

APPROVED on May 13, 2024

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

Monday April 8, 2024

CALL TO ORDER

The meeting was conducted by President, Barbara Witman, by ZOOM interface and called to order at 9:35 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~~

Comfort Givers—~~Uela Hodson~~

Communications—*Position Vacant*

Facilities—Jonal Beck

Historian—*Position Vacant*

Library—Susan Luberto

Member Hospitality—Susan Luberto

Newsletter—*Position Vacant*

Quilt Show 2024—Cheryl Collart

Small Groups—~~Vicki Geiger~~

Social Media Mavens—~~Pam Dransfeldt (FB),~~

~~Paula Hoffman~~(Instagram)

Storage Unit Coordinator—~~Uela Hodson~~

Travel—Thelma Atkinson

UFO Challenge—~~Anne Sidell~~

Website—*Joey Strait,~~Jennifer Rapacki~~

Zoom Guru—Jane Osborne

CONSENT CALENDAR

Approval of minutes of the previous Board Meeting:

Jan Hunter: 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:

Patricia Westberg: Moved to approve the minutes of the previous general meeting as presented.

Motion was seconded. Motion carried and approved as presented.

UNFINISHED BUSINESS

Nominating Committee: Proposed Ballot Attached

Positions that have been filled as well as those that remain vacant were presented. The ballot for the 2023-2024 board and committee chairpersons will be voted upon at April's general membership meeting tomorrow. Speaker Hospitality remains unfilled. Laura Devine has agreed to host the September speaker in the event that position is not filled. Vanessa Buescher will continue with Workshops and has requested a co-chairperson to help. Susan Luberto requested help for the General Hospitality to finish out the term. Debbie Carr will be our Zoom Guru.

Budget: Attached and sent prior to meeting today.

Budget items as presented were discussed:

1. The president's budget: This money funds president's gift to outgoing members at the term end. As yet, Barbara W. said she hasn't used this money.
2. Various line items were discussed.
 - a. Budget needs of Excursions was reduced because of lower participation than anticipated so the size of bus was reduced to a smaller shuttle costing less.
 - b. Library budget is used to buy new books. Books are currently marketed at \$25-30.00 per book.
 - c. The deficit was lower than anticipated.
 - d. A comment was made regarding committees sharing equipment, which potentially reduce overhead.
 - e. Our internet advisor, Jennifer Repacki's payment was discussed. The line item for her compensation should be under Technology Expert. Patricia W. stated she was paid \$240.00 in October 2023. She will review the invoices regarding payment to Jennifer. The board wants to make sure she is being compensated.
 - f. Barbara MacDonald asked about being reimbursed for paper reams etc. Office expenses would cover secretary costs. She was advised to submit receipts to Patricia for reimbursement.
3. The budget will be posted at the May General Meeting. A vote on the budget will be held at the June General Meeting

NEW BUSINESS

The Santa Barbara Coastal Quilters Guild will be having a fabric sale on April 20, 2024. They requested this be announced at the General Meeting. They will reciprocate with an announcement regarding our guild's Quilt Show on April 20th.

OFFICERS' REPORTS

President – Barbara Witman

1. *Budget discussion* for 2024-2025.
2. Barbara W. was asked a question by a member, regarding the cost of the current storage unit used by CQA. Downsizing the unit was recommended. The research shows a 10X10 unit would save us \$600/year. *A discussion ensued.* The storage unit needs to be organized, reviewed and cleaned up. It was mentioned there is a Christmas tree in the unit. The history was that it

possibly was used to display hand made ornaments. . Uela is in charge of the unit and will be advised of the discussion.

3. There are storage unit keys checked out to 8 people currently.

4. Barbara W. shared that Jennifer Bowers had the Communication Chairperson's folders. The folders will be given to Jane Osborne, our 2024-2025 nominee for Communication.

Vice President – Joey Strait:

1. The Vice President is the liaison to SCCQG. There will be a meet the "Teachers' Event" in April and will be a Zoom presentation. Incoming Vice President, Rose Gamboa and incoming Speaker Contracts, Joey Figueroa were invited to join in the Zoom.

2. The May Board Meeting will be a combined meeting of 2023-24 Officers and Committee Chairs and 2024-25 Officers and Committee Chairs. Incoming President Patty Westberg proposed to have the meeting at her home on May 13th.

Treasurer – Patricia Wood:

Summary of Accounts Held:

- Checking ————— \$7,255.74
- Savings/MM ————— \$34,066.72
- CD ————— \$18,805.59
- TOTAL ————— \$60,128.05

*To View financial reports Go To: <http://camarilloquilters.com> →members
→Documents →Financial Reports*

Discussion: Barbara MacDonald asked about the term of our CD. How often does it roll over and is anyone aware of the interest rate of that CD? If the CD rolls over automatically without review, we may still have the low rate of interest. Most banks do not increase the rates automatically. The terms of the CD should be reviewed and followed at each rollover date. The CD will be reviewed.

