

SFQG Board Meeting Minutes – January 26, 2021

Location: Zoom meeting on line

Present: Claudia Shearer, Gloria Miller, Valerie Lienkaemper, Cathey Kennedy, Ginger Ashworth, Jessica Church, Holly Gatto, Adrienne Hickman, Dani Lawler, Lisa Lieberman, Jeanie Low, Dottie McHugh, Julia McLeod, Cathy Miranker, Karen Reiter, Carolyn Startup, JoAnn Vail

Absent: Sumilu Cue, Maren Larsen

Meeting start time: 6:30 PM

MSP: November Minutes approved

President: A \$500 a donation to the guild arrived from Marie Contreras in memory of her mother.

Some Shelter In Place (SIP) restrictions have been lifted in San Francisco, but we are not able to meet in person yet. When we can anticipate being able to gather again we will finalize our new meeting venue.

An easier way to keep track of Zoom access links for meetings and workshops is being explored.

Fund Raising – we have ideas but need to form a committee and make some decisions.

Volunteers are needed.

Guild pre-meeting time needs a facilitator or organizer to welcome and entertain people that log in early. Claudia Shearer will talk with Sumilu Cue about this. Valerie Lienkaemper has offered to help for the February meeting.

Open Positions: Sewing Circles and Workshop Coordinator. The suggestion was made that it might be a good idea for each existing Committee Chair to invite a volunteer who may be willing to take over when they steps down to co-chair their committee.

Claudia is especially interested in filling the Workshop Coordinator position. A team of several people was suggested and could work well. A job description is needed. Julia McLeod, Valerie Lienkaemper and Gloria Miller have volunteered to work with Claudia Shearer on the task.

Perks to the job: getting to know the person that is giving the workshop, have or provide lunch for them during the workshop, and they may be able to take the workshop for free or at a greatly reduced rate, though running the workshop and all that that entails would remain their primary duty.

Note: workshops must be self-supporting, we do not run them at a loss. We do not compensate our members who teach workshops.

Vice-President's Report - Sumilu Cue (nothing to report)

Programs Report - Sumilu Cue (report attached)

Thoughts on our last speaker: Sandra Johnson was very knowledgeable about clothing design and had great ideas about what to do with old quilts that are beyond repair but still have usable sections. Her presentation was enjoyable and professionally presented. It was fun.

Claudia Shearer suggested that we have enough time to showcase more quilts for the Sew and Tell each month.

Treasurer's Report - Gloria Miller (report attached)

Parliamentarian's Report - Valerie Lienkaemper (nothing to report)

Standing Committee Reports:

Technology – Holly Gato (report attached)

Website - Cathy Miranker (report attached) Cathy Miranker is looking for a volunteer to join the Technology Team who knows Photoshop for occasional help.

Lisa Lieberman will be handling the Web Site updates for the month of February.

She and Cathy will switch off monthly on that duty.

QuiltAway - Jeanne Matysiak (report attached)

Community Outreach - Adrienne Hickman/Jessica Church (report attached)

Friendship Blocks - Kenan Shapiro (no report)

Historian - Jeanie Low (report attached) Jeanie Low asked if she can interview members for Quilt Makers Stories on Zoom and save them as audio files. After discussion the proposal to conduct quiltmaker stories on zoom was approved. The proposal did not need any motions or votes.

40th anniversary: Would be better to hold it in person after SIP ends.

Hospitality - Margaret Piazza (nothing to report)

Library - Cher de la Mere (no report)

Membership – Dani Lawler and Julia McLeod (report attached) Reaching out to members that did not renew this year was discussed. Dani can generate a list of lapsed members, we have their contact info. Gloria Miller suggested that additional copies of the February newsletter be printed and mailed to the 50+ people who did not renew this year. She suggested that a personal handwritten note be included with the newsletter. Adrienne Hickman and Valarie Lienkaemper offered to assist in writing notes. Gloria will contact Dani Lawler for the list of former members. This is a one-time outreach effort. Volunteers that are willing to write notes please contact Gloria.

