

Draft – Jan 18, 2024

Final – Feb 15, 2024

January 18th, 2024, Board of Directors Meeting Minutes

Called to order at 7:03pm by Barb LaPlante

Zoom link:

<https://us06web.zoom.us/j/85161991769?pwd=Nks5L29oMVBxQ2lCWjRpaXR6aDkrQT09>

Meeting ID: 851 6199 1769 Passcode: 606813

Board Members in Attendance: Polly Matsuoka, Barb LaPlante, Nancy Butterfield, Carole Kennedy, Bonnie Barber, Chris Knight, Kristin Watts, Sandra O’Meara

Members in attendance: Traci Cope, Eileen Lewandowski, Ranell Hansen, Rosana Swing

Directors’ reports:

Approval of Minutes-

- general meeting 12/2023 MSC O’Meara/Butterfield
- board meeting 11/2023 MSC Matsuoka/Butterfield

Treasurers report: Sandy O’Meara

- As of 12/31/23 the Bank balance in Checking account plus our CD Totals \$30,927.
- Approve the financial report for Nov 2023 Msc – Butterfield/Kennedy
- Approve the financial report for Dec 2023 MSC Matsuoka/Butterfield

Membership – Carole Kennedy

- 185 members as of today
- Jan general meeting there were 40 attending in person & 35 attended online.
- Dec Coffee break party had 37 people in attendance.

Speaker Liaison; Polly Matsouka;

- Our February speaker will be staying at the home of Linda Bird.
- Board members who wish to dine with the speaker before the meeting are welcome.
- 5pm at Jane Feb 8th, Polly will send a reminder.
- Other members are offering their homes to our speakers in the coming months and that helps the bottom line.

Programs and Workshops – Nancy Butterfield & Bonnie Barber

- Feb Jane Haworth workshop- (12 signed up already)
- Kathryn Pellman-March (5 signed up already)

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- Maria Drzeeva – April workshop on Sat
- Teresa Duryea Wong-May and a workshop will be a sew in

Road to California – Jennifer Hendrickson & Rosanna Swing

- We have 43 people on the bus = break even!!
- Prizes have been selected, will be 3 yards of fabric for each prize and certificates from Grant House and Roxanne's
- Attendants have been emailed with the details about the bus pick up.
- Rosanna is planning the games.
- Jennifer picked up snacks.

Door prize

- brought in \$85 in Dec 2023 and \$100 Jan 2024

Motion to approve the consent Agenda - MSC Butterfield/O'Meara

Parliamentarian; Kristen Watts

- Elections Committee -Sue Kadner, Sandy O'Meara, Kristen Watts, need 2 more people. Awaiting a reply from Bee Saunders.
- Check with the satellite groups and those who are long time members.
- Newsletter article needed with the vacant spots for the board-Newsletter deadline Sunday night!
- Polly and Jennifer will both serve another year.

Public Relations Coordinator; Chris Knight (in Minnesota)

- Sale needed we will need some help.
- Working on a calendar to increase the social media presence.
- Available to do emails and help with the Quilt show.
- Would love to train someone to continue this down the road....maybe Carolee Clayton who lives in Clovis, CA? She expressed interest to Bonnie.

Corresponding Secretary; Isabel Downes; Isabel is excused.

- Still sending out birthday cards

Committee Reports:

Zoom Committee/ Coffee Break; Bonnie Barber and Ranell Hansen

- January Coffee Break will present, "Sewing with Printed Panels."
- Will continue with the tutorials.
- Possible to have speakers at coffee break time for the whole guild?

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- Or online workshops via zoom during coffee break time?
- Needs to be organized by members, be self-sustaining and not be an additional burden to the program person or to the guild.
- Contingent on it being self-sustaining and would need to coordinate with Sandy and Bonnie to get things set up for registration/payments.

Website; Bonnie Barber

- Save the Date for the Quilt Show, using Helmina's Quilt for the art

Community Projects; Committee

- Giving Baby quilts

Satellite Group Coordinator; Sue Orfila

SCCQG Representative; Rosana Swing

- Did not attend the Jan meeting but will review the meeting on cyber security and internet usage.