Secretary – Barbara MacDonald:

No Report.

BOARD OF DIRECTORS' REPORT

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

Last meeting:

Attendees: 109—in-person; 2 were guests; ?/on Zoom (the estimate is <20). The 2024-25 cost of membership will increase to \$45.00 per year.

There will be a membership drive during the April and May meetings.

We have a total of 217 members

Director, Workshops – Vanessa Buescher

• The April workshop is on Hawaiian Applique Technique with Cissy Serrao. It will be a Zoom presentation. There will be two days for the workshop, April 10 and 17.

• The May Hand Quilting class has a 1 person enrolled. We have 30 days to cancel with the speaker, which would be April 15th if the signups don't increase.

- The Rope Basket Class (May), Jacket Class (June), Rug Class (July) are all scheduled. The availability to purchase on-line is not functioning. Joey will look into it. The July class will go active to purchase in May.
- Vanessa believes that \$50.00 is too much of a jump in workshop fees. Vanessa has suggested that the increase be reconsidered and to be reduced to \$45.00.
Discussion ensued. \$45.00 may confuse general membership because the fee for membership is also \$45.00. It was suggested that the workshop fee be increased gradually and only go up \$5.00 from the original \$35.00 for next year and increase gradually thereafter.

Motion: *Vanessa Buescher made a motion to set the cost of workshops at \$40.00 for members and \$55.00 for non-members for the fiscal year 2024-2025 starting in June 2024.*

Motion Seconded: *Motion was unanimously approved. There was no one opposed and there were no abstentions.*

- Vanessa reports that payment for instructors are not being done in a timely manner.
Discussion ensued. It was recommended that the speaker be paid on the day of the scheduled event. Problems arise if the speaker doesn't present a W-9, which is required before payment is issued by the guild. Checks that are issued require two signatures. Barbara Witman and Patricia Wood will discuss the matter.
Suggestions made included:
 - Workshop chairperson could remind the lector to have their W-9 ready prior to the workshop.
 - Workshop chairperson could have blank W-9 forms for the lector to fill out if needed.
 - Issue two separate checks, one for the day of the lecture (assuming the W-9 was received) and a separate one when the final cost assessment invoice is received.
- Jonal Beck requested to be added as a signator to our account. Barbara W. said that would require a By-law revision and would need to be addressed by the new officers for 2024-25. There are currently four signees comprised of the four standing officers.
- It was asked if Zoom presentations are less expensive and if speaker fees are affected. The consensus was that because there are no fees for lodging or meals (if the speaker requests a hotel that can cost ~\$266.00 more or less). So, ultimately the overall cost for a zoom speaker is less.
- Patty Westburg asked what the membership prefers for workshops, zoom or in-person events. Vanessa B. believes members prefer in-person workshops. It was decided that the question will be posed at the general meeting to members who attend workshops as to what their preferences are.

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

No report.

Director, Speaker Contracts – Tedi Patterson (Not Present)

No report.

Director, Ways and Means – Kelly DuBois (Not Present)

No report.

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 – *Joey Strait, ~~Jennifer Rapaeki~~:

Adjustments to fees for workshops will be made.

Small Groups– Vicki Geiger: Not Present.

No report

Library – Susan Luberto:

No report

Facilities – Jonal Beck:

Jonal corrected a previous reporting that reservations were \$100.00. They are \$25.00. Timing for bookings/reservations made by the guild were discussed. We currently do not have reservations for November, December and January. Jonal tries to group the reservation requests to reduce the associated fees and batches the requests for reservations. It was agreed that it was OK to wait until September to make the next group of reservations.

Travel – Thelma Atkinson:

There are a few openings remaining for the Poinsettia Pavilion Retreat. Portable tables for the retreat were discussed. Thelma has set aside the end caps of four 8' tables. The question was posted as to if a reservation of an end cap of a table cost more for the reservation. There was discussion of extension sewing tables and setting them up in the aisles would be ok. At past Poinsettia Pavilion retreats they didn't seem to obstruct the aisles. The next retreat has been reserved for Orcutt, February 14, 15, 16 2025.

Member Hospitality –Susan Luberto

No report

Block of the Month – Lisa Gorski: Not Present

No report

Newsletter – Vacant Position

Quilt Show – Cheryl Collart

- Ticket sales are low.
- The cost of the show is ~\$6000.00 and is a lot of work.
- At this time there are 102 quilts to display.
- Various ways to get the word out on the show were suggested. There is no real regional newspaper so advertising is left to local social media, local news such as the Acorn and the VC Reporter, and radio stations. The Star is too expensive to advertise in.
- It was proposed that left over boutique items will be brought to next month's meeting and be sold at ½ price. Ways and Means will retrieve what they donated.

