

Final – January 8, 2018  
Draft – December 28, 2017

**Camarillo Quilters Association**  
Board of Directors' Meeting  
Minutes  
**December 11, 2017**

CALL TO ORDER – The Camarillo Quilters Association Board of Directors' meeting was called to order on Monday, December 11, 2017, at 9:33am by President Thelma Atkinson at her residence.

PRESENT – The board members present were: President Thelma Atkinson, Vice President Sandra Bunker, Secretary Joyce Turner, Membership Jan Hunter, Workshops Maria Ring, Speaker Hospitality Laura Divine, Speaker Contracts Rose-Marie Gamboa, Communications Murielle O'Brien, Comfort Givers Sandy Puchlevic, Small Groups Jonal Beck, Library Sue McWaters, Facilities Joan and Gerry Olsen, Travel Tricia Steinfeld, Hospitality Yvonne Brydson, Block of the Month Jackie Tucker, and Newsletter Lynne Woods.

MINUTES OF BOARD MEETING OF NOVEMBER 13, 2017, AND GENERAL MEMBERSHIP MEETING OF NOVEMBER 14, 2017 – It was moved by Rose-Marie Gamboa, seconded, and unanimously approved that the minutes of the Board of Directors' meeting of November 13, 2017, and the General Membership meeting of November 14, 2017, be adopted and distributed.

PRESIDENT – Thelma Atkinson announced we received a thank you letter from the Ventura Modern Quilt Guild (VMQG) for letting us show their quilt at our guild meeting. Thelma asked about December meeting plans and reported we were not having Ways and Means, a free table, or Library (except for the silent auction) at tomorrow's General Membership meeting. Thelma passed out a floor plan for tomorrow's meeting and future parade of quilt meetings. Thelma announced that organizations should feel welcome to stay for lunch tomorrow and if we need more tables, we'll pull in more chairs. Thelma announced that Yvonne Brydson would determine food set up.

VICE PRESIDENT – Sandra Bunker announced the next SCCQG meeting is Jan. 6, 2018, at the Corona-Norco Teacher's Association, Norco, CA, at 9:30am, and the subject is "Getting and Keeping Membership". Thelma requested Sandra follow up on SCCQG hosting dates. Gerry Olsen announced that all the dates are now scheduled through January 2019 and that it would have to be some time after that. Tricia Steinfeld reported on the Road to California guild challenge and that prizes are awarded on which guilds have the most attendees at the Road, based upon size of guild, percentage wise and actual members, and that members need to sign in at the Road to California guild booth but that the guild itself has to sign up first. Tricia announced she contacted the organization that is sending us a sign in list. Tricia will follow up on which organizations can participate since we are a 501C6 California non profit mutual benefit corporation, we may not be eligible.

TREASURER – Thelma Atkinson requested board members look at the bottom line and then to look at our budgeted amounts and expenditures for our particular position. Thelma announced we need to see where we are and how much we have to expend for the remainder of the fiscal year, and that most of us are under budget, but we still have a few months to go.

OLD BUSINESS –

UNFINISHED BUSINESS – Thelma Atkinson provided the following quoted rates from Golden State Storage:

10x10 - \$152/month x 12 months = \$1,824 (includes free 13<sup>th</sup> month). Unit is \$538 more per year and 25 sq. ft. more. Advantages are more walking space and safer access. Disadvantage is no increase in storage space.

10x15 - \$194/month x 12 months = \$2,328 (includes free 13<sup>th</sup> month). Unit is \$972 more per year and 50 sq. ft. more. Advantages are more walking space with safer access and more storage space with two access doors.

5x15 (existing unit, 75 sq. ft.) - \$113/month x 12 months = \$1,356 (includes free 13<sup>th</sup> month).

Thelma further presented the following:

What is Stored - quilt show pipe, hooks, fixtures, archives, back up library crates, table linens, hospitality supplies, cash registers, adding machines, Kuerig coffee maker, quilt show baskets, empty quilt show bins, signs, decoration, quilt frame, and more.

History of Storage Expenses – During quilt show years we rent an additional 5x15 unit for 5-6 months at an expense of approximately \$615-728. This expense would fall under quilt show expenses.

Budgeting for Additional Expense – By procuring a larger unit before budget, we need to consider the bylaw, which states that any expenditure amount that exceeds \$200 needs membership approval. The additional expenditure can be charged to Quilt Show Expenses for which there is no budget this time, thus, we will not need membership approval. When budgeting for the 2018-2019 fiscal year, the budget amount will be increased.

Thelma reported that taking the expense we would be paying for quilt show storage will help us get over that additional budgeted amount until the new fiscal budget is attached. Thelma announced she requests the 10x15 unit. Gerry Olsen and Tricia Steinfeld announced they both support the 10x15 for safety reasons and cost efficiencies. Rose-Marie Gamboa reported the current unit is a danger and the 10x15 unit is needed. Rose-Marie recommended some safe racks be added in the budget and that we label the racks per groups. Gerry Olsen supported the concept of using existing quilt show storage budget. It was moved by Gerry Olsen that we lease/rent a space of 10x15 with Golden State Storage as soon as possible and that we move our items as soon as possible. Rose-Marie seconded the motion and the motion was unanimously approved. Thelma reported the move would occur first of January 2018.

## DIRECTORS' REPORTS –

**MEMBERSHIP** – Jan Hunter reported there was a total of 180 folks (including 4 guests and 10 new members) in attendance at the November 2017, General Membership meeting. Jan reported 52 members signed up last year that did not renew this year. Gerry Olsen reported he made 49 telephone calls to past members of which he spoke with 5 folks that said they would renew, 5 that said they would not renew, and he left 30 messages.

