

SFQG Board Meeting Minutes – October 22, 2019
Location: Ortega Branch Library, 3223 Ortega St., SF, CA

Present: Maren Larsen, Sumilu Cue, Gloria Miller, Cathey Kennedy, Valerie Lienkaemper, Cher delaMere, Adrienne Hickman, Carolyn Startup

Meeting start time: 6:35 PM

MSP: October Minutes approved

Vice-President's Report – Sumilu Cue (report attached)

Treasurer's Report - Gloria Miller (report attached) Gloria will send statements to Valerie to check.

Programs Report – Sumilu Cue (report attached)

Feedback on previous speaker - despite some technical difficulties, we liked that she talked about her process. She dealt with problems well. We found her to be heartfelt and funny with a demo, good slide show. The evening was a success.

Standing Committee Reports:

Quilt Show – Alex Byrne (report attached) Maren asked her to find a co-chair, but Alex will fill that position only after the other three open positions have been filled.

Website - Cathy Miranker (report attached) Maren followed up on the topics from last month

QuiltAway - Jeanne Matysiak (report attached) QuiltAway has been subsidized with \$8,000.

Community Outreach - Adrienne Hickman (report attached)

Friendship Blocks - Kenan Shapiro – (no report) I would love to get more packets from members and can make an announcement at the November meeting.

Historian - Jeanie Low – (no report) Sent thank you letter for fire quilts

There were special offerings for the anniversary.

Library - Cher de la Mere - The Library will be open in December and Book Sale will be on going. The library will be closed at November meeting.

Membership - Anna Chan (report attached) Carolyn – a little hectic with 27 people at meeting wanting her help to renew membership. At the September meeting Catherine Rodrigues helped her. There is a learning curve to the new process. There were some buggy Website problems such as when signing up a new members no password text box would showed up. One person had a credit card but was declined as this new service is for cash and check transactions only. One member was informed that Pay Pal said she had already paid, but Gloria could not find her in the records.

NCQC - Laraine Salmon – no report

Newsletter - Ginger Ashworth – no report

Opportunity Quilt – Dottie McCue will shepherd and handle the printing and distributing of the tickets. She will need to have a co-chair.

Sewing Circles - Betty McNeil – no report

Sewcials – no report Mary has stepped down, no one to replace her yet.

Parliamentarian's Report - Valerie Lienkaemper The change to rolling enrollments for membership was not voted upon. Discussion was positive but speculation about how the change would effect, especially Membership, could not be answered because Anna wasn't at the meeting. Valerie will be compiling a list of pros, cons and potential consequences/questions for the next board meeting.

Valerie confirmed that it will take two months of action before the membership can vote for the rolling change and the required bylaw rewrite. So, will not be in effect by January first.

Regular membership dues changes to \$45 on January 1, 2020.

Unfinished Business

Committee Job Descriptions

New Business

Speaker Parking and Security is dependent on if we are going to seek an alternative site (new meeting location). A preliminary search has tentatively started. We need to form a committee. If we wait and our rent increases it will be too late. First we need to compile a list of our needs. Add to next month's agenda.

Rolling memberships (see above)

Marin County Fair requested entrants, demos, judges, entrants and/or donation through the website from the guild (declined) but we will note the fair in our calendar and newsletter.

Unfilled positions

Opportunity quilt co-chair

Postcards

Sewcials

Secret pals

Location/Date of next meeting, Ortega Branch Library, 3223 Ortega St., SF, CA 94122
Tuesday, November 19th, 2019

Meeting adjourned at 7:45 PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

Attachments:

Vice-President's Report:

November 12, 2019 Fundraiser/Auction

1. Co-Auctioneers: Sue Fox and Julia McCloud
2. Volunteers: most positions are filled, still need help with sorting/directing and another cashier,

- may be another person to help sell raffle tickets.
3. Supplies: see attached.
 4. Basket Raffle: Ginger Ashworth has been helping me get contributions. We have received or gotten commitments for the following:
 - a. \$50 gift certificate from Bay Quilts
 - b. Longarm Services from Sue Fox
 - c. Eleven piece Japanese fabric fat quarter set from KimonoMomo
 - d. Sashiko thread and needles from KimonoMomo
 - e. Membership to The Quilt Show and a Quilters Select ruler from The Quilt Show
 - f. Riley Blake Quilt Kit with Collectors Box and a Dresden Pattern, retail value \$109 from Sherri Stratton of Serge a Lot
 - g. Fabrics from Diane Torres of Summit Quilting

