



# Board Minutes – March 1, 2018

**Call Meeting to Order** - President Su Holmes: 6:00 pm

- **Announcements/Information:**

- Please remember to sign the attendance sheet. They are required for the records.
- We received our first donation from AmazonSmile, \$9.99. Go to Smile.amazon.com and follow the prompts to join and select CCQ as your charity.. Just check when you order that you are on smile.amazon.com and not just amazon.com. Eligible purchases will result in a small percentage of the purchase price being contributed to CCQ.
- Please remember to fill out, or have the donor fill out, donation slips or the equivalent for all donations received. Original copy goes to Dennis to enter into the tracking database.
- Please be kind in our communications.

- **Approval of prior minutes:** Approved.

- **Approval of the Treasurer's report:** Approved

**Our Guild Family** – Linda Pritchard

- **Shadows:**

- Bonnie Jackson's husband Dennis, passed away on February 20. Please keep her and her family in your thoughts.
- Kate Griffith has travelled to Wisconsin for a funeral; please keep her in your thoughts.
- A Common Thread quilt shop closed as of February 27th.
- Pine Needle quilt shop is closing. Their final sale begins March 8th. Though they will no longer be engaged in retail sales, they intend to continue planning and hosting retreats.

- **Sunshine:**

- Kathie Kerler is featured in the latest issue of American Quilter magazine. Her featured pattern, "A Little Zinnia," is based on her award-winning quilt, "Z Is For Zinnia, C Is For Cosmos."
- Cathy Erickson has had two quilts juried in the spring show in Paducah: "Friendship Flower" and "Summer Delight".
- Judith Phelps's "Kaleidoscope Trees" has also been juried into the Paducah show.

**Unfinished Business**

- **Future of the CCQ Library** - Joyce Brekke & Ada Levins: Two to one, people voted to liquidate. That is still the committee recommendation. Only two options should be voted - liquidate or remain as is. Joyce Brekke moved and was seconded that the board recommend liquidation and present the two options to the membership and authorize the library committee and any volunteers to determine disposal if liquidation is approved. Motion carried.
- **Dues Scholarship Form and Policy** - Stephanie Harland: It is a one year pilot program. Stephanie moved and was seconded that an ad hoc scholarship committee be formed as per the document sent earlier. The committee was reminded that it is necessary to remain objective. The treasurer will hide names from the rest of the committee for the determination. We will not publish any names or information outside the committee. We will publish in the newsletter notice of scholarship availability. Motion carried.
- **Email Approval Process** - Dennis Morgan
  - We did not have an approved process in place for the vote to increase the Quilt Show Budget. Dennis Morgan moved and was seconded that we ratify the approval. Motion carried.
  - You received the proposed process in the agenda email. Dennis Morgan moved and was seconded that we approve the email approval process. Motion carried. It was clarified that the process is the second page of the document sent.
- **General Meeting Location for Next Year:** Linda Pritchard - There are indications that Warehouse 23 may not be viable for next year. Battleground has been contacted and are very interested in having us come back. Any feedback on the other sites that hadn't responded? The committee hasn't re-activated yet, but will follow through on the alternate facilities. Linda will be point on Warehouse 23 and Battleground and they shouldn't be contacted by the committee. The question was raised about changing nights to get back into Van church or one of the alternate facilities? It creates significant difficulties for Program. However, it is a viable alternative that may have to be considered. We need

everyone to be looking for potential sites and letting the committee know if they spot something. Hard to find facilities that can handle 300 attendees with adequate parking..

- **Long Range Plan Discussion Follow Up Items:**

- **Wireless Headset Microphone for General Meeting** - Dennis Morgan: Researching.
- **Newsletter Article** - Kate Griffith: Notify members of ability to include CCQ in wills and in memoriam in place of flowers. This is a function that could be added to Fundraising Manager.
- **Policy & Procedures Change** - Dennis Morgan: Kate Griffith moved and was seconded that we add dues review to Budget/Audit sentence for submission. Motion carried. (Prepare a budget **and review dues amount to** present to the Executive... ) Dennis Morgan will send to Peggy.
- **Create Fundraising/Finance Manager Position:** The position would 1) Coordinate grant applications and fund raising activities. 2) Establish guidelines for committees seeking funding for CCQ. Should this be a board position? It could include functions of the Donation Coordinator. Or it could be two positions under one committee. Kate Griffith was volunteered and accepted to draft a position description as the next step.

