



Board Minutes – January 3, 2019

Call Meeting to Order – President Linda Pritchard: 6:00pm

- **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:** Discussed the balance sheet. Copies are in a email you will find at home. We will formally approve next month.

Our Guild Family – Rosanne Hatfield

- **Shadows:**

- Cheryl Hamrick's husband passed away,
- Candy Mackey lost her mother in November.
- Ruth Laabs fell and broke her shoulder.

- **Sunshine:**

- Susan Zook and her grandson both received matching grades in their college classes this last semester of A, B+, and B's.
- Bonnie Craig's grandson graduated with Honors from his college.
- Kate Griffith's youngest grandson learned to put his head underwater.

Education Moment – Dennis Morgan: IRS Guidance for Maintaining 501(c)(3) Status. There are many resources available on IRS.gov. For instance see [Publication 4221-PC "Compliance Guide for 501\(c\)\(3\) Public Charities"](#). An outline of the presentation follows the minutes.

Unfinished Business

- **Open Positions** – Linda Pritchard: We still need a Treasurer-in-Training.
- **Constitution and Bylaws Review and Policies and Procedures Review:** - Linda Pritchard: The committee is meeting tomorrow for what should be their last pass at the governing documents. Dennis will then edit the proposal and distribute to the Board as soon as possible to give you time to review and comment. Do you have any items or suggestions for the committee to focus on tomorrow?
- **Committee Summaries** - Linda Pritchard: Reminder to put together in January a brief description of the tasks associated with your committee along with appropriate timelines. Will help provide more information for recruiting. Will become a third part of our governing documents that is managed by the individual committees.

New Business

- **Sell the Printer in Storage** – Linda Pritchard: Printer is in the storage that was donated and is new in box. Requesting approval to sell. Pat Stephens moved that we sell the printer at the silent auction. Approved.

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: Going well. The auction takes place February 7, 2019. Wilma Scott must be in California during the auction so Su Holmes will be our auction MC. All activities except those of Tally Team and Cashier will take place in the main meeting room. Raffle tickets are \$1 each; the value of each item is at least \$25. Cash sales or member's checks only. Someone holding the ticket must be present to win.

Block Buster is a new element. Guests purchase tickets for \$20 and select a number that matches one of 30 quilt blocks. The winning number, drawn by the auctioneer, gives the winner a \$90 gift card for sewing machine service at the House of Sewing Machines and Vacuums and something else to be determined. Cash sales only or member's checks only, and the winner need not be present to win.

Committee tables will be in the lobby area, to the left of the entry door. Please advise Susan Zook if you need a table. The auction registration table will be to the right of the entry door. Guests can mingle in the lobby until doors are opened at 6 pm or purchase auction raffle tickets and Opportunity Quilt tickets. The live auction goes from 7pm till approximately 8:30. Guests may not enter the auction through doors that exit to the outdoors.

Out of respect for our auctioneer who donates his time to our event, there will be no early check out. We'll accept cash, checks and credit cards. If guests must leave early, they may leave payment with a friend. There will be four lines to

exchange bid numbers for tally sheets, and four lines at the cashier's table for payment. Guests then return to the auction room where runners will obtain their items. Guests may inspect items on a table nearby.

Our members have been generous again in donating treasures. Go to the CCQ website to see a sample of the wonderful items we received.

Auction proceeds, after expenses, will be shared between CCQ operations and community groups that provide quilting, sewing and other fabric arts education for Clark County residents of all ages.

Thanks to our sponsors **House of Sewing and Vacuums** and **Just for Fun! Quilting** and to **Boyd's Auctions Battle Ground** for their continuing generosity.

