

Approved on JANUARY 8, 2024

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

Monday December 11, 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:

Joey Strait: Moved to approve the minutes of the previous board meeting as presented. Motion was seconded. Motion carried and approved as presented.

Approval of minutes of the previous General Meeting:

Jan Hunter: Moved to approve the minutes of the previous general meeting as presented. Seconded. Motion carried and approved as presented.

UNFINISHED BUSINESS

Review Procedures and Standing Rules and Vote:

Barbara Witman discussed additional changes that have been made to the copy sent to the board prior to today's meeting. Discussion ensued regarding the library inventory procedure. The question proposed was, if the current library procedures included inventory of individual boxes. Susan Loberto stated there is a total inventory but she is unaware that each box has its own inventory. Kelly DuBois suggested free apps available for this purpose used in classroom settings for student checkout purposes. Cheryl Collart suggested an average value be assigned to the box and use that as a value for replacement cost. Thelma Atkinson asked if they would be covered under our SCCQG insurance. Barbara MacDonald expressed concern that the member who volunteers to keep the box at home should be assured the box has the contents expected when they are taken home so they are not responsible if one or two books are found to be missing down chain of custody. Susan will share the discussion and ideas expressed today to the library committee and the topic was tabled in the meantime.

**Motion made to approve the updated standing rules for CQA made by Joey Strait. The motion was seconded. The motion was approved as amended.*

Proposal to research the hiring of a professional bookkeeper:

Barbara W. reported that she has reached out to three bookkeepers. One declined because the job was too small. The other two have not returned her call. Barbara W reported that the job is getting easier as the program is being learned.

December Celebration:

The flow of the general meeting was discussed as follows: Welcome, Quilt presentations to be made by Pamuela, Break and Appetizers, Business, reports/announcements etc., Show and Tell, Potluck and Poppers. Poinsettias on table will be distributed by Membership who will be handing out a free ticket to those present and will announce winning tickets. How to run the Popper part of the Potluck was discussed. There are ~120 Poppers. The Popper event will precede the Potluck.

NEW BUSINESS

Barbara Witman announced that Vicki Geiger will continue on in the position of Small Groups Chairperson in a limited capacity until someone replaces her.

Barbara Witman announced that the Nominating Committee begins in January. She requested ideas for how to increase potential volunteers. Possibilities were suggested; a flyer in January handed out to each member and posting it on the website with information regarding the positions available with a small description of the job, identifying volunteers and their positions at the meeting in January to share what they do and identify who they are and clarify how many members of the 199 total that are needed to make CQA a well functioning club, have CQA volunteers wear a t-shirt that identifies them to the membership so they are easier to recognize. The importance of ushering in the new volunteer with help and guidance was emphasized by Tedi Patterson.

OFFICERS' REPORTS

President – Barbara Witman

Barbara W. has no additional comments.

Vice President – Joey Strait:

No Report

Treasurer – Patricia Wood:

Summary of Accounts Held:

Checking —\$6,836.11; Money Market—\$34,066.72; CD—\$18,805.59. Patricia announced she will be distributing receipt books at the general meeting tomorrow to committee chairs of Travel, Workshops, Membership and Quilt Show who take cash excluding the Ways and Means committee. Discussion ensued. All those involved will use the receipt of cash books starting tomorrow.

Secretary – Barbara MacDonald:

Barbara wanted to confirm everyone is receiving the minutes to review prior to the board meeting. She appreciates the review and corrections.

BOARD OF DIRECTORS' REPORT

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

Last meeting; Total Attendees—133. Sign-ins—126; Guests—7, New members—2, Renewals—3, Zoom—no count last month.

Director, Workshops – Vanessa Buescher; (Not Present)

—24 people will be attending the next workshop. Three refunds have been issued.

(*replace with sentences in italics)

24 people registered for the November workshop. 21 were in attendance. Since the workshop was full, one refund was processed for a non-member who was traveling from Northern California. January's Zoom workshop has 11 people signed up.

(Correction made by secretary 2-12-2024, after these minutes were adopted. Error was noted by workshop director, Vanessa Buescher as she was not in attendance at this meeting. Board notified of correction).