Adrienne Hickman described the Welcome Zoom and web site tour that EBHQ offers every several months for their new members. Becky Simpson is willing to do a something for our new members this coming fall on Zoom or in person as we are able. Adrienne is willing to talk with Becky about EBHQ's New Member welcome routine. Claudia Shearer feels that an online welcome event might be appropriate to schedule in March.

NCQC - Maren Larsen (report attached) Maren Larsen and Gloria Miller attended the last meeting. Since Maren was not able to attend the board meeting Gloria led the discussion. She reminded us that all members of the guild are eligible to attend their meetings, lectures and web site offerings. This last meeting was about recruiting volunteers and volunteer management.

- Swag is a nice way to thank volunteers.
- Clear directives are necessary for each position to be filled.
- Approaching people individually works better than a general request.

Newsletter - Ginger Ashworth (report attached)

Opportunity Quilt/St Mary's Quilt - Dottie McHugh (report attached) The opportunity quilt is still on hold.

We have not heard from St Mary's. There is a group of volunteers in place to create the blocks for the quilt they requested. The block construction is scheduled to start in March.

Postcards - JoAnne Vail (nothing to report)

Sewing Circles – chairperson needed

Block of the Month/Lone Robin - Julia McLeod (nothing to report) Lone Robin is starting up in February.

Round Robin - Mary Spadaro (no report)

Free Table – Valerie Lienkaemper (report attached) There have been none since November because of the Covid shut down. Holly Gatto volunteered to host one in February. Val will send a notice to Ginger for the Newsletter.

Dani Lawler asked if the time could be later in the day to accommodate people in the East Bay. Adrienne and Jessica offered to change the time of Community Outreach so that they can continue to coincide with each other. Val will coordinate with outreach and the library for timing.

One member told Val that the free table and paper newsletter are her only contact with the guild as she does not have a strong enough internet connection for Zoom.

We do need good weather for the Free Table.

Saturday Sewcial – chairperson needed

New Business:

We may want to consider a virtual Quilt Show depending on how long this Shelter In Place goes on. Cathy Miranker feels it would be worth the costs involved. She offered this link for an example of a fabulous virtual quilt show: <https://exhibits.exhibitenvoy.org/stitching-california-menlo-park/> She recommended that we all check it out.

An outdoor event might be possible earlier than an indoor event. Adrienne Hickman was wondering if one of the Lone Robin Quilts might be donated as an Opportunity Quilt.

Unfinished/Ongoing Business: Plans for the 40th Anniversary of the guild have been tabled until the Shelter In Place directive has been lifted. Jeanie Low stated that the planning for events like this usually start a few months before the date of the event.

Location/Date of next meeting, Zoom Meeting / February 23, 2021

Meeting adjourned at 8:30 PM

Respectfully submitted by Cathey Kennedy, Secretary to the Board

Attachments:

Programs Report: January 2021: Sandra Johnson presented her Wearable Arts lecture via Zoom to at least 93 participants. Sew and Tell had five presenters. Ended the meeting with breakout rooms for around 30 people.

February 2021: Next month's speaker is Los Angeles long arm quilter and photographer, Trudy Cleveland. She will be presenting her "Shoot your Quilt" presentation that will give tips on photographing quilts which will include a PowerPoint presentation with examples.

FYI: The City and County of San Francisco has set June 30, 2021 as the target date to get every resident who wishes to be vaccinated, vaccinated. If this goal is reached, barring any standing restrictions that might be present at that time, we may be able to resume in person general meetings in August or September.

I will have to miss the board meeting tonight. I am dealing with lower back muscle spasms. Holly Gatto is my proxy.

