

APPROVED on June 10, 2024

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

Monday, May 13, 2024

**CALL TO ORDER**

The meeting was conducted by President, Barbara Witman, called to order at 9:50a.m in the home of incoming president 2024-2025, Patti Westberg.

PRESENT:

**Voting Members:**

\**President*—Barbara Witman  
*Incoming President*—Patti Westberg  
\**Vice President*—~~Joey Strait~~  
*Incoming Vice President*—Rose Gamboa  
\**Treasurer*—Patricia Wood  
\**Secretary*—Barbara MacDonald  
\**Director, Speaker Contracts* —  
Tedi Patterson

*Incoming Director, Speaker Contracts*—  
Joey Figueroa  
\**Director, Speaker Hospitality*—~~Lou Dunne~~  
\**Director, Workshops*—Vanessa Buescher  
\**Director, Ways and Means*—Kelly DuBois,  
*Incoming Director, Ways and Means* Holly  
Winston, ~~Sue Hilliard, Marsha Morrow,~~  
\**Director, Membership*—Jan Hunter/Pat  
Hibner

***There is a quorum***

*\*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:**

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

## **UNFINISHED BUSINESS**

*Revote to approve March General Meeting Minutes: Adjustment of approval procedure.*

Kelly DuBois: Moved to approve the minutes of the March general meeting as presented.

Motion was seconded. Motion carried and approved as presented.

### *Nominating Committee:*

Positions which remain unfilled:

- Historian
- ~~Newsletter~~ — Tedi Patterson volunteered to chair the newsletter as of today's meeting. The job description binder will either be located or a new one created. Suggestions made to speak to previous chairpersons for advice and guidance were made.
- Small Groups, co-chairperson
- Workshops, co-chairperson
- Treasurer

### *Budget:*

Budget items as presented were discussed: Discussion ensued.

1. Clarification of line items for speaker fees versus workshop leader fees was explained. The speaker involved fees are drawn from different "buckets" so to speak.
2. *Why did the budget get cut by 50% for meals for the speaker?* The projected budget of \$500.00 in the 23-24 budget for the meals expense was only an \$18.00 actual expense. Therefore even a projected expense of \$30.00 per speaker who is in person would still fall well below the proposed 24-25 budgeted amount of \$250.00 allotted. Variables to this expense are the speakers who zoom, Speaker Hospitality hosts offering a room to speaker, for example Laura Devine has offered to substitute and possibly house a speaker occasionally.
3. *What is the fee for the Square Service?* The fee is 3%. The fee is not an additional charge for the purchases but absorbed by the guild. This expense is not tracked.
4. Some additional comments were made regarding the fees for membership and workshops. The logic of the fees as they now stand and the decision to incrementally increase fees for membership and workshop at the previous meeting was reviewed. This topic will be determined in the new fiscal year.

## **NEW BUSINESS**

### *1. No cost marketing opportunities for exposure of the CQA guild:*

- a. Patty Westberg was approached by an associate of the Olivas Adobe asking for 15-30 quilts to display on February 9<sup>th</sup>, 2025. There is no need for CQA

volunteers to host this event. There is a need for someone to be a liaison between the Olivas Adobe representative and the quilters who would like to show their quilts at this event. Suggestions: to position our bulletin board at the event, information flyers and free guest passes to a guild meeting if the Adobe management will permit us to do so. A question posed was if the event would have a style preference i.e., vintage or modern. There was no opposition to this opportunity. The offer will be presented at tomorrow's general meeting. Those interested will talk to Patty W. for details.

b. A class for teaching basic sewing techniques for quilting is being proposed for the Oxnard Library on the 3<sup>rd</sup> Wednesday of the month between 5-6:00PM. Patty W. was approached by community member, Chrystal Wardsell, for permission to present the idea to the general membership, asking for anyone who might be interested in participating as a volunteer. The target is the community who doesn't have access to this learning opportunity. There was no objection to presenting this at the general meeting.

2. *There is not going to be a zoom presentation at tomorrow's meeting.* Due to no one to host the technology for us at the meeting tomorrow.

3. *A volunteer to run the projector for tomorrow's speaker was requested.*

4. *During the chairperson's reports please be sure to announce your name and the committee you chair.* Not everyone knows the volunteers and it is a nice opportunity for the general membership to get to know their Board and Volunteers.