## New Business

- **Lucy Crouse is requesting batting:** Comfort Quilts were requested to provide batting for 55 quilts for Lucy's charity. Her mother was told it would need to come to the Board for approval. They will need to send a formal request to Su Holmes via the p.o. box since this would be an unbudgeted charity to charity donation. Dennis will talk with her mother, Holly, about putting together a short, letter request.
- **Treasury Reports (Balance, Transactions and Performance)** - Stephanie Harland: Stephanie explained the reports.
- **Budget Adjustments** - Stephanie Harland: Fall Retreat - more income, but expenses higher. Stephanie moved and was seconded that we approve the \$206 budget overrun. Motion carried. Since this is a pass through function with net zero effect on the budget we will increase these line item to keep this from making adjustments in the future. Room rental. \$210 over budget due to a miscalculation. Stephanie moved and was seconded that we approve the budget increase. Motion carried. Please review your budget reports to see if they are correct.
- **Lifetime Membership Award Vote** - Linda Pritchard. Voting on award to Diana Cruz and Sue Lanz. Can vote for either or both. A framed certificate will be awarded along with exemption for dues going forward. They do have to fill out a renewal form however each year.
- **Revised Membership Form** - Karan Brooks: A copy of the revised form was sent with the agenda. Key changes are the increase to \$40 at the top and the additional line at the bottom for donations to CCQ. Karan Brooks moved and was seconded that we add the additional line for donation to the guild to the form. Motion carried. Wilma Scott moved and was seconded that we add 501(c)3 notation to the form. Motion carried. Membership will submit donation information to the Donation Coordinator.
- **Scissors sharpening at Saturday Workshop:** The question was asked why the vendor was not charged to have their business at the Saturday Workshop. We charge everyone else at Stash Bazaar and Quilt Show. Spoke to him. We are getting a discount from him that would go away if required to pay. There is a note in the committee book indicating the chair can invite him. Alvera Gaskins moved and was seconded that he can be invited to any event that a committee chair desires. Motion carried.
- **Board Minutes and Detail Treasurer Report on the Website:** A member pointed out that it is difficult to follow board minutes and financial activity by only posting at General Meetings. She has requested that instead we post them to the members only section of the website. Alvera Gaskins so moved and was seconded. Motion carried. Dennis will notify Diana.
- **Constitution and Bylaws Review and Policies and Procedures Review:** - Su Holmes & Dennis Morgan: C&B reviews are due in the fall of odd numbered years. P&P reviews are due annually. We are establishing an Ad Hoc committee to review them together. Su requested volunteers to participate on the committee. Volunteering were:Linda Heglin, Lorraine Spreadborough, Dennis Morgan, and Su Ellen Holmes.

All board members should review the documents. Pretend you are a new member. Do they really say what you think they say if you didn't know the history and past practice? What is missing? Should be bare bones for committee descriptions not an a list of all tasks. That list should be maintained in the committee books. Committee members were asked to especially focus on their areas in P&P.

Time schedule: March - solicit input from the board for recommended changes or areas to look at. April (after Quilt Show) - meet to prepare committee recommendation. May Board Meeting - discuss and approve changes to go to the June General Meeting. May - develop the presentation for the General Meeting. June Board Meeting - review presentation with the board for tweaking. June General Meeting - Present C&B changes for approval and inform the membership of P&P changes if recommended.

Dennis - My belief is that C&B represents the who, what and why of the guild. It sets the rules and regulations, philosophy and framework for the guild to operate. They do not change often and are critical in defining the guild and direction the guild moves. Hence they require membership approval.

P&P are the how. They must not conflict with C&B but instead be harmonious. They are more fluid dependent on current situations and needs of the guild. Are these correct criteria for the committee's review? The board affirmed that they were. It was noted that the elements of C&B should be reflected in P&P.

**Committee Reports** - Reminder that a detailed report is needed by the President, either in person at the board meeting, or sent via email or snail mail. Please copy the Secretary when sending by email.

- **Auction** – Kate Griffith & Sharon Bishop: Kate discussed the summary report which will be distributed with the minutes. We missed putting out the gift certificates and will do second auction at the General Meeting for them. Cash and check only due to the fees associated with credit card capability. There is a desire to let people know the amount going to FISH sooner than later. It was pointed out that we should not do so until we have final numbers. Changing numbers creates confusion and bad will. It is easy to recognize the problems but there has been Lots of very positive feedback on the auction. Kate and her committee received a well deserved ovation for all the time, effort and great success of the auction.
- **Challenge** – Karen Griggs Saltzberg & Sonja Hughes: Thanks to the 18 who entered.
- **Comfort Quilts** – Alvera Gaskins & Laura Stephens: A beautiful quilt was displayed that had been received. Please email Alvera suggestions for the best way to maximise the money received selling the quilt. She Introduced Darlene Angelatos who will replace Alvera next year and will house Comfort Quilts.

