

SFQG Board Meeting Minutes – November 19, 2019

Location: 1927 42nd Avenue, SF, CA 94116

Present: Cathey Kennedy, Cher delaMere, Sumilu Cue, Valerie Lienkaemper, Anna Chan, Gloria Miller, Karen Reiter, Carolyn Startup, Adrienne Hickman

Meeting start time: 6:45 PM

MSP: October Minutes approved

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

Treasurer's Report – Gloria Miller (see attached)

Programs Report – Sumilu Cue (see attached)

Feedback on Auction – Very successful! But total made from only about 70 members. Why don't people come/participate? Maybe an article in the newsletter with some tips about auctions and giving to the guild. Ideas: lunch with Joe Cunningham, one of our gifted members teach a semiprivate class, offer services, wine and postcard making party, etc. Maybe ask members with expertise to donate services. The auctioneers got rave reviews. Credit card transactions are up and encourage higher spending.

Standing Committee Reports:

Quilt Show – Alex Byrne (no report)

Website – Cathy Miranker (see attached)

QuiltAway – Jeanne Matysiak (see attached)

Community Outreach – Adrienne Hickman (report attached)

Friendship Blocks – Kenan Shapero (no report)

Historian – Jeanie Low (no report)

Hospitality – Margaret Piazza (no report)

Library – Cher delaMere pricing books for the book sale and weeding out being selective

Membership – Anna Chan (see attached)

NCQC – Laraine Salmon (no report)

Newsletter – Ginger Ashworth (see attached)

Opportunity Quilt – Dottie McHugh (no report) Adrienne and Cher are going to pass on the information and paraphernalia from the last Opportunity Quilt on to Dottie in December. Maren will talk with Dottie about taking on a co-chair.

Sewing Circles – Betty McNiel (see attached)

Parliamentarian's Report – Valarie Lienkaemper

Bylaws Change Rolling Membership enrollment.

MSP: That we present rolling membership enrollment to the membership in January for a vote in February.

benefits: guild gets \$\$ on the day the member joins

member gets a whole year of membership

renewal reminder generated by website not up to a person (may not apply to those not computer literate)

Anna had concerns which are outlined in her report (see attached): attendance to meetings; newsletter; being listed in the directory. Website has the ability to give 30-60 day grace period. Keep the printed directory deadline in December (the website directory will be up to date). Final report at end of Fiscal Year (end of September). The membership card will have the "join" date on it, which makes the membership table responsible for checking to see if membership is up to date.

Unfinished Business

Committee Job Descriptions

New Business

Rolling Membership enrollment – Bylaws change (see above)

Committee to consider possible new meeting location

Unfilled positions:

Opportunity Quilt co-chair

Vendors Chair for quilt show

Postcards Will be a December activity may be a good time to pitch it

Sewcials - Postcards?

Secret Pals not enough participants

Cathey will be not be available for the January Board meeting. Valerie Lienkaemper will take minutes.

Location/Date of next meeting, Ortega Branch Library, 3223 Ortega St., SF, CA 94122
Tuesday, January 28th, 2020

Meeting adjourned at 8:10 PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

Attachments:

Vice-President's Report:

November 12, 2019 Fundraiser/Auction

1. Schedule (for future reference):

6 pm – doors open
7 pm – Cash & Carry and Basket Raffle Tables open
7 pm – announcements
7:20 pm – Auction began
8:30 pm – Cash & Carry at half price and Basket Raffle closed
9 pm – announced Basket Raffle winners
9:10 pm – auction ended and cashiers open
9:40 pm – everything cleaned up and would have been locked up except that the church elder was there with the plumber to deal with the clogged toilets.