Treasurer's Report:

Cash Flow and Profit & Loss for period ending January 24, 2021 attached

Bank Balances:

Checking/Savings PayPal	\$	0.00
Quilt Show 2019 Savings	\$	0.22
QuiltAway Checking	\$	150.00
SFQG Savings		\$56,788.21
SFQG Checking		<u>\$14,993.39</u>
Total Checking/Savings		\$71,931.82

Bank Accounts: Claudia Shearer has been added as a signer to all Wells Fargo checking and savings accounts. Maren Larson has been removed as a signer from all Wells Fargo checking and savings accounts.

TicketTailor: Meeting guest transactions sent to PayPal; one 'test' was completed in December and three 'real' guest transactions were recorded in January.
\$5.00 guest fee – PayPal transaction fee \$0.41 = \$4.59 net to guild.

Taxes: 2020 financial files submitted to bookkeeping service for processing state and federal tax returns.

Zoom: To take advantage of a discount offer, approval given to Holly Gatto/Alex Byrne to purchase a one-year contract with Zoom for two basic zoom accounts.

QuickBooks Pro: The guild accounting software, QuickBooksPro 2011, does not allow for easy online sharing and saving of data. Our bookkeeping service has made us aware of a discounted offer of an annual subscription of \$75.00 for the QuickBooks Plus online Platform, plus the offer to help transition from our current accounting software. I will pursue.

Cash Flow Report:

[/Users/cathey/Downloads/Cash Flow report January 23, 2021.xls](#)

Profit and Loss Report:
[/Users/cathey/Downloads/P and L 1.24.21.xls](#)

Technology Report: We ran into some issues with the zoom link on the website for the January Meeting.

I will now be including the Meeting ID and passcode which Cathy will include on the website. The link worked fine from the email and from TicketTailor.

We had 3 people purchase tickets from TicketTailor (who weren't from our Guild) I was able to verify that at least 2 of them were logged into the meeting so I knew the link worked ok from TicketTailor, so I am not concerned that we will have issues with that.

I have created all zoom meetings and links through March.

I created a YouTube account for SFQG (using the gmail account that we are using for zoom) for our meeting videos and Quiltmaker videos. I have given Cathy links to January's meeting, sewcial and first recorded quilt maker video. These videos are only available with a direct link.

I had a request to setup a new Zoom sewing circle so we now have 5 zoom groups and 1 sewing circle using google meetup.

Instagram

21 posts in December

21 posts in January (so far)

I still have plenty to post with Karen Reiter's community outreach collection and the previous fire quilts have not all been posted yet.

436 likes last month!

Website Report:

1. Kudos to Dani Lawler for her quick mastery of the admin areas of the web site that relate to membership transactions. As time allows, we will explore untapped web functionality that may benefit Membership.

2. I would like to add another person to the web team, someone with Photoshop expertise who can provide occasional help with photo editing and creation of photo montages. I'd be grateful for any suggestions from board and committee members.

3. Lisa Lieberman will be handling all updates throughout February; and going forward, she and I will alternate months.

4. Numerous updates throughout December and January, most notably on the

- Members Only page
 - Zooms links for February and March
 - Recordings of Sandra Johnson and Catherine Sherman
 - Video link for Kuniyo Pendleton within QMS

- Community Outreach page
 - Info and registration link for March Sewcial
 - Changes to reflect pause in Curbside Outreach
- Home page
- Events Calendar
- Virtual Sewcials page
- Lectures page
- Affiliates page, tweaks from Ginger and Dani
- And coming in a few days, changes to reflect Julia's new Lone Robin challenge

5. Web glitch: It's proving tricky to track down why a member can sometimes renew twice. It's not a cataclysmic problem (it's happened with 5 people out of the latest 208 transactions), but it's irritating, and it's necessitating almost daily contact with our web guru. To be continued ...

QuiltAway Report: I spoke with the property manager at Walker Creek last week. They have cancelled all retreats through the end of April 2021. We are still on the reservation list for June 2021. Pam said I should check back with her in mid February. In the meantime they are holding our reservation but are not sending out any contracts or collecting any deposits. I will stay in touch with Pam at Walker Creek and let you know when I have any news.

