

OREGON COASTAL QUILTERS GUILD EXECUTIVE BOARD MEETING 15 NOVEMBER 2018

The meeting of the Executive Board was called to order by Vice President, Diane Tillotson at 10:07 a.m. A quorum was present.

Minutes – Jackie Stankey moved that the minutes of the October Executive Board Meeting be approved. Motion was seconded by Twy Hoch and approved by vote.

Treasurers Report – Gail Chipman reminded the group that the guild will change to a FUND accounting system on December 1st and requested that all outstanding checks be cashed before that date. If you have questions, please contact Gail. Treasurers report was accepted as presented.

Quilt Show: Jean Amundson informed the board that we already have some vendors signed up for the 2019 Quilt Show.

Old Business

Accounting Purchases – Nan Scott reported that the purchase of the laptop computer, software, carrying case and mouse cost \$558. Nan also reported that the computer entries for 2017-18 are done.

Nan reported that the treasurer's report will be emailed to the board members on the Monday before the stated board meeting. If changes are needed after review, please contact the treasurer. Committees are asked to print off their own copy of the treasurer's report. (part of attached policies changes)

New Business

Following a discussion regarding the budgeted \$700 in Outreach Funds, Jean Amundson moved that the 2018 budgeted amount of \$700 be paid to the Lincoln County Historical Society for use of the Carriage House. Motion was seconded by Jane Szabo and passed by vote.

Suggested changes to Policies

FINANCE

1. The Guild has adopted a fund accounting system with the fiscal year of January 1 – December 31. Money collected for guild approved funds as outlined in the chart of accounts must be spent for the expressed purpose of the fund. Transfers between funds must be authorized by the Executive Board.
2. No change
3. No change
4. Eliminate current #4
4. Was 5, becomes 4 As stated...; therefore any income realized above expenses will be allocated at the close of the fiscal year as follows:
 - a. Any amount remaining in the General Operating Fund and the Quilt Show Fund will be distributed to the Reserve Fund, the Capital Fund and/or the Outreach Fund as decided

- by the Executive Board at the January meeting.
- b. Any monies in the Outreach Fund may be awarded to non-profit organizations that expressly relate to the purpose of the Guild as stated in Article II of the By-Laws. The distribution will be recommended by the Executive Board and approved by the membership at the May general meeting. No amount of the Outreach Fund may be used to reduce member dues as per IRS regulation of 501(c)7 organizations.
 - c. The Reserve Fund may be used to offset unrealized income or un-budgeted or emergency expenses as regulated by the Standing Rules (Financial: A and B). The Reserve Fund at the end of the fiscal year should not exceed 15% of the consolidated budget for the next fiscal year.
 - d. All other funds carry over into the next fiscal year.
5. Was 6 Becomes 5. No change
 6. Was 7 Becomes 6. No change
 7. A cashier shall be recruited as part of the Finance Committee whose job it is to maintain the guild's Point of Sale "Square" devices and process any credit card charges at the meetings.

REPORTS

1. A full Treasurer's Report for the previous month will be e-mailed to members of the Executive Board no later than Monday before the next board meeting. The full report is available to any member upon request.
2. No change

LAPTOP COMPUTER

1. The computer purchased by the guild is for guild accounting and official guild business only. No software is to be installed unless previously approved by the board except for updates to software already installed.
2. A computer administrator shall be appointed by the board annually. The duties of the administrator are to ensure that the computer is updated and working properly and to secure repair services when necessary.
3. The treasurer will email a backup of the accounting database to the computer administrator twice monthly for off-site safe keeping – once after transactions have been entered from the general meeting and once after bank reconciliations from the end of the month.

TIMELINE POLICIES

Challenge:...add The budget for the challenge should be adjusted as necessary before the October meeting.

Committee Descriptions

Remove **Budget** and replace with ...

Finance committee members include the budget officer who prepares the annual budget with the input from committee chairs, the cashier (see duties under Policies – Finance – item 7), the computer administrator (see duties under Policies – Laptop computer – Items 2 and 3), and the

Treasurer who is the chair.

Jean Amundson moved to adopt the Policy changes under Finance as presented. The motion was seconded by Twy Hoch and passed by a voice vote.

