



Board Minutes – June 7, 2018

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

- **Announcements/Information:**

- Please remember to sign the attendance sheet. It is required for the records.

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

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

Our Guild Family – Linda Pritchard

- **Shadows:**

- E.T.C. quilt shop in Hood River has recently closed their physical location, but is maintaining their online shop.
- Momma Made It quilt shop is also closing; liquidation began on Tuesday.
- Two stores in Oregon are closing including one in Corvallis.

- **Sunshine:**

- Pat Rushford came through her surgery with flying colors and went home on Wednesday!
- The Liberty bells have just completed their 1,379th quilt for the veterans hospital since 2005. For this fiscal year they have donated 127 quilts to the Veterans Hospital in Vancouver.

Unfinished Business

- **General Meeting Location for Next Year** - Linda Pritchard: The Adventist Community Church board has approved our use of their space! We are waiting on their risk management person to finish drawing up the shared-use agreement. Louise (the secretary) is going to get me the rent figure as soon as she can so we can budget. Doesn't have storage. Audio/Video capability is good. Good parking lot that is well lit. Easy access at the corner of Lalonde Drive (extension of 99th street) and St Johns Road. The parking lot entrance is at the light. The address is 9711 NE St Johns Road.
- **Budget Committee** - Linda Pritchard: If you haven't already done so, please turn in your current inventory (items not in the storage unit), and your budget requests. The committee will meet July 30th at a location to be announced. Equipment needs to be budgeted under Equipment. Each chair should show equipment needs as a separate item on their budget requests. They will be combined by the Budget committee.
- **Open Positions for Next Year** - Linda Pritchard: This is where I could really use your help. In spite of my best efforts calling, emailing, announcing at guild meetings and sending constant contact messages, I am still in need of people for three important positions: Publicity, Opportunity Quilt Ticket Sales, and Auction. If you can think of anyone who might be interested, please let me know and/or have them contact me. Small groups would also be a good fit for these jobs, but we still need a point person. Linda will send out the list of those chairing next year so that the Board will know not to duplicate.
- **Constitution and Bylaws Review and Policies and Procedures Review:** - Mary Reed, et al: The committee has completed a lot of work. However, it became clear that there was not time to complete the process or give adequate time for the board and membership to review the complete changes before the June Annual Meeting. Therefore we are proposing that this effort be held over to next year to complete. Su Holmes clarified that whether called committee chairs or directors, we are recognized as "directors" under state law and covered by our insurance policy. After review and editing of the change document, Alvera Gaskins moved that all changes be approved as edited. The motion carried. The change document is included below.
- **Vision** - Su Holmes: Su will print ballots to vote at next week's General Meeting.
- **Joint Board Transition Meeting** - Su Holmes: The meeting is scheduled for June 17, Father's Day. It was the only weekend time available for a picnic site. It will be potluck with Su providing the main course. 2:00 pm at Hockinson Meadows Picnic Shelter, 10910 NE 172nd Ave, Brush Prairie, WA 98682. If not attending make individual arrangements to transition notebook, etc.

New Business

- **Auction Proceeds Proposal** - Kate Griffith: Kate presented her thoughts and concerns about how to handle Auction proceeds. After discussion action was tabled for review by the Budget Committee and/or August Board Meeting.
- **Membership numbers.** Information from Peggy Carstens says we are down in renewals as well as new members from last year. Please talk up support in your small groups. Recruiting new people and encouraging retention of talent in our guild is important. "Last year there were 254 renewals and 18 new members (total 272) between 4/1/2017 and

5/31/2017. This year it is 180 renewals and 17 new members (total 197) between 4/1/2018 and 5/31/2018 so we are down quite a few members. The numbers don't quite match the Confirmed Members report because of Lifetime members." Smaller group is not all negative. The plan is to talk to those not renewing. We will post details of new site when finalized to help with safety concerns with Warehouse 23. That seems to be a significant factor in non-renewal.

- **Budget Overages** - Stephanie Harland:
 - Auction - \$8,156.36 additional donation to FISH above the budgeted amount. Roseanne Hatfield moved that the overage be approved. Motion carried.
 - Equipment - \$830 overage to cover an iPad 4 Mini for credit card payments and a computer for Publicity. Roseanne Hatfield moved that the overage be approved. Motion carried.
 - Merchant fees - \$200 overage for processing credit cards. Sharleen Rainville moved that the overage be approved. Motion carried.
 - Pins and Promotions - \$419.19 for the lanyards and badge holders purchased by the Membership Committee. Stephanie Harland moved that the overage be approved. Motion carried.

We discussed that overages are a good reminder that we need to take care in preparing our budgets each year.
- Su Holmes took the opportunity in her last Board Meeting as President to remind us that "We do great things!" It was received with an ovation followed by an ovation thanking Su for all she has done this year.