- **Fiber Arts Education** - Ann Robertson via email: The committee voted to make awards to all four applicants. Award amounts will be determined following the auction when we know how much money we have to work with. Applicants' names will be released after they are notified that their applications were successful – likely next week. There is a second application period in the spring.
- **Challenge** – Sonja Hughes: Over 30 anticipated if all turn in. Everyone needs to turn in the Quilt Show registration. Need ½ table in January.
- **Comfort Quilts** – Darlene Angelatos: Nothing to report.
- **Equipment** – Deb Mason & Jan Harte: Would like help to clean the storage unit while the quilt equipment is out. Will get rid of the particle board cabinets. We will use the metal cabinets for storage.
- **Fat Quarters** – Daune Spritzer: Nothing new to report. Reds and pinks in January in anticipation of Valentine's Day. None in February due to the Auction.
- **Historian** – Lorraine Spreadborough via email: I am currently working on a better job description for historian. We need more than just pictures.
- **Hospitality** – Susan Zook: Had a great turn out for snacks last month. Will return the items that could be kept this month. Starting this month anyone who can be there early to help with setup will be appreciated.
- **Library** – Ada Levins via email: January will be the last opportunity to purchase books from the library. All books will be sold for \$1.00 each. Tynecat is no longer available to browse the library books. I will need two tables. After the meeting is adjourned, any books left will be free for the taking. Linda may announce this when she adjourns the meeting.
- **Member Registration** – Karan Brooks via email: Nothing to report.
- **Mystery Quilt** – Bonnie Craig: 38 signed up. Sounds like everyone is having a good time.
- **Newsletter** – Pat Stephens: Nothing new. Deadline the day after the General Meeting. Deadline for the meeting reminder is Sunday. Print copies are up to individual member to provide to their friends. If they send stamps to Pat she will email a copy.
- **Opportunity Quilt Construction** – Janice Harding Harris via email: I will miss the meeting. Nothing to report.
- **Outreach** – Rosemary Griggs: Outreach members enjoyed time with their family and friends during the holidays.
- **Pins & Promotions** – Kathy Powell: The coffee mugs are almost all sold. Pins are a bit slow. Perhaps only 50 should be purchased. For the next few months P & P will be in the front hall of the church as I will be signing members up for the classes at our quilt show.
- **Programs & Workshops** – Sharleen Rainville via email: Many thanks to members who participated in the December holiday quilts program. Our January guest is Sam Hunter on "The History of Word Quilts" Her workshops are "Chain, Chain, Chain" with 16 enrolled and "Five Stars" with 11 enrolled. We will be at our new location at the American Legion. I've asked this month's class members to bring extension cords/surge protectors, table lights, and painter's tape in the event we need any of these things. After our January workshops, we will know better if the cords and ironing stations will be sufficient for this new location. I'm looking for a date in May to move our equipment out of my garage and into CCQ storage. We purchased two quilt stands right after last month's Board meeting and had them in use for the December general meeting. These lighter weight quilt stands will be great; the equipment folks won't have to haul out the heavier quilt show stands for general meetings. February is the Auction. March with Lyn Czaban has a waiting list of five. April is Quilt Show recap. Our last speaker is in May with 16 students in each workshop.
- **Publicity** – Linda Heglin: We now have an official CCQ Twitter account as well as Instagram. However Instagram is not working currently. The Publisher program is giving fits on trying to get the Quilt Show items done. We should have ownership stickers (asset tags) for CCQ equipment. Received response from the Camas Post Record that they may do an article on Camas/Washougal quilters before the Show.
- **Quilt Show** – Arden Shelton and Nancy Pietzold: Things are moving along OK. Dianne is filling out the [Quiltfest Northwest](#) website as we speak. We have 4 big Sponsors so far: Boersma's, Montavilla, Craft Warehouse, Just for Fun Quilting. We are hoping to get Connecting Threads on board also. Fiddlesticks is also going to sponsor. We are recruiting for a Program Editor and Ads Coordinator. Wilma has had to drop out due to family obligations. I will get a job description. We will have the Quilt Show Team Meeting at 5pm at a church meeting room before the General Meeting

next week. We will need 3 tables at the meeting: ONE table for Kathy Powell's Quilt show classes sign-ups. ONE table for the Quilt Show to take in quilt registrations. We would like to have these 2 tables in a row along with Rosemary and Lynn's Volunteer signups table. 3 in a row, Please.....

