



Board Minutes - March 29, 2018 for April

Call Meeting to Order - President Su Holmes: 6:02 pm

- **Announcements/Information:**

- Please remember to sign the attendance sheet. They are required for the records.

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

- **Approval of the Treasurer's report:** No treasurer reports as month hasn't ended.

Our Guild Family – Linda Pritchard

- **Shadows:**

- Laurie Mudge's mother passed away..

- **Sunshine:**

- Lela Miller receiving an award in recognition of 50 years volunteering at the county fair.

Unfinished Business

- **General Meeting Location for Next Year:** Linda Pritchard - Visited with Warehouse 23. No numbers yet. We are paying \$750 per night currently but that will go up at end of year. Normally \$2500 but will be less for us. Expect to receive the actual numbers this week. Event space is going away when the building is removed. They may be able to find a December date.

Friday met with Vancouver Seventh-day Adventist Community Church at 9711 St Johns Road. Seats over 300. Great space. Modular stage. Drop down video and sound. We will need to hire their AV technician as we have done before. Convenient access at St Johns and Lalonde Drive (extension of 99th street). Kitchen adjacent. Can set up in Foyer with tables and use smaller meeting rooms for committee meetings. Less than current cost, but no specific amount yet. We supplied a proposal of what we need and their committee will determine a cost.

Su pointed out that there are more opportunities on nights other than Thursday. It seems that almost all churches use their facilities on Thursday nights for rehearsals with their music teams. She asked that Programs begin considering other options such as Friday night. Workshops could still be held on Friday and Saturday.

- Karen Brooks: Comparison of Profit and Loss over the last 14 years. Linda Heglin shared the financials from her year, 2003-2004.
- **Long Range Plan** - Kate Griffith: A summary of board approved activities and budget strategies was compiled and is attached to the April board meeting (held March 29) agenda. Because the process for board discussion of proposed items took place over a 3-month period, and we might have forgotten something, board members are requested to review the document and identify/clarify any discrepancies you might find. The final version of the Long Range Budget/Activities Plan dated April 2018 stands as a guidance for future board activity. It identifies anticipated activities and associated costs. The intent of the document is to provide budget projections and help with board decision-making and budget committee decisions. It is an advisory document.
- **Auction Proceeds/Community Organization Donations** - Kate Griffith: It was clarified that there is no requirement we distribute excess income since we are a 501(c)3. If we were a company that contracts fundraising for others, there are strict rules about the amount that can be retained. No motion was made.
- **Long Range Plan Discussion Follow Up Items:**
 - **Wireless Headset Microphone for General Meeting** - Dennis Morgan: Do we want to pursue this further? If so, needs to be budgeted for next year. It is not in this year's budget. Tabled until our location is determined.
 - **Newsletter Article** - Kate Griffith: Notify members of ability to include CCQ in wills and in memoriam in place of flowers. Stephanie Harland will include in her article.
 - **Create Fundraising/Finance Manager Position:** Kate Griffith was volunteered and accepted to draft a position description as the next step. Document was drafted and routed for editing to the board. 501(c)3 has generated a lot of requirements that we probably don't even know. Kate reviewed the basis for the document and some of the state and federal requirements. Duplicating requests to potential donors can be a problem. This would be a coordination position to help avoid duplicate requests. Sponsor management would be benefit to the Quilt Show committee. Kate recommended we join the local support organization to help with compliance. It was pointed out that there are other options beside creating a position. For instance handling things like sponsor management within committees is one approach. Karen Brooks proposed that we table the position decision. Tabled.

- **Emergency Plan** - Kate Griffith: Work will resume during May.
- **Lucy Crouse Request for Batting:** Holly submitted the written request we required. Linda moved that we supply a roll of batting 90 wide. Approved. Su Holmes will get it to her after the Quilt Show.
- **Constitution and Bylaws Review and Policies and Procedures Review:** - Su Holmes & Dennis Morgan: A reminder of the need for your suggested document changes. Thanks to the many that have now turned in their ideas.
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.

