

SFQG Board Meeting Minutes – July 24, 2018
Location: Ortega Branch Library, 3223 Ortega St., SF, CA

Present: Alex Byrne, Linda Bartolotta, Gloria Miller, Cathy Kennedy, Anna Chan, Adrienne Hickman, Jeanie Low, Cher de la Mere, Claudia Shearer, Cathy Miranker, Jane Strem, Barb Strick
Guest: Maren Larsen

Meeting start time: 6:30PM

MSP: June 2018 Minutes approved

Treasurer's Report – Gloria Miller: report attached

MSP: Molly McLaughlin will be added to the Wells Fargo checking account number xxxxxx4998 as a co-signer with rights to deposit funds and write checks for the 2019 quilt show.

Vice-President's Report – Linda Bartolotta: Linda is back! She is starting to recruit volunteers for the November Auction and December Make and Take meetings. There is already 1 item (Babylock machine) for the auction and another prize is being sought. Please let Linda know if you are willing to volunteer.

Parliamentarian's Report – Claudia Shearer:

New President candidate Maren Larsen! Linda B. is planning on continuing as VP, parliamentarian position still open.

Programs Report – Cathy Miranker & Laura Damkoehler: report attached. Cathy needs a person to succeed her as chair for the Programs Committee. Cathy will not be able to wrangle for guest speakers at meetings starting in 2019. Linda B. will help Cathy as wrangler.

Feedback on previous speaker: Kathy Doughty was very well received. Her fee was a 3 way split with the Diablo Valley Quilter and Hello Stitch and us.

Standing Committee Reports:

Quilt Show – Jane Strem: Report attached. Quilt Show announcements will be given all together on stage at the meetings. 3-4 more positions were filled by volunteers at the last Guild meeting. Jane will send Gloria the budget.

Community Outreach – Adrienne Hickman: Report attached

Friendship Blocks – Pat Knapp: Report attached

Historian – Jeanie Low: Report attached

Hospitality – Margaret Piazza: Report attached

Membership – Anna Chan has chosen to stay on as membership chair. Report attached

Newsletter – Ginger Ashworth: Report attached

Website – Barb Strick & Cathy Miranker: see below

QuiltAway – Jeanne Matysiak & Caroline Cory: Report attached

Sewing Circles – Betty McNeil: Carolyn Lieberman's classes have been added to the list of sewing circles for the website. Report attached.

Sewcials – Mary Whalen: the travel fees are not expected to be covered by the fees charged for the sewcials.

Unfinished Business:

Roles – as distributed by our VP Linda: the board roles are completed. The roles of the chairs of committees are not. Linda plans to have the book complete by next Board meeting

Membership Database – Dani Lawler: See new website

Having a wifi hotspot for meetings: Alex has found one that is reasonably priced.

Transition plan for website – Cathy Miranker & Barb Strick: Preview to Alex, Barb, and Gloria.

Homepage will have a join/renew button which takes to you to an online form and then a payment form, all within our site. Receipt will be emailed to them upon completion.

Members Only Button – Register or log in. Access to the online directory or the latest updated PDF of the

directory. Event registration will be crosschecked with the guild members in good standing.

- Should the membership form be available on line only?

Reasons for:

Database centralized

reduce work for membership, treasurer and event organizers

help people who need online help at meetings an announcement will be in the newsletter

help available at September and October meetings for on-line registration

membership cards can be generated by the process

Reasons against:

some people do not want their credit card info on line

Some are not tech savvy

Some prefer checks

Paypal may be a preferred

MSP: that the guild move toward an online only registration form.

Data to gather with the on-line membership form:

join or renew

member's contact information

year joined (optional field)

opt for a paper newsletter

Databases:

- membership database

- library database – current software out of date.

Move over to Excel as a short time solution (Google sheet) which would be available on the new website.

look for library software (none found yet) web software (plug-in) needed is being sought.