Library; Traci Cope

- Love the presentations that you give at the meetings and how they tie in with the program.
- Goal to get books into the hands of the members, so extra or old books can be sold at the fabric sale.

Block of the Month; Kika Hutchings

- Red, white and blue next month, which could work great for the quilts of valor we need for community projects request

Newsletter; Eileen Lewandowski

- Library link trouble on the iPad and apple, but works great on the PC, possibly an editing program problem on that individual tablet?
- Newsletter is due this Sunday, Jan 21st

New Business: Barb LaPlante

- Shall we add a live link for Live Oak Unitarian Church to our website? This would be a link to the map and website.
 - Motion by Nancy Butterfield to add St Andrews and UUC links to maps and websites on the website No second, the motion fails.
 - The newsletter is currently using the whole name and address of our locations (no links)

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- Community Center – not available yet, we will have the workshops at St Andrews until June.
- Fabric Sale
 - Storage locker is loaded, and we need to have a sale.
 - Fiber Arts is doing a sale Mar 2 at St Andrews
 - Dates available Sat April 20-21 or April 27-28
 - St Andrews will let us use Thurs afternoon to set up \$150 and Sat indoor sale \$200
 - Need to sort and fold fabric ahead, teach and recruit more people and train the current committee.
 - April 20 Assistance League fabric sale, could be a double sale day?
 - April 20th at St Andrews MSC Kennedy/O'Meara
 - Possible to assign fabric sorting to satellite groups?

67 guests that attended the Dec meeting in person

Meeting is adjourned at: 8:55 pm MSC Barber/O'Meara

Coastal Quilters Guild
Balance Sheet
As of December 31, 2023

| | December 31, 2023 | November 30, 2023 |
|--|-------------------|-------------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| Bank Checking - CommWest XX342 | 5,677 | 5,552 |
| CD - Comm West Bank | 25,250 | 25,167 |
| Total Bank Accounts | 30,927 | 30,719 |
| Accounts Receivable | | |
| Accounts Receivable | (50) | (50) |
| Total Accounts Receivable | (50) | (50) |
| Total Current Assets | 30,877 | 30,669 |
| Other Assets | | |
| Security Deposit - Live Oak | 300 | 300 |
| Total Other Assets | 300 | 300 |
| TOTAL ASSETS | 31,177 | 30,969 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Other Current Liabilities | | |
| Gift Certificates | 145 | 295 |
| Sales Tax Payable (Quilt Show & Fabric Sale) | 8 | 8 |
| Total Other Current Liabilities | 153 | 303 |
| Total Current Liabilities | 153 | 303 |
| Total Liabilities | 153 | 303 |
| Equity | | |
| Unrestricted Net Assets | 41,158 | 41,158 |
| Net Revenue | (10,133) | (10,492) |
| Total Equity | 31,024 | 30,666 |
| TOTAL LIABILITIES AND EQUITY | 31,177 | 30,969 |

Change

126

83

208

-

-

208

-

-

208

(150)

-

(150)

(150)

(150)

-

358

358

208

Coastal Quilters Guild
Income and Expense versus Annual Budget
July 1, 2023 through December 31, 2023

