

APPROVED on Nov. 11, 2024

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

Monday, Oct 4, 2024

CALL TO ORDER

The meeting was conducted by President, Patti Westberg by ZOOM interface and called to order at 9:31a.m by President Patti Westberg.

PRESENT:

**Voting Members:**

\*President— Patti Westberg  
\* Vice President— Rose Gamboa  
\*Treasurer— Vacant  
\*Secretary— Barbara MacDonald  
\*Director, Speaker Hospitality— Diana  
Fussel

\*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— Kathy Adams, Judy~~  
~~Carpenter~~  
~~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:** 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:**

**Motion:** 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

*Additional information on topics discussed at the September Board meeting:*

Patti Westberg:

*Clarification of Treasurer discussion held at the September 2024 Board Meeting.*

...Treasurer requested help with Federal and State Taxes which was received by Treasurer through Judy Hively.

...Another request from Treasurer was help with Raffle Report Forms, Raffle Annual Application for Renewal and Non Raffle Report forms in order to run raffles. All of these raffle reports are sent to the Registry of Charities and Fundraisers for the state of California which is a separate entity from state and federal taxes. These raffle applications and reports are what is keeping CQA from running a raffle at our meetings. Help was offered and received by the Treasurer through Judy Hively and myself (i.e., Patti Westberg).

Tedi Patterson:

*Addition to the list of people Speaker Contract Chairperson is in contact mentioned at the September 2024 Board Meeting. Please see September notes under Director of Speaker Contracts.*

...From my experience, the speaker contracts person deals with more than the 3 people you mentioned. In addition to them are:

Jonal Beck- Facilities  
Website  
Treasurer  
Social media  
and now Newsletter

-Joey Figueroa responded she was prepared to communicate with all these entities and provide them with copies of the contracts.

-Patti Westberg mentioned that we must review our speaker contract form.

*Treasurer's Role:*

Patti Westberg has reiterated it is imperative our guild start early this year to collect names of potential new volunteers for the 2024-2025 Board of Directors and Chairperson positions which are vacant or changing.

Positions which remain unfilled:

1. Historian *Vacant*
2. Small Groups *Vacant*
4. Treasurer *Vacant*
5. UFOs *Vacant*

*Discussion:*

-Barbara MacDonald suggested a Poster of positions open for next year and an "interest" sign-up sheet to be placed on the "Communication" table. A small thank you favor such as a "fat quarter" or candy could be offered to any member who signs the sheet.

- Jane Osborne made a suggestion that a short presentation be made at a general meeting by the current chairperson or board person as well as an offer of training and support through a transition period.
- Jonal Beck recommended that in order to avoid overwhelming and/or boring the general meeting attendees that only a few presentations be done at each meeting.
- Barbara MacDonald suggested that the initial focus be on open or opening board member positions and then continue on down the list according to what positions will or currently need to be filled. Barbara also suggested that Jane Osborne start the ball rolling by announcing at a meeting her table has a sign-up list for interest and then introduce who is speaking to their positions at that meeting.
- Patti Westberg emphasized it is ESSENTIAL that we have a treasurer to operate our guild business.

## **NEW BUSINESS**

### *Treasurer's Role:*

- Redefining the role of treasurer:  
Patti recommended the formation of a "Sub-committee" to discuss the role of treasurer. There is a general agreement that the job of treasurer needs to be subdivided among more than one person.
- Joey Figuerora commented that one person should oversee the duties required. That person can then distribute the aspects of the job as necessary.

Volunteers were called for to form a Sub-committee to work on the revision of the duties of the treasurer. Volunteers are as follows:

Patti Westberg, Joey Strait, Barbara MacDonald, Jane Osborne  
The committee will meet in October. Barbara MacDonald will not be present but will receive an update of what was discussed or determined.

Patti Westberg commented:

The goal is to fill this role (of treasurer) by December 2024 at the latest. Patti also informed the members of the board who were present that she intends to personally call the entire membership regarding the need for a treasurer.

Patti W. thanked:

Joey Strait for volunteering to take over data entry for Quick Books.  
Rose Gamboa for taking over collections at general meetings and deposits.

Barbara MacDonald for taking possession of the checkbook and making accounts payable as needed. (Patti Westberg will take this job for the month of October until Barbara M. returns).

**Motion** called for by Patti Westberg to approve the people who are temporarily covering the duties of treasurer as stated in the immediately preceding paragraph above.

