



Board Minutes– January 30, 2019

Call Meeting to Order – President Linda Pritchard: 6:00 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 for December:** Approved.

Our Guild Family – Rosanne Hatfield

- **Shadows:**

- Rotha Whiting has been ill for a few months now.
- Pat Rushford was briefly hospitalized last week.
- Jean Linscott has been ill.

- **Sunshine:**

- Judith Phelps Quilt "Kaleidoscope Trees" won a First Place Ribbon at Road To California. Also, Judith welcomed a new granddaughter.
- Tami Levin has two of the quilts she has quilted in Curated Quilts magazine, one of which is on the cover.

Education Moment - Stephanie Harland: Proper use of reimbursement forms for depositing and requesting money. Also, donation forms need to be completed for purchases made for CCQ, but not being reimbursed. We need to document all donations and it is also helpful to know the actual costs associated with your committee. The next committee member may not be able to afford the same purchases.

Unfinished Business

- **Constitution and Bylaws/Policies and Procedures Review:** - Linda Pritchard: The proposed Constitution and Bylaws were reviewed and discussed. Board edits included:
 - Article V - The prohibition to prorated dues was removed.
 - Article VII, subsection 5 - the minimum needed for a quorum at a board meeting was corrected to 5 board members including at least two directors.

Su Homes moved that the board approve the Constitution and Bylaws as reviewed and revised and present them to the membership for approval. Written ballots carried the motion with 19 votes for and 1 vote against.

The proposed Policy and Procedures were reviewed and discussed. Board edits included:

- Section III - New members joining after January 1st are charged \$20.
- Section V, subsection 21. Outreach - removed reference to teaching.
- Section V, subsection 33 (new) - added Saturday Workshop Assistant.
- Section VI, subsection 1. Audit - changed President-to-Be to newly-elected President.
- Section VII, subsection President-Elect - added the responsibility to accept Lifetime Membership Nominations and present to the board.
- Section VII, subsection Directors - clarified role as communication liaison with committees and reordered responsibilities for emphasis.
- Section VII, subsection Directors, subsection Committee Chairs - clarified that newsletter submissions are if needed.
- Section VII, subsection Committee Chairs - added responsibility to submit committee information to the Website Administrator.

Section VII - Detailed Policies were discussed. These are separate policies that are in various stages and all need to be at least reviewed. Assignments will need to be made to update/create them in a later meeting. It was asked that a list of the policies along with their status be included in the minutes:

<u>Policy</u>	<u>Status</u>	<u>Responsible</u>
1. Conflict of Interest	Needs to be written.	Not assigned
2. Data Privacy	Needs to be written.	Not assigned
3. Donation	Completed and approved.	Donation Coordinator
4. Dues Scholarship	Completed and approved.	Dues Scholarship Committee
5. Email Approval	Procedure written and approved.	Secretary
6. Newsletter	Needs to be written.	Newsletter Editor
7. Newsletter Advertising	Posted on the website	Newsletter Editor
8. Operating Reserves	Posted on the website.	Treasurer
9. Refund	Needs to be written.	Treasurer
10. Use of Guild Funds	In the old Policies and Procedures	Treasurer
11. Website	Posted on the website.	Website Administrator

Section IX - Committee Details were discussed. These are the summaries Linda Pritchard has been requesting. They should include key responsibilities, dates, etc. of the committee. Linda asked that they be completed by March.

Pat Stephens moved that the Policies and Procedures be approved as edited. The motion carried unanimously.

Linda Pritchard thanked the committee for the hundreds of hours put into this effort. Committee members were Lorraine Spreadborough, Kate Griffith, Linda Heglin, Linda Pritchard, Mary Reed, Rosanne Hatfield, Stephanie Harland, Su Holmes, and Dennis Morgan.

New Business

- **Video Projection for General Meetings** - Dennis Morgan: I have been experimenting with projecting live video of trunk shows, show and tell, etc. at the last couple of general meetings. Is this something we want to continue? If so, I will spend more time researching equipment. We will need better a better video camera and tripod with HDMI connection that is easier to use. Better lighting would also be helpful, particularly in bringing out colors. The board recommended we proceed with researching equipment.

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: We're set for a fun auction with over 200 individual donations. Because silent auction tables are on both sides of the room, silent auction will close in 2 phases. Raffle and block Buster tickets must be present to win; if the holder departs early leave ticket with a friend. Please patronize our commercial donors and mention your thanks when visiting. Have fun! Need quilt racks, not stands. Need to let Kate know if you need a table.
- **Challenge** – Sonja Hughes: Notice was sent out notifying that entries need to be turned into the Quilt Committee.
- **Comfort Quilts** – Darlene Angelatos: Nothing to report.
- **Equipment** – Deb Mason & Jan Harte: Nothing to report.
- **Fat Quarters** – Daune Spritzer: No fat quarters in February due to the auction. Green is the the theme for March.
- **Historian** – Lorraine Spreadborough: Nothing to report.
- **Hospitality** – Susan Zook: K,L&M this month.
- **Library** – Ada Levins: Officially liquidated. \$578 was earned this year from book sales. Books had been given to new members and the remaining books were all given away at the last general meeting.
- **Membership Service**
 - **Member Registration** – Karan Brooks via email: Nothing to report.
 - **New Member Services** – Colleen Garrison: New Member Tea is scheduled for May 25th, 1-3 pm at Just for Fun! Quilting.
 - **Information Management** – Ada Levins: Just under 400 members.
- **Mystery Quilt** – Bonnie Craig: Need ½ table. Going well on step 7.
- **Newsletter** – Pat Stephens: Meeting reminder going out Sunday evening. Articles are due the 8th.
- **Opportunity Quilt**
 - **Construction** – Janice Harding Harris via email: Nothing to report.
- **Outreach** – Rosemary Griggs: Nothing to report.
- **Pins & Promotions** – Kathy Powell: Nothing to report.
- **Programs & Workshops** – Sharleen Rainville via email: I hope you will enjoy the Auction next week. Speaker Program/Workshops will not be there. (HBHS home playoff game; first one in nearly 20 years.) Our March speaker, Lynn Czaban, doesn't need me to do/collect/announce anything at the Feb meeting. She and I have contacted the March