**WORKSHOPS** – Maria Ring reported that only five people had signed up for the January 2018 workshop and four people for the February 2018 workshop. Maria requested a Ways and Means drawing if attendance doesn't step up and Thelma agreed we could announce a door prize for a seat in the January 2018 workshop. Rose-Marie Gamboa suggested we pull from the random membership drawing as the winner for the workshop. Maria announced she collected the questionnaires from last month and still needs to analyze them. Thelma requested Maria contact Joey Strait to see if Joey can do another show and tell at tomorrow's General Membership meeting to help boost enrollment in her upcoming workshop. Maria reported that the lady teaching the May workshop contacted her and that Maria made a decision to have a tote bag workshop.

**SPEAKER CONTRACTS** – Rose-Marie Gamboa reported that everything is booked into 2019 and recommended having a President showcase and having a quilt show workshop instead of having a contracted workshop in April 2018. Rose-Marie reported she received prior years contracts and asked if she should shred them or if they are needed for historical records. Tricia Steinfeld reported that legally you have to keep them for five years. Gerry Olsen reported that per the IRS you have to keep them for seven years. Tricia announced she would confirm the retention requirement. Thelma proposed for the April 2018 program that we honor/showcase past Presidents on the stage with a round table discussion and interview. Thelma suggested that if past Presidents cannot physically be there that maybe we have some of their quilts to show. Thelma requested that Laura Divine, Phyllis Curlee, Jonal Beck, Rose-Marie Gamboa and appropriate representatives work on it.

**SPEAKER HOSPITALITY** – Laura Divine reported that Joey Strait has a program all set up for January 2018 and Laura will follow up with her and ensure she signs a contract.

## STANDING COMMITTEE REPORTS -

**COMFORT GIVERS** – Lou Dunne reported that 10 of 11 community organization guests will be at tomorrow's General Membership meeting. Lou reported that Comfort Givers received 100 quilts last month and that all quilts were being divided up this morning to be donated to the organizations. Lou reported they have heard from the Veteran's home and they are requesting quilts. Lou announced she will look into it further and that Comfort Givers will announce it at the January 2018 meeting. Thelma asked what could we do to help our community in support of the Thomas fire victims. Lynne Woods announced that if people have an RV available for victims to use to contact Steve Bennett's office.

COMMUNICATION – Murielle O'Brien announced that she sent a get well cards to a couple of board members. Murielle announced she will be out for a few months and will provide information, to include the Acorn, of upcoming speakers and meetings through April 2018. Murielle announced she would need help with the bulletin board and picking up mail in her absence. Murielle reported that Quilters Path is being discontinued after 20 years. Thelma requested we find out who lost their homes due to the fire and that we need to think about how to do further outreach to our community. Gerry Olsen requested Thelma make an announcement at tomorrows General Membership meeting for members to please contact her if they are in need of shelter, storage, and/or canned goods. Thelma also announced that Murielle will be needing help with publicity and that we need to flood other guilds with our Workshop information.

SMALL GROUPS – Jonal Beck announced that various groups and individuals volunteered for table set up and decorations for tomorrows General Membership meeting and potluck. Jonal reported that there is no group assigned as quilt holders for tomorrows meeting and that we'll have to make an announcement tomorrow for folks to jump up and help.

LIBRARY - Sue McWaters reported that the Library is all set for the silent auction at tomorrows General Membership meeting. Sue reported there are not as many books available as anticipated and that there are four boxes of books at Nancy Sullivan's house they can't get to. She announced that books that didn't sell last time or don't sell this time will go to the Quilt Show boutique.

FACILITIES –Thelma announced she communicated to parks and recreation to ensure lights are on over the stage and that when we have a speaker doing a power point presentation, we need to coordinate with maintenance and have them show us where the light controls are and how we access them. Joan Olsen reported we sill need to use the Freedom Center in February 2018. Joan asked if anyone else needs a copy of the contract for parks and recreation and Thelma replied no.

TRAVEL –Tricia Steinfeld reported she needs money and owes a \$645 deposit for the Road to California bus charter. Thelma asked Trisha to give Mary Ashby a call. Trisha also reported she needs \$40 for the bus parking and money for entrance tickets of which she made arrangements for 40 tickets. Tricia reported the bus will depart from the same pick up point in Camarillo as last year and the bus departs at 7:45am. Tricia suggested inviting the VMQG on our bus and Rose-Marie Gamboa said she would notify the VMQG. Trisha announced The Fresno quilt shop is having a quilt exposition Feb. 15-18, 2018.

MEMBER HOSPITALITY – Yvonne announced she would coordinate with Jonal Beck to provide additional table cloths for tomorrows General Membership meeting. Tricia Steinfeld requested Maria Ring provide extension cords and power bars for tomorrows potluck.

BLOCK OF THE MONTH (BOM) – Jackie Tucker presented the December BOM titled "Anvil" and shared two color way samples.

NEWSLETTER – Lynne Woods announced the deadline for newsletter articles is Dec. 15, 2017, and that she doesn't have any yet. Lynn announced she would like to get the newsletter done

before Christmas week and that she probably won't send the newsletter out until January 1, 2018. Thelma requested Lynn contact Carol Boyce to ask her for photos for the newsletter. Thelma announced that past newsletters would feature a member a month. Lynn reported she always features the speakers and will contact Joey Strait for inputs to help her workshop.

**NEXT BOARD MEETING** – Monday, Jan. 8, 2018, at Thelma Atkinson's residence.

**ADJOURNMENT** – There being no further business, the meeting was adjourned by Thelma Atkinson at 10:57am.

Joyce Turner, Secretary

To be approved by the CQA Board of Directors on Jan. 8, 2018.  
12/28/2017