

APPROVED on Jan. 13, 2024

CAMARILLO QUILTERS' ASSOCIATION (CQA)  
BOARD OF DIRECTORS' MEETING MINUTES

Monday, DEC. 9, 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* [Joey Strait - Interim]  
\**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 or more 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, Lynn Jurss~~  
*Member Hospitality*—~~Kathy Adams, Judy  
Carpenter, Becky Lowe~~  
*Newsletter*— Tedi Patterson  
*Quilt Show 2024*— *Vacant*

*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*—~~Debbie 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:* 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

Patti Westberg:

- Patti announced that she sent out a “Treasurer Orientation” draft to the board and chairpersons.
  - Patti W. also brought to the attention of everyone that the due to a power outage event, the CQA lap top was affected. Specifically, the Quick Books app was involved. The problem is being trouble shot by Patti W. at this time.
    - Joey Strait has received deposits from Rose Gamboa.
    - Joey will pass any tax related papers to Anne Sidell at the member meeting on Tuesday tomorrow.
    - Barbara MacDonald inquired regarding the transfer of the checkbook to our new treasurer, Andriana Vander Graaf. The consensus was that Barbara will keep the checkbook until Adriana has signature status at the Bank of America CQA account.
    - Barbara M. was also asked to bring the December minutes of the board meeting to the meeting of the board officers at the B of A.
    - Patti W. also announced that she will not be continuing on as the president of CQA at the close of our 24-25 calendar due to increasing eldercare needs within her family. She confirmed she is not leaving our guild and will be available to the new incoming president for any questions and will also fill to run a meeting if the need arises.
    - Patti W. proposes that we vote to approve Adriana Vander Graaf as our new treasurer. The general membership can vote on her approval at the Tuesday general meeting as well.
  - Membership will continue to be encouraged to sign up for the following positions:
    1. President
    2. Secretary
    3. Historian
    4. Small Groups
    4. UFO
  - Patti W. has requested that if a position has a password associated with it that that password needs to be updated and carefully stored. The media mavens have not been able to access their account associated with CQA and have been told to update the password.
  - **Holiday Potluck overview:**
    - Joey Figueroa has purchased poinsettias and they are ready to pickup.
    - Uela Hodson has supplies etc. The red tablecloths appear to be missing from storage. There are white tablecloths only.
    - Member Hospitality was unaware they were expected to lead the potluck set up.
- Discussion:
- Joey Figueroa asked if job descriptions are distributed and was assured by Patti W. board and chair job descriptions are included in binder which is passed on to new board and chairpersons.
  - Barbara MacDonald suggested that a survey be conducted asking what each Board/Chairperson has in their possession. She also wondered if there might be an advantage to a hard copy file system such as a rolodex

to track the items as possession changes, as in a check in/checkout system.

### **NEW BUSINESS**

- The spelling for our new Speaker Hospitality person is Diane Fussel rather than Dana Fussel has been clarified.
- The treasurer candidate is Adriana Vander Graaf.
- Patrice Lambourne is managing the collection effort of donated quilts for Mountain Fire victims. Patti W. says that Pamuela confirmed that CQA storage unit can offer temporary storage. It is best to put the quilt in a large Ziploc storage bag.

### **OFFICERS' REPORTS**

**President** – Patti Westberg

No additional comments.

**Vice President** – Rose Gamboa:

- Rose G. reports that she attended an SCCQGA meeting. The organization would like an 8X8 block quilt block from each member guild. Rose G. reports she is almost done making one to submit from our guild.
- Road to California is coming in January. Cotton and Chocolate and The Fabric Shoppe are hosting buses to the show.

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

*Summary of Accounts Held: \**

- Checking ————— \$13,584.00
- Savings/MM ————— \$18,814.06
- CD ————— \$34,182.30
- TOTAL ————— \$66,580.36

*\* Pending any corrections after the power outage glitches are resolved.*

- As a reminder to everyone, all checks written to our guild must be fully written out to “Camarillo Quilter’s Association” (not to “CQA”). For amounts under \$200.00 the guild stamp reading, “Camarillo Quilters’ Association” may be used in lieu of writing it out by hand. However, any amount of \$200.00 or more must be written out by hand as “Camarillo Quilters Association” and the guild stamp **may not** be used. (secretary note: this was reviewed due to a Bank of America notification to our guild).

