

Adopted on Oct, 09, 2023

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

Monday September, 11, 2023

**CALL TO ORDER**

The meeting was conducted by President, Barbara Witman, by ZOOM interface and called to order at 9:29 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*—Jennifer Bower

*Newsletter*—Jennifer Bower

*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:**

Joey Strait: 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: Moved to approve the minutes of the previous general meeting as presented. Seconded. Motion passed.

**UNFINISHED BUSINESS**

*Review Procedures and Standing Rules:*

Procedures and Standing Rules are currently being updated and will be brought to the floor in the future. Officers and Board of Directors have been asked to review their Procedures, to update and submit them to Barbara Witman, President. The updates are requested to be

completed by Oct/Nov. Clarification of by-law, 6.03(d) regarding who has voting privileges, was requested by Barbara MacDonald. It was clarified that Officers and Board of Directors have voting privileges. All present may participate in discussion.

*Financial Inspection Committee:*

Barbara Witman, Patricia Wood and Cheryl Collart comprise the Financial Inspection Committee. They have had two meetings to review and inspect the June 2022-May 2023 finances as written. No substantial irregularities were found.

Discussion: (1) Should the club continue with Quickbooks? The current software is quite complex. Should we change from Quickbooks to Quicken? Tedi Patterson uses Quickbooks and is willing to be a resource to our current treasurer if she has questions. Quickbooks will continue to be used until further notice. (2) The President, Barbara Witman asked if there were any objections to moving ahead with a preliminary search to hire a bookkeeping service to assist with some of the duties required by the CQA treasurer. Recommendations for bookkeepers may be submitted to Barbara Witman.

## **NEW BUSINESS**

*New idea for holiday party exchange-Jonal*

Discussion: Jonal has proposed making holiday poppers with a gift hidden inside. This is an English tradition. Jonal and Barbara Witman plan to make them. The L-R-L game, as played at past holiday meetings, will still be used but with the poppers rather than Fat Quarters. Cost was discussed as well as how the game will be played. There was no dissent to move ahead with this plan.

*Proposed change from Woo Commerce to Square for on-line payments:*

The Financial Inspection Committee has proposed that the use of “Zelle” and “Woo Commerce” be consolidated into using “Square” technology/service in order to simplify the payment process.

Discussion: The current payment service has been reportedly mixed with reports of difficulty of use. Vanessa, workshops chair, requested the service suspended online for the time being due to difficulty of use, until this issue is resolved and/or conversion is complete. It was agreed to disable the service on our website. Barbara Witman, president, requests everyone who has a Square device bring it to the General Meeting tomorrow, Sept. 12, 2023. They will be evaluated and accessed for their functionality.

Jan Hunter moved that CQA discontinue “Zelle” and “Woo Commerce” services. The motion was seconded.

Continuing in and out of discussion: A reminder was posted that the services, Zelle and Woo Commerce should be discontinued and automatic renewal, if any, be cancelled.

*Budget Approval for this fiscal year:*

Discussion: It has come to the attention of the board that the approval of the Budget for this fiscal year 2023-2024, was not denoted in the minutes of the General Meeting for June, 2023. There was recollection from the board members that the Budget was presented and approved at that General meeting on June, 2023. The board has decided by consensus to amend the June General Meeting Minutes to include the vote of the General Membership to approve the budget for the fiscal year 2023-2024. The omission and the correction of this item in the minutes will be presented at the General Meeting, Sept. 12, 2023.

*New cash count form:*

A Word file for a proposed new “Cash Count” form was sent to board meeting attendees prior to the meeting today.

Discussion: There are several different paper version forms currently being used to count cash. These various forms were consolidated into a single new updated version. The new form was discussed and explained. Comments and recommended edits were offered on the layout. How to use the form was reviewed. The final updated form will be posted on the website and Barbara Witman will have copies available at the General Meeting tomorrow, Sept. 12, 2023. (Attachment of form included.)

*Proposal to switch from QuickBooks to Quicken:*

This item was discussed under Unfinished Business/Financial Inspection Committee. Topic is tabled and will be revisited.

*Proposal to research the hiring of a professional bookkeeper:*

This item was discussed under Unfinished Business/Financial Inspection Committee. Topic is tabled and will be revisited.

