

APPROVED on APRIL 7, 2024

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

Monday, MARCH 10, 2025

**CALL TO ORDER**

The meeting was conducted by President, Patti Westberg by ZOOM interface and called to order at 9:32a.m. by President Patti Westberg.

**PRESENT:**

**Voting Members:**

\**President*— Patti Westberg  
\* *Vice President*—Rose Gamboa  
\**Treasurer*— Adriana van der Graaf  
\**Secretary*—Barbara MacDonald  
\**Director, Speaker Hospitality*—~~Diana~~  
~~Fussel~~

\**Director, Speaker Contracts*— Joey Figueroa  
\**Director, Workshops*—~~Vanessa Buescher~~  
\**Director, Ways and Means*—Holly Winston,  
\**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 2026*— *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~~

**Guest:**

*Shayne Liess (Travel Chairperson Elect: 2025-26)*

**CONSENT CALENDAR**

**Approval of minutes of the previous Board Meeting:**

*Motion:* Adriana van der Graaf: 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**

Mountain Fire Donations: Patti Westberg:

- Patti announced that CQA will be reimbursing Patrice Lambourne for her mileage during her Mountain Fire Donations travel once the details are complete.
- There are more quilts that are expected to arrive.
- A CQA Pop-up in coordination with a Camarillo Methodist church is being planned. The proposed date is March 29<sup>th</sup>.
- Patrice Lambourne will chair this activity.
  - Volunteers will be needed.
  - Patrice L. will add further details at the general meeting tomorrow.

AQS Membership: Patti W.

- Guild membership is \$75.00.
- Historically our guild has been a member.
- Rose G. believes this doesn't require a vote.
- There were no objections.

Nominating Committee: Patti Westberg:

*Currently Filled/Open Positions:*

1. President
2. Secretary: *Barb Witman*
3. Historian
4. Newsletter: *Barbara MacDonald*
5. Quilt Show
6. Speaker Contracts: *Joey Strait*
7. Small Groups
8. Member Hospitality
9. UFO's
- 10 BOM's: *Tedi Patterson*
11. Travel: *Shayne Liess*

- No one has come forward for the Presidency after thorough work by the Nominating Committee.
- Patti Westberg confirmed again that she is stepping down from the Presidency and that she has submitted her resignation to CQA formally by mail to give notice that her last day will be May 31, 2025.
- If there is no volunteer for the position of president, Patti said there will be no meeting for the month of June.
- Jonal will speak to the membership about the vacancy for President tomorrow.

*Discussion:*

-Shayne Liess said he would consider the position of president in the future but has not been a member long enough. He feels well qualified but isn't prepared to commit at this time.

-Later in the meeting Shayne said that he would be interested in Co-leading in the President's Roll doing behind the scenes administrative work.

-Joey S. shared experiences she has had in the role of president.

-Various past presidents at the meeting today shared that they were more than willing to mentor as well as Patti, our outgoing president. The current and incoming board has a wealth of experience to help any new incoming president.

**Additional Information:**

- Patti W. noted that she would like to continue to increase community awareness regarding our guild.

## **NEW BUSINESS**

No New Business.

## **OFFICERS' REPORTS**

***President*** – Patti Westberg

- Patti reiterated her formal resignation.
- Patti stated she had a resource for a person who works with Non-profits doing Quickbooks. Her name is K(C)athy Hollingsworth. She charges an initial fee to review the account. Her monthly fee is \$200.00.
- Taking into account rising costs for services Patti proposed a Membership Fee increase as well as workshop fee increase.
- Rose Gamboa suggested a motion be made to increase by \$5.00 the membership fees for Camarillo Quilters' Association from \$45.00 to \$50.00 for the fiscal year of 2025 to 2026.

***Motion:***

Adriana van der Graaf moved to increase membership fees by \$5.00 for Camarillo Quilters' Association from \$45.00 to \$50.00 for the fiscal year of 2025 to 2026.

***Second:***

The move was seconded.

There were no abstentions. The motion was passed unanimously as presented.

***Vice President*** – Rose Gamboa:

- Rose G. reports that SCCQGA extended a thank you to CQA for our generous donations.

