

Adopted on Dec 12, 2022

CAMARILLO QUILTERS ASSOCIATION (CQA)  
BOARD OF DIRECTORS MEETING MINTUES

Nov 7, 2022

CALL TO ORDER

The meeting was conducted by CQA president Joey Strait over zoom and called to order at 9:31am.

**PRESENT** – President\* - Joey Strait, Vice President\* - Barbara Witman, Treasurer\* - Jodie Solorio, Secretary\* - Jane Aiello, Membership\* - Jan Hunter, Workshops\* - Dena Miskel (attended first 1/2 of meeting), Speaker Contracts\* - Tedi Patterson, Ways & Means\* - Kelly DuBois, Facilities – Jonal Beck, Library – Vanessa Buescher, Member Hospitality – Sandy Cornelius, UFO Challenge – Maribeth Benedict

\*denotes voting members – **there is a quorum**

CONSENT CALENDAR

Approval of minutes of the previous Board Meeting – Motion was made to accept the previous minutes by Jan H. Motion was seconded.

Approval of minutes of the previous General Membership Meeting – Motion was made to accept the **corrected** previous minutes by Barbara W. Motion was seconded.

UNFINISHED BUSINESS

December Holiday Party, enough Helpers? Sequence of Events – Poinsettias were ordered from Trader Joes for December's general meeting. There will be 13 tables set with 8 chairs each for a total of 104 attendees. Number of food tables needed TBD. Book sales need 6 tables. The Comfort Givers would like to be closer to the stage. There will be a fun festive fat quarter activity. There is a need for a few more volunteers to help in December.

NEW BUSINESS

Celebrating our Talented Members for Jan. Program – Four (possibly five) quilters have graciously committed to presenting their personal trunk show for January's "Celebrating Our Own – Highlighting Our Members" in-person program.

Review of our Job/Position Procedures, All have Binders? – Joey S. would like everyone to **confirm that they have a position procedure manual** (usually blue binder).

Search for Zoom/Hybrid Meeting Tech Helper – Tomorrow there will be an announcement that we need a volunteer tech leader for our Zoom meetings.

## OFFICERS' REPORTS

*President* – Joey S., see all UNFINISHED & NEW BUSINESS.

*Vice President* – Barbara W. will help facilitate getting binder information out to those in need. There was an explanation of Robert's Rules on the procedure for discussing items not listed on the meeting agenda.

*Treasurer* – **Jodie S. has a procedure binder** – The financial totals are: checking account \$12,265.73, savings \$33,640.14, CD \$18,808.28, total \$64,714.15. Financial hardcopies will be filed with this report. CQA has received notification that they were named a “contingent beneficiary” in a will. There was a reminder to promote the use of “Zelle” as a digital payment to save on fees.

*Secretary*- **Jane A. has a procedure binder.**

## BOARD OF DIRECTORS' REPORT

*Membership* – **Jan H. has a procedure binder that needs updating.** Last month there were 119 attendees signed-in, 2 guest, for a total of 121. More lanyards need to be ordered that will result in a color change as current color is no longer available.

*Workshop* – Dena M. attended w/Jennifer B. emailing report to Joey S.: **the procedure manual needs updating.** There are 10 signed up for Wednesday's workshop. Supply lists are out.

*Speaker Hospitality* – absent

*Speaker Contracts* – **Tedi P. has a procedure binder.** There was a fruitful collaboration in updating the speaker contract. Copies of the revised contract has or will be distributed to all in need. There are 2 opening for 2024 speakers. Tedi P. is seeking suggestions.

*Ways & Means* – **Kelly D. has a procedure binder.** Tomorrow, there will again be a silent auction item. The W&M team continue to organize their donations for upcoming meetings. There is an abundance of donated patterns. Some on these were listed on a selling site (Facebook ~ Quilters Classified) with successful results.

## STANDING COMMITTEE CHAIRPERSONS' REPORTS

*Communications* – absent. **Lynne Woods** emailed: she **has a procedure binder** and has found procedural items to follow up on.

*Historian* – vacant - (note: added by Jane A. - there is **a procedure binder in the storage unit.**)

*Comfort Givers* – absent

*Website* – absent

*Small Group* – absent

*Library* – **Vanessa B. has a procedure binder.** See UNFINISHED BUSINESS. The left-over books from the sale will be donated to local Friends of the Library outlets. Book crates taken home tomorrow should not be returned until January.

*Facilities* – Jonal B. has received a donation that will result in extra items being added to the free table tomorrow.

*Travel* – absent. Sue Wilson sent an organization wide email blast today updating and reminding everyone about the upcoming retreats.

*Member Hospitality* – **Sandy C. has a procedure binder.** See UNFINISHED BUSINESS.

*Block of the Month* – absent. Lisa Gorski emailed: **Lisa G. has a procedure binder.** Nov BOM needs to be posted to the website but it has been email blasted to the organization.

*Newsletter* – vacant

*Quilt Event* - vacant

*Social Media* – absent

*UFO Challenge* – **Maribeth B. has a procedure binder.** There are 10 participants in the current UFO Challenge. The winner(s) will be announced at the December general meeting. There are no plans to announce a Challenge for 2023.

*Zoom Guru* – absent

*Instagram* – absent

ADJOURNMENT - 10:28am

Minutes respectfully submitted by,

/s/ Jane Aiello, CQA Secretary