GOOD NEWS! CCQ, via the Comfort Quilts group, continues to refine our processes and streamline our work. As of the first of March, we've donated 409 quilts to 20 organizations. Most recently, we gave quilts to two families just moving into the houses they helped to build via Evergreen Habitat for Humanity.

NEW NEWS: We've also found a new home for Comfort Quilts for the next guild year, and in fact, our new home IS a new home – the home of Darlene and John Angelatos, in Battle Ground. How'd we get so lucky? Well, eleven months ago, Darlene began a conversation with some CCQ members about "us" and a community sewing group she coordinates. Meeting just once a month, the participants are volunteers that work with a lot of donated materials. Their community sewing circle makes walker and wheelchair bags, tote bags, bibs (both baby-size and adult clothing covers), knitted hats, washcloths and receiving blankets, even cat and dog beds for an animal shelter. I'd credit their productivity in the last couple of years to Darlene's leadership and dedicated efforts.

Darlene is still working with the sewing group at Three Creeks Library, and has simultaneously been digging in as a regular worker with Comfort Quilts. While she has lived in Clark County for over 40 years, she's a relatively new quilter, eagerly learning new skills. Having joined CCQ in 2017, she's "new" to us, but she's already "one of us" – mother to five, grandmother to 13 (!) and great-grandma to seven. Please introduce yourself to Darlene Angelatos, and let's all help her connect to others (especially in North Clark County) to keep the CCQ Comfort Quilts group healthy and happy.

FOR SALE: CCQ Policies & Procedures state that "Under the Chair's discretion, projects may be made and sold at guild functions. Proceeds from sales will be designated to support CCQ Comfort Quilts functions." So get ready: Starting at the March guild meeting, Comfort Quilts will have some "projects" for sale – for example, pillowcases at \$5 each (some pairs, many one-of-a-kind). Mother's Day is coming – you can't beat the price, and we've done the labor. Come see, come shop, come buy; come support Comfort Quilts with some cash.

- **Equipment** – Linda Heglin & Lin Hill: Nothing new to report.
- **Fat Quarters** – Sharleen Rainville: Our FQ theme for March is "1930's Reproductions." Our theme for April is "Babies and Children," fabrics appropriate in a quilt for the younger set.
- **Historian** – Lorraine Spreadborough: Nothing new to report.
- **Hospitality** – Mary Reed: What time for placard?. 5:00 pm. Need someone for next year since this is her second year.
- **Library** – Joyce Brekke & Ada Levins: Nothing beyond items discussed earlier.
- **Membership Service**
  - **Member Registration** – Joanne Adams Roth & Karan Brooks: 458 members. Will have to print some of the new forms. Roseanne will print using her laser printer. They will be having card holders available for purchase. Also getting custom lanyards to sell.
  - **New Member Services** – Colleen Garrison: April tea.
  - **Information Management** – Peggy Carstens: Nothing new to report.
- **Mystery Quilt** – Rosemary Griggs & Pat Rushford: The final clue is ready and will be mailed immediately after the show. They know of four quilts that have been completed.
- **Newsletter** – Shelly Brands & Pat Stephens: Thanks for submitting your articles on time. Please keep it up.