New Business

- **Quilt Show Sponsor Electronic Messages** - Su Holmes: Received comments concerned about the use of Constant Contact for our Sponsors. We have not and will not ever sell/give out our membership list. Quilt show went after additional sponsorships and provided different levels of sponsorships. None of the local shops have taken advantage of that. The Board was asked to help explain the opportunity and benefit of sponsorship as the question comes up. Future blasts will be combined with other information to help change the impression. Current sponsorship agreements run through the end of the Guild year, June.
- **Comfort Quilt Sewing Machines** - Alvera Gaskins: A use and home for the machines has been identified. As a result no motion was made and the item dropped.
- **Proposed Visitor Fee Change** - Rosemary Griggs: Rosemary moved that the fee for visitors attending general meetings be changed to \$10.00 for next year in the Policies and Procedures. Approved. Future motions such as this will originate with the appropriate committee.
- **Treasurer** - Stephanie Harland:
 - Please be sure to fill out all the lines on the deposit/check request form before turning them in. It is important to list the person needing a check on the form. Also please total the amounts to speed up your check being written.
 - If the request is for a refund, the original paperwork will be needed to process the refund. To prevent a refund being sent prior to the original check being cleared, no refunds will be processed less than 14 business days from the date of deposit.
 - If an invoice or bill from a previous year is presented for payment, the current committee chair will need to determine the validity of the bill. I can check the computer for payment. All legitimate bills need to be paid. Be sure to change the information on business accounts so the new chairman receives any bills. We strongly recommend that you use the P.O. box as the mailing address on all business accounts and a CCQ email address rather than a personal email.
 - An overage for the thumb drives for the quilt show will be presented. \$214.95 approved.
 - Changes in use of credit card machine. No start or terminate fees, only one time charge per event of approximately \$55.00 per machine. Interchange credit card pricing fee works out to about 2% of total amount receipted. Any committee chairmen interested in using the machine should contact treasurer.
 - 4 cash boxes have been purchased. All money, boxes, bank pouches, etc. must be turned in to the Treasurer by the end of June.
 - At the end of the meeting, Stephanie explained the Transaction Detail by Account report handed out to each committee. Please review and identify any classification errors so that they can be corrected before end of year. Contact her with any questions.

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: Auction proceeds totaled \$20,362.00. After deducting expenses of \$731.40 the remaining \$19,630.60 will be split between FISH and CCQ. The CCQ secretary mailed or emailed IRS-required letters to donors, to persons who purchased more the \$75, and to those who made donations of \$250 or more at one time. Peggy Carstens moved that we split 60/40 to FISH this year. Carried. (\$11,778.36 to Fish leaving \$7,852.24 with CCQ.)
- **Challenge** – Karen Griggs Saltzberg & Sonja Hughes: Nothing new.
- **Comfort Quilts** – Alvera Gaskins & Laura Stephens: As of March 28th, 2018, CCQ, via Comfort Quilts, has donated 547 quilts to 24 agencies. Recent recipients that are new to us include Columbia River Mental Health, Bridge the Gap (resources to help children in foster and adoptive care), and the Veterans Administration's Fisher House (housing for family members of veterans who are hospitalized).

“An army of volunteers”: Comfort Quilts move to new quarters is scheduled to begin on June 20th. On that day, the advance guard will transport and set up our “furniture”. On June 21st, a phalanx of fabric-hauling seamsters become teamsters and convoy to our new home in Battle Ground. Then, we’ll break out the quilt juice and take some time off.

