

APPROVED on Sept. 9, 2024

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

Monday, July 8, 2024

CALL TO ORDER

The meeting was conducted by President, Patti Westberg and called to order at 9:35a.m on ZOOM by past president, Barbara Witman in absence of 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: Tedi Patterson: 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:

1. Historian *Vacant*
2. Speaker Hospitality *Vacant*
 - a. Month of September: Laura Devine has volunteered.
 - b. Month of November: Barbara Witman has volunteered.
 - c. Suggestion: Ask for volunteers at the general meeting tomorrow.
3. Small Groups *Vacant*
4. Workshops, co-chairperson- *Second person at general meeting table and pending a volunteer*
 - Treasurer *Vacant* (Patricia Wood is standing in pending a volunteer)
 - UFOs *Vacant*

CD Maturity: Rose Gamboa:

See: Officer's Report for Rose Gamboa.

Book Sale:

See: Library: Susan Loberto

NEW BUSINESS

Zoom Link Test:

Jane and Debbie will run Zoom.

Treasurer:

- Search for tax filling helper for treasurer.
- Jonal Beck-contact with Judy Hively who will assist treasurer position. We are still actively looking for a treasurer. Jonal knows of a Leisure Village person and will contact again. A possible stipend was discussed for the position of treasurer.

VC Fair: Joey Strait

- Entries are online only until July 10, 2024 by 12:00PM midnight.
- There is a help phone.
- Drop off is July 19-21. 12:00 noon to 7:00PM.
- Fair Dates: July 31 – August 11, 2024.
- Fair table discussion:

The position offered to CQA is not near the quilts.

Joey will call to get more information.

Suggestion made to be closer to quilts, offer free meeting tickets, have a demonstration/handwork project as there are no outlets for machines, suggested to distribute bookmarks.

Potential volunteers: Thelma A., Lisa G., Barbara M. Suggested that we ask general membership for volunteers. Pat Hibner suggested to choose a day that would be best i.e., Senior Day versus youth day to reach out to best audience.

Joey mentioned July 31, opening day, has a discount and a table at the Kitchen stage. Sunday August 4th, the position would be by the door. Volunteers should contact Joey Strait. Bookmarks and free meeting tickets were suggested for distribution PR. The time would be 12:00 noon to whenever the volunteer would like to leave.

OFFICERS' REPORTS

President – ~~Patti Westberg~~: Not Present

No Report

Vice President – ~~Rose Gamboa~~: Barbara W. reported that Rose G and Barbara M facilitated the CD rollover at the Bank of America. The CD is now has a total amount of \$33,656.15*. The profit that will be realized before the next rollover is \$1731.88. The renewal period is 13 months.

Treasurer – Patricia Wood:

Summary of Accounts Held:

- Checking ————— \$22,514.40
- Savings/MM ————— \$18,805.59
- CD ————— \$34,066.72*
- TOTAL ————— \$75,386.71

*There was a discrepancy between the numbers reported for the CD amount per the Bank of America information Patricia sourced for her report today versus the information that was reported by Barbara Witman in lieu of Rose's absence. The treasurer's reported amount will take priority for reporting to the General meeting tomorrow.

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

Secretary – Barbara MacDonald

I will not be present at the October board or general meetings. Is there someone who will take my place? Barbara Witman said she would help.

Meeting point of order request:

- (1) Please try to follow the agenda as best you can.
 - (2) Address the current item being discussed in the agenda.
 - (3) If you would like to return to a previous agenda item when you are speaking, please announce what agenda item you would like to return to so I can follow the agenda and insert what you say under the appropriate agenda line item.
- As the secretary, trying to multi-task with listening, taking notes and possibly contributing to the discussion, I have a "lag" time while I transcribe the minutes in "real time" so I find that while I am finishing my "in the moment notes" our meetings can wander off topic and get ahead of me.

BOARD OF DIRECTORS' REPORT

Director, Membership – Jan Hunter, Pat Hibner

- Last meeting:
Attendees: 49—in-person; 8—guests; 2—new members.
We have had 46 renewals. The membership drive renewals are continuing to be accepted.
- As of July we currently have a total of 140 paid members.
- There is one paid snail mail member.
- There are 94 outstanding unpaid members. At our membership fee of \$45.00 per person, that amount of membership totals a value of \$4,230.00 in revenue.
- \$5,300.00 in membership revenue has been collected and has been deposited.
- If all members renewed our revenue would total \$10,530.00 for membership revenue.
- There is some conjecture that the reason people are not renewing is because they assume since they are receiving emails they must be current in their membership dues.
- It was noted that at the last retreat there were many members present who were not current in their membership.
- Barbara Witman offered to deliver personal notification to members who have yet to renew and pay for their current membership.
- Vanessa of workshops requested an updated membership roster.
- The sign-in sheet will be divided into two categories for the general meeting tomorrow, paid and unpaid members to facilitate unpaid member payment of dues.

Director, Workshops – Vanessa Buescher

- Susan Hudson, Navajo quilting, Zoom lecture tomorrow.
- Quilty Coat class was successful with most attendants completing their projects. There was one non-member in the class who joined CQA.
- Jelly Roll Rug Class: 12 are signed up.
- Joey Figueroa will pick up Annette Ornelas at the airport. Barbara Witman will take Annette to the airport.

Director, Speaker Hospitality – *Vacant*

Director, Speaker Contracts – ~~Joey Figueroa~~ Tedi Patterson reported for Joey.

- A sample from Annette Ornelas has yet to arrive. It was noted that the sample draws more participants.
- The Board was asked if anyone happened to have the sample.
- Tedi worked with Joey to evaluate workshops and acquire speakers for the upcoming year.
- Joey has had a procedure and Jane Osborne of communications will send a get well card to her.

