

APPROVED on December 11, 2023

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

Monday November 13, 2023

CALL TO ORDER

The meeting was conducted by President, Barbara Witman, by ZOOM interface and called to order at 9:33 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:

Vanessa Buescher: Moved to approve the minutes of the previous board meeting as presented. Seconded. Motion carried and approved as presented.

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 carried.

UNFINISHED BUSINESS

Review Procedures and Standing Rules and Vote:

Barbara Witman, announced revisions to the copy of the Procedures and Standing Rules which are being updated. Item 7.03, balance sheet was struck from the Procedures and Standing Rules. Item 29.01, the year to date income statement was reviewed. Kelly Dubois noted absence of a Ways and Means Job description for her committee, yet they were included for other committees. Discussion and input from those present led President Barbara Witman to table the vote on this item until further review has been completed.

Proposal to research the hiring of a professional bookkeeper:

Barbara W. reported the topic is still pending. Barbara W., Tedi Patterson and treasurer, Patricia Woods are still collaborating to learn the current bookkeeping program. Barbara M. will send contact to Barbara W. for bookkeeper recommendation.

Insurance Policies Vote:

The State Farm Policy was determined to be a “duplicate” of what we have with our “SCCQG” policy. It is believed that the use of the Ventura Fairgrounds location was the genesis of this policy for our guild. Discussion ensued. The need to evaluate our inventory and how to value it for insurance purposes was reviewed. The CQA storage unit, as well as various committees, account for CQA property. It was suggested that a review of equipment, a check-in and check-out system be considered for the storage unit. An audit was proposed. Different ideas were also suggested on how and where a committee with equipment should update what they have prior to passing their duties to the incoming committee chairperson. Pamuela Hodson will be contacted to review the storage unit contents. How to value our CQA library boxes was also brought to the discussion.

Motion to cancel the State Farm Insurance policy was made by Joey Strait. The motion was seconded. The motion carried.

NEW BUSINESS

Member led workshops for baskets/rugs:

Vanessa, Workshop chair, received a request from a member about the possibility of a general member workshop, inspired by the recent baskets/rugs mini-class, presented by Kathy Adams and Patricia Woods, during our CQA university in October. Discussion ensued about member led workshops. Thelma Atkinson shared the success of her Barn Quilt workshop, a member led workshop. Kelly DuBois added it was a possible fundraising opportunity. Vanessa questioned the process of a stipend for the presenter/s, time allotted, signups. In conclusion it was decided that Vanessa will move ahead to set up a mini-workshop.

December Celebration at General Meeting:

The December meeting will be a potluck, quilt give away, and a poppers (not fat quarter exchange) game. Discussion: Vanessa will split the membership up for potluck participants. Poinsettias were well received last year and will be on tables again this year and be set up as a give away as last year’s event. Susan L. requested a table.

Quilts for Comfort Givers:

The last day to turn in Quilts for Comfort Givers will be at the general meeting tomorrow, November 14.

Share Expenses with San Fernando Valley Quilt Guild:

The SFVQG would like to coordinate with our guild to share the travel expenses, etc., for the September speaker, Annette Ornelas. Sharing costs will benefit both our guilds. Details are to be determined at a later date.

Help tomorrow's speaker, Varuschka Zarate, unload and load tomorrow before and after the meeting:

Lou Dunn will not be available to help our speaker unload tomorrow. Lou has requested volunteers who can be available at 8:45 at the entrance to the Camarillo Community Center. Susan L., Tedi P., and Barbara M. volunteered. Two quilt stands were requested. Vanessa B. states she has two, however one doesn't function. Discussion ensued. Quilt stands need to be tracked down to ascertain who has them currently. Dena Miskel, a CQA member is going to hang her award winning quilt for the general membership to see.

Small Groups Chairperson Position:

Vicki Geiger has stepped down from her position as Small Group Chair. We now have a vacancy and need a volunteer to step up.

Zoom Volunteer:

Jane Osborne handles the Zoom portion of our general meetings and has requested an additional volunteer to bring her team up to 3 persons. Tedi P. volunteered her son as a possible person (Shayne Liess) to contact for that position. A call will be made to Shayne.

