

APPROVED on July 8, 2024

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

Monday, June 10, 2024

CALL TO ORDER

The meeting was conducted by President, Patti Westberg and called to order at 9:35a.m in the home of president 2024-2025, Patti Westberg.

PRESENT:

Voting Members:

- **President*— Patti Westberg
- * *Vice President*—Rose Gamboa
- **Treasurer*—Patricia Wood, *Pending Replacement*
- **Secretary*—Barbara MacDonald
- **Director, Speaker Hospitality*—*Vacant*

- **Director, Speaker Contracts*— Joey Figueroa
- **Director, Workshops*—Vanessa Buescher
- **Director, Ways and Means*—Holly Winston, ~~Kelly DuBois~~
- **Director, Membership*—Jan Hunter/Pat Hibner

There is a quorum (5 members) *Denotes voting member Line through denotes not present

Non-Voting Members:

- Block of the Month*—~~Lisa Gorski~~
- Comfort Givers*—~~Uela Hodson~~
- Communications*—Jane Osborne
- Facilities*—Jonal Beck
- Historian*—*Vacant*
- Library*—~~Susan Luberto~~
- Member Hospitality*— ~~Susan Luberto~~
- Newsletter*— Tedi Patterson
- Quilt Show 2024*—~~Cheryl Collart~~

- Small Groups*— *Vacant*
- Social Media Mavens*—~~Pam Dransfeldt (FB), Paula Hoffman~~(Instagram)
- Storage Unit Coordinator*—~~Uela Hodson~~
- Travel*—~~Thelma Atkinson~~
- UFO Challenge*— *Vacant*
- Website*—*Joey Strait, ~~Jennifer Rapacki~~
- Zoom Guru*—Debi Carr

CONSENT CALENDAR

Approval of minutes of the previous Board Meeting:

Motion: Rose Gamboa: 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:

Motion: Patricia Wood: 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:

Positions which remain unfilled:

- Historian *Vacant*
- Speaker Hospitality *Vacant*
- Small Groups *Vacant*
- Workshops, co-chairperson- *Second person at general meeting table and pending a volunteer*
- Treasurer *Vacant, (Pending appointment, Patricia Wood)*
- UFOs *Vacant*

Discussion:

- Treasurer, Patricia, was asked what she would not like to do in her job description. She answered "taxes". Taxes are due on August 1st. The person who becomes treasurer should have some familiarity with Quick Books. There should be a succession plan in place. Training should be in place. Our Quick Books program contains our guild's history. Regarding Tax Filing...Find someone to file. Barbara MacDonald did a small search for local bookkeepers. She reached out to one bookkeeper, who, stated she was not comfortable with filing taxes for a 501c. The average hourly rates were \$95.00. Holly Winston suggested blasting the membership for a volunteer. We need to establish what we need help with before searching for a paid financial aid for our guild. It was suggested we have a longer transition period for all of the positions on the Board and Board of Directors.
- Below is an update to our discussion of our tax status. President Patti W. researched and found the following: Article I of the CQA By-laws:
" The name of this corporation is the Camarillo Quilters Association, a nonprofit mutual benefit corporation, organized under the Nonprofit Corporation Law of the State of California, and tax-exempt 501 (c)(7) under the Internal Revenue Service Code (hereafter referred to CQA)."
- Speaker Hospitality: Some months have volunteers who have stepped up as fill in for this position. Fly Away Van Nuys has been used in the past for the speaker to use and then meet up with the Speaker Hospitality person.

CD Maturity: Rose Gamboa:

Reinvest the CD at a higher rate.

Free Marketing Opportunities:

- Olivas Adobe Quilt Show:
This show is a one day exhibit, February 9, 2025. The collection of quilts will be handled by CQA members, Debra Milbourne and Suzanne Branch. The quilts must be turned in one week prior to the event. Lap sized quilts are requested. The theme of the event is California Heritage.
- Oxnard Library sewing class: Crystal Ward-Sell will make a presentation of her class and call for volunteers to contact her at the general meeting tomorrow.

NEW BUSINESS

Potential Budget Revision:

- Three different postage categories exist in the current budget. Discussion on the consolidation of these expenses ensued. Pirate.com is a reduced postage service and was offered as an alternative to USPS. The savings realized can be as much as 40%.
- Lisa Gorski, Block of the Month, has asked for a budget expense of \$160.00. She has paid for items out of her own pocket in the past.
- Coffee Service Cost Increase:
Jonal Beck stated the cost of the kitchen use is \$25.00/hour with a 2 hour minimum required. This would cost the guild \$50.00/meeting or for 10 meetings a cost of \$250.00 increase in our facilities budget. Patti W. will bring this to the membership.

Motion to accept as discussed the following revisions to the items as discussed made by Joey Figueroa:

1. Consolidating the three postage categories in the current budget.
2. Increase the Facilities budget by \$250.00 annually.
3. Increase the B.O.M. budget by \$160.00.

Motion was seconded. Motion carried and approved as presented.

• Newsletter Advertisements:

- No personal items may be advertised for sale in the newsletter.
- Quilting for Community in Chatsworth Fundraising/Open House on September 7, 2024 may be posted on the bulletin board
- The announcements for different guilds has had past precedence just as sister guilds have published announcements for our guild.
- James Storehouse has requested quilts from our guild for distribution at an event for children that he chairs. Quilt distribution entities have required approval in the past. The general membership will be apprised of this request and will be discussed further.
- Gift for previous president, Barbara Witman:
Barbara W. received a packet of free workshops from the guild. Barbara MacDonald suggested we consider a more public expression of our gratitude.