*Insurance policies question:*

Discussion: CQA currently has and pays for two insurance policies; SCCQG, Southern California Council of Quilt Guilds, (\$4.00 per member/year) and State Farm (\$500.00/year). It is understood that the SCCQG insurance includes liability and Officers’ and Directors’ liability as well. State Farm is for general liability and it was suggested it pertains to location site coverage. Barbara Witman will make an assessment regarding the necessity for two policies and will report back to the Board.

*Need for new Newsletter and Communications Chairperson:*

Our current Newsletter and Communications Chair is stepping down from that position due to health issues. We have a need for a replacement. If, there is no chairperson, then, there will be no newsletters. A call for a new Newsletter Chairperson is being made.

## **OFFICERS’ REPORTS**

**President** – Barbara Witman

No comments or further reports.

**Vice President** – Joey Strait:

Joey is the local representative for SCCQA. Joey attended the last online meeting, which focused on cyber security. If anyone would be interested in this topic the video is available online at their website.

Joey is chair of the CQA University program in October. There are currently 6 presenters.

Discussion: Ways to best rotate the members to each of the stations. Suggestions were made. At the October meeting, the free table and the library table will not be available.

**Treasurer** – Patricia Wood:

*Summary of Accounts Held:* Checking —\$12,460; Savings—\$33,648.56; CDs—\$18,809.85. Total Banking Account—\$64,918.81. Secretary, Barbara MacDonald, asked

if a hard copy of the treasurer's report should be included in the minutes. Barbara Witman, agreed that a hard copy should be submitted to the secretary to include with the minutes. (Attachment of form included.)

**Secretary** – Barbara MacDonald:

Barbara asked if it is necessary to keep a 3-ring binder of minutes for the calendar year. She also asked what the chain of custody was of the folder once a term was completed. Barbara Witman said there are 3-ring binders archived in the storage unit at present. A suggestion was made that the minutes be put on a flash drive rather than a 3-ring binder. Efficacy of the flash drive was considered. Will there be hardware to play it in the future? Barbara will continue to keep hardcopies of the minutes and there will be a consideration of implementation of a flash drive for storage in the future.

### **BOARD OF DIRECTORS' REPORT**

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

Last meeting; Sign-ins—96; Guests—2; New Members—2; Renewals—17. Clarified that a \$50.00 check received was meant for Workshops from a non-member for Sandra Bruce workshop and will be given to Vanessa, Workshop director.

**Director, Workshops** – Vanessa Buescher;

Sixteen members are signed up for the Sandra Bruce workshop this week. Vanessa will open signups for October's workshop with Verushka Zarate at the general meeting tomorrow. Vanessa conducted an inventory of supplies held by the Workshop Committee. Two mats remain of the five expected. The ruler supply is also diminished. Discussion: Can supplies be purchased? Vanessa asked board to consider about one more matt and purchasing more basic rulers. Tedi and Thelma offered to donate matts. Kelly, of Ways and Means, said that their committee has a box of rulers found in storage and offered them to Vanessa to look at for possible replacement of the Workshop Committee's inventory supply.

**Director, Speaker Hospitality** – Lou Dunne. Absent.

Barbara Witman gave the report in place of Lou Dunne. Laura Devine, picked up Sandra Bruce from the airport. Housing is being arranged by Barbara Witman. The speaker luncheon after the general meeting was set for the Country Harvest Restaurant. Vanessa will call to make a reservation for 12.

**Director, Speaker Contracts** – Tedi Patterson

Tedi reported that a page was missing from the directions for the Pinata quilt workshop. 10 copies of that missing page are available for those who attended and will be given to Vanessa to distribute. Edita Sitar has been cancelled from upcoming Speaker guests. Jean Impley has been scheduled in her place. The new bookmark of Meetings and Speakers has been printed and is ready for distribution. Verushka Zarate will have online downloadable pattern available for \$20.00 for her November workshop.

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

Kelly DuBois reported \$184.00 of proceeds from Silent Auction for Ways & Means. The Silent Auction basket at the general meeting for September will have approximately 1 yard cuts of fabric in it.

## **STANDING COMMITTEE CHAIRPERSONS' REPORTS**

**Communications** – Jennifer Bower: No more comment.

**Historian** – Position Vacant

**Charity Quilts** – Pamuela Hodson: Absent/No Report

**Storage Unit** – Pamuela Hodson: Absent/No Report

**Website** – Jennifer Rapacki, \*Joey Strait:

A new tab has been added to the website for upcoming “Special Events”.