New Business:

GDPR – General Data Protection Regulation – Alex Byrne we need to be mindful of where and how we keep our membership info (EU)

Venue access – Alex Byrne, the guild will incur a \$50/hr. charge for any access to the church outside of our regular meetings. (Anniversary dinner, Library, auction)

Birthday gifts – Alex Byrne tea towels have run out. Cher suggested that a free book from the ones for sale library be offered as a birthday gift.

Fragrance free meetings – Alex Byrne. A member had an allergic reaction at the last meeting.

Location of next meeting, Ortega Branch Library, August 28th (Claudia Shearer will take minutes)

Meeting adjourned at 8:25 PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

Attachments:

Treasurer's Report:

QuiltAway 2018: Checking account has been cleared, except for \$150.00 required by Wells Fargo Bank to keep

account free of charges. \$4,259.68, funds remaining from QuiltAway, have been moved to the SFQG savings account. The QuiltAway checking and savings accounts have been retitled, Quilt Show.

QUILT San Francisco 2019: Early payments received from vendors have been moved from savings into the Quilt Show checking account.

Check book, with a balance of \$2,988.00, endorsement stamp and verbal operating instructions have been given to Molly McLaughlin, quilt show treasurer.

Motion for the following: (See above)

Molly McLaughlin be added to the Wells Fargo checking account number xxxxxx4998 as a co-signer with rights to deposit funds and write checks for the 2019 quilt show.

MOFO: No progress on certificate reported.

Budget 2018-19: Thank you to the committee chairs who have submitted their requests. As of this writing there remain a few committees outstanding.

Programs Report:

I have contracts in hand for all 10 speakers for 2019. We're sharing expenses with multiple guilds to get Rosalie Dace and Laura Wasilowski as speakers. And I'm happy to say that fees and estimated expenses are such that there's no need for a budget increase for 2018-2019.

Quilt Show Report:

Molly McLaughlin (treasurer) and Jane Strem met to create our budget proposal. Our best "guesstimates" would result in a \$5,000 profit.

Kenan Shapero has finalized the space plan and submitted it to Rossi (pipe and drape company). Rossi has submitted their invoice estimate which is the same as last year even though we anticipate using more pipe and drape. I forwarded their estimate to Molly.

Four more volunteers came forward at last Tuesday's meeting for leadership positions.

Post cards have been ordered to promote and advertise our quilt show.

Community Outreach Report:

Delivered 53 quilts to Terri Austin, director Project 500

Quilts received at Guild Meeting July 17, 2018

18 preemie, 5 pillowcases, 20 baby/lap quilts, 8 baby tops, 2preemie tops

Friendship Block Report:

5 blocks taken and 5 blocks returned. Still a bit slow. Am working with Cathy Miranker on a Friendship Block statement for the new Website with pictures of completed quilts done with Friendship Blocks.

Historian's Report:

I am happy to report that I have recently received several quiltmaker stories. They are from :Alex Byrne, our president /Lee Schulstad / Joy-Lily Jane Yamada. I am finalizing my quiltmakers records: 1) getting a copy of our **Release Form*** signed by each contributor, 2) the quiltmaker's photo 3) submitting them to our webmaster 4) write summary quiltmakers story for future Quilters Cables 5) file the hardcopy in the History binder. I'm encouraging other members to complete their quiltmaker stories. I have also updated my list of member summaries that have already been published in our Quilters Cables. Where a Member's bio and/or credits are published elsewhere, I contact the member and the publishing organization written permission to include in our

guild's quiltmaker section. Citation is listed for the source(s).

*Our Release Form allows the guild to place the individual's quiltmaker story in our binders and in our website, read by Members, and reviewed by quilt researchers. At present, access to our quiltmaker stories require a Member Log in our website, and there is also a hardcopy in the History binders.

