

ADOPTED on November 13, 2023

CAMARILLO QUILTER'S ASSOCIATION (CQA)
BOARD OF DIRECTORS' MEETING MINUTES

Monday October, 9, 2023

CALL TO ORDER

The meeting was conducted by President, Barbara Witman, by ZOOM interface and called to order at 9:36 a.m.

PRESENT:

Voting Members:

**President*—Barbara Witman

**Vice President*—Joey Strait

**Treasurer*—Patricia Wood

**Secretary*—Barbara MacDonald

**Director, Speaker Contracts*
—Tedi Patterson

There is a quorum

**Director, Speaker Hospitality*—~~Lou Dunne~~

**Director, Workshops*—Vanessa Buescher

**Director, Ways and Means*—Kelly DuBois,
~~Sue Hilliard, Marsha Morrow~~

**Director, Membership*—Jan Hunter/~~Pat
Hibner~~

**Denotes voting member Line through denotes not present*

Non-Voting Members:

Block of the Month—~~Lisa Gorski~~

Communications—*Position Vacant*

Newsletter—*Position Vacant*

Facilities—Jonal Beck

Library—Susan Luberto

Hospitality—Sandy Cornelius

Quilt Show—Cheryl Collart

Small Groups—Vicki Geiger

Travel—Thelma Atkinson

Website—*Joey Strait

CONSENT CALENDAR

Approval of minutes of the previous Board Meeting:

Jan Hunter: Moved to approve the minutes of the previous board meeting as presented. Seconded. Motion passed.

Approval of minutes of the previous General Meeting:

Barbara MacDonald notified all in attendance with small amendment of the minutes as presented prior to adopting the minutes of the previous general meeting.

Jan Hunter: Moved to approve the minutes of the previous general meeting as presented with the amendment. Seconded. Motion passed.

UNFINISHED BUSINESS

Review Procedures and Standing Rules:

Barbara Witman, announced the Review of Procedures is still underway. She also announced the positions that are still outstanding and have yet to be turned in to her. Barbara W. asked that those still in progress to continue to work on their update and please turn them in as soon as possible.

New Cash Count Form:

There is new revision of the "Cash Count Form" and it has been posted on the website. Double counting the cash at the end of an event has not been a consistent protocol among the committees in the guild. The updated "new, new cash count form", posted on the website, clarifies double counting as a standard operating procedure for all committee heads. Ways and Means requested extra forms. Barbara W. will get those to the table tomorrow. It was brought to the boards' attention that the form cannot be printed from the website. Patricia, Joey and Barbara W. will work on it after the meeting adjourns.

Proposal to switch from QuickBooks to Quicken:

There is a report printout with a line item of \$1,700.00 that is being resolved. Patricia, Barbara Witman and Tedi Patterson have been working together to figure this issue out. A discussion ensued regarding the proposal to change the current accounting software. Our treasurer is becoming more familiar with the software but still states she is in a learning curve. Each consecutive new treasurer may or may not be adept at one or the other software program being discussed. For now, Tedi Patterson is happy to keep working with Patricia Wood and this item will be tabled today.

Proposal to research the hiring of a professional bookkeeper:

Barbara W. has requested to table this topic until the next meeting as she has not been able to further investigate the topic.

Insurance:

The guild has two insurance policies presently. (1) SCCQG, Southern California Council of Quilt Guilds, covers directors and officers personally, and it covers general liability, which covers the Parks and Recreation site also. (2) State Farm which costs \$500.00 per year. Discussion continued. Jonal Beck will review both of the policies with an associate and report back. Thelma Atkinson suggested the State Farm Policy may have been required by the last quilt show venue. Barbara MacDonald suggested that Alison Bailey, one of the prior chairpersons for a past quilt show may have some insight to the reason behind the State Farm policy.

Need for new Newsletter and Communications Chairperson:

Our guild is without both newsletter and communication chairpersons. Barbara Witman will announce the vacancies at the general meeting and ask for volunteers to step forward. Karen Preston's name was mentioned as a potential candidate. Barbara W. and or Jonal will approach Karen Preston at the general meeting tomorrow.