Committee Reports

- **Auction** – Kate Griffith & Sharon Bishop: Follow up info regarding the auctioneer's alleged concerns about distribution of auction proceeds. When called he didn't know why that was thought. He knew and was fine with it.
- **Challenge** – Karen Griggs Saltzberg & Sonja Hughes: Nothing to report.
- **Comfort Quilts** – Alvera Gaskins & Laura Stephens: In the 2017-18 guild year, Comfort Quilts has done the following: (1) Instituted a system of tracking. We can confidently report that we have donated and distributed 735 "CCQ-labeled" quilts to 27 non-profits since November 2017. (2) Labelled quilts. Branding is one factor that has attracted more donations, some coming from sources that were previously unaware of our existence. For example, we received forty-eight 12-gallon storage containers with attached lids, all of the same design, size, etc., greatly facilitating orderly, safe storage of materials. (3) Displayed CCQ-created quilts in public venues, accompanied by promotional blurbs about our guild which have also attracted donations. (4) CCQ's new tax status as a 501(c)(3) non-profit has made us eligible for other donations. (5) Working toward sustainability, Comfort Quilts raised about \$1,600 from the sale of excess inventory, pillowcases, and jelly rolls. (6) Nurtured friendships and attracted new CCQ members. (7) Donated excess fabrics and supplies to outreach organizations and the membership-at-large via the guild's "free table." We are caught up. Becoming sustainable. Getting new members through public working on Comfort Quilts. Two Outreach groups next year.

On a separate note, Alvera urged the Board to be kind to each other and particularly to new board members.
- **Equipment** – Linda Heglin & Lin Hill: Inventory is complete. All committees need to send in their inventories. Most have been given to Linda Pritchard and will be forwarded to Linda Heglin.
- **Fat Quarters** – Sharleen Rainville: No report.
- **Featured Artist Show** – Audrey Prothero & Nancy Tubbs: Joanne Roth getting nervous at getting quilts back.
- **Historian** – Lorraine Spreadborough: Nothing new.
- **Hospitality** – Mary Reed: Nothing.
- **Library** – Joyce Brekke & Ada Levins: Continuing the liquidation of the books. Targeting spring to complete. Can use TinyCat to reserve or get off the tables as they are pulled.
- **Membership Service**
 - **Member Registration** – Joanne Adams Roth & Karan Brooks: 486 members
 - **New Member Services** – Colleen Garrison: Two teas were held this year. Thanks to all.
 - **Information Management** – Peggy Carstens: Nothing.
- **Mystery Quilt** – Rosemary Griggs & Pat Rushford: Tops will be shown in the General Meeting. They will be the Last committee to report and lead into show and tell.
- **Newsletter** – Shelly Brands & Pat Stephens: Shelly published her last Newsletter. It transitions to Pat now. A big thank you to Shelly for her work.
- **Opportunity Quilt**
 - **Ticket Sales** – Mary Dougherty: Need someone for next year. Lots willing to help but not chair.
- **Outreach** – Tina Marie Zaccanti & Ann Robertson: Nothing

- **Pins & Promotions** – Jeanne Garritson & Breanna Bell: Nothing
- **Programs & Workshops** – Carol Jacobsen & Lynn Denkers: 11 signed up tonight. Just short of \$2000 collected.
- **Publicity** – Rosanne Hatfield: Bought a computer and has it ready to transition to next chair.
- **Quilt Show** – Dianne Kane & Wilma Scott: Binder almost ready. Quilt show needs a webpage. They will add the hosting cost to their budget request. The issue was raised of how to handle issues of email distribution and/or social media hurtful comments? We need to establish behavioral norms for the Board at the beginning of each year. Values for the Guild is a helpful next step as well.
 - **Vendors** - Arden Shelton and Nancy Pietzold: Nothing
- **Retreat/Fall** – Pat Rushford: Registrations are In process with only five slots left.
- **Retreat/Spring** – Meredith Reid: Nothing.
- **Saturday Workshops** – Jean Seale: The contract for Salmon Creek Methodist has been completed for the Fall. Jean requested input repeatedly with almost no response. However the survey generated lots of input. The Fall Workshop is scheduled for the last Saturday in January.
- **Three for One** – Jackie Campbell: Nothing to report.

Stephanie Harland reported that the books are closed in August. Therefore processing check requests and deposits is ok in July.

Meeting Adjourned: 8:08 pm

Next Board meeting: Linda is planning to move the meeting to the 2nd week in August to allow more time to review the budget prior to the meeting. Assuming success in scheduling the building, it will be August 9th at 6 p.m. at Clark Regional Wastewater District, 8000 NE 52nd CT, Vancouver, WA.

Next Month's General Meeting: Next meeting is in September.

