

SFQG Board Meeting Minutes – August 27, 2019
Location: Ortega Branch Library, 3223 Ortega St., SF, CA

Present: Maren Larsen, Gloria Miller, Pat Wong, Adrienne Hickman, Anna Chan, Kenan Shapero, Sumilu Cue

Meeting start time: 6:30 PM

MSP: July Minutes approved

Discussion- would like minutes to record of consensus reached to aid in future deliberations of items that may not have been voted upon.

Vice President's Report- Barb Strick (report attached)

Programs Report - Barb Strick (no report)

Feedback on previous speaker: Factual errors in lecture, no techniques discussed, more energetic presentation would be appreciated.

Treasurer's Report - Gloria Miller (Budget attached) Final income for 2019 quilt show is \$7,680.50; slightly off past two shows, possibly due to funeral taking up the parking lot on Saturday. 2017 was \$10,075, 2015 was \$8,077. Budget has an \$8,000 negative balance for the year, which is larger than the normal deficit on non-show years. This is due to fundraising remaining flat while costs are increasing (rent, website and meeting set-up being the major cost increases).

Discussion- perhaps it is time to increase membership fee, discontinue printed newsletter (it costs over \$23 per member to print and mail), no longer admit guests who arrive with a member for free. These plus possible new fundraising ideas and website cost containment will be discussed at a future meeting.

Budget will be presented in September newsletter and voted on at September general meeting

MSP: Budget approved

Parliamentarian's Report - Pat Wong no report

Nominations Committee – Pat Wong election of Board officers will be held at September meeting

Standing Committee Reports

QuiltAway – Jeanne Matysiak (report attached)

Community Outreach - Adrienne Hickman (report attached)

Friendship Blocks – Kenan Shapiro 1 new block kit brought in at meeting

Historian - Jeanie Low (report attached)

Hospitality - Margaret Piazza no report

Library - Cher de la Mere no report

Membership - Anna Chan (report attached) Membership renewal will start September 16th, 2019. We will have someone to help members renew at the September and October meetings, any members who have not renewed before or at the October meeting will need to pay the guest fee to attend. Sumilu has volunteered to be one helper, we also need to make sure the hot spot is active and compatible. Concern was expressed about the San Francisco law that all businesses must accept cash, and also how to grant "hardship" memberships. Is there a way to manually enter memberships (without a credit card) on the website? Other concerns: Can we promote carpools for members who need a ride to the meeting as well as home? Sometimes trash is thrown away after hospitality has taken the trash out, it was mentioned that the church has trash bins that we have used in past years, so Task Rabbit will be asked to take the trash out to the bin when the room is closed.

MSP: All guests must pay entry fee to attend meetings beginning with new fiscal year (October 2019)

Discussion-using a guest pass (such as has been offered in the quilt show program) is not considered free entry, since you are "paying" with the pass. November and December meetings will remain open to all for free.

NCQC - Laraine Salmon no report.

Newsletter - Ginger Ashworth (report attached)

Website - Cathy Miranker (report attached)

Opportunity Quilt – Sue Fox no report
QUILT San Francisco 2021 – Alex Byrne no report
Sewing Circles - Betty McNiel no report
Sewcials - Mary Whalen (report attached)

New Business

Website will be discussed at a future date.

Unfilled positions:

Programs- Sumilu's sewing group (eight members), has expressed interest in taking on Programs and would like more information. Maren has promised a job description that Barb gave her.
Opportunity quilt- need someone to take care of the raffle and showing of the quilt
Membership- Anna would like to have a partner who can be trained to do membership

Location/Date of next meeting, Joint meeting with new and old board, potluck at Maren's house: 1449 38th Ave., San Francisco, CA 94122
Tuesday, September 24th, 2019, 6:30pm

Meeting adjourned at 8:37 PM

Respectfully submitted by Pat Wong, Parliamentarian

Attachments:

Vice President's Report: Margaret Piazza was unfazed by the news of no kitchen. "We'll make it work" What a great attitude!

Garage parking during Louis Diner. Pat Knapp unable to accommodate the request. I just reached out to Rose Wong. Fingers crossed.

Treasurer's Report: Also review/discussion about cost of newsletter vs Newsletter Only membership option and also cost of Snail Mail option to members. Would like us to consider discontinuing both or charge actual cost.

I've done a quick survey of dues for local guilds and I'll bring info tonight. I'd like us to consider and increase, January 1, 2020.