NEW BUSINESS

Additional budget amounts for insurance and workshop supplies:

—*Insurance:* The cost per member for insurance through SCCQG increased this year from the anticipated \$4.00/member to \$5.25/per member. The budgeted amount needs to be increased. Additional funds will be required to pay this bill in full. This increased amount to the budget will be requested for approval from the general membership.

—*Workshop Supplies:* Workshop Chairperson, Vanessa Buescher, has submitted a request for items for which she has submitted a proposal. Barbara Witman suggested that a request for up to \$300.00 be presented to the general membership for approval.

Both of these budget requests will be taken to the general membership, who will be asked for approval of these changes at the General Meeting on Tuesday, October 10, 2023.

Discussion and Response to statement and current understanding that “We (CQA) are required (by the State of California) to maintain 3-years of expenses in reserve”:

Our guild has operated with the standard that we are required by the State of California to maintain a 3-year cash reserve due to our non-profit status. It was recently brought to Barbara Witman attention by a guild member that she believed we are not required to retain a three-month reserve. Barbara W. reported today that after research and due diligence she has found that the member was indeed correct.

Revised Understanding: There is NO set requirement for financial reserves. With that said, Barbara W. stated if coming expenses continue to increase we will spend down a projected \$14,000.00 of our reserve. Even though we are in the black we need to continue to fundraise. Costs continue to rise just as we have seen with the insurance costs and storage costs.

OFFICERS' REPORTS

President – Barbara Witman

On a personal note Barbara W. shared the passing of her mother.

Vice President – Joey Strait:

Joey was having difficulty with her audio reception through the Zoom link. She was able to share that the program for the Quilt University was all set for tomorrow.

Treasurer – Patricia Wood:

Summary of Accounts Held: Checking —\$8,968.45; Savings—\$33,649.39; CDs—\$18,810.01.

Total Banking Account—\$61,427.85. Patricia said this varies from the report submitted because additional business was recorded. GoDaddy is required for our website. Zelle and Woo Commerce will be cancelled before their auto renewals. Thelma Atkinson reported to Patricia a refund needs to be made to Muriel O'Brian.

Secretary – Barbara MacDonald:

Barbara M. will not be present at the General Board Meeting but will try her best to use the Zoom link provided. Ilene Gavenmen graciously agreed to record the minutes of the meeting in her absence.

BOARD OF DIRECTORS' REPORT

Director, Membership – Jan Hunter, ~~Pat Hibner~~

Last meeting; Sign-ins—103 with 11 signed in on Zoom; New Members—2. There are 199 names on the roster.

Director, Workshops – Vanessa Buescher;

—Vanessa reports that the Square website doesn't show who is signing up. November workshop has 6 signups so far.

—The November scheduled speaker has yet to connect with Vanessa regarding her workshop class requirements. Tedi Patterson shared that on Saturday she received the pattern from Verushka. There are no kits at this time and they are too expensive at \$90.00 each. Patterns are \$20.00 each. The patterns are still a draft according to Verushka. The pattern received by Tedi had 59 pages. Tedi printed out 18 pages. The pages can be color or black and white. There was an image included.

—Vanessa submitted a proposal for additional equipment to replace missing and worn pieces in the inventory.

—Barbara Witman recommends getting approval of the general membership for:

(1) \$300.00 for the proposed purchases as a budget request at the General Meeting

(2) The sum required to pay for the increase in cost for the SCCQG insurance.

—Vanessa adds that there will be 3 ZOOM workshops in a row beginning in January 2024.

Director, Speaker Hospitality – Lou Dunne. Absent.

Director, Speaker Contracts – Tedi Patterson

Tedi reported that the page missing from the directions for the Pinata quilt workshop was not distributed at the last meeting. The missing page will be distributed at available and can be picked up from Vanessa at the Workshop table.

Director, Ways and Means – Kelly DuBois, ~~Sue Hilliard, Marsha Morrow~~

Kelly announce that the silent auction made \$90.00 and the total for the day was \$344.00. Kelly will not be present at the general meeting but her associates; Marsha and Sue, are working. Kelly asked for help for them deliver the prizes to winners if anyone is available.

