

## SFQG Board Meeting Minutes – February 26, 2019

**Location:** Maren Larsen's house -1449 38<sup>th</sup> Avenue, San Francisco, CA 94122

**Present:** Maren Larsen, Barb Strick, Gloria Miller, Cathey Kennedy, Pat Wong, Adrienne Hickman, Cher delaMer, Anna Chan

Meeting start time: 6:42PM

**MSP: January Minutes approved**

**Treasurer's Report – Gloria Miller:** Report attached. The opportunity quilt is picking up. The last unclaimed, member raffle tickets were mailed out and many have been sold. The cost of postage has been recouped. More quilted postcards are needed. We are hoping to make \$500 in sales with them at the show.

**Vice-President's Report/Programs Report – Barb Strick:** A potential speaker who makes jelly prints in negotiations. Loraine Woodruff Long is interested but no date is set. She is a diversified quilter. Maren will take over responding to on-line questions from outside the guild. Barb will act as back up. Feedback on previous speaker – she was a quilt artist and there were some viewers who wished that there had been more quilts shown.

**Parliamentarian's Report – Pat Wong:** Report attached. There is some confusion as to how detailed the job descriptions need to be. Pat will work on crafting a template for the Standing Committee Chair positions. A separate list of tasks will also be needed. Pat will work with Dorte to collect what has already been done. Gloria will ask Alex to give training session to the board for Google Drive use and management.

### **Standing Committee Reports:**

Quilt Show – Jane Strem & Becky Simpson: report attached

Community Outreach – Adrienne Hickman: report attached

Friendship Blocks – Kenan Shapero has taken over: no report.

Block of the month – Julia McLeod – no report

Historian – Jeannie Low: report attached

Hospitality – Margaret Piazza: no report

Library – Cher de la Mere: needs to check with Dani and Cathy about making the library catalogues searchable on the new Website

Membership – Anna Chan: report attached.

Newsletter – Ginger Ashworth: no report

NCQC & Secret Pals – Larainne Salmon: no report

Website – Cathy Miranker: report attached

Opportunity Quilt – Cher de la Mere: sent out remaining envelopes of raffle tickets. The tumbler has been reserved for the quilt raffle at the show. Sylvie will be here. We will ask her to draw the winning ticket at 4 PM on Saturday. The raffle has almost reached the breakeven point (fabric, tickets, postage, etc)

Mini Retreat – Jeanne Matysiak: report attached

Sewing Circles – Betty McNeil: no report

Sewcials – Mary Whalen: report attached

**Unfinished Business:**

Committee Job Descriptions – Pat Wong, see above

**New Business:**

Special prorated membership pricing to start at the show, see membership

Letterhead & notecards w/ envelopes discussion to wait until after the show, ask Normandie. We have letterhead but are out of notecards. Topic to be revisit next next meeting.

Who does tax letters – Gloria as Treasurer (donation receipt)

Better labeling & organization of documents on Google Docs needed. Are folders possible? See above

Sonoma Quilt Show at Senior Center. We have it listed in the Newsletter but are too busy to enter this year because of the quilt show

Location of next meeting, Ortega Branch Library, March 26, 2019

Meeting adjourned at 8:15 PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

**Attachments:**

**Treasurer's Report:**

**San Jose Museum of Quilts & Textiles** Supporter passes and four guest passes have been given to SFQG library (Cher) for management and use.

**QUILT San Francisco 2019** has sold enough vendor space to pay the rent for the Show.

**Parliamentarian's Report:**

Pat has received updated (2018) revisions of the 2012 job descriptions for: Block of the Month, Community

Outreach, Historian, Hospitality, Librarian, Library Database, Membership, Opportunity Quilt, Newsletter Editor, Saturday Sewcials, Website Manager. Thank you to all who have responded. Additionally Dorte has offered to look for the missing 2012 job descriptions. Pat will pursue the search for any additional 2018 revisions that have been saved somewhere and I would welcome any ideas about where I might find copies. The ones that she has received show that considerable effort has gone into drafting them and it would be a shame to have to start over.

