

Board Minutes, Wednesday, October 7, 2020

The meeting was commenced at 1:02 pm.

Present Kathe Letulle, Diane Tewell, Diana Wolf, Bonnie Hall, Doris Anderson, Gayle Steinbeck, Laurie Magee, Pam Manley, Evelyn Fincher, Jan Bathke, Esther Schmidt, Judy Brown, Karyn Heaney, Laural Powell, Marty Morrison, Sarah Reed, Susan Coleman A quorum is established.

The Secretary's report was approved as read. It was suggested to post the minutes about two weeks prior to the board meeting.

Please note the Treasurer's reports are listed first, followed by last month's discussion.

September Treasurer's Report

September 1 Beginning Checking Balance \$11,497.22

Expenditures \$ 341.12

Income \$ 93.30

September 30 Ending Checking Balance \$11,249.40

No outstanding checks.

September 30 Savings Balance \$33,156.72

2020							
RGVQG QUARTERLY REPORT & ANNUAL BUDGET							
	1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	YTD TOTALS	BUDGET	BALANCE
INCOME							
Donations	\$ 8.00	\$ 121.00	\$ 132.11		\$ 261.11	\$ -	\$ 129.00
1 year Zoom Pro			\$ 150.00		\$ 150.00	\$ -	\$ 150.00
Military Service Quilts		\$ 496.00	\$ -		\$ 496.00	\$ -	\$ 496.00
Fat Quarter Drawing	\$ 506.00	\$ -	\$ -		\$ 506.00	\$ 1,000.00	\$ (494.00)
Guests & Fines	\$ 347.00	\$ -	\$ -		\$ 347.00	\$ 150.00	\$ 197.00
Membership - Minus Refunds	\$ 3,290.00	\$ 90.00	\$ 180.00		\$ 3,560.00	\$ 7,500.00	\$ (3,940.00)
MISC Income (Table Rentals, etc.)	\$ -	\$ -	\$ 40.00		\$ 40.00	\$ 73.00	\$ (33.00)
Newsletter Advertising	\$ 180.00	\$ 10.00	\$ -		\$ 170.00	\$ 500.00	\$ (330.00)
Programs - Minus Refunds	\$ 356.00	\$ -	\$ -		\$ 356.00	\$ 3,400.00	\$ (3,044.00)
5 Classes - 20 students							
Quilt Show	\$ 12,000.00	\$ -	\$ -		\$ 12,000.00	\$ 12,000.00	\$ -
School House - Minus Refunds	\$ 40.00	\$ -	\$ -		\$ 40.00	\$ 750.00	\$ (710.00)
5 classes - 15 students							
TOTALS	\$ 16,707.00	\$ 100.00	\$ 502.11	\$ -	\$ 17,019.00	\$ 25,373.00	\$ (8,063.89)
EXPENSES							
Bank Service Charge	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Bee Keeper (Upper & Lower Valley)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Community Service	\$ -	\$ -	\$ -		\$ -	\$ 150.00	\$ (150.00)
Fat Quarter Drawing	\$ 330.70	\$ -	\$ -		\$ 330.70	\$ 1,000.00	\$ (669.30)
Friendship Day	\$ -	\$ -	\$ -		\$ -	\$ 150.00	\$ (150.00)
Gift Certificates	\$ -	\$ -	\$ -		\$ -	\$ 150.00	\$ (150.00)