Donation of fabric to CQA:

Barbara Witman was contacted by a woman whose mother would like to donate her stash. Barbara W. now has 15 boxes of 1 to 2.5 yard cuts of nice quality fabric stored in garage. Barbara has invited the Board to come and peruse the boxes as soon as possible. Discussion ensued on how to distribute the fabric: Joey S. suggested the Linus Project (Joey S. knows who to reach out to) might be an organization to contact. Thelma A. offered to help process the boxes. Kelly DuBois Mentioned Ways and Means could benefit from fabric donations. Tedi P. commented about an online entity called FeelGoodFibers.com".

OFFICERS' REPORTS

President – Barbara Witman

Barbara W. has no additional comments.

Vice President – Joey Strait:

Joey attended the recent SCCQG meeting. The topic was on philanthropy. A variety of philanthropic efforts were presented. Our up coming quilt show was posted on their calendar by Joey. Barbara W. mentioned that Comfort Givers was the philanthropic wing of our guild.

Treasurer – Patricia Wood:

Summary of Accounts Held:

Checking —\$9,681.69; Savings—\$34,066.72; CDs—\$18,805.59. Total Banking Account—\$62,554.00. Patricia says she is learning Quickbooks and Tedi P. has been assisting her in that effort.

Secretary – Barbara MacDonald:

Barbara checked with Joey S. regarding posting of the minutes.

BOARD OF DIRECTORS' REPORT

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

Last meeting; Sign-ins—122; 106 members and 8 guests, with 17 signed in on Zoom per Barbara W. ; New Members—2. There were 4 additional renewals at the last meeting as well as 4 new members.

Director, Workshops – Vanessa Buescher;

—24 people will be attending the next workshop. Three refunds have been issued. Comment was made that refunds for workshops are not policy for CQA. Barbara W. responded it was complicated regarding two members and one a non-member.

—Jan/February information is coming in. The January workshop is open for sign-ups.

—Workshop supplies purchased totaled \$265.42. Vanessa feels Workshop supplies are well set up at this time.

—Square payments charge a fee for each transaction. The question was posed if refunds should exclude the cost of the Square transaction. A consensus was made to refund the full amount.

Director, Speaker Hospitality – Lou Dunne. Not Present.

Will be present at the general meeting after the meeting starts.

Director, Speaker Contracts – Tedi Patterson

Tedi reported that the 2024 contracts are complete and have been distributed to the president, vice president, workshop director, speaker hospitality director, website chair, and facilities chair.

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

Kelly announced a profit of \$310.00 at the last meeting. Tomorrow's meeting will include a donation of a quilt coat from Tedi Patterson. Ways and Means will have a silent auction for Tedi's coat. The silent auction will close after the break ends. The silent auction is able to highlight a member's talent. A question was posed regarding the possibility of a workshop presented by Tedi on her quilt coat in the future. It was proposed that an interest list be started. Vanessa will set up an interest list in regards to this query.

STANDING COMMITTEE CHAIRPERSONS' REPORTS

Communications – Position Vacant

Historian – Position Vacant

Charity Quilts – Pamuela Hodson: Not Present/No Report

Storage Unit – Pamuela Hodson: Not Present /No Report

Website – Jennifer Rapacki, *Joey Strait:

Joey reports that they are working on upgrading sales online at the website. A tab/button has been added for online payments. A question was posed regarding adding a financial tab or a document tab.

Small Groups– Vicki Geiger: Not Present

Vicki G. has stepped down. A question was posed regarding the possibility of updating the status of the current small groups on our website.

Library – Susan Luberto:

Crates will be returned on Tuesday. Membership will be asked to please return crates in December. There will be a book sale in December.