—Patti W. would like to call the board and committee chairpersons up to the stage and have them introduce themselves individually at the general meeting.

5. **CD:** Our CD currently earns 0.01% annually. It expires on June 15, 2024. Distribution of the current funds was also discussed. Perhaps the CD funds could be laddered into two CDs which come due in different increments. The new board will move forward with what to do with the CD as it stands.

—The 2024-2025 officers will need to make arrangements to meet at our current bank to sign signature cards. All officers are required by the Bank of America to be present.

—Adding a 5<sup>th</sup> signer for the checks was briefly discussed. This topic will be taken up with the new 2024-2025 board. Comments included security issues, a temporary problem which may change as the board positions change. The topic was tabled for now.

## **OFFICERS' REPORTS**

**President** – Barbara Witman

Barbara W. shared that Joey Strait was quickly discharged and is feeling very good. She said she is pleased she had the surgery.

**Vice President** – Joey Strait: Not present.

**Treasurer** – Patricia Wood:

*Summary of Accounts Held:*

- Checking ————— \$17,636.96
- Savings/MM—————\$34,066.72
- CD————— \$18,805.59

- TOTAL —————\$70,509.27

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

**Secretary** – Barbara MacDonald:

1. The financial report is posted on the website as directed above in the treasurer's report and I will not include it in the minutes.
2. I would like to reserve a chair at the front center of the general meeting so I can see and hear everything. I would like a small table if possible, but I will bring my own to the meeting tomorrow.
3. We have a busy agenda at our board meetings. It is very helpful for me when it is followed while I take notes. When it is time for your report it would be very helpful, if you want to revisit a previous line item, to just say you would like to return to an earlier agenda item so I can go back to that spot in the agenda. Otherwise, the notes are all over the place and are difficult to put in order when I type them up for the working draft.

## **BOARD OF DIRECTORS' REPORT**

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

Last meeting:

Attendees: 116—in-person; 1—guest; ~20/on Zoom; new members—3 (signed up at Quilt Show)

The membership drive renewals are continuing to be accepted.

We currently have a total of 217 members.

**Director, Workshops** – Vanessa Buescher

Andrea Ramieres will fill in for Vanessa B. at the meeting tomorrow.

Vanessa requested that the new members' names be sent to her.

- The May Hand Quilting workshop with Lauren Harte shouldn't require much set up. To avoid confusion the sign-up on line will be closed because of inability to get the course information to online signups. Susan Luberto will run the workshop on Wednesday.
- Everyone who signed up on the interest lists for the member led workshops were contacted.
- The Rope Basket Class (May) has only 2 sign-ups. The cost of the room cannot be supported by the current sign-ups. Vanessa said that if the class doesn't fill, cancellation of the class will result in only the \$25.00 deposit being forfeited. Thelma A. suggested that maybe the class could be held in a member's home. Vanessa offered her home. Those who are signed up will be advised of the cancellation and/or the possibility that the location will change and the class still be held.
- Jacket Class (June) has two sign-ups at this time. Tedi Patterson has made coats in all sizes and will have them available to try on at the general meeting tomorrow. Sign-ups will be available at tomorrows meeting.
- Rug Class (July) will be open for sign-ups at tomorrow's meeting.

**The next in-person lectures will be:** Annette Ornelas, *Dimensional Curved Piecing* in September and Jean Impey, *Creativity, Has Someone Stolen Yours?* in November.

- Vanessa asked if the Ways and Means committee will continue to include a Free Workshop Certificate. Vanessa continues to remind people to use their certificate before the expiration date which is good for one year from the date of issue.
- Vanessa presented a packet of workshop certificates to our outgoing president, Barbara Witman. Barbara W. was delighted.

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

No report.

**Director, Speaker Contracts** – Tedi Patterson/ Joey Figueroa (incoming)

Joey F. reported that she had explored the Gloval Connection and SCCQG teacher resources presentation. She presented two possible future classes. *Discussion ensued.* Suggestions and comments were offered by those present. Joey F. requested recommendations for class and topic interest. Barbara W. recommended the general membership also be asked for recommendations.