Community Outreach Report:

Curbside Outreach 2021 will resume February 6 and continue on the first and third Saturdays of each month unless the stay-at-home order is reimposed.

Member Donations

December

16 quilts

1 quilt top

January

13 lap

1 twin

5 tops

4 pillowcases

Outreach Kits Returned

December

8 quilts finished

6 pillowcases

January

1 kit finished

Fire Survivor Quilt Project

80 Quilts were delivered in January, which included 20 bed sized quilts and 60 - 48x60 comfort quilts. There are 24 more finished quilts with approx. 8 more in the pipeline. Photos have been sent to Holly Gatto for posting. CZU (Santa Cruz County) are now requesting only bed sized quilts. They will also accept bed sized tops with batting and backs. The total goal of 100 has been reached but Karen will continue to finish, photograph and distribute any that arrive in February.

Quilts Delivered

33 pillowcases to UCSF-PICU on 12/24/20

19 lap size quilts to UCSF Family House on 12/03/20

No donations to organizations in January so far.

Historian's Report:

Quilters Cables Indexing - 2019 and 2020 are a work in progress. Each issue is reviewed and a key phrase is created as a finding aid. The indexes have been helpful for tracking information on our guild's history and other inquiries. Years 1981 to 2018 or 401 issues have been indexed.

Quiltmaker Stories - a project to document quiltmakers nationally that started in the 1980's to the present. California Heritage Quilt Project completed their California quiltmaker interviews about 1999. It is no longer an active group. I was on its Advisory Board and was an interviewer. Since 2001, I have continued to collect our members' quiltmaker stories. The QMS allow our members to be familiar with their inspiration and quilt work. their faces at guild meetings and also when we participate in committees, retreats, workshops. Lastly, when a member who participated in the quiltmaker story project passes away, a copy is made and sent to the family. Our Collection of QMS are filed in our History binder and a majority are in the Members Only Section on our website.

OPTIONS USED TO COLLECT SFQG Quiltmaker Stories - 71 to date

- Member Self submissions. (38) Most ideal method but many members have busy lives. Three individuals asked that their QMS are not posted in our website. Their QMS are filed in our History Binder.
- Copies of SFQG member interviews through CHQP (13).
- Compiled bios from other sources (20)
- Until 2020, our taped QMS interviews were transcribed. I've been following CHQP's format for interviews that underwent transcriptions. I have done 16 in person interviews. However, I find that on average 3 interview transcriptions have been slow and may take as long as 3 years. Some interviews may number anywhere between 4 to 11 pages and requires a skilled transcriptionist.
- PROPOSAL: I propose using Zoom to interview our members' for their quiltmaker stories as an alternative. Recently, SOS Quilt Alliance, a national organization televised and recorded an interview with a quilt-artist on Zoom. I have a personal Zoom account and tested its recording capability. Each recording may be saved as mp3 and mp4 file (audio and video recording). I saved a recording on my computer and consulted with Cathy Miranker. She suggested QMS be uploaded to Youtube.com. The link may be listed on our website's Members Section. Holly Gatto has volunteered to upload QMS recordings onto her Youtube.com account as it offers more interviewee protection. It would eliminate the need for transcription, and I would be able to conduct more interviews. In 2020, we had 205 members. For Members who request that their QMS not be posted on our website, a file may be kept in the SFQG Historian's custody.
- I have tested Otto.com, a dictation program and find that it involves too much time to proof and correct.

Membership Report: Current membership: 17 Affiliates and 187 Full/Lifetime Members and 4 Newsletter Subscribers.

New members since last board meeting report in Nov. 2020: 5

Donations received since last board meeting report from 3 members: \$155

Activities:

Julia McLeod has welcomed new members via email and/or phone.

Julia has sent thank you messages to recent donors.

Julia has been asked by Claudia Shearer, as a cost saving measure, to check in with members receiving hard copies of the newsletter to see if they would be willing to switch to an emailed version.