Director, Speaker Hospitality – Lou Dunne. (Not Present)

Director, Speaker Contracts – Tedi Patterson

Tedi reported that she has lots of 2024 Program Bookmarkers remaining. She has given them to both Super Buzzy and Fabric Town USA. Jan will take a stack to put on the check-in table. Kelly will take some to distribute to the fabric shops that donate to Ways and Means when she picks up their donations.

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

Kelly announced a profit of \$301.00 at the November meeting, \$80.00 of which was from the silent auction of Tedi Patterson's Quilt Coat. She also reported that she and her crew believe that an item went missing at the last meeting and may have been accidentally taken off the Ways and Means table. Those working at the table are going to keep a closer eye on things. This is the first incident that anyone has been aware of

this happening. Her crew has assembled the January, February and March raffles for 2024. Tedi Patterson's member workshop now has 13 people signed up.

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 the Quilt Show Tickets should be on the website by December 20th.

Small Groups– Vicki Geiger: Not Present

Vicki G. will stay in this position in a limited capacity until the position has been filled.

Library – Susan Luberto:

There will be a book sale in December. She will bring the inventory topic to her committee.

Facilities – Jonal Beck:

Jonal confirmed with Susan there will be 9 tables for the book sale tomorrow at the General Meeting. Once the tables are free after the quilts are paraded around the room, Thelma Atkinson will use one for the Travel Committee.

Travel – Thelma Atkinson:

The retreat in Orcutt on March 1, 2, 3, 2024 (Fri, Sat, Sun) at the Old Town Quilt Shop retreat center has 3 remaining spaces available. Thelma asked for approval for the Poinsettia Pavilion Retreat in Ventura on June 17,18,19, 2024 on Monday, Tuesday, Wednesday. The sale of available spaces will begin at the January Meeting in 2024.

*Motion to approve the Ventura Poinsettia Pavilion Retreat was made by Jan Hunter. Motion was seconded. Motion carries.

Member Hospitality – Sandy Cornelius: Not present.

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

Newsletter – Vacant Position

Quilt Show – Cheryl Collart

Tickets and signups will be available at the general meeting in December. Cheryl confirmed she will need a Square device as well as the Receipts Booklet tomorrow. Paul Witman has all the Square devices and will distribute and explain how to use them tomorrow. Joey S. has posted the Quilt Show information on the CQA website.

UFO Challenge – Anne Sidell: Not Present/No Report

Zoom Guru – Jane Osborne: Not Present

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

Not Present /No Report

Additional Comments –

Discussion ensued regarding the mechanics of a proposed member Quilt Coat workshop by Tedi Patterson. Jonal, Tedi and Thelma discussed the size of room needed, a single or double room. Jonal said the reservation needs to be made 2 weeks prior to the event. No date was set and will be addressed at the beginning of the year. Joey S. volunteered to coordinate member workshops. Jonal stated the Community Center representative

wants to deal with only one person so suggested they work together to coordinate the room rental. Barbara W. will present this discussion to Vanessa B. our workshop chairperson to keep her in the loop.

ADJOURNMENT – 10:51 a.m.

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

Attachments Included:

- Copy of the treasurer's November report: Patricia Wood (pages 6-7)

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 |
| Total Income | \$13,874.59 |
| 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 |

Camarillo Quilters Association

Income and Expense Report

June 1, 2023 - January 5, 2024

| | TOTAL |
|--------------------------------|---------------------|
| Storage | 2,916.00 |
| Technology | 798.86 |
| Website | |
| Website development | 29.00 |
| Website host & maintenance | 199.98 |
| Total Website | 228.98 |
| Workshop expense | 361.45 |
| Instructor fees | 2,715.00 |
| Space rent | 133.00 |
| Workshop expense other lunches | 284.31 |
| Workshop misc exp | 36.22 |
| Total Workshop expense | 3,529.98 |
| Total Expenses | \$20,142.10 |
| NET INCOME | \$ -5,173.39 |
| NET INCOME | \$ -5,173.39 |