2. Volunteers:

- a. Cash & Carry: Betty Tang, Trudy Gee
- b. Donation Sort: Alex Byrne (and a whole bunch of people)
- c. Auction Numbers: Cher de la Mer
- d. Basket Raffle: Baunnie Sea, Michelle Wyman
- e. Co-Auctioneers: Sue Fox, Julia McLeod
- f. Auction Helpers: Sumilu Cue, Janet Mednick (see attached)
- g. Cashiers: Alex Byrne, Pat Wong

3. Basket Raffle prizes:

- a. \$50 gift certificate from Bay Quilts
- b. Eleven piece Japanese fabric fat quarter set from KimonoMomo
- c. Sashiko thread and needles from KimonoMomo
- d. Membership to The Quilt Show and a Quilters Select ruler from The Quilt Show
- e. Riley Blake Quilt Kit with Collectors Box and a Dresden Pattern, retail value \$109 from Sherri Stratton of Serge a Lot
- f. \$20 gift certificate from Stonemountain & Daughter
- g. \$25 gift certificate from New Pieces
- h. Sewing machine toys from donations

December 10, 2019 Make and Take

So far, have the following activities:

1. Fabric printing with Maria Iorillo
2. Zippered Pouch with Wee Scotty
3. Christmas bead ornaments with Ruby Wong
4. Postcards with Anna Chan
5. Name Tags with Valerie Lienkaemper and Mary Spadaro

Treasurer's Report:

Bank Balances:

Quilt Show Savings \$0.20

Quilt Show Checking \$8,837.68

SFQG Savings \$48,768.53

SFQG Checking \$13,707.75

Total \$71,314.16

Auction:

Live auction \$5,321

Silent auction \$218

Cash & Carry \$889

Total \$6,428

Programs Report:

- I have been in touch with speakers who have not sent over their hi-res photographs.
- My sister is putting together the files for the 2020 speaker postcard.

- I have touched base with Maria Shell regarding January 2020 meeting.

Website Report:

- Sent all my web transaction details (affiliate renewals, individual renewals, new members and donations) to Anna
- Updated Wee Scotty’s address on affiliates page (but I have not yet removed non-renewing affiliates in hopes that they get around to renewing by Dec. 10th)
- Missing password field has been restored on join form for new members
- New pricing is reflected in a draft join/renew page that will be posted Jan. 1st

QuiltAway Report: More registrations have been arriving each week. I am pleased we have some participants returning from our last retreats at Walker Creek as well as some new attendees. Janice has been emailing for me each participant a confirmation of their registration. At this time we have 51 total participants (including our workshop instructors), one third of us have opted for the four night stay.

I have been making the registration deposits and keeping in touch with Gloria to confirm the figures. We are on track to stay on budget. Walker Creek is holding 75 beds for us. I will reduce that number with them as necessary and they will revise our contract. They are happy to have our group coming and will only charge us for the rooms we use.

I will be asking for volunteers to help with various jobs but plan to wait until after the holidays to do that.

Community Outreach Report:

- 21 preemie 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 Membership (as of November 19, 2019)

November full membership	184	October	123
new membership	10		4
affiliates membership	9		3
newsletter subscriber	(4)		(0)
<hr/>			
Total memberships	203		130

52 people or organizations have yet to renew.

Total number of members made donation to SFQG: 21 (total donation \$635)

Thank you fabric post cards will be sent before the end of the year.

Update on New Member Social on November 9, 2019

27 people attended our tea social. Considering the event was in November, beginning of holiday’s season, we had a good turn out.

Five members already actively involved in the guild.

For 2019 – 8 members attended

For 2018 – 3 attended

For 2017 – 5 attended Sumilu Cue and Valerie Lienkaemper (already board members) and 3 other board members, 1 affiliate, 3 committee chairs, 2 other members and our hostess- Becky and Normandie all attended the social. It was an enjoyable and informative gathering for our new members.

Membership Chair concerns on Rolling Membership Enrollment:

How would it work if a member (on rolling membership) is late in renewing? Would we withhold the membership privilege to attend guild meeting (or pay the guest fee to attend) or the benefit to receive their newsletter? We (Cathy, Anna and volunteers, Ginger, Dani and Jane Yamada) need to have timely communication to follow through to omit these benefit if they are no longer a member. If member renew their membership, these benefits would not be interrupted. There would be time to watch over members throughout the year, to help them to get back on track.

The Membership chair usually does an end of the year report. What month would the board suggest to do this report? For now, it would seem logical to do it in August/September since most renew in October.