Director, Ways and Means – Holly Winston

- There was no raffle at the June meeting.
- Ways and means are looking for items to sell such as tote bags, hand towels, “boutiquish” type items to raffle off at the December meeting during the quilt give away.

STANDING COMMITTEE CHAIRPERSONS' REPORTS

Communications – Jane Osborne.

- Jane has 3 places for CQA announcements to be placed. “Camarillo Acorn Happenings”; “VC Reporter”; “Happenings”.
- Jane noted that she saw that someone other than herself advertised the workshop for the Jelly Roll Rug in the “VC Reporter”. It was suggested that Kathy Adams may have submitted it.
- Suggestions for more exposure were made. “Ventura Breeze”, “Next Door” (note there are different regions to reach out to), and “Ojai Valley News”.

Historian – *Vacant*

Charity Quilts – ~~Pamuela Hodson~~: Not Present

- Disappointment was expressed by several board members regarding the poor turn out of quilt recipient representatives. Eight charities were recipients of CQA quilts. Only 3 organizations sent representatives to be present at the Comfort Givers’ Charity quilt give away at our June meeting.
- Rose Gamboa did a wonderful job as Master of Ceremonies in spite of the terrible problem with the audio system.

Storage Unit – ~~Pamuela Hodson~~: Not Present

No Report

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

- Everything is going well. Joey is consulting with Jennifer Rapacki regarding the B.O.M. formatting issues that have been ongoing.

Small Groups– *Vacant*

Library – Susan Luberto:

- There will be a book sale tomorrow and she has requested two extra tables.
- There will be no book crates tomorrow.

Facilities – Jonal Beck:

- 20 people are signed up for the Jelly Roll Rug workshop.
- The turn out will result in use of ½ tables per person.
- Thelma Atkinson said her Barn Quilts Workshop required two rooms. It was suggested to request the second room ahead of time at a cost of \$25.00 to book it. If we end up cancelling the room we will be refunded the \$100.00 room fee.
- September has a workshop with Annette Ornelas and requires a room reservation.
- October has no workshop as this is the CQA University event.
- November has a workshop with Jean Impey and requires a room reservation.

Travel – Thelma Atkinson:

See Attachments: Report submitted and is attached to end of these minutes.

- 32 people attended the June 2024 retreat. The net income was \$321.33.
 - The cost of the room was \$2200.00. There was a conflict of use as a youth theater group occupied the lobby, bathroom and used the stage simultaneously as our retreat was in progress. The Poinsettia Pavilion contact, Mary, credited our guild \$200.00 for the next June retreat which has been booked for June 2025, for \$2000.00, normally \$2200.00.
 - June 2025 Retreat: We need to make a motion at the September to approve two checks at \$1,000.00 down and a final payment for the June 2025 retreat at Poinsettia Pavilion.
- February 2025 retreat: This is Valentine’s weekend and is located at the Old Time Quilt Shop in Orcutt. February 14,15,16.

Member Hospitality –Kathy Adams, Becky Lowe

No report

Block of the Month – Lisa Gorski:

- The website is being updated regarding the format/posting issues of previous pictures submitted by BOM participants. With this issue being resolved Lisa hopes to spark participation to see the variations in design choices that are being made.

Newsletter – Tedi Patterson:

- The first newsletter has been published.
- Next newsletter due date for submission is July 25.
- The next newsletter is August/September issue.
- The newsletter doesn't accept AD placements and will accept guild announcements.
- Thanks go out to Jonal and Thelma for submitting retreat pictures.
- Tedi has created a business card with a QR code link to our newsletter. She wants to distribute them to local quilt shops and distribute them at the fair as well.

Quilt Show – Cheryl Collart: Not Present

UFO Challenge – *Vacant*

Zoom Guru – Debbie Carr: Not Present

No report

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

Not Present.

Additional Comments –

- See Thelma Atkinson's email report submissions

ADJOURNMENT – 11:05 p.m.

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

ATTACHMENTS:

Thelma Atkinson Emailed Reports:

July 8, 2024 2:22PM

I just reviewed section 12.01 of standing rules and bylaws. The board of directors shall approve the fees on an event by event basis.

12.02 Special Event Registration shall be available at the CQA General Membership Meeting, first Come first Served.

12.03 The special event fee must be paid at time of registration. Officers, Members of the Board of directors and standing committee chairs may sign up for special events and excursions at the CQA Board of Directors meeting meeting immediately prior to the opening of signups for the special event/excursion at the general Membership meeting. Sign up shall be made by payment of travel fee. Signup by mail can not be accepted until after the signup had been available at a general membership meeting.

12.04 There are no cancellations or refunds of special event fees.....if a member had registered is unable to attendis responsible for finding a replacement attendee.

So, I ask the board to place the 2025 Poinsettia Pavilion retreat contract approval on the agenda for September board meeting. I will also have the proposal for the February 14, 15, 16 Orcutt retreat ready for board approval on that date. Sales for Orcutt will open to the board in September, general membership in October.

Both Poinsettia Pavilion and Orcutt are member only events.

July 8, 2024 1:23PM

Follow up to my communication re:Poinsettia Pavilion regarding the conflict of use of room with youth theater group at this year's retreat. The 2024 amount was \$2,200 for the three days. Our hours will remain the same: Monday and Tuesday, 8 AM to 8 PM, Wednesday, 8 AM to 6 PM.

Mary at the Pavilion is deducting \$200 from our 2025 contract. That contract amount will be \$2000 for the dates Monday, Tuesday, Wednesday, June 16,17, 18, 2025. I will need a deposit check payable to Poinsettia Pavilion. The deposit amount will be \$1000. I will not have the contract in time for the general meeting tomorrow. Do we need the board vote of approval before I sign the contract? I will need a check for \$1000 to mail with the contract and to secure the date.