**Small Groups**– Vicki Geiger

Vicki reported that the Seaside Quilters’ leader has moved out of the area. Kelly DuBois is a member and said no one person wants to take the lead and that they are sharing leadership. Vicki asked about moving her table from it’s current location at the general meeting next to the check-in tables to be more noticeable to potential small group candidates. Vicki asked if a committee person could just submit a report in lieu of attendance at the Board meetings. Barbara Witman responded that attendance was beneficial to the meeting, although, vacation plans didn’t have to be changed. She would like committee members to attend.

**Library** – Susan Luberto:

No library at the October meeting due to CQA University program. Susan asked for an announcement to be made that those taking crates home be prepared to keep them for Sept/Oct and return in November. There will be a book sale at the September General meeting tomorrow. Susan requested that an announcement to go out in the membership email update. Kelly DuBois, Ways and Means, added that there are 7 boxes of books found in their inventory. The committee would like to donate them to the Library Committee. Susan asked what the protocol was for purchasing a new book for the library collection. She was advised to purchase it and turn in the receipt for reimbursement, keeping in mind the annual budget allotment for the Library.

**Facilities** – Jonal Beck:

A floor plan for the event center requires two week notification prior to a meeting event. Any changes to the floor plan submitted will incur a \$25.00 fee. With this stipulation in mind, Jonal request that changes and requests must be made in advance of the two week deadline. Reservations for the Parks and Recreation facilities are now available one year prior to events.

**Travel** – Thelma Atkinson:

Update on the Shop Hop event is that there are 9 members going. The bus rental has now been changed to a 15 passanger van. Barbara Witman will be our driver. Thelma and her associate did a dry run for this event and she anticipates that it will be a fun trip. Roommate requests must be made ASAP. An itinerary will be distributed to participants prior to the event. A fee adjustment due to the change in transportation cost is being considered.

**Member Hospitality** – Sandy Cornelius:

Sandy reports hospitality is A-OK and they are ready for tomorrow’s meeting. A request was made for something seasonal for October’s sweet treats.

**Block of the Month** – Lisa Gorski:Absent

A question was posed about the process of how to get one’s BOM picture on the website. Photos of completed BOMs are submitted Lisa who then submits them to Joey

to be posted on our website. Joey will speak with Lisa and clarify the submission process for those participating in BOM.

**Newsletter** – Jennifer Bower

Jennifer explained her reasons for stepping down. She said if no one comes forward to take on the newsletter, regretfully there will not be a newsletter again this year.

**Quilt Show** – Cheryl Collart:

The Parks and Recreation reservation site has been approved for April 19-20, 2024. September 18, 2023 is the next meeting. Cheryl is available for any questions and invites anyone to contact her with their inquires. A theme is being discussed for the quilt show. Details for the show are in the works, i.e., tickets etc. The pieces are falling into place.

**UFO Challenge** – Anne Sidell: Absent/No Report

**Zoom Guru** – Jane Osborne: Absent/No Report

Will be at tomorrow's general meeting.

**Social Media Maven(s)** – Pam Dransfeldt [Facebook] and Paula Hoffman [Instagram]:

Absent/No Report

ADJOURNMENT – 11:35 a.m.

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

Attachments Included:

- Hard copy of the treasurer's report



Twenties \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

**Checks**

Number of Checks \_\_\_\_\_

Total Checks \$ \_\_\_\_\_

**Credit Cards**

Number of Credit Cards \_\_\_\_\_

Total Credit Cards \$ \_\_\_\_\_

**Grand Total**

\$ \_\_\_\_\_

-----  
Details for Membership: \_\_\_\_\_ New members x \$45 = \$ \_\_\_\_\_  
\_\_\_\_\_ Guests x \$5 = \$ \_\_\_\_\_  
\_\_\_\_\_ CQA Pins x \$5 = \$ \_\_\_\_\_  
-----

Details for Workshops

Workshop Month \_\_\_\_\_ Workshop Month \_\_\_\_\_  
-----

Details for Quilt Show  Opportunity Sales \_\_\_\_\_  Boutique \_\_\_\_\_  
 Pre-sale tickets \_\_\_\_\_  Same-day tickets \_\_\_\_\_  
 Other \_\_\_\_\_

Please submit completed form and cash to the Treasurer.

Revised 9/23