- o **Block Contest** – A concern was discussed that folks haven't been able to turn in their blocks. Deena Morgan volunteered to back Lorraine up to receive the blocks. Linda Pritchard will contact Lorraine Williams to let her know.
- o **Vendors** – Lin Hill and Terri Sasse: Two more received tonight. 10 to 12 so far. Recommended someone who makes hangers. Trying to get all vendors in one area. Columbia Fiber Arts will provide a runway show for wearables one day.
- **Retreat/Fall** – Pat Rushford: Nothing to report.
- **Retreat/Spring** – Su Holmes: There are still 42 registered travelers (after one cancellation) and five on the standby flight list. The committee continues to work diligently to provide all retreaters with a quality travel experience. FINAL PAYMENTS MUST BE MADE BY JANUARY GENERAL MEETING. Departure is No Earlier Than 27 February 2019, with return scheduled for 3 March 2019. Due to the nature of travel involved, results may vary.
- **Saturday Workshops** – Jean Seale: Set Up is January 25, 2019 at 9:30am. She needs help with the heavy tables. Classes are January 26, 2019. Full day workshops are from 9am to 4pm. The morning session is from 9am to 12pm and the afternoon session from 1pm to 4pm. Special Notes: The Sashiko and Schlep Bag classes will now be taught by Jean Seale. There is an additional NY Beauty class. The last opportunity to register is the January General Meeting. We need a 2020 Saturday Workshops Chair to take over the committee. BRING YOUR OWN LUNCH!
- **Secret Pal** – Pat Mathison: Nothing new.
- **Stash Bazaar** – Diana Stack Roberts: We will begin taking money for the Spring Stash Bazaar at this month's meeting. (I will need a table.)
- **Three for One** – Karen Streeter via email: Three-for-One report: January's featured shop is Fiddlesticks. Come visit me before the meeting to buy your tickets! There will be no Three-for-One in February, as the focus will be our auction.

Meeting Adjourned: 7:04pm

Next Board meeting: Wednesday, January 30th, 6 p.m. at T.B.D.

Next General Meeting: Thursday, January 10th, at Adventist Community Church, 9711 NE St Johns Road, Vancouver, WA.

Next Month's General Meeting: The Auction, Thursday, February 7th, at Adventist Community Church, 9711 NE St Johns Road, Vancouver, WA.

Dennis D. Morgan
Secretary

Maintaining 501(c)(3) Status

IRS Guidance

Can we do that? What do we have to do?

- These questions are often asked as we navigate our 501(c)(3) status.
- WWW.IRS.gov provides many helps and guidance.

What can we do?

Any activity that supports our nonprofit/charitable purpose as stated in our Constitution and Bylaws.

What can jeopardize our status?

- Private Benefit and Inurement
- Lobbying/Political Activities
- Employees – Employment Taxes, Retirement Plan Compliance, etc.
- Filing Annual Return or Notice
- Adequate Record Keeping
- Contribution Substantiation and Disclosure

- Public Disclosure Requirements

Private Benefit and Inurement

- Prohibited from allowing more than an insubstantial accrual of private benefit to individuals or organizations.
- No part of an organization's net earnings may inure to the benefit of an insider.
- Must report any economic benefit to a person who is able to exercise substantial influence over its affairs that exceeds the value of any goods or services provided in consideration. (Excess Benefit Transaction)

Lobbying/Political Activities

- **Campaigning** – Prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.
- **Lobbying** – No organization may qualify for section 501(c)(3) status if a substantial part of its activities is attempting to influence legislation.

Employees – Employment Taxes, Retirement Plan Compliance, etc.

We solve this the easy way – no employees!

Filing Annual Return or Notice

- Just like you and I, we are in trouble if we don't file our taxes.
- The filing must include proper notification of significant changes including:
 - Name changes
 - Address changes
 - Significant program changes
 - Changes to its organizing or enabling document
 - Changes to its rules governing its affairs (Bylaws)

Adequate Record Keeping

- We must have adequate records to ensure we are complying with all laws and requirements.
- This is a complex issue in and of itself and one which we continue to learn about.
- Stephanie has been doing a great job of knowing and helping us to adhere to requirements.

Contribution Substantiation and Disclosure

- We must provide notification to a purchaser if as part of the purpose we sell information or services available free from the federal government.
- We must provide all required disclosures and substantiation for contributions.
- We must provide proper IRS notification language to donors purchasing auction items.
- Additional requirements may be required for non-cash contributions, quid pro quo, and vehicle contributions.

Public Disclosure Requirements

- We must make certain documents available to the public upon request or place them on a publicly available website or other widely available method.
- The IRS requires these documents be available:
 - Annual returns
 - Application for exemption