Patti W. added that the power outage caused a migration error and that the intention is to work with a Quick Books representative to resolve the problem.

**Secretary** – Barbara MacDonald

Barbara thanked everyone for their response to the email she sends out with the minutes. She appreciates everyone’s review of the minutes.

### **BOARD OF DIRECTORS' REPORT**

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

- Last meeting/November:

Attendees: 121—in-person; 1—guest; 7—renewals; 2—new members; 9—Zoom attendees.

The drawing for the poinsettias will be done by Jan and Pat at the membership table.

**Director, Workshops** – ~~Vanessa Buescher~~ –not present.

Jonal has a table for workshops tomorrow

**Director, Speaker Hospitality** – ~~Diana Fussel~~ –not present.

Next month's speaker, Gwen Weedon, was asked to pay for her own hotel and CQA will reimburse her. After that request she decided to stay at the Hilton where she gets points so changed her reservation.

**Director, Speaker Contracts** –Joey Figueroa

- The bookmarkers for the meetings have been printed and will be at tomorrow's meeting.
- Joey F. is trying hard to fill the open spots on the schedule.
- The September meeting is 'to be determined'. She has had no response from the inquiries she has sent out to potential lecturers. Joey F. states many of those on the speaker circuit prefer Zoom rather than in person. Joey F. understands many CQA members prefer in-person lectures and is trying to make that happen.
- Patti W. responded that the cost for speakers and accommodations and meals is rising and at the current rate we will drain our resources. Zoom meetings are less costly.
- Rose G. we might consider another in-house tutorial
- Joey S. commented that the tutorial went well and asked about a trunk show and possibility of teaching a technique. Look for talent within our own guild. She said she had Super Buzzy's Kelly Stevens scheduled from a local store. It was also suggested we ask Cotton and Chocolate's Marilyn as a guest speaker.
- Jonal B. asked if anyone had checked out the new quilt store near the Ventura Harbor. It appears to be more focused on Mail orders rather than merchandise in the store.
- Another suggestion was a "Guild President's Trunk Show".

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

- Holly is ready for Tuesday.
- The silent auction is good. There are 9 items in the Silent Auction. Holly W. will send a text to the winners of the Silent Auction and ask them to come to the Ways and Means table to collect their item. The winners will also be announced. The bid sheets are ready with a space for bidders to put their mobile number. The auction will open at 9:30. The auction will end at 11:15 prior to the potluck.
- Joey Strait asked where the remainder of the Silent Auction items from the Quilt Show were. They were meant to be given to Ways and Means. Holly W. has not seen them.
- Joey S. will handle charges made for items purchased. There was some concern about members holding onto items and it was asked if they should be held by the Ways and Means workers until the items are paid for.
- Jonal B. confirmed there are 4/8' tables for Ways and Means.
- As a reminder to everyone, all checks written to our guild must be fully written out to "Camarillo Quilter's Association" (not to "CQA"). For amounts under \$200.00 the guild

stamp reading, "Camarillo Quilters' Association" may be used in lieu of writing it out by hand. However, any amount of \$200.00 or more must be written out by hand as "Camarillo Quilters Association" and the guild stamp **may not** be used. (secretary note: this was reviewed due to a Bank of America notification to our guild).

## **STANDING COMMITTEE CHAIRPERSONS' REPORTS**

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

- All the usual media outlets have been informed of our activities.
- Jonal B. commented that calling tomorrow's meeting a "Quilt Give Away" needs to be revised because in the past people showed up to the meeting expecting that our guild was giving free quilts away to the general public.

### ***Discussion:***

- There was discussion regarding when the new board/chairperson duties began. They start at the June meeting with a May meeting coordinated to hand over materials and begin to coordinate duties. The positions now open for 2025-2026 are: President, Secretary, Historian, Small Groups, UFO and Speaker Contracts.
- *Barbara M.* suggested we make a bid to the general membership about the position we are vacating.
- *Jonal B.* encouraged the notion that "...it is your turn to volunteer". *Patti W.* spoke to the benefits of volunteering as knowledge gained by taking a role in the organization.
- *Patti W.* said that we are a "robust" organization that has high caliber speakers and that we are a well oiled and maintained organization.

