

2021 06 Jun Board Minutes

Attending were Mike Hall, Bonnie Hall, Lucy Klass, Laural Powell, Mellie Peach, Jean Waufle, Gayle Steinbeck, Diana Wolf, Marty Morrison, Mellie Peach, Kathe Letulle, Janis Bathke, Chris Cowan, Leslie Lorenzo, Judy Brown, and Susan Coleman

The meeting was called to order by Kathe Letulle.

The Treasurer, Mike Hall, shared the Treasurer's report as follows.

Monthly Account Balances as of 5/31/2021

RGVQG Checking

Beginning Balance	\$14,982.39
Income	476.32
Expenses	\$200.00
Ending Balance	\$15,258.71
Outstanding Check	(\$1000.00)
PayPal Transfer Pending	\$176.64

RGVQG Savings

Beginning Balance	\$33,162.48
Interest Income	\$0.84
Ending Balance	\$33,163.32

RGVQG Quilt Show

Beginning Balance	\$13,846.27
Income	\$0.00
Expenses	\$25.00
Ending Balance	\$13,821.27

RGVQG Retreat \$3,000.00

Mike reported the IRS had sent official notice that the RGVQG's tax statement was received ahead of the due date.

Beekeeper report by Diana Wolf mentioned ongoing meetings with Bees and encouraging new groups to become Bees.

Mike Hall proposed adding a Bylaws section which would include an Article on document retention. It was discovered during the process of filing our tax report with the IRS. The proposed wording presented:

16. DOCUMENT RETENTION

In accordance with Internal Revenue Service (IRS) guidelines, the Guild Treasurer shall permanently maintain the following documents in the original paper or electronic format:

The guild's application for tax-exempt status

The IRS determination letter recognizing the guild's tax-exempt status

The Texas Certificate of Filing and the Certificate of Amendment (Form 424)

The guild's annual information returns, IRS Form 990-EZ

All supporting documentation for IRS Form 990-EZ must be maintained for a period of six (6) years. The supporting documentation will include bank statements, invoices, receipts, or any document supporting an income or expense to the guild.

At the conclusion of the six-year retainment period, the paper documentation supporting the tax filings should be destroyed by shredding.

The Guild's secretary shall permanently maintain the following documents:

The Articles of Incorporation

The Guild By-Laws, with all amendments

All Board minutes

All General meeting minutes.

For security, all original paper documentation should be scanned into an electronic format and uploaded along with copies of all electronic files to the Guild cloud account. In addition, the Guild cloud account should be backed up monthly to a portable electronic storage device.

It was suggested the above wording labeled Section 16 be placed in the Standing Rules. Kathe Letulle suggested the Bylaws have a statement about document retention to be something like: Documents pertaining to the Guild financial status shall be handled as per requirements of the IRS and the State of Texas. She further agreed with the general consensus at this meeting that this wording could go into the Standing Rules. Mike Hall also explained that while one form we file with the IRS states to include three years of documentation, another procedure required five years of documentation. Our Bylaws presently say these documents are retained for at least five years.

Mellie Peach moved to add Mike's suggested wording to the Standing Rules, and it was seconded by Marty Morrison. It carried unanimously.

Community Service had not received any forms regarding service since the last Board meeting. Chris Cowan will check again before the newsletter deadline to see if any were submitted.

There were no changes to Facebook or the Fat Quarter Draw as reported by Jan Bathke.

The Historian position remains vacant and Kathe asked if anyone knew of a candidate for it.

Gayle Steinbeck reported two registered guests for the General meeting on Saturday.

The Librarian, Susan Coleman, has an architect working on a design for bookshelves. She suggested we sell duplicate and other books culled from the holdings at the first couple of in person meetings to raise funds for materials. She has located volunteers to build the design for no cost.

The recent membership drive resulted in 4 new members and three renewals, as related by Marty Morrison, Chair. We now have 197 members.

Mellie Peach and Lucy Klass reported more quilts have been added to fulfill requests for Military Service quilts in the future. This fall, they plan to develop wording to clarify procedures for their committee. Several presentations are planned in the near future. A special quilt displaying emblems of four services has been given to the Guild. Our local VFW contact, Lepita Perez, has been promoted to an office with statewide responsibilities.

They are requesting bar code labels from any type of Hobbs batting be given to them as they can be turned in for a significant discount on Hobbs batting. Donations of fabric, other supplies and cash are still welcome.