If we have rolling enrollment, when would we do our membership directory? If we consider the cost of printing, rolling enrollment, we would want to have a directory to be as comprehensive as possible. Rather than every year, would every 1.5year be a better range to include as many members in the next directory? Does that make sense? (This directory will include members from October 2020 through April 2022.) I would appreciate any thoughts on this.

To participate in our quilt show and attend our retreat, one needs to be a member in good standing. I don't see that the situation would be any different if we change to rolling membership enrollment.

If we are moving to rolling enrollment, the membership chair will need the website manager to send out reminder(s) for all membership categories to renew. As always the membership chair and website manager will work together to help members to follow through.

We are out of membership cards. We are holding back on reordering our supply of cards, as we may transition to rolling enrollment. If we are, we will need to redesign the card to fit our needs. Temporarily, we will create a small amount of cards for members who need membership cards at this time.

Newsletter Report:

There is a column in the monthly newsletter titled **Spotlight on Our Affiliates**, which was created for our various Affiliates to showcase upcoming exhibits, sales, whatever they think may be of interest to our guild members. In November 2019's issue, it was utilized by **seven** of our affiliates!

Stonemountain and Daughter, Wee Scotty, [Broadway Quilts], New Pieces, Bay Quilts, Dorcas Hand Quilters, and Hello Stitch all sent in something of interest to share with our guild. This issue was the first time so many utilized this section! I am so happy that they have figured out that this is for their benefit and are using it. This column is in addition to placing an ad; and/or a listing in the "Event" section (see page 3).

I have taken another look at the results of the survey the guild sent out a couple of years ago. Guild members called out for a variety of articles in the newsletter, but hardly anyone has stepped up to write them! In the January 2020 newsletter, I am putting a Shout Out to guild members to submit some Book Reviews. I will prime the pump with a book review on *With Fabric & Thread* written by Joanna Figueroa. Since Joanna is a Bay Area resident, living in or near San Leandro, skimming through this book has given me an idea to initially focus on local authors. I have yet to do any research on this topic, but I know there are a few guild members who do have books out there; so, what I am requesting, is for ten Book Reviews written by ten different people. These articles will be featured in *Quilters Cables* from February through November 2020. **Topic?** Book reviews on various Bay Area authors' quilty books. **Any takers??** I am only requesting a one-time article, but, if someone enjoys it,

we can certainly use more! I really really love it when guild members submit articles for the newsletter!!!

Affiliate Memberships Report: Most of the affiliates from 2019 have already renewed their membership, but there are a couple who have yet to do so . . . Hopefully, these slowpokes will renew before the December 10th deadline for our printed Guild Directory. Plus, I have sent out various introductory emails to some Bay Area venues who might be interested in joining up. There are also a few Past Members who also may be interested in joining up with us again, just need to ask! If anyone has any suggestions for wanna-be Affiliates, please let me know so I can contact them and send them Membership information.

Sewing Circles Report:

Using responses to my signups for starting new circles, I held a gathering last week and those in attendance agreed to start a circle together. They will begin meeting in early December.

I will be holding more gatherings in December or January, one for daytime and one for evening sewing circles.

San Francisco Quilters Guild
 October 23, 2019 - November 18, 2019
 Bank Account Balances

Current Assets		
Checking/Savings	Quilt Show 2019 Savings	0.20
	Quilt Show 2019 Checking	8,837.68
	SFCG Savings 7919	48,768.53
	SFCG Checking 8771	13,707.75
		71,314.16
Total Checking/Savings		71,314.16

Checks Written

Date	Number	Name	Memo	Amount
11/12/2019	cash	CASH	petty cash for auction	-300.00
11/18/2019	192752	Cathy Mitraker	reimbursement for two memberships entered	-70.00
11/18/2019	192753	Adrienne Hickman	Outreach sewing food	-80.00
11/18/2019	192754	Alex Byrne	OCTOBER Task Rabbit	-65.51
11/18/2019	192755	Colerpi	October newsletter, 70 copies	-105.02
11/18/2019	192756	Maren Larson	GIFTS	-40.00
11/18/2019	192757	Bekky Simpson	New Member social	-148.25
11/18/2019	192758	Carolin Startup	membership reimbursable November	-325.00
11/18/2019	192759	CASH	cash for Task Rabbit 1p	-65.00
				-1,198.78