December 10, 2019 Make and Take

So far, have the following activities:

1. Fabric printing with Maria Iorillo
2. Craft with Wee Scotty: not sure what it is yet, but Lynne Gallagher said they did one last year and would like to do another again
3. Christmas bead ornaments with Ruby Wong
4. Name tags and Postcards with Anna Chan

Treasurer's Report:

Monthly finance reports: Going forward P&L report will be presented in two pages so that it can be successfully embedded in the monthly board minutes, Income only and Expense only.

Vote: The vote to increase Regular Membership dues to \$45 per year from \$35, effective January 1st, 2020 was taken at the October General Meeting and passed. Web site, Cathy Miranker, has been advised.

Banking: Jeannie Matysiak has been added as a signer on the Guild QuiltAway checking account.

Agenda item: Please add discussion of 'Rolling Membership Enrollment' to tonight's agenda. I.e., membership starts the month you join and is good for a calendar year. Parliamentarian will have further information as change would also require a bylaw change.

Programs Report: Jean Impey: Spider Quilts

My first go at managing a speaker. Brought Juli van Telligen with me to meet Jean at SFO and we had lunch with Freddy Moran. Jean teaches with Freddy and free motion quilts all of Freddy's pieces. FYI, paid for Jean's lunch since we ate late and she paid for her dinner.

Check-in at Seal Rock Inn went fine because I had been there over the prior weekend to check on the reservation and give them my credit card number and email address. I had to correct the reservation because Jean's name was spelled wrong. FYI, Ryan, the young man I spoke to said the other reservation desk workers were from the Ukraine and didn't put a priority on spelling. The young Ukrainian woman who was at the reservation desk on Tuesday didn't put a priority on customer service either.

Set-up for Jean's talk revealed a problem: her laptop battery had drained and she was missing a piece of her charger. The only "quick" solution I could think of was driving back to my house for a charger and another laptop (just in case). Luckily, the charger was all she needed.

Jean's talk was good, not great (but the stress from wondering if she'd have a presentation to show us probably didn't help her frame of mind). We appreciated her tips and techniques. I thought her quilts were fabulous and wished that that portion of the presentation had had more time. I have the feeling that her talk would be better if she was able to bring more quilts.

Luckily one of the members was able to drive Jean to SFO Wednesday morning. I never received a

receipt from Seal Rock Inn, although they charged my credit card. I have asked them to email a receipt, but may end up going there to get it instead.

Quilt Show Report:

A number of new volunteers were signed up to the Committee at the October meeting. We still have some vacancies. The top three are Vendors, Marketing and Take Down. Once these are filled the others, including co-chair, will be filled. Alex plans to contact sewing groups to see if they would be open to taking on one of these vacant roles as a group and dividing it among them.

Website Report:

Thank you, Carolyn, for hand-entering data for renewing and new members!

FYI, Carolyn's transactions are being correctly reflected in web membership database.

I urgently need high-quality images in order to post a home-page slider and Event Calendar listing for our December meeting.

Preparing for price increases and rolling join/renew:

Web guru (Wilson) and I have already created a new, not-yet-published Join/Renew page that will go live on January 1st

Wilson will make sure the new page automatically replaces the existing page

Wilson will make sure automatic emails notify members of upcoming renewal

I will draft those emails

How many such emails, and at what intervals, should members receive?

I'd say two, at 30 and 15 days before expiration.

In order to draft the new page, I need text from the executive board ASAP about rolling join/renew. The following schedule will allow us all to avoid work over the holidays:

On receipt of text, I will circulate a screen image of the new page for email review by the executive board; I would like comments back within 2 weeks.

I will then revise the page and circulate an image for final review; I would like final changes within a week of receipt.

QuiltAway Report:

Registration began last week. We have 27 participants so far. Everyone has received their first choices for workshops and lodging. Approximately half of us are planning to come for the extra night. Pass the word, please send in your reservation soon and plan to attend. Always a fun time and great bargain.