### ***Historian*** – *Vacant*

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

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

- *Patti W.*: There are no more red table clothes in storage. She believes we need to report what, if any, CQA related items we have in our homes.
- *Joey Strait* stated that *Cheryl Collart* and her husband cleaned out the storage and did an inventory of the storage unit.
- *Jonal B.* stated the Boutique items from the Quilt Show that were meant to go to Ways and Means need to be located.
- *Joey F.* complimented the hard work done by *Uela H.*
- *Uela* is fine with storage of the Mountain Fire quilts in CQA storage until they are dispersed.

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

- No report today

### ***Small Groups*** – *Vacant*

### ***Library*** – ~~*Susan Luberto*~~:

- No Report

### ***Facilities*** – *Jonal Beck*:

- *Jonal* reported tables are ready to go.
- Does the event need a coffee and desert table?
- *Jonal* needs the checkbook to be at tomorrow's meeting to pay for upcoming months of facilities use.

- Jonal B. made 98 crackers again this year. She requested 13 people to help distribute 13 bags of crackers with 8 crackers each to the tables. They will have tissue paper hats in them for members to put on. Each has a joke in them to be read by each member to the table they are seated at. Instructions on how to pop the crackers will be given at the meeting. The crackers will come before the potluck. The intention is to excuse each table one at a time to get up to get their food at the potluck.

**Travel** – ~~Thelma Atkinson~~:

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

- Patti W. expressed concern that the chairpersons for Member Hospitality were unaware of their duties for the potluck/quilt giveaway. It was unclear why they were not at the planning meeting since they were supposed to be in charge of the potluck coordination. Patti W. will follow up with them.

**Block of the Month** – Lisa Gorski:

Patti W. reported for Lisa that there is a “Hats Off” contest being offered by Creation Station. Details were sent out to all membership and fliers will be available at tomorrow’s meeting. The hats will be on display at the shop during the Central Coast Quilt Shop Tour 2024, May 30, 31 and June 1. The viewers’ choice will receive a prize of a retreat for 20. One hat per guild is requested.

Joey Figueroa asked if the hats will be returned. She was directed to ask Lisa G. The December B.O.M. is on the website. Lisa G. shared a sample of the block called “Jericho’s Ruins”.

**Newsletter** – Tedi Patterson:

- Tedi thanks everyone for being timely with their submissions and meeting the deadline to the newsletter.
- Barbara MacDonald mentioned that she might be interested in helping or taking Newsletter chairmanship .
- Don’t forget to send in recipes and favorite notions to Tedi.
- Two newsletters remain: Feb/March and April/May.
- The deadline for the Feb/March newsletter is January 25, 2025.

**Quilt Show** – ~~Cheryl Collart~~: Not Present.

**UFO Challenge** – ~~vacant~~

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

**Social Media Maven/s** – Pam Dransfeldt [Facebook] and Paula Hoffman [Instagram]:  
Not Present.

**Additional Comments** –

Patti W:

- Social Media Mavens have been asked to reset the password to Instagram.
- Patti W. said she has pages of passwords. She would like them to be written down by each member who has a password responsibility. The goal is to update the current information.
- Patti asked for a motion from the floor to approve Adriana Vander Graaf as the CQA treasurer.

**Motion:** Joey Figueroa : Moved to approve Adriana Vander Graaf as treasurer for CQA. Motion was seconded. Motion carried and approved as presented.

- The membership will vote to approve Adriana Vander Graaf as treasurer for CQA at tomorrow meeting.
- Patti W. states she will make a 9:20 early mike announcement and that the meeting will start promptly at 9:30. There will be announcements and she asks them to be kept brief.
- Jonal Beck requested help to carry in quilts from her car for tomorrow's meeting. She will be in the parking lot at 8:30. Any volunteers appreciated.
  - Jonal will take a platter of cookies to ladies in the office which may be shared with the facility staff. When offering them food at prior times they refuse, as they are not allowed to accept anything from the people using the room.
  - Jonal B. suggests to show up and see if there is anything additional that needs help to prepare for the event tomorrow.

ADJOURNMENT – 10:50AM.

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