Both increases in light of \$5,000 + increase in operating costs in the last four years. Rent, task rabbit and internet expense being the three big ones.

		Budget	
		2019-2020	Notes
INCOME			
Membership Dues			
	Members	6,738.00	200 x \$33.69
	Affiliates	675.50	14 x \$48.25
	Newsletter only	40.00	3 year average+
	Guests	175.00	3 year average+
	Total Membership Dues	7,628.50	
	Contributions and Support	390.00	3 year average
	Advertising Income, newsletter	530.00	3 year average less 10% due to no quilt show
Fundraisers			
	Auction Sales Income	3,800.00	3 year average
	Library Book Sales Income	580.00	3 year average+
	Opportunity Quilt Income	300.00	sales likely to start late in fiscal year
	Library Book Fees Income	70.00	3 year average+
	Postcard sales	250.00	per Janet Mednick
	Total Fundraisers	5,000.00	

	Saturday Sewcial	1,000.00	placeholder, no chairperson
	Events Income		
	QUILT San Francisco 2021	0.00	no income before October 2020
	Quilt Away 2020	39,112.00	per Jeannie Matysiak
	Total Events Income	39,112.00	
	Other Misc Income	15.00	bank interest only
Total Income		53,675.50	
EXPENSE			
	Business Expenses		
	Federal & State fees	55.00	registry of trust, raffle & CA franchise tax board
	Professional Services fees	350.00	tax service
	Bank Service Fees	0.00	
	Insurance - nonemployee	536.00	State Farm, \$36 increase
	Total Business Expenses	905.00	
	Facility & Equipment Expense		
	Rent Expense	6,000.00	\$500 per mo x 12
	Meeting room set up	840.00	Task Rabbit \$70 per mo x 12
	Equipment Expense	100.00	same as 2019 + ? For HotSpot rental
	Post Office Box Rental	136.00	same as 2019

Total Facility & Equipment Expense		7,076.00	
Officers' Expense	355.00		3 year average
Committee Expenses			
Community Outreach Expense		640.00	per Adrienne Hickman
Historian Expense		150.00	per Jeanie Low
Hospitality Expense		640.00	per Margaret Piazza
Library Expenses		850.00	per Cher delaMere + \$100 church entry
Membership/ Dues Expense		390.00	per Anna Chan
Newcomer Sewcial		150.00	per Becky Simpson
Newsletter Expense		1,720.00	11 issues (118+10=\$12 8x11=\$1,408) + postage (\$312) +increases
Postcard Expense		100.00	per Janet Mednick
Speaker Expense		7,250.00	per Barbara Strick
Saturday Sewcial		1,000.00	placeholder, no chairperson
Web Site		1,371.00	per Cathy Miranker
Total Committee Expenses		14,161.00	
Fundraisers Expense			
Auction Expense		20.00	materials \$120
Opportunity Quilt Expense		385.00	materials, \$155 raffle tickets, \$110 postcards

Total Fundraisers Expense		405.00	
Donation to Non-Profit	300.00		San Jose quilt museum membership
Events Expense			
	QUILT San Francisco 2019	0.00	no expense before October 2020
	Quilt Away 2018	38,546.00	per Jeannie Matysiak
Total Events Expense		38,546.00	
Total Expense	61,748.00		
NET +/-		-8,072.50	

Community Outreach Report:

Community Outreach Quilts received at Guild Meeting August 2019

- 11 preemie quilts
- 3 baby quilts
- 10 baby/lap quilt tops
- 30 pillowcases
- 1 back

Planning an Outreach sewing circle meeting monthly on a Friday afternoon at my house. Currently have one member. Will be cutting kits.

QuiltAway: Jeanne Matysiak has someone to cut kits for QuiltAway. She has plans to do something other than the traditional preemies.

QuiltAway Report: Finishing up workshop descriptions. I will share all information with Ginger and Cathy. I will have printed information /registration packets at the September meeting. I will be out of town and have asked Janet Mednick to bring the packets. I will start accepting registration/deposits at the October meeting. Many thanks to Ginger and Cathy for their help sharing QuiltAway information in our newsletter and website.

Historian Report: Joy-Lily's artist statement was published for the Quiltmaker Story section for our Quilters Cable's August issue.

I've already submitted an article that our guild will celebrate its 38th anniversary in October and updated history. for September. I'll check with Margaret to see if she'll have an anniversary treat. I have to commend Margaret for bringing bottled water and setting another beautiful Hospitality Table for our August meeting. I'm glad she decided not to use the janitor's sink. Before she arrived I tried to tidy up the janitor's closet. sink - there was a mop in the sink and assorted toilet brush underneath the sink. The closet has only enough room for the water heater closet, a sink, mops, and cleaning supplies.