The Motion was made by Barbara MacDonald for the approval for the temporary instatement of:

Joey Strait to make data entries for Quick Books.

Rose Gamboa to gather collections at general meetings and make bank deposits.

Barbara MacDonald to take possession the checkbook and issuing checks as necessary for accounts payable as needed (Patti Westberg will take this job for the month of October until Barbara M. returns) These interim positions will be as stated until the position of treasurer is filled.

The motion was seconded.

The motion was approved unanimously.

Patti Westberg noted that Julie Hively will stay on to help with tax issues.

Barbara Witman has volunteered to take over the data entry duties once the treasurer duties have been redefined.

*By-Laws Review:*

The by-laws review has been completed by Lisa Gorski and Cheryl Collart. Lisa and Cheryl recommended they be accepted as written.

**Motion Made:**

Accept the current By-Laws as reviewed by Cheryl Collart and Lisa Gorski

Motion to approve: Jan Hunter

Motion is seconded.

Motion is approved unanimously.

*Raffle/Ways and Means:*

The Raffle/Ways and Means will not be held in October and will resume in November. The State has requested additional information. Patti Westberg has responded to those requests.

*Opportunity Quilt:*

The opportunity quilt had been scheduled for Nov. 12, 2024. The presenting guild requested a reschedule of the event to February 11, 2025. Everyone present was in agreement to that change.

## **OFFICERS' REPORTS**

**President** – Patti Westberg

No additional comments.

**Vice President** – Rose Gamboa: No report. Not present.

**Treasurer** : The report was given by Joey Strait (temporary data entry for treasurer position).

*Summary of Accounts Held:*

- Checking ————— \$12,854.86
- Savings/MM—————\$18,805.59
- CD—————\$34,066.72
- TOTAL —————\$65,727.17

Judy Hively has offered to work with Joey S. to update categories in Quick Books.

**Secretary** – Barbara MacDonald

Thank you to everyone who reviews and reports on the Draft of the minutes. Your input is greatly appreciated. In the event you have new information to add to the Draft of the previous meeting that can be done by requesting it be added to the Unfinished Business of the next board meeting. I researched how to add new information as an addendum to the Drafted minutes and it is not correct to do so. The research indicates it must go on the next meeting as Unfinished Business.

## **BOARD OF DIRECTORS' REPORT**

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

- Last meeting/September:  
Attendees: 108—in-person; 11—guests; ?—Zoom attendees; 0—new members.  
We now have 196 paid members.

**Director, Workshops** – ~~Vanessa Buescher~~ ; Report made for Vanessa by Joey Figueroa:

- Joey added that contracts are ready for all people who need a copy.
- Jonal reported that three rooms have been reserved for the November workshop.

**Director, Speaker Hospitality** – ~~Diana Fussel~~

- No report. Not present.

**Director, Speaker Contracts** –Joey Figueroa

- Joey requested blank W-2 forms. Joey was informed they are able to be printed on line.

Patti wants to have a review of Speaker Contracts forms. She also emphasized that the speakers must be paid on time.

**Director, Ways and Means** –Holly Winston (by phone), ~~Kelly DuBois~~

- Joey Figuerora wanted to clarify whether or not Ways and Means accepts used items. Holly confirmed that her committee does accept used items.
- Barbara MacDonald asked if there was a list available or perhaps one be placed at our website for members to know what the Ways and Means committee is looking for.
- Joey F. reminded the meeting that there is a sewing class that accepts donations for items that are not able to be used by Ways and Means.
- Patti W. asked if the November raffle could be more robust since it has been on hold.

- Holly indicated that there will be a raffle of hand made items in December and the committee is requesting donations. Jonal was alerted for the need for tables at December's meeting.

## STANDING COMMITTEE CHAIRPERSONS' REPORTS

### **Communications – Jane Osborne.**

- Jane submits CQA announcements to: "VC Reporter"; The Ventura Breeze; Ojai Valley News; KCLU
- "Next Door" announcements will require a chain of sorts for a guild member from each area to submit to. That effort is in process of being set up.
- Jane asked the Membership committee to add to their new member intake forms a line that reads: " How did you hear about us"?
- The question was posed, "Is our meeting is posted on Facebook by the Media Mavens committee?" That is unclear at this time. The value of the overlap of information to existing members was questioned since members are usually well informed of current meetings versus the general public.
- Joey F. asked about announcements via radio stations. Patti W. shared that she has experienced doing a live interview of events with her Navy association. If the event is a benefit of sorts such as our Comfort Givers events they might agree to do an interview. Jane O. will look into this and is willing to be the interviewee representative for our guild if the opportunity present itself.