- **Equipment** – Linda Heglin & Lin Hill: Nothing new to report.
- **Fat Quarters** – Sharleen Rainville: The theme for Fat Quarters in April is Babies and Children. The theme for May is Florals which is the last time for this Guild year.
- **Historian** – Lorraine Spreadborough: Nothing to report.
- **Hospitality** – Mary Reed: Let her know of your table needs for the April meeting.
- **Library** – Joyce Brekke & Ada Levins: Will have the membership vote in the April General Meeting.
- **Membership Service**
 - **Member Registration** – Joanne Adams Roth & Karan Brooks:
 - **New Member Services** – Colleen Garrison: Next tea is scheduled.
 - **Information Management** – Peggy Carstens:
- **Mystery Quilt** – Rosemary Griggs & Pat Rushford: Final clue after the quilt show.
- **Newsletter** – Shelly Brands & Pat Stephens: Reminder will be sent.
- **Opportunity Quilt Will vote in next general meeting for next year.**
 - **Construction** – Judith Phelps & Louise Deatherage:
 - **Ticket Sales** – Mary Dougherty:
 - **Next Year Recipient** - Linda Pritchard: We have five to vote on in the General Meeting. Need five volunteers to read the applications.
- **Outreach** – Tina Marie Zaccanti & Ann Robertson: 4 last month. Potential to work with the school district.
- **Pins & Promotions** – Jeanne Garritson & Breanna Bell: Need someone to transport them to the Quilt Show because of a last minute need to travel to Alaska for business. Janice Harding Harris volunteered.
- **Programs & Workshops** – Carol Jacobsen & Lynn Denkers: Six presenters have been identified for the 2018-2019 year. New assistant, Sharleen Rainville, is working on contacting speakers/teachers for the 2019-2020 year. All arrangements to support Karen Kay Buckley, the May speaker are in process and Carol and Sharleen will take class registrations at the June 14th meeting.
- **Publicity** – Rosanne Hatfield: Columbian doing an article. Camas will do an interview with DeAnn Perrigo. They also interviewed Wilma Scott. Postcards available.
- **Quilt Show** – Dianne Kane & Wilma Scott:
 1. Statistics
 - a. We’re right at 500 for the number of quilts: entries 315 (+8 3-D), Display 40, Grandma’s Bragging 15, UNESCO 90, Art Quilters in the Gorge 18, Modern 6, CHS Geometry 1, Fairy Garden 1, Comfort Quilts 20? = 506 + 8 3-D items
 - b. 152 volunteers slots have been filled
 - c. 36 CCQ members on the Quilt Show Team
 - d. \$6000 income in vendor sponsors
 - e. Over \$1500 from CCQ sponsors
 - f. \$5300 in petty cash
 - g. 33 vendors (3 of which are \$1000 sponsors: Boersma’s, Quilting Delights, Craft Warehouse)
 - h. Over 16 Jelly Roll race teams
 - i. 1600 programs have been printed
 2. We can get extra tables from the Event Center
 3. Anyone have a golf cart and driver they could loan us?
 4. Need parking attendants in South Hall 1 for Friday and Saturday.
 5. Wilma is distributing parking passes to our volunteers who will be there multiple days.
 6. Quilt pick-up at 5 on Saturday: show you quilt pick-up card for free parking
 7. Stephanie will have petty cash for us Thursday morning. We will use Joanne’s portable safe during the day. Stephanie will make deposits each day.
 8. Quiltspace will go live within the next day or two.
 9. Working on the program for the Award Ceremony on April 12
 10. We’ve created an evaluation form for our members. We will ask Shelly to send it as an eBlast on Monday, April 9. It includes voting ballot for the name for our show. Several reasons for creating a “name” for our show: a)

shortens the name, b) creates recognition, c) we can create a separate website for the show. The CCQ website can provide a link to the show website.

11. Use your prayers, incantations, meditations, devotions, petitions, thoughts, litanies, entreaties, appeals, pleas, requests, and musings for 50+ degrees and overcast.
 - o **Block Contest** – Janice Harding Harris: 31 entries.
 - o **Vendors** - Arden Shelton and Nancy Pietzold: 34 vendors as well as a couple of other organizations have booths.
- **Retreat/Fall** – Pat Rushford: Will start paying as early as May. In June they can take credit cards. Final payment due in September.
- **Retreat/Spring** – Sue Robbins: Net profit \$31.23. Cost will be higher next year.
- **Saturday Workshops** – Jean Seale: Need assistant and teachers.
- **Secret Pal** – Pat Mathison:
- **Stash Bazaar** – Janice Harding Harris & Judy Arnold: Still need someone for next year. A couple of tables left.
- **Three for One** – Jackie Campbell: The quilt shop for April is Craft Warehouse. The quilt shop for May is Quilting Delights.

Meeting Adjourned: 8:38 pm.

Next Board meeting: May 3rd, 6 pm at Clark Regional Wastewater District, 8000 NE 52nd CT, Vancouver, WA.

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

Next Month's General Meeting: May 10th at Warehouse 23, formerly Red Lion at the Quay, ballroom. 100 Columbia St #102, Vancouver, WA 98660

Dennis D. Morgan
Secretary