Deposits Made

Date	Memo	Account	Amount
10/31/2019	Interest Earned	SFCG Savings 7919	1.23
11/18/2019	Membership, Guests, Donations	SFCG Checking 8771	135.72
11/13/2019	Auction Sales Income	SFCG Checking 8771	218.00
11/14/2019	Membership, Guests, Donations	SFCG Checking 8771	290.00
11/13/2019	Auction Sales Income	SFCG Checking 8771	300.00
11/13/2019	Quiltway 2020	Quiltway 2020 Checking 4998	950.00
11/04/2019	Membership, Guests, Donations	SFCG Checking 8771	557.95
11/13/2019	Auction Sales Income	SFCG Checking 8771	888.00
10/24/2019	Quiltway 2020	Quiltway 2020 Checking 4998	1,275.00
11/07/2019	Quiltway 2020	Quiltway 2020 Checking 4998	1,900.00
11/16/2019	Membership, Guests, Donations	SFCG Checking 8771	751.65
11/16/2019	Auction Sales Income	SFCG Checking 8771	1,808.36
11/13/2019	Auction Sales Income	SFCG Checking 8771	3,445.00
			12,120.51

Statement of Cash Flows
 October 23, 2019 - November 18, 2019

OPERATING ACTIVITIES		
Cash at beginning of period		60,392.43
Income (deposits)	+	12,120.51
Expense (checks)	-	-1,198.78
Net cash increase/decrease for period		10,921.73
Cash at end of period		71,314.16

					Oct '19 - Sep 20	Budget	\$ Over Budget
			Expense				
			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		196.02	840.00	-643.98
			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		196.02	7,076.00	-6,879.98
			Officers' Expense		40.00	355.00	-315.00
			Committee Expenses				
			Community Outreach Expense		80.00	640.00	-560.00
			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		148.25	150.00	-1.75
			Newsletter Expense		214.99	1,720.00	-1,505.01
			Opportunity Quilt Expense		0.00	385.00	-385.00
			Postcard Expense		0.00	100.00	-100.00
			Speaker Expense				
			Travel		169.79		
			Speaker Expense - Other		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		2,139.72	14,646.00	-12,506.28
			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		2,911.74	61,884.00	-58,972.26
			Net Ordinary Income		20,845.84	-8,208.50	29,054.34
			Other Income/Expense				
			Other Income				
			Interest Earned		1.23		
			Total Other Income		1.23		
			Net Other Income		1.23	0.00	1.23
			Net Income		20,847.07	-8,208.50	29,055.57

			Oct '19 - Sep 20	Budget	\$ Over Budget
Ordinary	Income/Expense				
	Income				
	Membership Dues				
	Members		6,427.20	6,738.00	-310.80
	Affiliate		437.40	675.50	-238.10
	Newsletter only		37.92	40.00	-2.08
	Guests		20.00	175.00	-155.00
	Membership Dues - Other		9.48		
	Total Membership Dues		6,932.00	7,628.50	-696.50
	Contributions and Support		671.22	390.00	281.22
	Advertising Income				
	Newsletter		120.00	530.00	-410.00
	Total Advertising Income		120.00	530.00	-410.00
	Fundraisers				
	Auction Sales Income		6,359.36	3,800.00	2,559.36
	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		6,359.36	4,930.00	1,429.36
	Saturday Sewcial		380.00	1,000.00	-620.00
	Events Income				
	QuiltAway 2020		9,295.00	39,112.00	-29,817.00
	Total Events Income		9,295.00	39,112.00	-29,817.00
	Library Book Fees Income		0.00	70.00	-70.00
	Other Misc Income		0.00	15.00	-15.00
	Total Income		23,757.58	53,675.50	-29,917.92
	Gross Profit		23,757.58	53,675.50	-29,917.92