Guests & Fines	\$ 10.00	\$ -	\$ -		\$ 10.00	\$ 25.00	\$ (15.00)
Legal Fees - State		\$ -	\$ -		\$ -	\$ 25.00	\$ (25.00)
Insurance - Liability - Annual		\$ -	\$ -		\$ -	\$ 855.00	\$ (855.00)
Insurance - Bonding - Annual		\$ -	\$ -		\$ -	\$ 247.00	\$ (247.00)
Library		\$ -	\$ -		\$ -	\$ 150.00	\$ (150.00)
Membership	\$ 110.44	\$ -	\$ -		\$ 110.44	\$ 125.00	\$ (14.56)
Memorial Flowers		\$ -	\$ -		\$ -	\$ 50.00	\$ (50.00)
Military Service Quilts	\$ 821.86	\$ -	\$ -		\$ 821.86	\$ 500.00	\$ 321.86
Newsletter		\$ -	\$ -		\$ -	\$ 40.00	\$ (40.00)
Office Supplies	\$ 30.95	\$ -	\$ 77.70		\$ 108.65	\$ 100.00	\$ 8.65
PayPal Fees	\$ 104.60	\$ 4.25	\$ 6.80		\$ 115.65	\$ 250.00	\$ (134.35)
Printing	\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ (100.00)
President - Our Prices, Departing Officers	\$ -	\$ -	\$ -		\$ -	\$ 95.00	\$ (95.00)
Programs	\$ 3,179.71	\$ 3,606.69	\$ -		\$ 6,786.40	\$ 11,375.00	\$ (4,588.60)
Room Rentals - 6 Classes - \$50	\$ 200.00	\$ -	\$ -		\$ 200.00	\$ 450.00	\$ (250.00)
Program Chair Expenses	\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ (100.00)
Publicity	\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ (100.00)
QuickBooks Program - Annual	\$ -	\$ -	\$ 287.82		\$ 287.82	\$ 307.00	\$ (19.18)
Rentals - Board & Guild Meetings	\$ 1,050.00	\$ -	\$ -		\$ 1,050.00	\$ 4,200.00	\$ (3,150.00)
Rentals - Post Office Box - Annual	\$ 148.00	\$ -	\$ -		\$ 148.00	\$ 134.00	\$ 14.00
Rentals - Storage Unit - Annual	\$ -	\$ 1,539.00	\$ -		\$ 1,539.00	\$ 1,539.00	\$ -
Scholarships - Officers	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Scholarships - College	\$ -	\$ 2,000.00	\$ 2,000.00		\$ 4,000.00	\$ 2,065.00	\$ 1,935.00
Schoolhouse - Instructors - 5 - \$50	\$ 250.00	\$ -	\$ -		\$ 250.00	\$ 250.00	\$ -
Room Rentals - Classes - 5 - \$50	\$ 50.00	\$ -	\$ -		\$ 50.00	\$ 375.00	\$ (325.00)
Schoolhouse Expenses	\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ (100.00)
Sunshine & Shadows	\$ -	\$ -	\$ -		\$ -	\$ 16.00	\$ (16.00)
Web Service - Annual Pay	\$ 18.17	\$ -	\$ 249.44		\$ 267.61	\$ 300.00	\$ (32.39)
Zoom Video Communications			\$ 127.84		\$ 127.84		
Zoom - 500 Participants			\$ 106.60		\$ 106.60		
Zoom - Training Session			\$ 15.00		\$ 15.00		
Youth Education	\$ -	\$ -	\$ -		\$ -	\$ 50.00	\$ (50.00)
TOTALS	\$ 6,304.43	\$ 7,149.94	\$ 2,871.20	\$ -	\$ 16,325.57	\$ 25,373.00	\$ (9,047.43)