**Treasurer** – Adriana van der Graaf

*Summary of Accounts Held:*

- Checking ————— \$8,757.36
- Savings/MM ————— \$18,815.48
- CD ————— \$34,448.46
- TOTAL ————— \$62,021.30

- Adriana thanked Joey Strait for all her patience training her on Quickbooks.
- The CQA laptop had begun to have issues, which have appeared to create errors within the Quickbook software. The guild is in need of a new laptop. Adriana recently purchased a new personal laptop and is using that to interface with the Quickbook account for CQA. Quickbooks has been updated but it hasn't been a problem.
- The cash count has been incorrect and didn't agree with the Bank of America cash total. Adriana requests that each committee double check their cash count totals.
- Adriana asked if committee members would like to receive a balance of their committee expenses year-to-date. Members involved affirmed this would be appreciated. Joey suggested a "Balance Comparison" report.
- A Balance Sheet for February 28, 2025 and a Budget 2023-24, Actual 2023-24 and Suggested 2024-25 sheet was submitted by email to the board and committee members prior to today's meeting.

**Secretary** – Barbara MacDonald

- Barbara will be absent for the April meetings. Barbara Witman will take notes at both the Board and General meetings.

## **BOARD OF DIRECTORS' REPORT**

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

- Last meeting/December:  
Attendees: 122— Members; 9— guests; 1— new members; 7—Zoom attendees.
- April and May are renewal months for CQA. The new membership fee of \$50.00 will be reflected online and at the door.

**Director, Workshops** – ~~Vanessa Buescher~~ –

Not present. Patti W. reported.

- March's Lecture by Kelly Stevens' of "superbuzzy" will feature Asian fabric. Kelly will also have items for sale tomorrow.
- Kelly will have her presentation on a thumb drive and wanted to confirm that the guild could accommodate one for the program.

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

Not present.

**Director, Speaker Contracts** – ~~Joey Figueroa~~

Not Present

**Director, Ways and Means** –Holly Winston

- Holly is ready for Tuesday.
- Proceeds from February were \$210.00.

- Holly would like to send a thank you note to last month's speaker who donated two patterns to Ways and Means. Joey F. or Vanessa B. can provide the contact information.

## **STANDING COMMITTEE CHAIRPERSONS' REPORTS**

**Communications** – Jane Osborne.

- Jane has reached out to all the news outlets including VC Reporter, The Breeze, Ojai Valley News, Acorn and Nextdoor.

**Historian** – *Vacant*

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

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

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

- All the Pay buttons are now functioning.
- Joey will update the Membership fees online to reflect the increase voted on today.
- Joey has been posting all the BOM photographs.
- The website is updated.

**Small Groups**– *Vacant*

**Library** – ~~Lynn Jurss, Susan Luberto~~:  
Not Present

**Facilities** – Jonal Beck:

- There will be a parking lot closure tomorrow.
- A notice was sent out to the general membership.

**Travel** – ~~Thelma Atkinson~~: Not present

- Shayne Liess spoke on behalf of the 2025-2026 Travel schedule.
- Shayne intends to have CQA sponsor two retreats annually.
- The June 16, 17, 18 retreat in 2025 at the Poinsettia Pavilion and another at Creation Station in retreat in Buellton for August 15-17, 2025 are on the schedule. Buellton has 20 spots open. Creation Station handles the individual reservations themselves. The Poinsettia Retreat this June is reserved and the final payment will be due prior to the retreat date. The Orcutt retreat center associated with The Old Town Quilt Shop in Orcutt was completely sold out for 2025 and the next openings in 2026 were limited. The August 28-30<sup>th</sup>, 2026 date is reserved. Shayne would like to also reserve Poinsettia Pavilion for 2026 as a venue that is close and doesn't require travel for our guild members.

**Member Hospitality** – ~~Kathy Adams~~, Becky Lowe  
Not Present

**Block of the Month** – ~~Lisa Gorski~~: Update by Patti W.  
Not Present

**Newsletter** – Tedi Patterson:

- Tedi stated the deadline is March 21<sup>st</sup> to submit entries for the upcoming newsletter.
- Newsletter will be transitioning to Barbara MacDonald and we have a meeting scheduled together at the end of this month.

**Quilt Show** – *vacant*

**UFO Challenge** – *vacant*

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

Patti W. noted that the computer used for Zoom will also need to be replaced. There is a need therefore, for two computers, Treasurer and Zoom, and Patti W. will add this to the equipment budget for next year's board to consider.