students who are getting appropriate photos to Lynn for the class. We have a few more spaces open in the May workshops. I will be able to talk those up in March and April. Dell and I have finalized the 2019-2020 speakers and nearly finalized the 2020-2021 speakers. We will be trying something at the March meeting. We will be putting out "teasers" to generate interest in the following year's speaker programs and workshops. Our enrollment has been down, so we want to try to generate more interest and sign ups. We will have everything ready to distribute at the April meeting, with sign-ups at May and June general meetings.

- **Publicity** – Linda Heglin: Publicity will have envelopes of posters and postcards for people to pick up and hand-deliver. Also, I have 99 copies of Country Register with our QS ad to share. All but three (?) advertisements are done.
- **Quilt Show** – Arden Shelton and Nancy Pietzold: Things are moving along OK. We have 5 big Sponsors so far: Boersma's, Montavilla, Craft Warehouse, Just for Fun! Quilt Shop, and Fiddlesticks. We have found a Program Editor in Trish Peters, a newer member! Wilma will still be doing the ads for the Program. Last year's editor, Lynn Stiglich will be helping with advice. We will have the Quilt Show Team Meeting at 5pm at a church meeting room before the Auction next week. We will need 1.5 tables at the meeting: one half table for Kathy Powell's Quilt show classes sign-ups and a full table for the Quilt Show to take in quilt registrations. Dianne is filling out the Quiltfest Northwest website as we speak. Please check it as it is gorgeous. Special exhibits include: The Fort Vancouver Tapestry. Storytellers small group will have an exhibit called "Cities." Thread Tales will have an exhibit of their most recent books. 90 World Heritage Fairy Tale Quilt Challenge. Hawaiian quilters will join Kitty and Marilyn in the hand quilting demonstrations. The Cherrywood PRINCE (purple) Challenge. We will be having a Fashion Show on Saturday and a couple of Jelly Roll Races. Demonstrations by vendors and would like member demonstrations as well. Ww will coordinate with Comfort Quilts for jelly rolls.
 - **Vendors** – Lin Hill and Terri Sasse: Still needing vendors. Some booths for non quilters would be good. Spaces available.
 - **Classes** – Kathy Powell: Looking for more sign ups.
- **Retreat/Spring** – Su Holmes: CCQ Spring Retreat is full. We are traveling to Camp Tilikum on/about 27 Feb 2019 and will be back before the March board meeting. Probably.
- **Saturday Workshops** – Jean Seale: The Saturday Workshops on 1/26/19 turned out to be a fabulous event with the help of so many teachers, volunteers and helpers. I would like to recognize Teachers: Carol Hattan, Colleen Garrison, Daune Spritzer, Phyllis Thornton, Sandra Crow, Diane Rutherford and Sharry Olmstead, Sharon Bishop & Rosemary Griggs, Sandie Miller, Sharleen Rainville and Lorraine Williams, Linda Heglin and Su Holmes. Volunteers and helpers: (Helping with set up and take-down)Linda Prichard, Su Holmes, Courtney (Su's grand daughter), Stephanie Harland, Sandi Hollister, Steve Seale, those bringing snacks, Sharry Olmstead, Sharon Bishop, Linda Heglin, Sharleen Rainville, and most importantly my sidekick and fabulous assistant: Kathy Geyer without whom the event would not have been the successful as it was! (And many more...) We had 72 registrants for 13 classes.

Still looking for a Saturday Workshops replacement chair. This is an absolutely fun event that I am sure is the BEST committee to Chair! Recommend the replacement bringing on her/his own assistant.
- **Secret Pal** – Pat Mathison: No table needed.
- **Stash Bazaar** – Diana Stack Roberts via email: There are 9 tables paid for and an additional 7 reserved but not yet paid for. We still have 16 tables available! (no table for Feb., but I will need one for March).
- **Three for One** – Karen Streeter via email: Featured shop for March's Three-for-one is a newer quilt shop in our area, My Quilting Loft, in Troutdale. Come buy your tickets, and even if your ticket doesn't get drawn in the raffle, make sure to check out this new shop!!

New Business Treasurer for 2019-2020 - Stephanie Harland: Susan Zook has volunteered to be treasurer. However she will not be able to accept the duties until after she completes school in the fall. Stephanie has volunteered to remain as treasurer if the board approves. Stephanie will resign when Susan becomes available so that Susan can be appointed to the position. Pat Stephens moved that Stephanie be allowed to extend until Susan is available. Approved unanimously.

Meeting Adjourned: 8:30 pm

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

Next Month's General Meeting: Auction is next week. The following Meeting is March 14th at Adventist Community Church, 9711 NE St Johns Road, Vancouver, WA.

Dennis D. Morgan
Secretary