Dennis D Morgan
Secretary

Changes to Policy & Procedures

Membership

Current Language	Proposed Language	Notes
<p>MEMBERSHIP: Dues are \$25.00 payable to CCQ and are collected by the Membership Registration Chair. New members joining at the annual Quilt Show will start receiving newsletters at that time. Members are encouraged to renew their membership during the Quilt Show. Guild membership includes a CCQ membership card for the current year, an electronic membership directory (not to be used for commercial purposes) and electronic newsletters. Membership Registration will collect attendance at the beginning of each meeting and will collect a \$5.00 visitor fee from all nonmember attendees at meetings that include a guest lecturer.</p>	<p>Section 3 - Membership Dues are \$40.00, payable to CCQ, and are collected by the Membership Committee. New members joining at or after the Quilt Show receive membership benefits for the current year as well as the next. Members are encouraged to renew their membership during the Quilt Show. Membership Registration will collect attendance at the beginning of each meeting and will collect a \$10.00 fee from all nonmember attendees at Guild General Meetings except for advertised exceptions.</p> <p>Move to benefits section below.</p> <p>Move to Responsibilities section below.</p>	
<p>a. <i>Responsibilities of Membership:</i> Members will be encouraged to sell and purchase a minimum of 10 tickets for the Opportunity Quilt project. Members are also encouraged to work a minimum of one shift during the intake, judging, hanging, show hours or takedown of the annual Quilt Show.</p>	<p>a. <i>Responsibilities of Membership:</i> As an all-volunteer organization, members are encouraged to support the Guild by: selling tickets and purchasing a minimum of ten tickets to support the Opportunity Quilt; working a minimum of one shift in support of the Quilt show; attending Guild meetings, activities; supporting charity efforts and participating in Guild business, committees and small groups. The guild membership list is not to be shared with non members or used for commercial purposes.</p>	<p>From above paragraph.</p>

<p><i>b. Benefits of Membership:</i> Members will have the opportunity to participate in the annual Quilt Show Block Contest, check out library books, enter quilts in the Quilt Show, take classes sponsored by the guild, attend retreats, purchase a table at the Stash Bazaar, and participate in the Saturday Workshops. The member does not pay admission to the Quilt Show during the shift that he/she works. Additionally, members who work a shift during intake, judging, hanging or takedown will not pay admission to the Quilt Show. The Quilt Show Committee will determine how these members will access the show as well as inform these members of the entry procedure. An example of the procedure could be the member's name on a list in the volunteer area or the member could be awarded a complimentary Quilt Show ticket.</p>	<p><i>b. Benefits of Membership:</i> Guild membership includes a CCQ membership card for the current year, access to the Members Only section of the website and receipt of guild-wide email communications. Members will have the opportunity to participate in the annual Quilt Show Block Contest, enter quilts in the Quilt Show, take classes sponsored by the guild, attend retreats, purchase a table at the Stash Bazaar, and participate in the Saturday Workshops. A member receives a daily Quilt show admission for themselves for a shift worked in support of the Show.</p>	<p>Moved from Membership:</p> <p>Remove from here and include in Quilt Show Notebook</p>
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Ad Hoc Committees

Current Language	Proposed Language	Notes
<p>AD HOC COMMITTEES: The following committees will serve as long as it takes to complete the task given them.</p>		<p>Latin, literally "for this (specific purpose)." ad hoc in Culture. ad hoc [(ad hok, ad hohk)] A phrase describing something created especially for a particular occasion.</p>
<p>1. Budget/Audit: Review records of the Treasurer in order to maintain accountability. Prepare a budget and present it to the Executive Board for approval at the August board meeting. Requests from officers and chairpersons should be submitted to the President-elect by the June board meeting in order to allow time to prepare the budget. This committee will consist of outgoing Treasurer, incoming Treasurer, outgoing President, incoming President, President Elect and two or three members-at-large appointed at the June general meeting. The board approved budget is to be published in the September newsletter for all members to study before being voted on for approval at the September general meeting.</p>	<p>1. Audit/Budget: Audit records of the Treasurer. Review dues to determine if a change is needed. Prepare a budget to be presented to the Board at the August board meeting for review and approval. Requests from officers and chairpersons should be submitted to the President-elect by the June board meeting to allow time to prepare the budget. This committee will consist of outgoing Treasurer, incoming Treasurer, outgoing President, incoming President, President Elect and two or three members-at-large appointed at the June general meeting. The board approved budget is to be published in the September newsletter for all members to study before being voted on for approval at the September general meeting.</p>	<p>BM 03/01 – approved addition of Dues review to the Committee duties.</p>

4.	<p>4. Scholarships: The treasurer, president elect, and a third member will review applications for assistance in paying dues and award donated scholarship monies based on financial need and extenuating circumstances. They meet after the April guild meeting and review the application of any currently registered member requesting aid to pay their dues for the upcoming year. Applications submitted by the April guild meeting will be considered. The monies will be transferred to membership income upon the applicant paying their portion of the dues. Applications submitted after the deadline will only be considered if money remains.</p>	
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President-Elect

Current Language	Proposed Language	Notes
President-Elect:		
<p>e. President-Elect will be responsible for gathering nominations for the Featured Artist Show. Nominations will be accepted in September and early October and voted on by the board in October.</p>	<p>e. President-Elect will be responsible for gathering nominations for the Featured Artist Show. Nominations will be accepted in September and October and voted on by the board in November.</p>	