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

**Additional Comments –**

- Patti W. reminded everyone to submit their 2025-2026 budget proposals to her.
- Barbara MacDonald inquired about the status of having an audit this year.
  - Jonal Beck commented that an audit is required every two years.
  - Some discussion was had regarding access to a budget audit form, possibly on line from Quickbooks.
  - Patti W. expressed concern that we were not paying attention to the money involved in running the guild. We need to help the membership understand the fiscal responsibility that we have as a guild.
- Holly Winston commented that being new to the guild and not sure what her committee could spend. Often Holly W. would cover the cost and consider it a donation to the guild.
  - Holly was advised that there is a reimbursement request form for any member to fill out to request reimbursement. Reimbursement requests also keep the budget estimates inclusive of any ancillary expenses. Members are encouraged to ask for refunds and use this form so that expenses for the guild business are kept track of through Quickbooks.
  - Adriana has offered to print out expenses for each individual committee. Joey S. said the "Category" report may serve this purpose from Quickbooks.
  - Patti W. stated we are a 501c7, meaning all our income is returned back to our guild.
  - Patti will announce to general membership what our reimbursement policies are and review the procedures and forms. Patti W. requested that the cash envelopes be given directly to her at the meeting and that they be walked to her where she sits because she has limited mobility. Rose Gamboa said she would gather them and deliver them to Adriana V.
- Barbara MacDonald spoke to being sure to welcome new members to the board and be sure they know they can ask any question and feel comfortable doing so.

ADJOURNMENT – 10:48AM.

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

Attachments: 2 – see below

# Camarillo Quilters Association

## Balance Sheet As of February 28, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
13 Month Featured CD - 3045	34,448.46
Bus Interest Maximizer	0.00
Business Interest Maximizer 3611	18,815.48
Deposits/Adjustments	-215.00
Insurance Reimbursement	-402.00
Investment CD - 9849	0.00
Membership Renewal	-2,885.00
Memoriam	-350.00
Office expensece	148.48
Quilt Show Deposit poles	1,587.67
Quilt Show Oppertunities	-935.00
Registry of Charitable Trusts	5.00
Speaker	9,581.85
Speaker Meals	22.20
Transfer	9,334.59
Treasurer Expense	40.08
Working Checking Account 0178	8,757.36
Workshop Deposit	4,065.70
Workshop Reimbursement	606.55
Zelle Transfer	175.00
<b>Total Bank Accounts</b>	<b>\$82,801.42</b>
Other Current Assets	
Credit Card Clearing	0.00
Petty Cash - Membership	90.00
Petty Cash - Ways & Means	60.00
Quilt Show Petty Cash	0.00
Suspense	0.00
Uncategorized Asset	-9,318.52
<b>Total Other Current Assets</b>	<b>\$ -9,168.52</b>
<b>Total Current Assets</b>	<b>\$73,632.90</b>
<b>TOTAL ASSETS</b>	<b>\$73,632.90</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	-526.26
<b>Total Other Current Liabilities</b>	<b>\$ -526.26</b>
<b>Total Current Liabilities</b>	<b>\$ -526.26</b>
<b>Total Liabilities</b>	<b>\$ -526.26</b>
Equity	

Email Exp.	150		
Web Guru	500		600
Tech support for meetings	1600		
UFO Exp.	100		
Ways & Means	200		150
Workshop Exp:		361	150
Instructor Fees	4200	2715	4000
Room Rental Exp.	2000	133	900
Misc. Exp.	25	36	25
Lunch for Instructor	150	284	300
Shipping Fees, Postage	75		75
<b>Total Expenses</b>	<b>28073</b>	<b>20142</b>	<b>24450</b>

Budget Deficit



# Camarillo Quilters Association

## Profit and Loss

February 2025

	TOTAL
Income	
Ways and Means	372.00
Workshops	108.54
<b>Total Income</b>	<b>\$480.54</b>
Total Income	\$480.54
Expenses	
Community Quilts	
Fabric and batting	169.47
<b>Total Community Quilts</b>	<b>169.47</b>
<b>Total Expenses</b>	<b>\$169.47</b>
NET INCOME	\$311.07
NET INCOME	\$311.07