| | Actual | Annual | (Under)/Over |
|---|-------------------|---------------|-----------------|
| | 7/1/23 - 12/31/23 | Budget | Budget |
| Income | | | |
| Donations Income | | | |
| Member Donations - Unrestricted | 469 | 3,000 | (2,531) |
| Total Donations Income | 469 | 3,000 | (2,531) |
| Fabric Sale | 28 | 4,000 | (3,972) |
| Gift Basket Raffle Income | 548 | 500 | 48 |
| Library - Book Sales | - | 100 | (100) |
| Membership Dues | 3,595 | 9,000 | (5,405) |
| Newsletter & Directory Mailing | | | |
| Mailing Directories | 64 | 100 | (36) |
| Mailing Newsletter | 120 | 200 | (80) |
| Total Newsletter & Directory Mailing | 184 | 300 | (116) |
| Quilt Show Income | | | |
| Vendor Fees | - | 3,000 | (3,000) |
| Total Quilt Show Income | - | 3,000 | (3,000) |
| Special Events Income | | | |
| Opportunity Quilt Income | 1,210 | 2,000 | (790) |
| Postcard Project Income | 64 | 200 | (136) |
| Total Special Events Income | 1,274 | 2,200 | (926) |
| Bus - ROAD to CA 1/20/24 Income | 2,675 | - | 2,675 |
| Workshops Income | 2,420 | 6,000 | (3,580) |
| Total Income | 11,193 | 28,100 | (16,907) |

| | Actual | Annual | (Under)/Over |
|--|-------------------|--------------|----------------|
| | 7/1/23 - 12/31/23 | Budget | Budget |
| Expense | | | |
| Committee Expenses | | | |
| Challenge | 47 | 200 | (153) |
| Community Projects | 646 | 500 | 146 |
| Door Prize/Raffle | - | 100 | (100) |
| Library | 205 | 250 | (45) |
| Sunshine/Satellite | - | 50 | (50) |
| Total Committee Expenses | 898 | 1,100 | (202) |
| General meeting expenses | | | |
| Copies | - | 30 | (30) |
| Refreshments-Decor | 15 | 50 | (35) |
| Rent - A/V Engineer | 420 | 1,050 | (630) |
| Rent Meeting | 1,350 | 3,000 | (1,650) |
| Room Set Up/Take Down | - | 125 | (125) |
| Total General meeting expenses | 1,785 | 4,255 | (2,470) |
| Membership Expense | | | |
| Directory/Brochures, Copies & Software | 710 | 1,500 | (790) |
| Purchase Tote Bogs | 1,212 | - | 1,212 |
| Total Membership Expense | 1,922 | 1,500 | 422 |
| Newletter Expense | | | |
| Newsletter Copies | 79 | 165 | (87) |
| Newsletter Labels | 10 | - | 10 |
| Newsletter Postage | - | 100 | (100) |
| Total Newletter Expense | 89 | 265 | (176) |
| Operating Expense | | | |
| Dues and Subscriptions | 150 | 150 | (0) |
| Fees - Dept of Justice | 55 | 60 | (5) |
| Fees - Sec of State | - | 20 | (20) |
| Fees Bank | - | - | - |
| Fees PayPal/ Square | 164 | 350 | (186) |
| Insurance | 955 | 800 | 155 |
| Office Supplies | 94 | 200 | (106) |
| PO Box & Postage | 66 | 270 | (204) |
| SCCQG | 50 | 40 | 10 |
| Storage | 3,510 | 7,020 | (3,510) |
| Treasurer | - | 75 | (75) |
| WebSite & Computer Exp | 12 | 375 | (363) |
| Total Operating Expense | 5,055 | 9,360 | (4,305) |

| | Actual | Annual | (Under)/Over |
|--|-------------------|----------------|-----------------|
| | 7/1/23 - 12/31/23 | Budget | Budget |
| Programs | | | |
| July & December Programs | 407 | 1,000 | (593) |
| Lecture Fee | 1,850 | 5,000 | (3,150) |
| Lodging/Travel | 2,375 | 3,300 | (925) |
| Meals | 471 | 800 | (329) |
| Misc Workshop Expenses | 515 | - | 515 |
| Rent - GVCC/St Andrews | 750 | 900 | (150) |
| Workshop Fee | 2,550 | 4,000 | (1,450) |
| Total Programs | 8,919 | 15,000 | (6,081) |
| Quilt Show | | | |
| Display (Pipe & Drape) | - | 300 | (300) |
| Facility Charges Showground | 500 | 5,000 | (4,500) |
| Insurance | - | 10 | (10) |
| Judge Expenses | 50 | - | 50 |
| Publicity | 132 | 450 | (318) |
| Total Quilt Show | 682 | 5,760 | (5,078) |
| Sales Tax | 14 | - | 14 |
| Special Events Expense | | | |
| Fabric Sale Expenses | 10 | - | 10 |
| Opportunity Quilt | 252 | 200 | 52 |
| Total Special Events Expense | 263 | 200 | 63 |
| Bus - ROAD to CA 1/20/24 Expenses | 1,963 | - | 1,963 |
| Total Expenses | 21,589 | 37,440 | (15,851) |
| Net Operating Income | (10,396) | (9,340) | (1,056) |
| Other Income | | | |
| Interest Income | 262 | 800 | (538) |
| Total Other Income | 262 | 800 | (538) |
| Net Income | (10,133) | (8,540) | (1,593) |