STANDING COMMITTEE CHAIRPERSONS' REPORTS

Communications – Position Vacant

Historian – Position Vacant

Charity Quilts – Pamuela Hodson: Absent/No Report

Storage Unit – Pamuela Hodson: Absent/No Report

Website – Jennifer Rapacki, *Joey Strait:

No report

Small Groups– Vicki Geiger

Vicki reported there are 6 members interested in starting an Art Quilt Small Group. Barbara Witman will make an announcement of the new group availability. Vicki is

working with them as how to get them together. Vicki will not be present at the General Meeting tomorrow.

Library – Susan Luberto:

No library at the October meeting due to CQA University program.

Facilities – Jonal Beck:

—Additional table requests were made. ½ table for specialty Halloween and Christmas fabrics requested by Dalya as well as a table for each; workshops, travel and block of the month. Three chairs will be placed at each demonstration table.

—Discussion about the “Popper” prizes project proposed by Jonal for the December meeting. Jonal asked if anyone had small items they were willing to donate. She will collect the items.

Travel – Thelma Atkinson:

The Shop Hop trip is ready to go.

Member Hospitality – Sandy Cornelius:

Sandy reports hospitality is good to go for tomorrow. October’s sweet treats will be Halloween cookies. Susan Loberto will be setting up the coffee. Sandy requested help for Susan with the crates. Barbara Witman volunteered. Sandy will be absent November and December due to health issues.

Block of the Month – Lisa Gorski: Absent/No Report

Newsletter – Vacant Position

Quilt Show – Cheryl Collart:

—Cheryl submitted a *Quilt Show Update Report*, which, is attached to these minutes. Please refer to her report at the end of the minutes. Vicki Geiger asked about the size of quilts that may be entered. Cheryl responded that the size of the quilts are to be determined and entry forms are anticipated to be available soon.

—Cheryl noted an excess of storage tubs in our warehouse storage facility of at least 100. It was noted that Comfort Givers uses them. Pamuela will be consulted regarding the tubs.

UFO Challenge – Anne Sidell: Absent/No Report

Zoom Guru – Jane Osborne: Absent/No Report

Social Media Maven/s – Pam Dransfeldt [Facebook] and Paula Hoffman [Instagram]:
Absent/No Report

ADJOURNMENT – 11:07 a.m.

Minutes respectfully submitted by:/s/ Barbara MacDonald, CQA Secretary

Attachments Included:

- Copy of the treasurer’s report: Patricia Wood
- Quilt Show Update Report: Cheryl Collart
- Proposal for Workshop Items: Vanessa Buescher

Camarillo Quilters Association

Balance Sheet
As of October 31, 2023

ASSETS	TOTAL
Current Assets	
Bank Accounts	
Bus Interest Maximizer	34,066.72
Deposits/Adjustments	-215.00
Investment CD - 9849	18,805.59
Memoriam	-350.00
Quilt Show Deposit	1,505.00
Registry of Charitable Trusts	5.00
Sandra Bruce	500.00
Speaker Meals	22.20
Transfer	9,334.59
Working Checking Account	9,681.69
Zelle Transfer	175.00
Total Bank Accounts	\$73,530.79
Other Current Assets	
Credit Card Clearing	0.00
Petty Cash - Membership	90.00
Petty Cash - Ways & Means	60.00
Quilt Show Petty Cash	0.00
Suspense	0.00
Uncategorized Asset	-9,318.52
Total Other Current Assets	\$-9,168.52
Total Current Assets	\$64,362.27
TOTAL ASSETS	\$64,362.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	-98.26
Total Other Current Liabilities	\$-98.26
Total Current Liabilities	\$-98.26
Total Liabilities	\$-98.26
Equity	
Opening Bal Equity	0.00
Unrestrict (retained earnings)	66,943.45
Net Income	-2,482.92
Total Equity	\$64,460.53
TOTAL LIABILITIES AND EQUITY	\$64,362.27

8/08/2023

Workshop Proposal for new supplies

Power strips with surge protector, 15 feet	6 @ \$25.00	\$150.00
Small Ironing board covers	3 @ \$20.00	\$ 60.00
6 ½ x 24-inch Omigrid rulers	2@ \$16.00	<u>\$ 32.00</u>
		\$242.00
	Tax @ 7.5%	<u>\$ 18.15</u>
	Total	\$260.15

Requesting 6 surge protectors as we have an average of 8-12 participants at each workshop. These will replace the current surge protectors as they should be replaced about every 5 years. The long cords will eliminate the need for multiple extension cords that decrease the effectiveness of the surge protectors.