### **Quilt Show Report:**

Our Quilt Show is coming together well.

PUBLICITY is happening on social media sites. 6000 postcards have been distributed.

QUILT ENTRY is closed with 246 quilts, wearables and challenge quilts. Extending the deadline a week to help members use the on-line process helped a lot. Missing info has been supplied so the info is complete and consistent. Lists have been compiled with ALL the entry info so each committee will be working with the same information. This list will be "locked down" (probably Sunday, 3/3) with no changes after that date.

The LAYOUT team is meeting this Saturday (3/3) to plan where each quilt will be displayed.

JUDGING TEAM seems well organized and ready to go. They have been resolving lots of details.

ADMISSIONS has a pair of experienced leaders in place who are attending to details getting ready for our big days.

VOLUNTEERS have primarily requested the day, morning or afternoon shift, a sitting or standing assignment. All requests are being accommodated. Catherine will specify their job when they show up. Some people have requested a specific job. These, too, are being honored. A team of people will be working with Adrienne to learn the scope of Set Up and do it. There are still some areas where additional help is beneficial. We have time to fill those needs.

The PROGRAM is being created. Copy requests are being sent to the pertinent people with what had been printed in the prior program and the date the copy is needed. The program will be picked up from the printer Monday, March 18th.

A CATERER has finally been secured and looks fabulous. Most caterers wanted us to pay them up front and did not want to be responsible for collecting money. That isn't the arrangement we need. We explored many options including food trucks so we're VERY happy this caterer will be working with us.

We have had lots of e-mail communications and discussions resolving details. It appears everyone is comfortable with their role and progress (no one's worried or panicking). We're all finalizing the details to have a GREAT smooth running QUILT SHOW.

### **Community Outreach Report:**

Fire Survivor Project: 5 tops (2 quilters provided backs – sent to Lauralee Fritz for quilting), 9 quilts (bound and ready to go), 3 Lap size

Preemie: 10 finished quilts

Baby Quilts: 3 tops and 10 finished quilts

Lap Quilts: 2 quilts

Northern California Fire Survivor Quilt Project (where we stand)

Goal = 100 quilts

6 already sent to Chico, 6 received at January meeting, 9 quilts plus 5 tops received at February meeting

**TOTAL** 26 (including tops) 74 to go

### **Historian Report:**

Jeanie has started to download files into the guild's Google Docs shared drive.

Jeannie needs to scan some indexed Quilters Cables and combine them into one file.

Files will be arranged chronologically by year and then by month.

### **Membership Report:**

Update Jan 6<sup>th</sup>-February 19<sup>th</sup>

206 memberships (186 full, 5 junior, 15 affiliates) with 3 newsletter subscribers and 1 life membership.

Welcome 8 new members: Andrew Peterson, SF, CA (junior), Robert Chehoski, SF, CA, Carolyn Head, SF, CA, Ivy Creed, SF, CA, Carolyn Burnett, SF, CA, Lorelle Chambers, San Quentin, CA, Michelle Wyman, SF, CA, Ruby Peterson, SF, CA

We have 8 renewals and 5 guests. We collected \$25, which will be turn over to the treasurer.

3 came in as member's guest. No fee.

2 new members returned for their second meeting (Ivy Creed and Carolyn Burnett)

Barbara Blue is a charter member. Her previous name was Barbara Dineen Buckley. Currently, she is a full member, according to Maren's latest information. Barbara was upset when she received raffle tickets to sell since she did not received her membership card and was feeling hurt for not being listed as charter member in past directories. In 2014 and 2016 the asterisk was omitted by her name to indicate that she is a charter member. All directories printed since then include the asterisk to indicate a charter members. A membership card was sent to her with the explanation that if she cannot come to pick up the card, she can send a self address envelope and the membership card will be mailed to her.

Charter members will eventually be listed as a group on the website.

Special prorated fee for membership, from March through September 30, 2019 is now in effect. All prorated membership fees will be half price.

