

Final Approved – June 9, 2017
Draft – May 10, 2017

Camarillo Quilters Association
Board of Directors' Meeting
Minutes
May 8, 2017

CALL TO ORDER – The Camarillo Quilters Association Board of Directors' meeting was called to order on Monday, May 8, 2017, at 9:31am by President Thelma Atkinson at her residence.

PRESENT – The board members present were: President Thelma Atkinson, Vice President Gerry Olsen, Treasurer Mary Ashby, Membership Jan Hunter, Workshops Diana Herron, Speaker Hospitality Laura Divine, Ways and Means Jerry Ann Olgy, Communications Murielle O'Brien, Historian Jane Aiello, Small Groups Jonal Beck, Library Sue McWaters, Facilities Joan Olsen, Hospitality Tricia Steinfeld, Block of the Month Jackie Tucker, incoming Workshops Maria Ring, incoming Vice President Sandra Bunker, and incoming Secretary Joyce Turner.

MINUTES OF BOARD MEETING OF APR. 10, 2017, AND GENERAL MEMBERSHIP MEETING OF APR. 11, 2017 – It was moved by Gerry Olsen, seconded, and unanimously approved that the minutes of the Board of Directors' meeting of Apr. 10, 2017, and the General Membership meeting of Apr. 11, 2017, be adopted and distributed.

OFFICER REPORTS –

PRESIDENT –Thelma Atkinson announced the wonderful feedback she received from members regarding the April tea. Thelma announced upcoming visiting guilds to the General Membership meetings: May 2017 is Becky Sproal of North Cities Quilt Guild who will be bringing an opportunity quilt to the meeting, and Oct. 2017, is Cathe Hagerman-Beizer of Quilters by the Sea. Thelma asked to ensure there are tables and chairs available for the speakers to set up. Thelma discussed the picnic lunch with Bonnie Hunter following the General Membership meeting on Jun. 13, 2017, beginning at 12:30pm. Box lunches, proposed by Patrice Lamborne, will be available for purchase at a cost of \$9.50/lunch. The box lunches are being purchased from Jersey Mike's Subs and will include water, 5" sandwich, cookie, and chips. The lunch will be held in the picnic area behind the Pleasant Valley Community Center Lecture Hall. Trisha Steinfeld and Jonal Beck will have order forms for the picnic lunch available at tomorrow's General Membership meeting of May 9, 2017. Patrice and Thelma need volunteers to unload banquet tables between 8:00-8:15am at the Jun. 13, 2017, meeting for use during the picnic. Contact Patrice if you can help. Thelma announced we have been receiving inquiries from interested people up and down California and one from Pennsylvania who will attend the Bonnie Hunter workshop. Thelma discussed she will announce and present the incoming and outgoing board members at the May 9, 2017, General Membership meeting.

VICE PRESIDENT – Gerry Olsen reported he has revised standing rules amendments and a new roster. Gerry announced the next SCCQG will be held Saturday, Jul. 8, 2017, and will be hosted by the Santa Clarita Valley Quilt Guild located in Newhall, CA. Gerry informed he will be

presenting on by laws, standing rules, and presenting at board meetings. Gerry announced the meeting is open to all members of Southern California quilt guilds.

TREASURER - Mary Ashby provided the Profit and Loss vs. Actual statement for June 2016 through April 2017. Mary also provided the Profit and Loss Budget Overview statement for June 2017 through May 2018 and asked if there were any corrections to be made. It was noted we expect \$16,000 for 2018 quilt show. Board members discussed encouraging members to be more generous with book sales and ways and means. Thelma reminded that we vote the upcoming budget in June 2017. Board members noted that Workshops expenses exceed income. Thelma requested Mary work with Maria Ring, Diana Herron, and Laura Divine to further examine the dollar figures for Workshops and Programs. Motion to recommend for approval to the general membership at the Jun. 13, 2017, General Membership meeting the proposed budget in concept was moved by Gerry Olsen, seconded by Laura Divine, and unanimously approved.