% of Budget

15.63%

15.63%

0.69%

109.60%

0.00%

39.94%

64.00%

60.00%

61.33%

0.00%

0.00%

60.50%

32.19%

57.93%

40.33%

39.83%

% of Budget

23.50%

129.19%

0.00%

82.06%

0.00%

81.65%

0.00%

29.32%

40.00%

45.00%

0.00%

41.94%

47.35%

128.13%

47.58%

0.00%

33.58%

99.93%

91.67%

0.00%

46.77%

119.31%

46.97%

24.44%

125.00%

50.00%

0.00%

3.20%

54.01%

% of Budget

40.74%

37.00%

71.97%

58.87%

83.33%

63.75%

59.46%

0.00%

10.00%

0.00%

29.24%

11.83%

126.19%

131.36%

57.66%

111.30%

32.81%

32.81%

118.66%

Coastal Quilters Guild
Income and Expense - Columns by Month
 July - December, 2023

| | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
|---|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Income | | | | | | | |
| Donations Income | | | | | | | |
| Member Donations - Unrestricted | 71 | 110 | 153 | - | 45 | 90 | 469 |
| Total Donations Income | 71 | 110 | 153 | - | 45 | 90 | 469 |
| Fabric Sale | - | - | - | - | 28 | - | 28 |
| Gift Basket Raffle Income | - | 172 | 107 | 91 | 93 | 85 | 548 |
| Membership Dues | 1,395 | 1,530 | 445 | 90 | 90 | 45 | 3,595 |
| Newsletter & Directory Mailing | | | | | | | |
| Mailing Directories | 22 | 34 | 4 | - | 2 | 2 | 64 |
| Mailing Newsletter | 15 | 90 | 15 | - | - | - | 120 |
| Total Newsletter & Directory Mailing | 37 | 124 | 19 | - | 2 | 2 | 184 |
| Special Events Income | | | | | | | |
| Opportunity Quilt Income | - | 165 | 125 | 240 | 400 | 280 | 1,210 |
| Postcard Project Income | - | - | - | 37 | 28 | - | 64 |
| Total Special Events Income | - | 165 | 125 | 277 | 428 | 280 | 1,274 |
| Bus to ROAD to CA 1/24 | - | - | - | 1,125 | 685 | 865 | 2,675 |
| Workshops Income | 100 | 1,020 | 150 | 150 | 100 | 900 | 2,420 |
| Total Income | 1,603 | 3,121 | 999 | 1,733 | 1,470 | 2,267 | 11,193 |
| Expenses | | | | | | | |
| Committee Expenses | | | | | | | |
| Challenge | 47 | - | - | - | - | - | 47 |
| Community Projects | - | 234 | 184 | - | - | 228 | 646 |
| Library | 205 | - | - | - | - | - | 205 |
| Total Committee Expenses | 252 | 234 | 184 | - | - | 228 | 898 |
| General meeting expenses | | | | | | | |
| Refreshments-Decor | - | - | 15 | - | - | - | 15 |
| Rent - A/V Engineer | 105 | - | 105 | 105 | 105 | - | 420 |
| Rent Meeting | 300 | 150 | 300 | 300 | 300 | - | 1,350 |
| Total General meeting expenses | 405 | 150 | 420 | 405 | 405 | - | 1,785 |
| Membership Expense | | | | | | | |
| Directory/Brochures, Copies & Software | - | - | 582 | 128 | - | - | 710 |
| Purchase Tote Bogs | - | - | 1,212 | - | - | - | 1,212 |
| Total Membership Expense | - | - | 1,794 | 128 | - | - | 1,922 |