We have 2 affiliates, Broadway Quilts and Always Quilting, who are having trouble renewing on line or perhaps are not ready to renew. I am not pursuing them to renew. We will welcome them when they are ready to join again. The owner of Always Quilting is recovering a health issue.

**VOLUNTEERS AT THE MEMBERSHIP TABLE:** The volunteers who have stepped in to fill the one hour commitments have been diligent and helpful. There are very few volunteering at this time, maybe due to

recovering from the holidays and being pre occupied with quilt show? Anna will attempt to identify a few members who are willing to rotate on a steady basis, to provide consistent service at the membership table.

**GUILD'S ONLINE DIRECTORY:** Is THE go-to directory for updated information. Human error and auto-correct can lead to problems on line, which has happened. We, often are not aware of the problem until the paper directory is printed. The members themselves will notice. This is our first year going online. We can only get better as we go. Member can update their information on the website or ask for assistant from Cathy Miranker, our web manager.

### **Website Report:**

The **online directory** is now up in the Members Only section.

**Online tickets sales** have brought in \$640. (And when a pending 20-ticket purchase is processed, that figure will be \$840.) Lots of purchasers are from outside the guild, FYI; and when everyone is less busy, it might be worth reaching out, thanking them for their purchase(s) and inviting them to join the guild.

I have updated the president's **MailChimp** subscriber list with some 20 corrected or new-member emails.

I will be working in two capacities on both days of the **Quilt Show:** eTicket admissions and on-the-spot computer assistance in joining the guild for would-be members. (That way, no unfamiliar tasks need be thrust upon other volunteers.)

### **Mini Retreat Report:**

Jeanne spoke with Walker Creek last month and let them know our sign up participant numbers are low. At that time I predicted 25 and they were fine with that. They changed our contract from 50 to 30. It is looking more like 20. I am still expecting a couple of checks to confirm the 20 and will confirm final numbers with the ranch. I have to say they been super accommodating and I can't wait to visit again.

I will be passing the bank deposit information to Gloria at the end of February.

**QuiltAway 2020:** I won't be able to attend the board meeting but hope you have an opportunity to think about QuiltAway 2020. Our tradition has been 3 nights. We were lucky to get three nights in 2018 at Walker Creek during the school year. One of their schools wanted a short week. I have been advised to check in with them on the first of May to see what their calendar looks like for May 2020. I think we want to avoid Mother's Day, but am wondering about options if the school year isn't available. Should I ask about spring break or summer availability?

I would like to start conversations about Workshop Instructors. If the board agrees, I will reach out for volunteers who want to be part of the planning.

### **Sewcials Report:**

Scheduled for 2019:

Laura Wasilowski was far too expensive for a workshop with the 4 days stay after the meeting. No one wanted to pay that much.

June 8 Sewcial is an add on since community outreach is the third Saturday. Denise Labadie is the featured quilter at San Jose quilt museum. She is from Colorado, so I am taking advantage of her being in the area. She does fabulous rock studies all over the world, think Stone Henge.

I would like more guild members to share their expertise for \$10 sewcials. I think it is a great use of our community. So far, Alex and Dottie have volunteered.

Thanks to Cathy Miranker, we have 5 slots with Diablo Valley Quilters for their workshop with Laura Wasilowski in April, far less expensive than we can offer!!

Comment: I took a class from Jean Impey, our October speaker, with Peninsula Quilters. Some from their guild would like to take the class again. Should I follow up? I did not schedule her because of outreach in October, but I could try for Tuesday or Wednesday the week of her talk and see if I can get their venue.

Saturday Sewcials:

January 19, 2019 CANCELLED

February 23, 2019, Dottie, Soft lambs, \$10, 12:30 to 5:00 RESCHEDULED

April 27, 2019, Alex Byrne, Coin purses, \$10, 10:00 to 4:00

June 8, 2019, Denise Labadie, Techniques, \$70, 10:00 to 4:00

September 21, 2019, Joy-Lily, Fantasy Collage, \$40, 10:00 to 4:00