

## SURFSIDE QUILTERS GUILD BOARD MEETING MINUTES

November 21, 2023

Seaside Villas Clubhouse - Dana Point, CA

Attendees: Mary Arter, Jeanette Brooks, Debbie Myers, Nancy Pestal, Hiroko Moriwaki, Del Thomas, Carol Gobrogge, Connie Veldkamp, Vivien Hawker, Charlotte Runyan, Julie Kemmerer, Sharon Whelan, Denise Riley, Nancy Ota.

Called to Order at 10:00 a.m. Jeanette Brooks, Vice President.

A quorum of officers and standing committee members was verified.

Secretary: Vivien Hawker Approval of October 2023 Board Meeting Minutes.

Motion to accept: Del Thomas. Second: Mary Arter. No discussion. Motion passed.

### REPORTS OF OFFICERS:

**1<sup>ST</sup> VP PROGRAMS:** Jeanette Brooks reported that:

- a: We received a thank-you note from Linda Ballard, and a thank-you note from the San Clemente Presbyterian Church for donating quilts to their Baby Shower. Jeanette read out another note asked for help making a T-shirt quilt.

**ACTION:** Jeanette to forward to Elizabeth Geer.

- b: The Christmas Give Back program is coming up in December. We will be marketing it on Facebook and our website. Elizabeth Greer will be ready to do singing with the Guild.
- c: January: Heidi Stagno. Jeanette has not heard back from Heidi after calls and emails, but will continue to try.

**2<sup>ND</sup> VP MEMBERSHIP:** Carol Gobrogge and Kelly Counseller (absent): Carol reported that:

- a: There were 79 members and 31 guests that signed in at the November meeting, for total attendance of 110. (There were 122 chairs filled and many people standing.) Current total membership is 174.

**3<sup>RD</sup> VP FACILITIES:** Charlotte Runyan reported that:

- a: Gloria Dei Lutheran Church charged us \$200 for the use of the venue. Starting January they will charge \$300 for regular Guild Meetings.

**ACTION:** Michelle to send out a blast reminding members of the change of venue starting January. Deanne to remind members in the Newsletter.

- b: Debbie Myers needs a quilt stand at the December meeting.
  - c: Charlotte to bring a diagram of Gloria Dei to the December meeting to discuss layout of tables, refreshments etc.
  - d: Charlotte may need help getting the chairs set-out before the January General meeting.
  - e: Members will need to be advised that the pre-school gets out from 12:00 p.m. to 12:15 p.m; That they must not park in the red zone; That they need to get off at the 3<sup>rd</sup> floor of the elevator to get to the Surfside meeting.
- ACTION: A note needs to be taped inside the elevator.

**SECRETARY:** Vivien Hawker: no report.

**TREASURER:** Nancy Ota:

Approval of October Income & Expense report:

Motion to accept: Del Thomas, Second: Denise Riley. No discussion. Motion passed.

**PARLIAMENTARIAN/PAST PRESIDENT:** Debbie Myers reported that:

a: President's Quilt: The theme for Mary's quilt is Wine & Quilting. Debbie handed out information flyers and fabric blocks and requested board members make blocks ready for the December and January meetings. Debbie will display her President's Quilt in December as inspirations for different techniques.

b: Amendment to Bylaws: Surfside Quilters Guild members will be asked to approve changes to the Guild's Bylaws at the January General Meeting. The proposed changes will be posted in December Newsletter. The Vice President of Facilities will take on additional responsibilities.

Article IV - EXECUTIVE BOARD & DUTIES, Section 7:

Currently the Bylaw reads:

"The 3<sup>rd</sup> Vice President (Facilities) shall serve as the Guild's liaison officer and meeting site manager. The 3<sup>rd</sup> Vice President shall also be responsible for maintaining equipment and continuously updating records of all equipment and articles other than any library materials. The records identify the location, use, warranties and operating instructions. Guild equipment is to be used for Guild functions only."

This is to be changed to:

"The 3<sup>rd</sup> Vice President (Facilities) shall service as the Guild's liaison officer and meeting site manager. They shall be responsible for negotiating and maintaining contracts and insurance sites (general meeting, workshops, philanthropy and special events).

The 3<sup>rd</sup> Vice President shall also be responsible for maintaining equipment and continuously updating records of all equipment and articles. The records identify the

location, use, warranties and operating instructions. Guild equipment is to be used for Guild functions only.”

Article XI – AUTHORITY, Section 4:

Currently the Bylaw reads:

“All contracts of the Guild, except for speakers, must be approved by the Board prior to signature and must be signed by the President and the applicable chairperson. The 1<sup>st</sup> Vice President, Programs, shall be responsible for speakers-workshop contracts.”

This is to be changed to:

“All contracts of the Guild, except for speakers and facilities, must be approved by the Board prior to signature and must be signed by the President and applicable chairperson. The 1<sup>st</sup> Vice President, Programs, shall be responsible for speakers-workshop contracts. The 3<sup>rd</sup> Vice President, Facilities, shall be responsible for facilities contracts.”

