

Camarillo Quilters Association

Board Meeting Minutes

April 7, 2025

President Patti Westberg opened the meeting at 9:30 A.M.

Those present: Rose Gamboa (Vice-President), Tedi Patterson (Newsletter), Barbara Witman (acting as Secretary), Joey Strait (Website), Patti Westberg (President), Pat Hibner (Membership), Becky Lowe (Member Hospitality), Shayne Liess (Travel), Holly Winston (Ways & Means), Jane Osborne (Communications), Jonal Beck (Facilities), Vanessa Buescher (Workshops), and Adriana Vander Graaf (Treasurer).

There is a quorum.

A motion to approve the board meeting minutes from March 2025 was made by Rose Gamboa and seconded by Pat Hibner. Motion passed unanimously.

A motion to approve the general meeting minutes from March 2025 was made by Pat Hibner and seconded by Tedi Patterson. Motion passed unanimously.

Patti Westberg reported that the next Mountain Fire quilt distribution will be held on April 12.

Barbara Witman suggested a brown bag mystery sale as a fund raiser for the group. A coordinator would collect quilting related items of value (\$10 or greater), which would be bagged into brown bags, stapled shut and sold for \$5 per bag. Discussion followed. The consensus was to try it in June or December. Patti Westberg will look for a volunteer to coordinate tomorrow.

Patti Westberg reported for the Nominating Committee: Happily, Wendy Van Loo and Shayne Liess have stepped forward to serve as co-presidents. (See the agenda for the list of as-yet unfilled positions.)

President's Report: Patti Westberg asked that Board members save the e-mail with the Zoom link in an appropriate place so they can have it when they need it. Discussion followed.

No Vice-President's report.

Treasurer's Report: It is vital that everyone submit a receipt for any expenses they incur on behalf of CQA within 60 days of the purchase. Otherwise, reimbursement cannot be made, per CQA by-laws.

Proposed Budget for 2025-26: Our members are so generous and often personally pay for items they buy for CQA. However, it is very important that the Board have accurate financial records of the expenses involved in CQA. Discussion followed regarding the individual line items in the proposed budget.

It was decided by consensus that the money donated for coffee and cookies should be turned in to the treasurer and individuals should submit receipts for reimbursement.

Becky Lowe moved, and Barbara Witman seconded, to treat the Member Hospitality income as other monies. Motion passed unanimously.

Audit: A discussion regarding an external audit versus an internal audit followed. Patti Westburg, Adriana Vander Graaf, and Rose Gamboa will investigate further.

Pricing: There was discussion regarding the possibility of raising the guest fee from \$5 to \$10. The consensus was to keep it lower to encourage new folks to visit CQA. Vanessa Buescher suggested we raise the workshop fee from \$40 to \$45 for members. Discussion followed. **Adriana Vander Graaf moved and Pat Hibner seconded, that starting in July 2025, the workshop fee for members be raised to \$45. Motion passed unanimous.** Non-member prices will remain at \$60 for workshops.

Membership Report: Pat Hibner reported that 117 members, 9 guests, and 7 folks on zoom checked in at the March meeting. There are currently 213 paid members. Discussion followed regarding the benefits and downsides of continuing with zooming the meetings. The consensus was that it is important to continue. Patti Westberg praised Debbie Carr for her significant efforts in learning the zoom system.

Workshops Report: Vanessa Buescher reported that there are 12 people registered for the workshop in April and 9 for the May workshop. Discussion followed regarding the possibility of having Minki Kim speak at CQA in the fall.

No Speaker Hospitality Report.

Patti Westberg reported that she received a check from SCCQG for the member who lost her home in the recent fires.

No Speaker Contract Report. Joey Strait reported that she will work to fill the empty spots in the coming year.

Ways and Means Report: Holly Winston reported that Ways & Means brought in \$267 income in March. She will estimate her expenses so she can have an accurate budget for 2025.

Communications Report: Jane Osborne reported that she places announcements in 4 newspapers for tomorrow's meeting.

No Historian Report.

No Comfort Giver Report. Patti Westberg stated that all expenditures over budget must be approved by the board before purchases are made.

No Storage Unit Report.

Website Report: Joey Strait reported that the website is running smoothly. On-line sales in April will include workshops and membership renewals.

No Small Group Report.

No Library Report.

Facilities Report: Jonal Beck reported that she needs to reserve the rest of the year at the community center. Discussion followed regarding the benefits and downsides of paying in advance for 6 months versus 12 months. The treasurer recommended we pay for six months to ease CQA's cash flow.

Travel Report: Shayne Liess reported that he has received all the travel materials from Thelma Atkinson. Twenty people signed up for Poinsettia already and Shayne will start collecting money tomorrow. Only 5 more spots need to be filled to break even. The Creation Station retreat already has almost enough registrants to meet the minimum required.

No Member Hospitality report.

Block of the Month Report. Patti Westberg reported that CQA needs an estimate of costs for this project. Tedi Patterson is meeting with Lisa Gorski to make a smooth transition. She would like to start with mini-quilts for BOM projects. Jane Hunter's husband is willing to make and sell wooden stands for these quilts.

Newsletter Report: Tedi Patterson reported that she already met with Barbara MacDonald who is taking over newsletter.

No Quilt Show Report.

No UFO Report.

No Social Media Report.

No Zoom Guru Report: Patti Westberg praised her work with the zoom and said, "She is doing a terrific job!"

Rose Gamboa needs to schedule a time at B of A to change the check signers between the May and June meetings.

Patti Westberg reported that Teresa Torres is making three hats for the Hats Off Challenge. If others are also making hats, Patti would like to be informed of that.

Meeting adjourned at 10:59.

Action Items

Name	Action
Patti W.	Recruit a volunteer to coordinate the "Brown Bag Mystery Fund Raiser"
Patti W., Adriana V., and Rose G.	Investigate the necessity and cost of having an external audit.
Joey S.	Fill the remaining open slots in CQA speaker calendar.
Holly W.	Estimate Ways & Means Expenses and share this info with Patti W and Adriana V.
Rose G.	Schedule an appointment at Bank of America to change the signatories on the CQA accounts.