### **Historian – Vacant**

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

- Lou Dunn requested that any NICU Christmas quilts be brought to the November meeting for the Show and Tell segment. They will be donated prior to the December meeting.
- Joey Figueroa asked if R.A.I.N. will continue to be a recipient of Comfort Givers. She also inquired if a new organization might be added to the recipient entities.
- Barbara M. and Jonal B. both recalled that at the last meeting that R.A.I.N. is relocating and there are no current plans to replace them as recipients. Comfort Givers determine any changes in quilt recipients organizations.

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

- Patti W. announced that she now has 3-4 keys to the storage area available. The storage unit is paid for through July of 2025.

#### **Website – Joey Strait (by phone), ~~Jennifer Rapacki~~:**

- Joey asked about the possibility of another email blast to alert members that the Newsletter has been posted. She did so the previous times that the newsletter was published.

### **Small Groups– Vacant**

#### **Library – ~~Susan Luberto~~: No report.**

#### **Facilities – ~~Jonal Beck~~: Report presented by President Patti:**

- Since there is no Ways and Means Raffle the tables will be cancelled. Two weeks notice of the floor plan is required to be submitted to the Community Center office.
- The last workshop was scheduled and paid for three classrooms. The center rearranged the rooms and only one classroom was available. The guild is owed a

refund. The Community Center has credited the guild account in the past and Jonal B. stated it was the Community Center's decision whether there will be a credit or refund issued.

- The classrooms are paid through the November workshop.
- Jonal requested classroom requirements from Joey Figueroa. Joey will give Jonal the contracts through August 2025 at the general meeting on October 8<sup>th</sup>.

**Travel** – ~~Thelma Atkinson~~: Report presented by President Patti:

- February 2025 retreat: This is Valentine's weekend and is located at the Old Time Quilt Shop in Orcutt. February 14,15,16.
- Reservations will be open at the November meeting.

**Member Hospitality** – ~~Kathy Adams, Becky Lowe~~

No report

**Block of the Month** – ~~Lisa Gorski~~:

No report

Patti stated all was ok. Dalya has requested a show'n'tell of the orphan blocks at an upcoming meeting.

**Newsletter** – ~~Tedi Patterson~~:

The Newsletter will be displayed at the October general meeting.

**Quilt Show** – ~~Cheryl Collart~~: Not Present. Patti W. reported the following suggestion by Cheryl.

- Use local talent for a lecture versus hiring a speaker.

**UFO Challenge** – *Vacant*

**Zoom Guru** – ~~Debbie Carr~~: Not Present

• Patti W. reported the excellent job Debbie did at the meeting last month. The resolution of the mike "feed back" was reported by Patti W. to move the podium to the center of the stage. Jonal B. warned of the tripping hazard due to the cord. Jonal also advised Patti W. that the guild has a cordless microphone.

- Debbie has requested someone to fill in for her during the November meeting.

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

Not Present.

- Patti W. will reach out to this committee. There was mention made of the "Friends of Camarillo" facebook page. Patti W. asked if it was taking new people and that she would like to increase the presence of CQA members if new members are being accepted.

**Additional Comments** –

- Laura Devine has the hotel for the November speaker
- Joey Figueroa asked for membership to be questioned if anyone would like to host a speaker because it is a cost savings measure. There are a few outstanding contracts under review currently.
  - Patti W. confirmed with Joey F. that the "in person" speakers are scheduled for January through May and also for November 2025.
- Patti W. announced there is a Santa Barbara Quilt show this weekend October 5-6.
- Jan Hunter announced that the bank requires that checks be made out to "Camarillo Quilters Association". A sign will be now be displayed at the membership table. Patti W. asked if a stamp could be made for that purpose. Patti W. will ask the bank when she has her bank meeting next week if that would be acceptable.
- Joey Figueroa asked how long CQA paperwork needs to be retained and where they should be stored. Jonal said paperwork is stored in the storage unit. Patti W. responded

that paperwork such as taxes should be retained at least 10 years but she understands 7 years is the normal limit for taxes.

ADJOURNMENT – 10:49AM.

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