2021 Proposed Budget

The following budget is based on 8 teacher related Zoom meetings, with paid classes.

Guild Zoom meetings will be held monthly from January - September.

October, November and December meetings to be held at Trophy Gardens.

One national teacher in March, lecture/demo only, \$500.00.

November Guild meeting will be with a national teacher and one paid class for members, \$2000.00

Schoolhouse will resume in October, November, and December.

Zoom classes and Schoolhouse classes are all based at 20 members @ \$20 per class.

INCOME

Donations	\$200.00
Fat Quarter Draw	\$200.00
Guests & Fines	\$ 0
Membership (\$30x250)	\$ 7,500.00
Other Income	\$ 0
Newsletter Advertising	\$400.00
Program - Classes	\$4,100.00
Quilt Show	\$ 0
Schoolhouse - 3 classes	\$900.00
TOTAL	\$13,300.00

EXPENSES

Bank Service Charges	\$ 0
Bee Keeper	\$ 0
Community Service	\$ 0
Fat Quarter Draw	\$100.00

Friendship Day	\$175.00
Gift Certificates	\$ 0
Guests & Fines	\$ 0
Legal Fees - State	\$25.00
Insurance - Liability	\$855.00
Insurance - Bonding	\$247.00
Library	\$ 0
Membership	\$200.00
Memorial Flowers	\$ 0
Military Service Quilts	\$300.00
Newsletter	\$ 0
Office Supplies	\$100.00
PayPal Fees	\$650.00
Printing	\$ 0
President - Door Prizes	\$ 0
Programs	\$4,000.00
Program Chair Expenses	\$100.00
Publicity	\$ 0
QuickBooks Program	\$270.00
Rentals - Board & Guild Meetings	\$1,050.00
Rentals - Program Class	\$50.00
Rentals - Post Office Box	\$148.00
Rentals - Schoolhouse Classes	\$150.00
Rentals - Storage Unit	\$1,540.00
Scholarships - Officers	\$ 0

Scholarships - College	\$2,000.00
Schoolhouse - Instructors (\$50x3)	\$150.00
Sunshine & Shadows	\$25.00
Website Services	\$335.00
Web Service - Zoom	\$180.00
Web Service - Zoom Add-On	\$650.00
Youth Education	\$ 0
TOTAL	\$13,300.00

The Treasurer's report was filed for audit. The third quarter report shows the Guild and Board have been very careful with funds so far this year. The budget for 2021 was presented and it is very frugal.

The proposed budget was approved by the Board and will be voted on by the members in November.

Terry Davis, the Beekeeper, submitted: Communication sent to Bees to encourage them to set up Zoom meetings to keep their bees active. I have also encouraged them to register quilts for our upcoming virtual quilt show.

Chris Cowan, Community Service, reported many items made and donated. End of third quarter totals showed 1899 hours and \$13,767.75 value donated.

Jan Bathke and Esther Schmidt stated the Fat Quarter Draw will resume when meetings are in person.

The Facebook Chair, Jan Bathke, was alerted to some advertisements on the Guild Facebook page and learned the store owner had not previously purchased an ad in the newsletter which must be purchased prior to placing an ad on our Facebook. They were removed.

Debi Warner has started oral history interviews with certain members by our Historian and more are planned.

Hostesses are changing processes to accommodate our new online meetings. There will new procedures for members and guests to registration for meetings and Program classes. These will also be placed in the procedures folder on our website. Trophy Gardens is not yet open to the public, and there will be new procedures in place there when we are able to meet in person.

Guild library books are in climate-controlled storage presently as reported by Susan Coleman.

Membership is at 320, and Marty Morrison is holding a check for a member for 2021 membership.

Military Service has more quilts bundled and some quilted. One presentation is scheduled virtually. Hobbs charity program will be explored as a less expensive source for batting.

Newsletter deadline remains the Monday after the General Meeting announced Judy Brown. It will be Oct 12th.

Nominating Committee presented the following candidates for
First Vice President, Membership, Marty Morrison
Second Vice President, Community Service, Chris Cowan
And Treasurer, Mike Hall.

The nominations will appear in the newsletter, and will be announced to the general membership this Saturday at the regular meeting.

Laural Powell is finding our local members who are excellent quilters are reluctant to provide a program on Zoom. She will present a program on Quilted Postcards at the general meeting. She suggests making two cards, and send one to a friend and the other to a Guild member you do not know. Then in December, the members who received quilted cards will display the during Show and Tell. There will be some games as well. November has a class mystery quilt or table runner project quilt along to test our Zoom and how it works for a paid class. Laural will be teaching it. Plans for programs in January and March are being finalized.

Sarah Reed put articles in the Winter Texas Times, and Welcome Winter Texan to publicize our Guild's activities.

The Retreat has little activity currently, still some openings in Friendship and Blue Bonnet is full as related by Karen Heaney.