1. A clapper with a personalized engraving commemorating Barbara W.'s service for 2023-2024. Request for Copy art of the CQA logo made by Barbara M.
2. Consider a flower arrangement, a card for members to sign as they arrive
3. A \$50.00 gift certificate for Marshall's Bodacious BBQ in Ventura.

Motion to budget \$150.00 to fund a thank you for our past president was made by Joey Figueroa. The motion was seconded. Motion carried and approved as presented.

The gifts will be presented at the July meeting. Barbara W. will host the July meeting in the absence of Patti Westberg.

OFFICERS' REPORTS

President – Patti Westberg:

- Audit: Our by-laws require we conduct an annual audit. Historically we have conducted an audit every two years.
- Tomorrow's schedule discussed in consideration of the Comfort Givers' presentation.

Vice President – Rose Gamboa:

- Rose will MC the quilt presentations at the general meeting tomorrow.
- There are 294 quilts to be presented to 10 local organizations.
- After the presentations Board members and directors will be asked to come on stage and introduce themselves, their position and how long they have been members in CQA.

Treasurer – Patricia Wood:

Summary of Accounts Held:

- Checking ————— \$20,908.45
- Savings/MM ————— \$34,066.72
- CD ————— \$18,805.59
- TOTAL ————— \$73,780.76

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

***Motion** made by Rose Gamboa to switch the amount of funds currently held in our savings account with the amount currently held in our CD. The Savings Account would then be \$18,805.59. Our Certificate of Deposit (CD) would then be \$34,066.72. (amounts may vary per the current totals on the day of the issuance of a new CD).*

Motion was seconded. Motion carried and approved as presented.

Secretary – Barbara MacDonald

No report.

BOARD OF DIRECTORS' REPORT

Director, Membership – Jan Hunter, Pat Hibner

Last meeting:

Attendees: 102—in-person; 7—guest; 7 (all guests joined the guild, of which 6 joined as a result of the free May meeting offer from the quilt show)

The membership drive renewals are continuing to be accepted.

We currently have a total of 216 members. Total 2024-2025 to be determined.

All Comfort Givers give away meetings are free to guests.

Director, Workshops – Vanessa Buescher

- Jacket Class (June) has 18 participants.
- Rug Class (July) has four sign-ups.
- Annette Ornelas (September) “Holly Berries Table Topper” is an in person class. This is two days; September 10th and September 11th.

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

- CQA University: October 8th.

Discussion: Patricia Woods could demonstrate the AccuQuilt system.

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

No report.

Director, Speaker Contracts –Joey Figueroa

Joey F. reported still searching for future classes. Joey F. has attended the Global Connections event and still working on transfer of information. Joey is navigating the job description. Tedi P. has reached out to her for offering guidance.

Director, Ways and Means –Holly Winston

Holly proposed an increase to cost of raffle tickets from 3/\$1.00 to 2/\$1.00.

STANDING COMMITTEE CHAIRPERSONS' REPORTS

Communications – Jane Osborne.

Jane is all set to go for tomorrow's meeting. Press releases: “Camarillo Acorn Happenings”; “VC Reporter”; “Coupons and More”

Historian –*Vacant*

Charity Quilts – Pamuela Hodson: Not Present

No Report. Rose Gamboa will present quilts at tomorrow's Comfort Givers event.

Storage Unit – Pamuela Hodson: Not Present

Question: Pamuela asked why her name wasn't on the contract.

Answer: Standing Rules #32.01: *The contractis passed to the incoming president.*

Website – Joey Strait, ~~Jennifer Rapacki~~: Not Present

The newsletter will post online ASAP. The B.O.M.s are now successfully being posted.

Small Groups– *Vacant*

Library – Susan Luberto: Not Present

Patti W. reported the library wants to sell library books in July and tables are needed. The board was reminded that there is a two week advanced requirement for table requests.

Facilities – Jonal Beck:

Key to storage unit from Barbara Witman returned. Mailbox key: Jonal has one of two.

Membership has one also.

Travel – Thelma Atkinson:

No report.

Member Hospitality –Kathy Adams, Becky Lowe

No report

Block of the Month – Lisa Gorski: Not Present

Newsletter – Tedi Patterson will launch the newsletter on our website today. Tedi sent out previews to the Board and the Directors. Tedi will reach out to local fabric stores to let them know what the featured notion of the month is so they can be prepared in their inventory. Tedi will send the newsletter to each of the areas’ fabric shops. Consideration was made of a 3x5 business card to be placed at each of the fabric shops with CQA contact information for distribution to customers.

Quilt Show – Cheryl Collart: Not Present

Patti reported that Cheryl saw an evening display of art at the Ventura Government Center. The Government Center was suggested as a venue for future exposure for our CQA guild.

UFO Challenge – Vacant

Zoom Guru – Debbie Carr: Not Present

No report

Social Media Maven/s – Pam Dransfeldt [Facebook] and Paula Hoffman [Instagram]:
Not Present / no report

Additional Comments –

- Ventura County fair applications are now available only online. Contact Debbie Bayer.
- Patti W. will use Mail Chimp for her email blasts to general membership.
- Patti W. will use her personal email from her to the board/directors.
- Rose is excited for tomorrow’s Comfort Giver presentations.
- There will be no free table at the general meeting tomorrow.

ADJOURNMENT – 11:50 p.m.

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