I plan to send out supply lists in a couple of weeks along with sign ups for some volunteer jobs. Carpooling is highly recommended and a great way to share the fun. Even with all of the stuff we bring, at least two of us should fit in most cars.

Gloria and I met at the bank today. I deposited the deposits from participants. We have some scholarship funds so be sure to let anyone worried about attending know they should call or email me for a confidential conversation. I will stay in touch with Gloria as deposits are made each month.

Community Outreach Report:

Quilts received at the October Guild Meeting:

21 premie quilts

16 baby/lap quilts

88 Christmas gift bags

6 tops of various sizes
6 finished quilts (previously recorded as donated tops)
6 bindings

Total of 13 more quilts delivered to Annie's Star Quilt Guild in Chico.

Fourteen people signed up for the Outreach Sewcial to be held this Saturday, October 26 at the Police Academy.

Membership Report:

Update count on memberships since October 21, 2019

123 memberships and 3 affiliates renewed with 4 new memberships added.

Total membership: 130 memberships

No guests attended the October meeting.

We provided new members invitations to the New Member Social - Tea event on November 9th.

Becky Simpson extends invitations to the board members and committee chairs to join the New Member Social. Let Anna know if you can attend. Your attendance will add greatly appreciated as we welcome the new members attending the event. Thank you all for your consideration in advance.

Place: Carlton Corners Scout House
299 Carlton Avenue, San Bruno, CA 94066

Date: Saturday, November 9, 2019

Time: 2-4 p.m.

Expense	Oct '19 - Sep 20	Budget	\$ Over Budge
Business Expenses			
Federal & State fees	0.00	55.00	-55.00
Professional Services fees	0.00	350.00	-350.00
Insurance - nonemployee	536.00	536.00	0.00
Total Business Expenses	536.00	941.00	-405.00
Facility & Equipment Expense			
Meeting room set up	65.51	840.00	-774.49
Rent Expense	0.00	6,000.00	-6,000.00
Equipment Expense	0.00	100.00	-100.00
Post Office Box Rental	0.00	136.00	-136.00
Total Facility & Equipment Expense	65.51	7,076.00	-7,010.49
Officers' Expense	0.00	355.00	-355.00
Committee Expenses			
Community Outreach Expen	0.00	640.00	-640.00
Historian Expense	0.00	150.00	-150.00
Hospitality Expense	541.74	640.00	-98.26
Library Expenses	134.95	850.00	-715.05
Membership/Dues Expense	0.00	390.00	-390.00
Newcomer Sewcial	0.00	150.00	-150.00
Newsletter Expense	109.97	1,720.00	-1,610.03
Opportunity Quilt Expense	0.00	385.00	-385.00
Postcard Expense	0.00	100.00	-100.00
Speaker Expense			
Travel	169.79		
Speaker Expe	500.00	7,250.00	-6,750.00
Total Speaker Expense	669.79	7,250.00	-6,580.21
Saturday Sewcial	350.00	1,000.00	-650.00
Web Site	0.00	1,371.00	-1,371.00
Total Committee Expenses	1,806.45	14,646.00	-12,839.55
Fundraisers Expense			
Auction Expense	0.00	20.00	-20.00
Total Fundraisers Expense	0.00	20.00	-20.00
Donation to Non-Profit	0.00	300.00	-300.00
Events Expense			
Quilt Away 2020	0.00	38,546.00	-38,546.00
Total Events Expense	0.00	38,546.00	-38,546.00
Total Expense	2,407.96	61,884.00	-59,476.04
Net Ordinary Income	9,925.34	-8,208.50	18,133.84
Net Income	9,925.34	-8,208.50	18,133.84