Reason for the change: During the past few years, Surfside Quilters Guild has had to move its location several times – necessitating additional rental contracts and insurance policies. The proposed change better describes the 3<sup>rd</sup> Vice President, Facilities actual duties.

Approval of amendment to Bylaw changes:

Motion to accept: Mary Arter, Second: Nancy Ota. No discussion. Motion passed.

## **REPORTS OF STANDING COMMITTEES:**

**BLOCK OF THE MONTH:** Mary Arter distributed the next basket pattern for BOM. The March block will also have the finishing instructions. Del Thomas agreed to donate a prize.

**HOSPITALITY:** Jaine Culbertson (absent): Vivien Hawker reported that: November Fest Hospitality went well.

**ACTION:** Jeanette to find out what Jaine needs to make the December turn out successful.

**MONTHLY MINI:** Katy Lillie (absent). No report

**NEWSLETTER:** Deanne Meidell (absent): no report.

**NOVEMBER FEST:** Susan Ritschel (absent).

- a: Debbie Meyers to give Hospitality tablecloths to Charlotte to wash. They will be stored with Philanthropy. Round tablecloths to be thrown out.
  - b: Susan emailed report: "The event was a success. We raised considerable funds, and everyone seemed to have a great time. Thank you to everyone who worked so hard to make this happen. Additional proceeds from the boutique expected from the Dutcher sales, and Hospitality expenses outstanding. Please thank everyone who donated, volunteered, participated and marketed the event."
  - c: Preliminary total of \$21,789.31 raised from November Fest.
  - d: Dave Dutcher has Christmas wall hangings to sell. He can set up a pop-up trunk shop at the December meeting.
  - e: Julie agreed to have any remaining boutique items available to sell at the December meeting, at the Welcoming table.
  - f: Jeanette congratulated Julie and Sherri on the success of the boutique, and Elizabeth on the outstanding baskets.
  - g: Mary Arter asked if we could bring in more speakers or workshops with the extra funds made from November Fest. Debbie suggested we get new quilt stand bags as Charlotte has been patching the old ones.  
ACTION: Charlotte to go through the quilt stand bags and see how many we need and what they will cost, as well as the cost of buying more quilt stands.
  - h: ACTION: Jeanette to give Square to Nancy Ota in December.
  - i: Approval of having no November Fest in 2024:
- Motion to accept: Del Thomas, Second: Debbie Myers. No discussion. Motion past.

**PHILANTHROPY:** Linda Chiu (absent) and Nancy Pestal reported that:

- a: Philanthropy had their first meeting in the new venue. They will need to ask members to keep the noise down. Philanthropy will be on December 13 instead of December 20.

**PUBLICITY/SPONSORS:** Sharon Whelan reported:

- a: Sharon thanked our 10 sponsors and all those who helped with the November Fest promotion.

**SCCQG:** Del Thomas reported that she has an in-depth report on SCCQG.

ACTION: Mary Mulcahey to put Del on the agenda for January's General meeting.

**SHOW & TELL:** Angela Miller (absent) and Hiroko Moriwaki:

- a: No Show and Tell in December.

**VOLUNTEER COORDINATOR:** Pam Hadfield (absent): no report.

**SUNSHINE & SHADOWS/WELCOMING:** Denise Riley reported that: She will be absent for the December meeting. Hospitality to set out her flyers and cards.

Jeanette suggested that we don't charge guests at the December Give Back Meeting. Carol Gobrogge, Membership Co-chair, agreed.

**WORKSHOPS:** Mary Arter: no report.

- a: Mary asked if the board had a preference for a Pop-up Shop in April or May. Pop-up Shop set for May. Sign-ups for tables begin in January.

## **REPORTS OF SPECIAL COMMITTEES:**

**RETREAT:** Michelle Howe (absent): no report.

**BUS TRIP:** Deanna Garcia (absent) and Elizabeth Geer (absent): Bus trip sign-ups for Road to California will start in December.

**LET'S GET TO KNOW:** no report.

**MAGAZINE RECYCLING:** Laura Miller (absent): no report.

**PHOTOGRAPHY:** Del Thomas asked for any good photos of peoples faces from November Fest, be sent to Deanne.

**PHD COORDINATOR:** Sheri Hill (absent): No report.

## **OLD BUSINESS:**

**ACTION:** Michelle Howe to send out a blast after Thanksgiving asking for volunteers for Board positions that need filling.

**NEW BUSINESS:** None.

Action items: Vivien Hawker reviewed action items, attendance of 14 confirmed.

The next Board Meeting will be December 19 at 10:00 a.m. at Seaside Villas Clubhouse.

Jeanette thanked Lyn Tweet for letting us use the Clubhouse.

The meeting was adjourned at 11:11 a.m. by Jeanette Brooks, Vice President.

Respectfully submitted,

Vivien Hawker, Secretary