- **Opportunity Quilt**
  - **Construction** – Judith Phelps & Louise Deatherage: Next year’s quilt is done except for the label. It is 94” by 94”. All squares were used on the front. A list of makers written on cloth is included in a pocket on the quilt. The reveal will be at the May General Meeting.
  - **Ticket Sales** – Mary Dougherty: The Milwaukie quilt show is next on the list. We can sell tickets for next year earlier if desired.
- **Pins & Promotions** – Jeanne Garritson & Breanna Bell: The price has been set and they are available.
- **Programs & Workshops** – Carol Jacobsen & Lynn Denkers: March is only a one day class. Some spots possibly will be available for the May class. The instructor has authorized additional attendees, but we have to confirm table availability in the room.
- **Publicity** – Rosanne Hatfield: Adds done. Set out notice on next speaker. Flyers, postcards, etc. Trifolds are made. She headed the board recommendation to printed fewer to reduce impact on this year’s budget. The new ones are green to easily distinguish from old copies. Rosanne made a presentation to our quilt show chairs recognizing their efforts.
- **Quilt Show** – Dianne Kane & Wilma Scott:
  1. Thank you for timely response for our request to move to Hall C. Since your approval, Martha and Karan have begun the layout of our quilt entries, Nancy and Arden have completed the vendor layout, Dennis has made drawings for our quilts, vendors, and activities, and a revised contract has been signed with the Event Center. Vendors have received booth numbers, so they can order their electricity from Hollywood Lights. All of these activities help us to time the printing of our program, updates on our QuiltSpace app, and piece of mind for the Fab4.
  2. We’re still working on the layout – mostly determining where we will locate the activities. Need input first for quilt entries and vendors. It’s a work in progress.
  3. Lynn Stiglich has done a great job so far on our program. It’s going to be great.
  4. Rosanne has been able to get great prices for additional signage, banners and posters.
  5. The entry forms have all been entered into our database. A total of 325 including Featured Quilter pieces by Lynn Caban.
  6. We’re not sure we’ll have the Westside Modern Quilt Group special exhibit. We’ve not been able to get a response from Geri at the Pine Needle and since their announcement to close the store last week, it’s even more concerning. Sharry Olmstead has been trying to connect with a member of the group in hopes of making it work.
  7. The ribbons have been ordered.
  8. So far we have 11 Display quilts. Will be requesting more at next week’s general meeting.
  9. The QuiltSpace app has our show listed. Sending an e-blast to our members to encourage them to download the app. They will include the photos that Joyce will take of all our quilts.
  10. Joyce has ordered thumb drives to hold all the photos. Price will still be \$10. Must be pre-ordered.
  11. Linda has ordered special hooks that we can use to hang quilts on the portable walls in the exhibit hall.
  12. Currently have five \$1000 sponsors and one “in-kind” sponsor. Wilma expects to hear from Craft Warehouse soon about a sponsorship. Wilma has letters/forms you can leave with your friends, doctors, dentists, etc. Three levels. We also have CCQ sponsors for Youth, First Time, and Grandma’s Bragging Corner.
  13. Entry forms delivered to Ada this week to begin creating stories/hang tags.
  14. Class enrollments: 15 for Lynn + 2 maybes and 2 for Debby + 2 maybes.
  15. Jelly Roll Race: Sponsor Quilting Delights will provide machines for our Jelly Roll Race and also for the Make & Take Classes. Store will also provide prizes, incentives, and racers. We have flyers to deliver to local stores with Jean’s contact information.
  16. Quilt Show tickets have been printed and can be purchased at our March 7 meeting. Will also have tickets available at local stores. No need to queue up in the Admissions line on Thursday morning!
  17. Quilting Delights has also provided a Bernina sewing machine we can use for a prize. Also have an Accu-Cut.
  18. Wilma has created AWESOME information for our website, including info about our classes, guild, opportunity quilt, special exhibits, hotels, map, and other things to do while in our area. Has been sent to Diana to include on website.
  19. Nancy and Arden will be asking members to volunteer to teach a short (15-30 minute) lecture/demo.
  20. Need to know which committees want to have tables at the show.
  21. Lyn and Rosemary still need about 45 volunteers to fill all the spots. If you are planning to be at the show and have a little time to spare, we could use your help.
  22. We will need two tables for 3/7 social hour.
  23. Envelopes for sponsorship available.
  24. Jelly Roll flyers available.

25. Debby Potter has given to CCQ for years. Please register for her class. Encourage others. She is teaching on Saturday at the show.
  26. Signs have been constructed for shops selling tickets and process defined for marking tickets and handling the money..
  27. There will be a 5' table for an Insurance agent who will explain how to insure quilts.
    - **Block Contest** – Janice Harding Harris: Sold over 60 kits. Next Thursday is due date.
    - **Vendors** - Arden Shelton and Nancy Pietzold: 30. Rochelle's coming back and BJ's.
- **Retreat/Fall** – Pat Rushford: Starting right after Spring retreat.
  - **Retreat/Spring** – Meredith Reid: Packets are going out today. Her team has made her look good. 35 attendees. That size feels good providing breathing room.
  - **Saturday Workshops** – Jean Seale: Thanks to all. Great event. All teachers were great. Project Linus were wonderful, but this is their last year providing lunch service. She is looking for improvement suggestions. New instructors are desired and suggestions for new or repeat classes to provide. She needs an assistant who will take over after next year..
  - **Stash Bazaar** – Janice Harding Harris & Judy Arnold: One table is left. There will not be food available. They may possibly move the hall tables inside. Looking for someone next year to chair.
  - **Three for One** – Jackie Campbell: The Three For One Shop for April will be Craft Warehouse. The March shop is Cedar Ridge Quilts in Oregon City.

**Meeting Adjourned:** 9:04 pm

**Next Board meeting:** March 29th, 6 p.m. at Clark Regional Wastewater District, 8000 NE 52nd CT, Vancouver, WA.

**Next Month's General Meeting:** April 12th at Warehouse 23, formerly Red Lion at the Quay, ballroom. 100 Columbia St #102, Vancouver, WA 98660