Evelyn Fincher reported: I sent corrections to the 2021 Academic Scholarship application to Bonnie Hall, Webmaster. I contacted some high school counselors by email to find out if and how they will contact seniors to present the scholarship letter. I've heard from one as of September 30. She will use google technology. This committee's budget is \$2,000-\$1,000 each for 2 students. In order to trim personal costs for my committee, I am planning to send letters only to high schools who have participated in the past/or have sent inquiries. There are several rural/or schools with low enrollments who have never responded. I would appreciate your thoughts. I usually send 30 copies of the letter in addition to an enclosure for the Art Dept. (making 60 copies) postage for 30 and 30 envelopes. When the applicants are selected for the scholarships, I send letters to those not selected and one to each student's counselor. Bonnie Hall, webmaster, stated the 2021 Academic Scholarship application is available online. It was clarified that no dollar amount is mentioned in letters sent to prospective student recipients.

Heather Nelson reported from Schoolhouse teachers that most would prefer to postpone in-person classes until the pandemic subsides.

Sympathy and support cards have been industriously sent by Jackie Landon. She stated she has sent out nine cards in September. She wants all to let her know if there is someone in our Guild who needs some encouragement, get well, sympathy, etc. cards.

Youth Outreach had no report.

Our Webmaster, Bonnie Hall, reported the Guild has three licenses for Office 365. Currently they are assigned to the Webmaster, Membership and Programs. It appears two of the three licenses have little,

if any, activity. Anyone can upload files to the Cloud, the One Drive, as long as they have access to the folder. Any Guild related information can be stored on the One Drive account. It is being used by Membership, but not yet Programs. It is \$36.00 per year per license, and Bonnie is considering reducing the subscription to one license. Bonnie has been working on many forms for the Guild and Quilt Show.

Bonnie is working on an on-form to report only volunteer hours to the Guild for Guild tax purposes.

Diane Tewell reported Bees are using Zoom and one like it so much they bought their own plan. One of the Bees recorded their meeting to the Zoom Cloud, and it went over the Zoom Cloud storage requirement of 1 gigabyte. If something like it happens again, the Guild will receive a charge for it. The last person who left the Bee meeting simply clicked out and didn't close out the meeting. Zoom kept recording although no one was there. Additionally, the Bee immediately following could not start their meeting because Zoom was still recording the prior (now empty) meeting. Discussion followed what should be best practices to end Bee meetings where a Host is not present. The Bee should designate a person to ensure all have left the Bee meeting and the meeting is closed. Zoom is updating their software frequently, and members should as well.

Laurie Magee announced the Show Committee will have their monthly meeting a day earlier. Bonnie Hall has been working on Quilt Show registration forms. June Bourneman is taking pictures of quilts in the Valley for the virtual show. Detailed instructions for pictures to enter items into the virtual show are on the Show Committee portion of the Guild web page. There are also instructions for the Silent Auction items and entries. There is a new category for entries which represent sewing over time. It could include things like antique vintage sewing accessories, sewing machines, cardboard needle books used when needles were sold, and other items. If there is a family story, it is to be included to become part of the display.

The American Quilt Study Group may provide us a short video about their group to be included in the Show. They will also provide three videos about quilt history.

There will be some prerecorded demos on the Show webpage which will rotate throughout the week. There may be a "Meet and Greet" with the teachers of various classes in the show.

The Bylaws Committee presented a request for an amendment to the bylaws. It currently reads, "When a check exceeds \$1,500.00, this will require two (2) signatures. The proposed change is "Any check or debit card transaction on any RGVQG banking account greater than \$1000 will require prior Guild Board approval." Much discussion occurred; however, the wording was approved by the Board to be submitted to the members for a vote this November.

The Guild general business meeting was moved from 10 am to 9:00 am with the Zoom meeting opening at 8:30 am. The Guild Board meeting will commence at 9:00 on the second Wednesday as the Show Committee has moved their monthly meeting to the day prior.

Military Service committee has a net amount of \$174.00. Can these funds be used to purchase supplies needed for more military quilts? Discussion followed and it was decided the committee could purchase supplies with these funds.

Various strategies were discussed to retain existing members and add new ones.

It was noted it is good practice when sending group emails to the Board, to put all the email addresses into the BCC (Blind Carbon Copy) line for the recipients.

A request was made that the Guild books be audited as a new Treasurer will be elected. The Audit committee would be formed before the next Board meeting, and report their results at the Jan 2021 Board meeting.

The meeting was adjourned at 3:41 pm.

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