Thank you Alex for setting up an online guild data storage site. I will eventually scan and store our 36+ years of Quilters Cable Indexes there. I am down to 3 years to index!!! It's taken several years to index each year needs to be reviewed and select subjects that are pertinent. At present, I have several storage devices and the google drive storage location will make the indexes more accessible. The indexes become important to track our guild history, read summaries of our fellow members, Officer nominee bios., special projects in which the guild has participated, poems written by members, list of officers annually, block of the month block patterns and for fielding questions. From time to time, I also compile lists such as the different quilt shows, featured artists, special exhibits / Charter members / Presidents.

Hospitality Report:

1. Will the guild continue the Birthday gifts each month. If so.. gift decision. (See above)
2. I need someone to announce birthdays on stage. I'm still accepting and preparing donations during the announcement time.

Each month our refreshment table grows with generous donations. We have received many compliments from our new members and guests.

Membership Report:

The volunteer team went wonderfully well together. A new member, Judy Grady stepped up for the second time. Did you notice her great smile in welcoming people at the table?

We had 15 guests. 7 were paid, 7 were guest of members and one I offer free admission as an hospitality gesture for the guest speaker's friend/helper.

No new membership added at guild night.

I plan to provide an annual year end report at the August board meeting for 2017-2018 on total number of members, number of guests (income from guest fees), number of new members, number of member's that did not renew and number of that joined at prorated fee. Information will be gather and with help from Dani, the data entry person.

I had an initial plan to write a reminder article in August newsletter to encourage early renewal, to have a good start in the renewal process than dragging it so long into the later months. However, with a plan of handling renewal and new membership done completely (?) on online, I will pause on that article until getting more information and direction from the board.

Presently, Ginger graciously is helping this committee as our affiliate's membership liaison.

Newsletter Report:

The goal is to keep the newsletter at 8 to 12 pages. Seems like more people are sending info to print in newsletter than years past . . . But, there have been no consistent contributors for the Survey's ideas. Not one guild-submitted Tips and Tricks so I asked for and received permission from Missouri Star to run some of their tips for a while . . . Only one book review . . . Jeanie Low submitted several quilt-maker stories, which was fantastic . . . The Block of the Month seems to be a raging success, thanks Julia! Am running quilt-show info every issue until quilt show happens in March 2019, thanks Jane!

QuiltAway Report:

Nothing much to report. We've distributed questionnaires via email and hardcopies to anyone who asked. We're hoping to also get feedback from people who couldn't attend, but may need to take a targeted approach.

Sewing Circles Report:

I would like to know if it's ok, when I submit a new blurb for the website, that I include Caroline Lieberman's City College class as being related to sewing circles? It seems to function in a somewhat similar way, in that one can spend time with other Guild members, and learn from them, but it always has openings (as far as I know, anyway.) I haven't asked Caroline about this yet, as I wanted to get approval first.

Sewcials Report:

The Saturday Sewcial on July 14 was a huge success. Dave and Marian from Twice Nice Shoppe in Antioch taught us to maintain our featherweights. People said they learned lots of new things and enjoyed themselves. They also had parts for sale and Dave installed belts on several machines. My own 1938 featherweight now has a functional bobbin winder and a brand new machine brush cap. Great class! On August 18, Alex will be teaching the Sew Again Bag, at the bargain price of \$10. There will be a kit which participants will buy directly from Alex for \$16. Four more Sewcials are tentatively scheduled, unfortunately I was not able to reserve the academy in September. On November 17, Stacey Sharman will be teaching improvisational split log cabin. Price will be at least \$55, possibly more. Tara Faughnan, our January speaker will be teaching Pine Burr, which involves fabric folding and sewing on January 19, 2019. Absolute minimum price will be \$85. Dottie McHugh will be teaching a stuffed lamb from Carol's Zoo in February for \$10 plus a kit fee. Julia Curry will be teaching hashtag in March. The price will probably be \$15 no kit fee. in response to Cathy Miranker's suggestion that we use the Sewcial to cover half the travel costs of any out of area teacher who also leads a workshop, I feel that would make it more difficult to revive the Sewcials. Since we have the budget for speakers already and no budget for Sewcials, I suggest we leave it as it is. If this will be discussed at any meetings, I would like to attend.