| Newsletter Expense | | | | | | | |
| Newsletter Copies | 14 | 17 | - | 20 | 28 | - | 79 |
| Newsletter Labels | - | - | 10 | - | - | - | 10 |
| Total Newsletter Expense | 14 | 17 | 10 | 20 | 28 | - | 89 |
| Operating Expense | | | | | | | |
| Dues and Subscriptions | - | 150 | - | - | - | - | 150 |
| Fees - Dept of Justice | - | 25 | - | - | - | 30 | 55 |
| Fees PayPal/ Square | 13 | 50 | 13 | 32 | 23 | 33 | 164 |
| Insurance | - | - | 955 | - | - | - | 955 |
| Office Supplies | - | - | - | - | 94 | - | 94 |
| PO Box & Postage | - | 66 | - | - | - | - | 66 |
| SCCQG | - | - | 50 | - | - | - | 50 |
| Storage | 585 | 585 | 585 | 585 | 585 | 585 | 3,510 |
| WebSite & Computer Exp | - | - | 12 | - | - | - | 12 |
| Total Operating Expense | 598 | 876 | 1,615 | 617 | 702 | 648 | 5,055 |
| Programs | | | | | | | |
| July & December Programs | - | 350 | 57 | - | - | - | 407 |
| Lecture Fee | 400 | 150 | 450 | 550 | 300 | - | 1,850 |
| Lodging/Travel | 938 | - | 309 | 886 | 243 | - | 2,375 |
| Meals | 80 | - | - | 290 | 101 | - | 471 |
| Misc Workshop Expenses | 79 | - | 201 | - | 14 | 222 | 515 |
| Rent - GVCC/St Andrews | 150 | - | 150 | 150 | 150 | 150 | 750 |
| Workshop Fee | 600 | - | 650 | 1,000 | 300 | - | 2,550 |
| Total Programs | 2,247 | 500 | 1,818 | 2,876 | 1,107 | 372 | 8,919 |

Coastal Quilters Guild
Income and Expense - Columns by Month
July - December, 2023

| | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
|-------------------------------------|----------------|--------------|----------------|----------------|--------------|--------------|-----------------|
| Quilt Show | | | | | | | |
| Facility Charges Showground | - | - | 500 | - | - | - | 500 |
| Judge Expenses | - | - | - | - | - | 50 | 50 |
| Publicity | - | - | - | 132 | - | - | 132 |
| Total Quilt Show | - | - | 500 | 132 | - | 50 | 682 |
| Sales Tax | 14 | - | - | - | - | - | 14 |
| Special Events Expense | | | | | | | |
| Fabric Sale Expenses | - | - | - | - | - | 10 | 10 |
| Opportunity Quilt | - | 247 | 5 | - | - | - | 252 |
| Total Special Events Expense | - | 247 | 5 | - | - | 10 | 263 |
| Bus to ROAD to CA 1/24 | - | - | - | 1,250 | 29 | 684 | 1,963 |
| Total Expenses | 3,531 | 2,023 | 6,346 | 5,427 | 2,270 | 1,991 | 21,589 |
| Net Operating Income | (1,928) | 1,098 | (5,347) | (3,695) | (800) | 276 | (10,396) |
| Other Income | | | | | | | |
| Interest Income | 4 | 4 | 5 | 82 | 85 | 83 | 262 |
| Total Other Income | 4 | 4 | 5 | 82 | 85 | 83 | 262 |
| Net Income | (1,924) | 1,101 | (5,341) | (3,613) | (715) | 358 | (10,133) |