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**Director, Ways and Means** – Kelly DuBois / Holly Winston (incoming Chairperson)

Kelly proposed a raffle table of handmade items. A raffle could increase the revenue at the June and December meetings where Ways and Means are usually dark. Jonal will be asked for a table. The providence of the items now in the storage area after the quilt show was asked about. Kelly inquired if the items Ways and Means donated for the Quilt Show were in storage for them to resource for Ways and Means. Cheryl said the Ways and Means tubs were labeled. Everyone agreed that a raffle should be assembled for the June and December meetings.

## 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

—Patti Westberg requested that any CQA items, which are stored in a member's home, be inventoried by each chairperson and a list given to her. Some positions have CQA supplies stored in their home because it is part of their job description. For example, the Workshop Chairperson keeps workshop tubs in her home per the job description. Patti W. also asked for a list of who had keys to the CQA Storage Unit.

**Website** – \*Joey Strait, Jennifer Rapaeki: Not Present

No Report

**Small Groups**– Vicki Geiger: Not Present.

No report

**Library** – Susan Luberto: Not Present

No report

**Facilities** – Jonal Beck: Not Present

No Report

**Travel** – Thelma Atkinson:

Poinsettia Pavilion Retreat, June 17 and 18th(8AM to 7PM), and June 19 (8AM to 5PM).  
There are two remaining openings for the Poinsettia Pavilion Retreat.

The next retreat has been reserved for Orcutt, February 14, 15, 16 2025 (Friday, Saturday and Sunday—Valentine’s weekend). Two additional suggestions for potential retreat sites were “Creation Station” in Buellton and “Heartland Retreats” in the Sequoias.

**Member Hospitality** –Susan Luberto

No report

**Block of the Month** – Lisa Gorski: Not Present

No report

**Newsletter** – Tedi Patterson volunteered to take on the chairmanship of the Newsletter.

**Quilt Show** – Cheryl Collart

- **Cheryl submitted a written report, which is attached at the end of these minutes.**
- Evaluation forms will be available for the general membership at tomorrow’s meeting.
- Discussion ensued.
- Shirley Bertolino sent a lovely note to Rose Gamboa which Rose read today. Shirley also sent a note to the Quilt Show committee. Shirley is a long time CQA member and was very complimentary of the quality of the show.

**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 / no report

**Additional Comments** –

None

ADJOURNMENT – 12:18 p.m.

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

Attachments Included:

- Quilt Show Summary: Submitted by Cheryl Collart

May 4, 2024

To: CQA Show Committee

From: Cheryl Collart, Show Coordinator

Re: Summary and Evaluation Comments on CQA "Stitching in Harmony".

The 2024 Show Committee met April 29 to discuss their show observations and make general suggestions and recommendations that would apply to a future show/boutique sale event.

A draft 'evaluation/questionnaire' was discussed and will be circulated at the May membership to allow members to make their comments; findings will be summarized and added to the files.

The Committee also reviewed the Summary of revenues, expense, and participation; it was suggested to be posted at the May meeting for all members to see.

#### General Observations and Comments

- The **front lobby was a welcome site** for visitors and provided opportunity to expand CQA presence. Four new members were gained as a result of the show; and 150 printed invitations to the next guild meeting were distributed.
- **Ticket management** could be improved with a single coordinator; costs to print tickets with a consecutive numbering system may need to be considered; wristbands worked well; online ticket sales were very low; cash was the main payment method for tickets sold.
- **Quilt Show categories** helped create an interesting event and showcase programs offered by CQA. Quilts were sequenced and arranged to fit the available space. Asking quilters to help support the event by paying an entry fee that also fully benefited the quilter with a ticket(s) and raffle tickets was not clearly viewed as a benefit. The range and quality of the quilts showed well; approximately 155 quilts were shown.
- All quilts were consistently labeled; however, not all entries included a 'personal statement' which was requested by attendees; many cloth bags did not have proper labels so additional time was needed at in-take and return. The take down and return of quilts went very quickly but was complicated by helpers and/or quilters who pressed to leave before checking out through the process as planned; the team made adjustments to move extremely quickly; approximately 10 quilts were not collected from the event and will be returned by appointment and/or the May meeting.
- 138 votes were cast for **Viewers Choice**; winners will be announced at the May meeting. More professional judging would likely require quilters to pay a fee to help recover the cost of a judge; but few CQA quilters seem to seek critique of their quilts and prefer views choice.
- **Facility rentals** throughout the county have similar requirements for insurance, staffing, food service, etc. Consideration of show venues is key to setting the budget and show theme. Facility reservations, general floor plans and equipment rental must be placed 6 – 12 months in advance. The final show set-up is not clearly known until all entries have been received and is complicated

when final quilt entries come in only 30 days in advance and require specific sequencing to fit the formal poles/drapes floor plan.