	<u>Oct '19 - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Membership Dues			
Members	5,412.21	6,738.00	-1,325.79
Affiliate	194.40	675.50	-481.10
Newsletter only	9.48	40.00	-30.52
Guests	20.00	175.00	-155.00
Total Membership Dues	<u>5,636.09</u>	<u>7,628.50</u>	<u>-1,992.41</u>
Contributions and Support	627.21	390.00	237.21
Advertising Income			
Newsletter	120.00	530.00	-410.00
Total Advertising Income	<u>120.00</u>	<u>530.00</u>	<u>-410.00</u>
Fundraisers			
Auction Sales Income	0.00	3,800.00	-3,800.00
Library Book Sales Income	0.00	580.00	-580.00
Opportunity Quilt Income	0.00	300.00	-300.00
Postcard sales	0.00	250.00	-250.00
Total Fundraisers	<u>0.00</u>	<u>4,930.00</u>	<u>-4,930.00</u>
Saturday Sewcial	380.00	1,000.00	-620.00
Events Income			
QuiltAway 2020	5,570.00	39,112.00	-33,542.00
Total Events Income	<u>5,570.00</u>	<u>39,112.00</u>	<u>-33,542.00</u>
Library Book Fees Income	0.00	70.00	-70.00
Other Misc Income	0.00	15.00	-15.00
Total Income	<u>12,333.30</u>	<u>53,675.50</u>	<u>-41,342.20</u>
Gross Profit	<u>12,333.30</u>	<u>53,675.50</u>	<u>-41,342.20</u>

San Francisco Children Guild
 September 28, 2019 - October 22, 2019
 San Francisco, California

Client Agency	Client Agency	Amount
Child Welfare Services	Child Welfare Services	4,124.00
Child Welfare Services	Child Welfare Services	48,717.30
Child Welfare Services	Child Welfare Services	4,612.20
Child Welfare Services	Child Welfare Services	4,938.24

Onco View

Date	Number	Name	Amount
09/27/2019	09/27/2019	Wages	4,200.00
10/01/2019	10/01/2019	Wages	4,200.00
10/08/2019	10/08/2019	Wages	4,200.00
10/15/2019	10/15/2019	Wages	4,200.00
10/22/2019	10/22/2019	Wages	4,200.00
10/29/2019	10/29/2019	Wages	4,200.00
11/05/2019	11/05/2019	Wages	4,200.00
11/12/2019	11/12/2019	Wages	4,200.00
11/19/2019	11/19/2019	Wages	4,200.00
11/26/2019	11/26/2019	Wages	4,200.00
12/03/2019	12/03/2019	Wages	4,200.00
12/10/2019	12/10/2019	Wages	4,200.00
12/17/2019	12/17/2019	Wages	4,200.00
12/24/2019	12/24/2019	Wages	4,200.00
12/31/2019	12/31/2019	Wages	4,200.00
		Retirement	4,200.00
		Health Insurance	4,200.00
		Life Insurance	4,200.00
		Disability Insurance	4,200.00
		Union Dues	4,200.00
		Professional Fees	4,200.00
		Travel	4,200.00
		Meals	4,200.00
		Supplies	4,200.00
		Printing	4,200.00
		Postage	4,200.00
		Telephone	4,200.00
		Internet	4,200.00
		Utilities	4,200.00
		Repairs	4,200.00
		Insurance	4,200.00
		Legal	4,200.00
		Accounting	4,200.00
		Advertising	4,200.00
		Office Supplies	4,200.00
		Travel Agency	4,200.00
		Bank Charges	4,200.00
		Interest	4,200.00
		Gifts	4,200.00
		Charitable Contributions	4,200.00
		Other	4,200.00
		Net Change	4,200.00

Deposits Note

Date	Number	Name	Amount
09/27/2019	09/27/2019	Interest	1.25
10/01/2019	10/01/2019	Interest	1.25
10/08/2019	10/08/2019	Interest	1.25
10/15/2019	10/15/2019	Interest	1.25
10/22/2019	10/22/2019	Interest	1.25
10/29/2019	10/29/2019	Interest	1.25
11/05/2019	11/05/2019	Interest	1.25
11/12/2019	11/12/2019	Interest	1.25
11/19/2019	11/19/2019	Interest	1.25
11/26/2019	11/26/2019	Interest	1.25
12/03/2019	12/03/2019	Interest	1.25
12/10/2019	12/10/2019	Interest	1.25
12/17/2019	12/17/2019	Interest	1.25
12/24/2019	12/24/2019	Interest	1.25
12/31/2019	12/31/2019	Interest	1.25
		Net Change	1.25

Statement of Cash Flows

Operating Activities	Amount
Net cash provided by operating activities	54,800.00
Net cash used in investing activities	13,200.00
Net cash provided by financing activities	4,700.00
Net change in cash	46,300.00
Cash at the end of period	83,900.00