NEW BUSINESS – Thelma Atkinson provided each board member a copy of their current job description, including position summary and a list of essential duties and responsibilities, required knowledge/skills/abilities, and physical/mechanical requirements, and asked that we review and provide revisions to Gerry Olsen prior to or at the June Board of Directors meeting. Those that do not have a job description need to develop one and provide to Gerry. The final product will mirror that of South Coast Bay Guild. Gerry will update and then we'll publish a new set in October 2017, or sooner. Thelma also discussed the need for a yearly calendar, June 2017 –May 2018. Thelma requested each board member bring to the June 2017 Board of Directors meeting the things your committee does over the year such as bills to be paid consistently and list of all speakers and when they are presenting. Thelma provided the Presidents yearly calendar and monthly check list as a sample and recommend each member develop their own monthly checklist if they have not already done so or if not available, for inclusion in each members "blue binder". Thelma requested that copies of yearly calendars/check lists not already provided to Thelma, should be provided to her for the Presidents binder. Any changes to existing calendars/checklists or new checklists are to be provided to Gerry Olsen. Gerry Olsen asked what date we should have the June 2017 Board of Directors meeting, Monday, Jun. 5, or Friday, Jun. 9? The Board decided on Jun 9., 2017, to be held at Thelma Atkinson's residence. Laura Divine announced we have a board position to fill for Valorie Zentil, incoming Speaker Contracts. Laura announced she will fill the position in the interim and will announce the opening position at tomorrows General Membership meeting, May 9, 2017.

DIRECTORS' REPORTS –

DIRECTOR SPEAKER CONTRACTS – Laura Divine reported we have a good variety of speakers lined up for the entire year of 2018 to January 2019. Laura will make a list of the speakers for Thelma before the June 2017 meeting. Laura will check with Staples and such for creation of a new calendar bookmark. Laura reported that Contracts has one thing to nail down with Diana Herron, Workshops, in that a speaker put a speaker date on her calendar but no contract was let. Laura will contact the speaker to straighten it out. Thelma reported that the SCCQG Meet the Teachers meeting went very well.

DIRECTOR SPEAKER HOSPITALITY – Laura Divine reported she would make a hotel reservation for Bonnie Hunter and make arrangements to get Bonnie Hunter to her next destination in Orange County at conclusion of Bonnie's lecture. Laura presented that only five members have signed up for Tina Curran's Whimsical Garden workshop for May 10, 2017.

DIRECTOR WORKSHOPS – Diana Herron announced that only five members signed up for Tina Curran's Whimsical Garden workshop on May 10, 2017. Diana received an email from Tina requesting a table, volunteers for quilt holding, podium for notes, quilt rack on either side of stage, and a 2nd table to set up patterns and note cards. Cost of the workshop is \$45 for members and \$70 for non-members. Diana announced that Bonnie Hunter is scheduled for June 2017, there is no speaker in July due to the community quilt presentation, August is dark, and September's speaker is Jenny Lyon. Diana announced that sign ups for the September workshop would begin in June 2017.

WAYS AND MEANS – Jerry Ann Olgy reported that she has everything ready to go for tomorrow's General Membership meeting, May 9, 2017. Thelma reported that Fabric Town agreed to provide gift certificates. Maria Ring to contact Fabric Town management to possibly obtain the gift certificates for tomorrow's meeting.

DIRECTOR MEMBERSHIP – Jan Hunter reported there were 92 paid members and 2 guests at the Mar. 14, 2017, General Membership meeting. Jan reported there are 5 new members and 273 paid members. We are averaging 159 paid members per meeting.

STANDING COMMITTEE REPORTS -

HISTORY - Jane Aiello reported she has everything in her description book and ready to pass it on to the incoming Historian.