The guild has six ironing boards, usually only a maximum of three are set up. Next year hopefully we can add some funds to update the rest of the supplies

At one time the guild had some rulers available for participants and they were asking for the rulers. I think the 6 ½ x 24-inch rulers are pretty versatile and a good place to start with restocking our supplies.

Date: October 6, 2023 To: CQA Board Members From: Cheryl Collart, Quilt Show Coordinator Re: April 2024 Quilt Show Status

The CQA Quilt Show Committee continues to meet monthly in preparation for the April 20, 2024 event. Several matters are developing that need comment/direction from the Board.

Budget

The adopted 2023-24 budget includes \$5,000 for quilt show expenses. The intent of the show has been to display quilts and include various fundraising efforts such that the guild is able to fully cover the cost of the show and realize a profit from the event to cover the cost of monthly programs.

The show has been presented in different formats: the 2018 show was the last fairgrounds multi-day event; 2020 was cancelled due to COVID; 2022 was held at 10 locations, primarily outdoors with minimum facility expense. The total income for the 2022 event was \$15,360; total expenses were \$4,845, providing the guild with a profitable balance of \$10,786.

The event planned for 2024 returns to a single indoor facility, requiring the rental of poles and drapes in order to display the quilts. The cost of the space is \$2401 (includes \$300 cleaning deposit); the cost for poles/drapes is \$3,500, bringing the total cost so far to \$5901.

At this point, it is likely that we will need \$6,000 to present the show. Additional costs include insurance, marketing, printing, small materials and possibly hired workers to help hang the show given the 2-day availability of the space.

Tickets are priced at \$15. Thus, to recover the show costs of \$6,000, we need to sell 400 tickets. The current CQA membership is around 200 but of course, not all members will be able to attend. The boutique and raffle ticket sales will provide additional resources of (estimate) \$2-3,000.

The Show Committee determined the cost of the show required a new approach to recovering our costs. Thus, CQA members will be asked to pay an entry fee to exhibit their quilt; the fee is \$25 for one quilt and includes one entry ticket and 10 raffle tickets; or, \$40 to enter two quilts and receive 2 entry tickets and 10 raffle tickets. The committee felt these costs would be acceptable to the majority of our members.

Additionally, the Committee determined that members would have the opportunity to enter quilts at no cost by participating in one of three categories: Challenge, BOM or Workshop Collections. This gives members the opportunity to purchase their own entry and raffle tickets.

Board comments are welcome regarding the show budget.

Boutique Sales

The event relies on the sale of many items, fabrics, notions, books, etc. as provided by members. These items are stored in the guild's warehouse, and need to be designated so plans can be made to sell and/or make good use of resources. Any excess items stored in the warehouse need to be clearly marked. Small sale item might include excess clean containers to free up storage space.

The Show Committee is encouraging members and small groups to create items for the boutique, including a few raffle baskets/special items. The intent is to have enough to make everyone happy to shop and but so many that we refill the

warehouse.

Local shops and/or vendors will be solicited to offer items for the Boutique.

Coordination has occurred with the Ways and Means Committee to make sure warehouse items are available for the monthly meetings and not confused with items available for the Boutique.

Board comments are welcomed as to how guild resources are used/managed.

“Show Shoppers Special” for April 2025 Guild Meeting

One idea under consideration is to encourage members to make a purchase of fabric, notion, etc. from the 2024 Boutique and make something from that purchase and present as part of ‘show/tell” at the April 2025 meeting. Since meeting plans are approved by the Board, this matter needs to be discussed; hopefully it will be approved and will add another small dimension to the coming show and boost sales. It may be that items could be auctioned, raffled, part of a ‘mini 2025 show’ ...all TBD.

Board comments are welcomed on this effort.

I look forward to answering questions and taking your comments at our Monday meeting.