- **Boutique** is an area of great member interest. The Committee spent months developing themes, making plans, and preparing specialty items all to be nicely displayed and sold at somewhat consistent pricing. Unfortunately, some guild members who were not part of the planning group but came to help to set up created confusion by not following the course that was planned. Consistent planning, pricing and overall organization must be controlled by a core group and helpers should follow in support. Boutique donations are a huge resource to CQA but this benefit can be lost when items are priced too low, guild helpers assume items are “free” for the taking in exchange for their volunteer efforts, donated items do not fit the show plan, and unsold items are not carefully packed and labeled for future sale or return to donors.
- A **separate Boutique event, date or space** could be considered, allowing members to focus on making and/or preparing items for sale. It may be an opportunity for members to host their own ‘vendor’ table to make and sell items with a fee and/or percentage of sale retained by CQA.
- Approximately 12 **raffle baskets** were offered; day of tickets sales were enthusiastically promoted to garner nearly \$1000.
- The **musicians and singers** were well received by show attendees; all the performers seem to enjoy the event and appreciate the positive response from the audience.
- **Publicity** for the event included SCCQG website; CQA website; direct mail and email to more than 25 sister guilds; and posting on social media. Outreach was attempted with local press such as VC Reporter, Accord, and Breeze. Contact was made with local sewing shops, restaurants, small businesses, several senior residential communities as well as recipient organizations who have benefitted from CQA quilts.
- Having a **storage unit with designated space** is essential to the CQA show and boutique; completed boutique items were carefully stored before the show and unsold items packed for a future event. Small equipment, poles and stands are essential for CQA activities. The relevant quilt show files will be placed in the CQA storage facility for future reference.
- Presenting a show event requires a great deal of **physical assistance** to hang the quilts, set up a boutique and further host the day and then clean-up. Work schedules were created and teams formed to complete specific tasks and not require guild members to be available all day/both days. Key committee leaders made adjustments as necessary to make the event a success.
- Approximately 25 members served as the **core show committee** and met monthly starting in August 2023 for the April 2024 show; smaller subgroups of the committee met and worked as needed to prepare for the event. Guild members have come to expect a show and boutique event every other year; the cost to present the events have been recovered and ‘profits’ contributed to the Guild’s budget to support on-going expenses. It was the consensus of the committee that this year’s event was a fun and successful show that could have accommodated more Guild participants.



**Summary Total for CQA 2024 "Stitching in Harmony" Quilt Show**

<b>Revenue for CQA 2024 Quilt show</b>	
Boutique Sales	\$5,618
Raffle Baskets day of tickets	945
Raffle Ticket pre-sale	340
Tickets day of	3,045
Tickets pre-sale	1,835
On-line ticket sales	420
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<b>Total Estimated Revenues</b>	<b>\$12,203</b>

<b>Expenses for CQA 2024 Quilt Show</b>	
Cam Com Ctr	\$2,401
Poles and Drapes	3,980
Insurance (SCCOQG)	40 (est)
Small supplies	135 (est)
Musicians	300 (forever young/ 2 guitarists)
Advertising	15
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<b>Total Estimated Expenses</b>	<b>\$6,871</b>

Estimated "Profit" \$5,332

**Estimated Total Attendance 403**  
385 paid and given green wristband at the door.  
18 comp (musicians) given orange wristband at the door.

**Estimated Total Ticket Sales 445**  
417 pre-sale and day of sale  
28 online sales

**Estimated Total Quilt Entries 151**  
Challenge Quilts 41  
Workshop Quilts 25  
Block of the Month 11  
General Entries 74

**Estimated number of CQA members submitting quilts: 56**  
**Estimated number of CQA members engaged in committee/day of helpers: 50**  
**Estimated CQA average membership over the months of show prep/event: 215**