Anna Chan mailed 22 fabric postcards in December to members who donated in calendar year 2020. Expenses were \$12.10 in first class postage.

Dani Lawler has updated the Online Membership Directory and proofread it with the help of Anna.

Dani has received excellent training from Cathy Miranker on collecting membership orders from the website, deleting non-renewed members, and updating info.

Dani has provided Ginger Ashworth (Newsletter Editor) with her list of current members to receive the newsletter beginning in January. Dani and Ginger will add to that list as people join or renew throughout the year.

Becky Simpson and Diane Torres agreed to continue picking up the hardcopy newsletters from the printer in Burlingame and getting them mailed. Dani provides the printed labels for this task.

Dani has provided guild president with list of current members and relays email addresses as new members join and lapsed members renew.

Ongoing issues:

Cathy continues to work with the website expert to prevent members from being able to renew twice in the same fiscal year and updates membership committee regularly about this issue.

NCQC Report: The January 2021 NCQC focus was on recruiting and managing volunteers. It was attended virtually by Gloria Miller and Maren Larsen. During the meeting their online survey showed that most guilds have experienced a loss of volunteer involvement during the covid crisis. The guest speakers emphasized the importance of staying in touch with members during covid so they still feel involved, having job descriptions for volunteer opportunities, and asking individuals directly for help. They also talked of alternative places to recruit volunteers like girl scouts, colleges etc for one time events.

Newsletter Report:

Report from Membership Affiliate Liaison

[1.] A suggestion for an update in our Bylaws. (from our Bylaws as currently written):

Upon joining, the affiliate member shall have an introductory write-up in the newsletter and thereafter shall be named * in future newsletters ** and brochures.

I would like this to be amended to

{ . . . named ***in our website as well as*** in future newsletters**, **directories,**** and brochures.

[2.] I really would like to have the **form** necessary on our website for membership renewal payment by check. I could refer these people to the Membership Chair, or the Membership Liaison Committee, to receive this form, but it seems like an unnecessary additional step.

Report from Newsletter Editor

[1.] I have received a current email mailing list from Dani Lawler for all the e-subscribers for 2021. This list will be amended as changes occur with information Dani will provide.

[2.] Anna Chan, former Membership Chair, did ask all paper-copy recipients as recently as November 2021 if they wanted to change their subscription type from paper copy to pdf by email, and many did. There are currently only about 32 people who are receiving the monthly newsletter in a paper version.

[3.] I did send out an emailed version of the January newsletter to all the paper-copy recipients, because our beloved printer didn't have the paper-copy version ready to go until the day before our general meeting, and I wanted to ensure everyone had access to the newsletter's information prior to the guild meeting. It did get mailed the morning of the general meeting, so assumedly everyone has their preferred version by now.

[4.] Claudia Shearer asked if we could add another field to the affiliate listings on the website, describing their services. Cathy Miranker immediately picked up the ball and created this field and added the information gleaned from our affiliates' websites. I also made room in the affiliate listings in the newsletter and added this descriptive field, so it's showing up in both places.

St Mary's Quilt Report: We have most of the squares assigned and plan on making sure everyone starts in March. We don't know when St. Mary's will need the quilt and assume it will not be in May as they originally wanted, they have not communicated with us.

Free Table Report: No outdoor free tables are scheduled.

No member has offered to host a free table though that might be due, in part, to the current lock down.

If the lock down becomes less restrictive and anyone offers I will add a March date to coordinate with a community outreach day.

A few members have contacted me to express interest in donating to and/or attending a free table.

Virtual Sewcials Report: The first Virtual Sewcial of 2021 was Beyond Red, White and Blue - Flags with Catherine Sherman. It was held on January 16th and was attended by 18 people. The February sewcial is scheduled for February 21, 2021. It will be Crayon Tinted Embroidery with Pattie Klimek.

The March Sewcial will be a community service work day on March 13th.