COMMUNICATIONS - Murielle O'Brien reported that sympathy cards were sent in support of former member Carol Mower and Jeannie Harris who's husband passed away. Future announcements will be included in the Newsletter. Murielle reported that Quilters Path is requesting a telephone number and Thelma Atkinson offered her number. Murielle announced the following: the Orange Grove Quilters Guilds Sewing Room Tour/Luncheon, Jun. 24, 2017; Antelope Valley Quilt Association quilt show Jun. 3-4, 2017, at a cost of \$10/person; and the 10th Annual Seven Sisters Quilt Show Jun. 24-25, 2017 at The Madonna Expo Center in San Luis Obispo.

NEWSLETTER - Thelma Atkinson reported for Lynne Woods that the Newsletter deadline is the Jun. 15, 2017, and pleaded for inputs for the Newsletter. Thelma requested Jonal Beck provide a list of small groups and for the applicable Board member to provide information such as what's going on with the library, membership (welcome new members), ways and means including people contributing items, news about speakers, workshops, financial, etc., and to provide photos of the tea to Lynne Woods.

WEBSITE - Thelma Atkinson reported the following for Jennifer Rapacki. The new website is ready and can be viewed at camarilloquilters.com and the old website will go away at the end of

the May 2017. A login and password is no longer required for the member area. We will be able to cancel the old hosting before the next billing on June 4, 2017. Jennifer will set up the email capability next week and then Barbara Larsen will cancel the old hosting service. In setting up the emails, Jennifer will create president@, etc., for each board member who wants one. Jennifer is unsure yet if info@camarilloquilter.org will stay at mail.zoho.com until she starts setting up the new emails at godaddy. Jennifer will assist with any confusion during the transition. Camarilloquilters.com and camarilloquilters.org will be the same site once the old hosting is cancelled. The new directory will be distributed via email in PDF format and a few print versions for members who get paper newsletters. Jennifer reminded that she still needs to know if contacts for each Small Group would like their phone and/or email on the new open to the public page. Otherwise, members can look up the info in the directory. Jennifer will provide training to board members after the Jul. 10, 2017, Board of Directors' meeting. Thelma recommended having a potluck that day after the board meeting.

LIBRARY - Sue McWaters reported that Nancy is no longer with the library and Linda Wilkinson is co chair with Sue and will alternate attendance at the meetings. No library news.

TRAVEL AND MEMBER HOSPITALITY –Tricia Steinfeld thanked everybody for the gorgeous tables at the April Tea and announced that everyone thoroughly enjoyed it. Tricia reported she cancelled the Central Coast Quilt Hop due to low attendance. Tricia reported she is having trouble contacting Kaufman but will continue to try. Thelma Atkinson reported there are left over cookies from the tea that we be made available at tomorrows General Membership meeting.

SMALL GROUPS - Jonal Beck announced that Beach Babes would provide quilt holders for the May 2017 General Membership meeting. Jonal announced that one Small Group would show the quilts they made in their group at the May 2017 General Membership meeting and that another Small Group had a three day “sewfest”.

FACILITIES - Joan Olsen reported she will make arrangements for another table to be made available for guest speaker Tina Curran at tomorrows May 9, 2017, General Membership meeting. Joan announced she will put a notice on the Freedom Hall door directing people to the Pleasant Valley Community Center for tomorrows meeting.

QUILT SHOW – Gerry Olsen announced there would be a quilt show meeting at Pamuela Hodson's house on Monday, Jun. 19, 2017.

BLOCK OF THE MONTH – Jackie Tucker reported she is going modern this year. Jackie announced she has the block sample prepared for the May 9, 2017, General Membership meeting. Jackie reported she has designed blocks for four months and by next month will have a complete list of blocks that she will have.

NEXT BOARD MEETING – Friday, Jun. 9, 2017, at Thelma Atkinson's residence.

ADJOURNMENT – There being no further business, the meeting was adjourned by Thelma Atkinson at 11:33am.

Joyce Turner, Incoming Secretary

To be approved by the CQA Board of Directors on Jun. 9, 2017.

05/10/2017