Facilities – Jonal Beck: (not present)

Travel – Thelma Atkinson:

Thelma sent out a proposal this morning to the Board regarding a retreat in Orcutt on March 1, 2, 3, 2024 (Fri, Sat, Sun) at the Old Town Quilt Shop retreat center. There will be 20 spaces available. Discussion ensued: The cost to the guild for the three days is \$455.00 for the room and \$150.00 for miscellaneous food/snacks is requested. Retreat fee is pending at this time and estimated at \$70.00/person. The group rate cost for lodging is being investigated at the Raddison and will be two queen beds per room. *Motion to approve the Orcutt Retreat proposal made by Barbara MacDonald. Motion seconded. Motion approved. Proposal attached.*

Member Hospitality – Sandy Cornelius: Not present.

Susan L. will set up for tomorrow. Sandy has had surgery. Susan L. reports she is doing well.

Block of the Month – Lisa Gorski: Not Present/No Report

Newsletter – Vacant Position

Quilt Show – Cheryl Collart

—Cheryl asks for 10 minutes with a microphone for tomorrow's general meeting.

—The Quilt Show Entry forms will be available at tomorrow's meeting.

—Guidelines will be included in the entry forms, i.e., labeling, packaging, tickets.

—Following the rules and deadlines are required.

—The event will be for one day and be in one room.

—Sleeves are necessary.

—Quilts submitted are requested to be in a cotton pillow case type of bag, no plastic bags.

—The entry form will be pinned to the back of each quilt submitted.

UFO Challenge – Anne Sidell: Not Present/No Report

Zoom Guru – Jane Osborne: Not Present

Barbara W. reports that Jane O. would like an additional helper for the Zoom meeting team. Currently Paul Witman and Jane O. are working on Zoom Presentations.

Social Media Maven/s – Pam Dransfeldt [Facebook] and Paula Hoffman [Instagram]:

Not Present /No Report

Additional Comments –

Jan Hunter announced that the New Directory is ready to be distributed. If a member has problems receiving the Directory they are advised to check their SPAM folders as well. The Directory is published 3-4 times annually. Barbara M. suggested to Barbara W. that the membership be alerted to check their emails for the Directory.

ADJOURNMENT – 11:26 a.m.

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

Attachments Included:

- Copy of the treasurer's November report: Patricia Wood (see page 7)
- Proposal for March Retreat: Thelma Atkinson (see page 8)

Camarillo Quilters Association

Income and Expense Report

June 1 - December 11, 2023

	TOTAL
Income	
Donation	35.00
Excursions Income	
Excursion retreat Income	1,130.00
Excursions Bus Trip Income	4,845.00
Total Excursions Income	5,975.00
Library Income	57.00
Membership Income	3,730.23
Travel	900.00
Ways and Means	1,139.00
Website reimbursement	99.99
Workshops	1,938.37
Total Income	\$13,874.59
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Expenses	
Community Quilts	
Fabric and batting	447.13
Supplies	145.62
Total Community Quilts	592.75
Excursions Expense	
Excursion retreat Expense	455.00
Excursions Bus Trip Expenses	2,744.50
Total Excursions Expense	3,199.50
General Operating Expenses	
Office expense	26.80
P.O. Box	194.00
Postage	66.00
Total General Operating Expenses	286.80
Insurance, Licenses, Fees	
Insurance	1,306.50
Total Insurance, Licenses, Fees	1,306.50
Meeting Room Rental	3,469.00
Membership Expenses	
Supplies	159.46
Total Membership Expenses	159.46
Programs	
Meals	18.25
Speaker fees	678.42
Transportation	257.96
Total Programs	954.63
SCCQG and Other Guild Dues	50.00
Storage	2,916.00
Technology	798.86

CQA Orcutt Retreat Proposal

Dates: Friday, March 1, Saturday, March 2, Sunday, March 3

Location: Old Town Quilt Shop Retreat Room, 165 West Clark Avenue,
Orcutt, Ca Orcutt, Ca 93455 805-938-5870 Capacity is twenty retreaters

Lodging Hotel: Raddison Suites 3455 Skyway kDrive, Santa Maria, CA
9345505-928-8000 Room Rate for Double occupancy 2 queens
Estimate \$145 per room=\$70 per person

Costs:

Retreat Room	\$455.00
Misc. food	<u>150.00</u>
	605.00

Deposit amount for room rental \$455