The current focus of the committee is preparations for Veterans Day in November. The Quilt Show can use up to 70 military service quilt tops to hand at the convention center.

Judy Brown, Newsletter editor, announced the deadline of the newsletter remains the same, the following Monday.

Nominating Committee still an additional member to complete the committee. Chris Cowan volunteered to be the remaining Board member.

Community Service, Outreach continues working with groups and on their projects.

Jean Waufile, Programs chair, has programs planned through December 2021. She will send the information to Bonnie so it can be posted to the Guild webpage.

It was announced that Jan Rondeau has accepted the Publicity position. She is contacting Sarah Reed for past records and information.

Retreat has 34 registrations for Friendship Star and 40 for Bluebonnet have been received for next spring.

Leslie Lorenzo is our new Academic Scholarship chair. She will be contacting Evelyn Fincher for past records.

Schoolhouse is looking for a new chair.

Jackie Landon had no report.

Florea Flores had no activity to report for Youth activity.

Mike Hall had some wording to be added to the Guild home page per IRS guidelines for non-profits, "All Guild financial filings documentation is available for review upon request". He will contact the webmaster to have it posted. There were no objections by Board members present.

He further proposed a new form to be created to document any single donation to the Guild greater than \$250.00, per this IRS requirement:

" A donor cannot claim a tax deduction for any single contribution of \$250 or more unless the donor obtains a contemporaneous acknowledgment of the contribution from the recipient public charity. A public charity may assist the donor by providing a timely written statement including the name of the public charity, date and amount of the contribution and description of any non-cash contributions. In addition, the acknowledgment should indicate whether any goods or services were provided in return for the contribution. If any goods or services were provided in return for a contribution, the organization should provide a good faith estimate of the value of goods or services provided in return for the contribution. The public charity may either provide separate acknowledgments for each single contribution of \$250 or more or one acknowledgment to substantiate several single contributions of \$250 or more. Separate contributions are not aggregated for purposes of measuring the \$250 threshold. "

Mike plans to develop a form to incorporate this for consideration by the Board at next month's meeting. Kathe asked how to value donated goods. There was discussion about if it was appropriate to use the same guidelines as Community Service.

The Zoom Coordinator, Diane Tewell, reported Zoom activity has been very quiet.

Laural Powell, Show Chair 2022, presented the Quilt Show budget for the coming show. This proposed budget was approved by the Show Committee the day prior. Proposed expense items total \$29,500.00. It is about \$4000.00 more than the average of the prior three years budgets, but includes a \$500.00 web page expense and a \$3,000.00 promotional item and the facility is approximately \$1100 more due to an increase in pipe and drape and additional security and perhaps insurance expenses. An average of the last three years of attendance revenues was \$15,000. To generate \$30,000 of revenue from the Quilt Show, we will need to generate at least 75% of prior years attendance. Promotional items, such as T-shirts, could be pre-ordered and be a revenue producing activity. Some additional items could be ordered for sale at the Show.

A timeline was presented of what expenses are due when for which Quilt Show activity. It was adopted unanimously.

Kathe has asked again for a volunteer for each of the 2023 and 2024 Quilt Shows.

Diana Wolf asked for the Treasurer's report and the Secretary's General minutes be appropriately combined for the February to May minutes so the financials are always

available to the members in the same web location. All of these reports have been previously approved. The Board reached a consensus to have this done.

Mellie Peach moved the Secretary's report be accepted, and Laural Powell seconded. The motion passed.

Discussion about the future of the Guild occurred. How would the Guild generate revenues to sustain the organization in the future if we do not have a quilt show as a fundraiser? Innovative thinking is needed.

Kathe asked each officer and chair to include in their remarks on next month agenda some thoughts about how to produce Guild revenue.

A strategic planning meeting is planned, and it could include members who are interested in the continuation of the Guild but presently do not hold a position.

Past presidents or officers or chairs could be asked for ideas and thoughts. Each officer and committee chairs should encourage and develop a replacement while they hold their responsibility.

Laural Powell noted other Guilds had expressed significant challenges if they held hybrid meetings or classes, so instead adopted a meeting entirely in person, or entirely on Zoom. Hybrid classes had similar challenges and were more successful if they were entirely in person or entirely on Zoom. It was ok if the presenter was on Zoom and the attendees were all in person.

The meeting was adjourned at 11:07 am.

Respectfully submitted, Diana Wolf, Secretary