916.47
Total Equity	41,157.57	33,241.10	7,916.47
TOTAL LIABILITIES AND EQUITY	42,507.22	33,241.10	9,266.12

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

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total 7/1/22 - 6/30/23
Income													
Amazon.com Smile	-	-	23.17	-	21.43	-	-	20.30	-	-	35.28	-	100.18
Donations Income													
Member Donations - Unrestricted	286.00	233.00	110.00	15.00	-	-	50.00	-	5.00	280.00	1,128.75	1,275.00	3,382.75
Total Donations Income	286.00	233.00	110.00	15.00	-	-	50.00	-	5.00	280.00	1,128.75	1,275.00	3,382.75
Fabric Sale	-	64.00	-	-	-	-	-	-	-	-	-	5,958.59	6,022.59
Gift Basket Raffle Income	43.00	-	50.00	30.00	-	80.00	14.00	-	83.00	-	92.00	90.00	482.00
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	1,845.00	2,790.00	9,065.10
Newsletter & Directory Mailing													
Mailing Directories	8.00	30.00	6.00	2.00	2.00	2.00	-	-	-	-	10.00	42.00	102.00
Mailing Newsletter	15.00	45.00	30.00	45.00	-	-	-	-	-	-	-	45.00	180.00
Total Newsletter & Directory Mailing	23.00	75.00	36.00	47.00	2.00	2.00	-	-	-	-	10.00	87.00	282.00
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	-	-	-	-	73.56	1,389.08
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	-	73.56	3,199.08
Workshops Income	100.00	200.00	400.00	870.00	50.00	400.00	960.00	570.00	250.00	250.00	810.00	610.00	5,470.00
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	3,921.03	10,884.15	50,566.03
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	3,921.03	10,884.15	50,566.03
Expenses													
Committee Expenses													
Challenge	-	-	-	-	-	-	-	-	-	80.00	-	205.00	285.00
Community Projects	-	228.43	-	184.88	-	-	-	-	-	-	-	-	413.31
Sunshine/Satellite	30.00	-	-	-	-	-	-	-	-	-	-	-	30.00
Total Committee Expenses	30.00	228.43	-	184.88	-	-	-	-	-	80.00	-	205.00	728.31

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total 7/1/22 - 6/30/23
General meeting expenses													-
Copies	-	27.73	-	-	-	-	-	-	-	-	-	-	27.73
Misc Expense	-	-	10.00	-	-	-	-	-	-	-	-	-	10.00
Refreshments-Decor	57.36	-	-	-	-	-	-	-	-	-	-	21.44	78.80
Rent - AV Engineer	-	-	210.00	105.00	105.00	-	105.00	105.00	105.00	105.00	105.00	105.00	1,050.00
Rent Meeting	400.00	200.00	600.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,900.00
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	405.00	426.44	5,241.53
Gifts												60.00	60.00
Membership Expense	-	-	-	-	-	-	-	-	-	-	739.50	-	739.50
Directory/Brochures, Copies & Software	-	-	523.61	94.52	16.68	-	-	-	-	-	38.61	122.40	795.82
Total Membership Expense	-	-	523.61	94.52	16.68	-	-	-	-	-	778.11	122.40	1,535.32
Newletter Expense													
Newletter Copies	(47.95)	-	-	11.22	11.22	12.16	-	14.03	27.74	-	15.01	28.06	71.49
Newletter Postage	-	-	-	-	70.76	-	-	-	-	-	-	-	70.76
Total Newletter Expense	(47.95)	-	-	11.22	81.98	12.16	-	14.03	27.74	-	15.01	28.06	142.25
Operating Expense													
Dues and Subscriptions	113.76	-	-	-	12.00	-	-	-	-	-	-	-	125.76
Fees - Dept of Justice	30.00	-	25.00	-	-	-	-	-	-	-	-	-	55.00
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	27.00	128.36	364.00
Insurance	-	-	742.00	-	-	-	25.00	-	-	-	-	-	767.00
Office Supplies	-	-	-	-	-	-	-	-	-	82.42	-	-	82.42
PO Box & Postage	-	-	-	-	7.20	-	-	-	-	-	248.00	-	255.20
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	550.00	550.00	6,428.84
Treasurer - Accounting Software	320.00	-	-	-	-	-	-	-	-	-	-	75.00	395.00
WebSite & Computer Exp	-	-	-	-	-	-	71.99	-	-	-	-	474.43	546.42
Total Operating Expense	917.99	508.25	1,412.92	502.26	495.93	493.94	673.43	760.19	566.75	695.19	825.00	1,227.79	9,079.64
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	400.00	-	2,500.00
Lodging/Travel	-	-	-	-	-	-	-	-	-	212.10	290.33	-	502.43
Meals	-	-	-	-	-	-	-	-	-	10.00	78.58	-	88.58
Misc Workshop Expenses	-	-	-	-	-	-	-	-	-	67.03	-	50.00	117.03
Rent - GVCC/St Andrews	-	130.00	-	-	-	-	-	-	150.00	150.00	-	150.00	580.00
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	768.91	200.00	8,023.66

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total 7/1/22 - 6/30/23
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
Total 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	2,792.03	2,269.69	42,693.68
Net 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)	1,129.00	8,614.46	7,872.35
Other Income													
Interest Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	3.63	3.75	44.12
Total Other Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	3.63	3.75	44.12
Net Other Income	3.62	3.74	3.74	3.62	3.75	3.63	3.75	3.75	3.39	3.75	3.63	3.75	44.12
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)	1,132.63	8,618.21	7,916.47