For the October issue, I have a quiltmaker story for Melody Chan-Doss who worked at Britex until her retirement.

Membership Report: August 20th guild night, we had 8 guests (7@\$5 fee = \$35 collected, 1 with a free pass.)

Guests are: Fran Jones, Joan House, Pat Connell, Aida Best, Janet McDonald, Theresa Pokorski, Cheryl Ruby and Linda Harlson.

\$35 guest fee submitted to Treasurer on Aug. 27, 2019 at the board meeting.

Notes – We have 17 new member packages that did not get pick up yet for 2018-2019. Renewals are due on October 1st, for 2019-2020. Board input to have help or not for members on guild night.

December 10th is the deadline to join or renew and be included into the new printed directory. The web site directory will continue to be updated as members join or renew.

End of Year Report on Membership Report is based on data collected from October 1, 2018 through August 20, 2019. There were 243 transactions from our web site. 239 were for memberships and 4 for newsletter only- subscribers. See breakdown of memberships below.

49 new members (4 were junior memberships)

174 full memberships were renew

15 affiliates membership

1 lifetime member.

Notes:

46 members did not renew their membership.

1 newsletter subscriber dropped.

27 members joined at prorated rate.

Guest Fee Collected (October 2018 - August 2019) \$5 fee /per guest. There is no guest fee to attend in November-auction night open to the public and in December -our holiday event for members and guests.

23 guests @ \$5 fee/guest = \$115 collected.

13 fees were wavier because when they came, they were caught off guard that they can't join on site except online. I wavier guest fee in good faith that they will go online to join.

22 came in free as guest of a member (* This one time free admission for a visitor to come in free as a member's guest is a policy that began in the summer of 2017, to encourage membership. Upon a return visit, that guest can either join or pay the \$5 visitor fee on their next visit. Does the board want to continue this policy?) It does take revenue from guest fee. (This policy was not announced at the beginning. This free admission to guest was a surprise and genuinely appreciated.) A few did become members. However, it does take effort of a steady volunteer like member chair to monitor this at the table when these guests return. A one- time volunteer would not recognize who was admitted free from previous visit on this policy. Totally on a honor system.

7 came in with free pass (printed from the quilt show program)

REPORT- Donation made from Members (2018-2019) There were 6 members and 1 not current member donated a total of \$215 to the guild. Aside the automatic thank you from online, a thank you fabric postcard was sent to them in the month of December.

Notes on New Member Social - Our Next Social will be on November 9, 2019. Becky Simpson again will help coordinate this event. (Becky may have done all 4 of these past events.)

Based on record from the newsletters, the most recent socials were:

May 3, 2014, May 15, 2016 and February 4, 2018.

The February 4, 2018 social - this fun event had 32 attendees.

This social can happen every year or every other year for our new members.

Note to next membership chair. (June 16, 2015. The board expects to take greater role in creating this event.) To say, membership chair does not need to handle it alone.

Notes regarding ordering our printed directory in 2018 and 2019

	<u>2018</u>	<u>2019</u>
# memberships (affiliates not included)	225	230
# of directories order (actual received)	125 (133)	150 (161)
# distributed to members	108	133

# left over	5	24
# were handed out, went unrecorded (?)	20	4

There were members did not want the printed directory. Said they can go online to look up members contact information. Find it interesting between the two years order, their membership count were very similar. The order was slightly more in 2019, having gone through 2018 distribution, I was concern should more want the directory, I would not have enough. This concern had me order a little more in 2019. Look what happen, we have 24 in surplus. I can't win. Many thanks, to Dani Lawler for direction in what amount to order.

Newsletter Report: [1.] First of all, I have a request: whatever the 2021 quilt show is going to be called, be sure that **everyone** is on board with its name, so that we don't have its name misspelled on the quilt-show program and/or in the articles written for the newsletter and the website. Consistency is a good thing. Apparently it is really difficult for many people to write <QUILTAWAY San Francisco 2019>; I was constantly having to update just about all the articles written about the quilt show. It could be referenced as <the quilt show>, and also, <NAME of 2021 show> when it is referred to in writing, but the proper name of the show should be consistent.