A discussion ensued. Will members drag their feet if they know the items remaining will be at the next meeting for 50% off? A holiday sale at the CQA University was suggested as an alternative to the 50% off next meeting

option. The fall sale is suggested to not be at a 50% discount. Small items could be sold and larger items could be used for silent auction for Ways and Means. If an item doesn't sell, is the donation allowed to be taken back by the person who donated it? Jonal will ask Cheryl. A comment was made that once an item is

(Discussion continued:)

donated the group receiving it owns it per California Law. Barbara Witman was ok with the item being returned to the donator.

- Thursday, April 18th, there will be a caravan to transport quilts from the storage unit to the event center.

UFO Challenge – Anne Sidell: Not Present

Zoom Guru – Jane Osborne: Not Present

No report

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

Not Present

Additional Comments –

None

ADJOURNMENT – 11:18 a.m.

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

Attachments Included:

- Budget Proposal 2024-25
- Proposed Ballot: 2024-2025

2023-2024 Budget vs. Actual Report 2.x

Home Layout Tables Charts SmartArt Formulas Data Review

Edit Font Alignment Number

Fill Aptos Narrow (B... 11 A A abc Wrap Text General

Paste Clear B I U Merge %

D46 fx 600

	A	B	C	D
1		Budget	Actual	Suggested Budget
2		2023-24	2023-24 YTD	2024-2025
3				
4	Income			
5	Excursions Income		8995	4000
6	Interest	5		5
7	Library	500	356	400
8	Membership Dues	10,125	3960	9000
9	Misc. Inc.	100	100	
10	Ways & Means	2000	2408	1500
11	Workshops	2150	3080	2400
12	Memorial Donations	50	45	50
13	Website Reimbursement		100	
14	Total Income	14930	19044	17355
15				
16	Expenses			
17	Block of the Month	150		50
18	Comfort Givers-Supplies	100	146	175
19	Comfort Givers-Batting	800	561	600
20	Communications	150		
21	Credit Card Fees			
22	Excursions		4169	3000
23	Prof. Organizations	290	50	300
24	General Operating Exp.		320	
25	President's Budget	200		100
26	Office Expense	300	27	100
27	P.O. Box Rental	130	194	200
28	Postage	50	66	75
29	Storage Unit	2800	2916	3200
30	Insurance	1088	1307	1500
31	Library Exp.	500		500
32	Meeting Exp:			
33	Hospitality Exp.	50	196	200
34	Room Rental Exp.	3500	3469	3700
35	Speaker Exp:			
36	Speaker Fees	3525	1800	4000
37	Hotel Rooms	2400		1000
38	Meals	500	18	250
39	Transportation	2000	258	1000
40	Shipping Fees, Postage	200		100
41	Membership Exp.	50	159	200
42	Technology Exp:		895	1000
43	Website Development	40	29	50
44	Server Host	250	200	250
45	Email Exp.	150		100
46	Web Guru	500		600
47	Tech support for meetings	1600		
48	Domain name expenses			40
49	UFO Exp.	100		
50	Ways & Means	200		150

51	Workshop Exp:		361	150
52	Instructor Fees	4200	2715	4000
53	Room Rental Exp.	2000	618	900
54	Misc. Exp.	25	170	50
55	Lunch for Instructor	150	284	300
56	Shipping Fees, Postage	75		75
57	Supplies	300	285	300
58	Total Expenses	28373	21213	28215
59				
60				
61	Budget Deficit	13443	2169	10860
62				
63				
64				

Proposed 2024-25 Board Members

President	Patty Westberg
Vice-President	Rose Gamboa
Secretary	Barbara MacDonald
Treasurer	Patricia Wood
Block of the Month	Lisa Gorski
Comfort Givers	Pamuela Hodson
Communications	Jane Osborne
Facilities	Jonal Beck
Historian	_____
Library	Susan Luberto
Member Hospitality	Kathy Adams/Judy Carpenter
Membership	Jan Hunter/Pat Hibner
Newsletter	_____
Small Groups	_____
Speaker Contracts	Joey Figueroa
Speaker Hospitality	_____
Storage Unit Manager	Pamuela Hodson
Travel	Thelma Atkinson/Lynne Woods
Ways & Means	Holly Winston/Kelly DuBois
Website	Joey Strait/Jennifer Rapacki
Workshops	Vanessa Buescher/_____
Social Media Mavens	Pam Dransfeldt (Facebook) & Paula Hoffman (Instagram)
UFO Challenge	
Zoom Guru	Debbie Carr