Recommend change for Challenge be posted on the BLOG for membership. If there are questions or concerns regarding the change please contact Nan Scott.

A motion to accept the Reports and Timeline Policies as presented was moved by Sue Stephenson and seconded by Gail Chipman. The motion was approved by a voice vote.

A motion to accept the Laptop Computer policy as presented was moved by Jean Amundson and seconded by Velma Freudenthal. The motion passed by a voice vote.

Jean Amundson moved that the Committee Descriptions be accepted as outlined. The motion was seconded by Becky Mershon and passed by a vote voice.

Nan Scott was appointed Computer Administrator under Finance Committee.

Diane Tillotson reminded the members that there will be no December Executive Board Meeting. With the fiscal year change next year will be December 1, 2018 – December 31, 2019 (13 month year).

Committee Reports

Block of the Month – Meralee Wilson reported that they are ready to start the new year.

Community Quilters – Sue Stephenson reported that they are a very busy committee, This year 154 quilts have been distributed, 52 quilts are in inventory, 5 Teddy Bears, 12 Sit Upon Pillows, 47 Totes, 35 Burp Rags, 10 Xmas Stockings and 33 Hospital Pillows have been made. The “Threads of Life” quilt for organ donors needs volunteers for January 19, 2019 from 1-3 pm, at the Newport American Legion Hall. Contact Sue for more information. The next Community Quilters meeting will be Thursday, December 6th at Family Fabrics in Waldport, the committee will be putting together quilt top kits and quilt bundles.

Finishing School – Paulette Stenberg reported the committee is “on vacation” until January.

Hospitality – Anne-Marie Mann had no report.

Membership – Ruth Johnson reported that there are 190 paid members for the 2018 year. She has received 62 membership payments for 2019. Four new members joined at the November meeting: Janet Childers of Mapleton OR; Sandy Davidson of Florence, OR; Lois Drell of Seal Rock, OR and Susan Prukop of Lincoln City, OR. The Membership Committee is in the process of contacting advertisers for the Directory. If you know a business that might like to advertise with the guild, please let Ruth know. Full page ad is \$100, business card size is \$25. If you want a new photo in the directory, contact Ruth at the Guild meeting or take a selfie and email to johnson.ruth@yahoo.com. Information regarding how to use the OCQG website and monthly blog and email updates will be given to the new members by the membership committee.

Merchandising– Becky Mershon reported that there was a \$2000 profit for 2018! The committee has made a 3-ring binder to pass along to the next committee chairs.

Workshops – No report. Still need committee members.

Programs – No report. Community Quilters will be the March 14, 2019 program.

Publicity – Jean Amundson asked for information on the veterans names and towns so she can notify the Newport News Times and hopefully they will do an article.

Veterans Quilts – Twy Hoch - Presentation of quilts will be done before the potluck and recipients will be invited to stay for the potluck,

Quilters Surprise/Nifty Notions– Sue Stephenson reported the income was \$807, expenses were \$358.

Quilt Show 2019 – Jackie Stankey/Jean Amundson – Pick up folders for Quilt Show Committees. Chairmen will meet at the end of November and will hopefully announce the “Featured Quilter” at the December General Meeting.

Raffle Quilt 2019– Jane Szabo asked members to contact her with ideas for businesses to show the quilt.

SABLE – Janet DeSau reported Christmas Prints for December.

2019 Retreat – Georgia Sabourin reported that there is room on the waiting list. She will post information on the blog that people need to be signed up by December meeting.

Gail Chipman asked if there has been any word regarding the conflict with the 2020 Quilt Show and a Swim Meet at the Rec. Center. Jean reported that a meeting is planned to discuss the parking problems. Information will follow.

The meeting was adjourned at 11:30 a.m.

Reminders

December 6th – Community Quilters at Family Fabrics in Waldport, 10 a.m. - 2 p.m.

December 13th – General Membership Meeting at Atonement Lutheran Church

(table walk at 12:30 a.m. - potluck at 1 p.m. - remember to bring your placemat & table setting)

No December Executive Board Meeting

Respectfully submitted by Marian Brown, OCQG Secretary