[2.] And here is another matter of a San Francisco Quilters Guild activity where spelling consistency has been an issue. Since another QuiltAway is being planned, I thought it would be time to remind the membership that the founder of the original QuiltAway had written about the correct spelling of our biennial retreat: QuiltAway.
refer to **QuiltAway** as <QuiltAway 20xx> and NOT as <Quiltaway>

*~from Alex Zaremska, "QuiltAway" was my idea, and since I chaired the first QuiltAway committee I have some proprietary feelings about it (the spelling). I capitalized **Away** because it had two meanings and I wanted to emphasize that. According to Webster's New 20th Century Dictionary, Unabridged, definition 7: without intermission; steadily; continuously; as, "sing away." And, of course, the obvious sense of quilting away from your home, at a retreat. *Quiltaway* is not a word, but **QuiltAway** is a brand!*

[3~A.] The newsletter should have the prices for membership posted, they inadvertently got removed when renewal methods changed. Here an **older** price list

Membership Categories:

- Individual \$35.00
- Senior (62 & older) \$25.00
- Junior (up to age 18) \$25.00
- Newsletter only \$10.00
- Affiliate \$50.00
- Donation \$ _____
- Cash, or Check # _____

In September 2019 and going forward, here is what I will re-place in the Membership Renewal section:

- Membership Categories:**
- Membership \$35**
- Junior membership \$25**
- Affiliate membership \$50**
- Newsletter only \$10**

However, I would like to have it read **Newsletter membership**, and not **Newsletter only** to make it consistent with the other renewal categories. Is anyone against that wording? It's a small change, but I wanted to make sure it wouldn't offend anyone's sensibilities. I am dropping off the Senior membership price, the donation choice, and the method of payment, since Senior membership price got dropped a few years ago, and donation and method of payment show up on the website.

[3~B.] And, something to think about—this would be a matter for the Board to discuss and to figure out the possibility of raising the rates for Newsletter-only membership: the **pricing** for the Newsletter membership is a bit low; Gloria did the math recently, and the breakdown goes something like this: **Monthly:** To print each newsletter it costs \$1.48 apiece, and then to mail it is an additional 66¢, so each mailed newsletter costs \$2.14.

Annually: There are eleven newsletters a year: $\$1.48 \times 11 = \16.28 a year.

postage per year would be $66¢ \times 11 = \$7.26$.

Newsletter plus postage costs $\$16.28 + 7.26 = \23.54 annually. This is with the assumption that those members in the Newsletter-only membership category will not attend the meetings and pick up their newsletters so the postage charge is a given. We are currently charging \$10 for this membership option . . .

It is impossible to predict how many members will be present at any given meeting. Absent members get their newsletters mailed out to them. Mailing of newsletters not picked up ranges from 22 to 38 people—so the postage fees for mailing newsletters vary from month to month.

[4.] I have tried to reduce the page number of the monthly newsletter. I can NOT reduce the font size, I tried doing that one month and I received numerous complaints about it not being readable, the typeface was too small for many readers' eyes. Page count is in multiples of four: four, eight, twelve, sixteen . . . as one 11 x 17 page equals four 8½ x 11 pages, and we use either two 11 x 17 (an 8-page newsletter) or three 11 x 17 (a 12-page newsletter). I do what I can to get the page count down, but that has been impossible with the amount of "news". I'll do what I can.

I am also going to absolutely insist on the **5 p.m. deadline** on the first Tuesday of the month. When I have made exceptions to the deadline, it throws off everything, including the time I have to get the finished project to the printer. So, if I don't receive articles early or on time, I won't be able to print it in that month's newsletter.

Any questions, contact me at editor.quilterscables@gmail.com

I am no longer using sfqc.editor.gingerashworth@gmail.com.

Sewcial Report: I am finishing up next month. Joy-Lily is scheduled to teach fantasy collage on Saturday, September 21 at the police academy. I am waiting to hear if she signed up enough people at the August meeting to pay her fee of \$350. I had 3 people signed up in July, at \$40 each. Hopefully we will have enough for the class and then I will retire.

Website Report: Some accomplishments today that I wanted to call to your attention:

- On the home page, please note the newsletter icon. (It's big, it's blue, it's between the Activities and Donate icons.) Clicking the words Current Newsletter will open a PDF of the current newsletter.
- On the Join/Renew tab, please note that renewal season now starts September 16th ... in deference to longtime members who are used to early renewal. (But, please, do NOT try renewing before then.) I will further update the *How to Renew* page when I'm back in San Francisco next month.
- The Events Calendar now has listings for all 2020 speakers.
- And I will write up all the above for the September newsletter.