

RGVQG Board meeting October 6, 2021

Seventeen board members were present and a quorum was established.

Kathe Letulle called the meeting to order at 9:30 am.

The Secretary's report was presented by Diana Wolf. The minutes were approved as presented.

The Nominating Committee chair, Joy Paugh, presented a slate of officer candidates; President – Marsha Santow, Program Chair – Jean Waufle, and Secretary – Mary Camp. As the slate is not contested, online voting was considered. Bonnie Hall said there was a form ready to use, and if a member did not want to vote for a nominee, the member would unselect the person they did not want to vote for. There may also be a bylaw change for the members to consider.

Kathe announced the contract for the Guild to meet at Trophy Gardens had been signed for the coming year. Copies will be given to the Treasurer, the Secretary and the incoming President. A copy will be kept at Trophy Gardens as well.

There was a brief discussion about how many attendees might attend our first in-house meeting. Publicity would help, especially mouth to mouth; carpooling would help too.

Friendship Day in December was also discussed. It was suggested we not have a salad and dessert buffet due to Covid. Instead, the meeting would include a small break of coffee and purchased muffins, then adjourn and go out to eat for lunch afterward in small groups of their own choosing. There will be a demo during the meeting to make small projects suitable for Boutique items or holiday gifts. It was suggested we start the meeting at 9:00 am as usual and try to be concluded by 11:30 am or sooner.

Jean Waufle announced she will be unable to run for Program Chair for the coming year. Programs are planned through March of 2022. She will assist any incoming Program Chair. Joy Paugh, Chair of Nominating commit noted the announcement.

Mike Hall presented the Treasurer's report.

Monthly Account Balances as of 9/30/2021

RGVQG Checking

Beginning Balance		\$12,038.52
Income		
2021 Schoolhouse Registrations	\$140.00	
2021 Membership	\$20.00	
Paypal Giving Fund Donation	<u>\$2.00</u>	
	\$162.00	\$162.00
Expenses		
Farmers Insurance Annual Premium	\$839.00	
CNA Western Surety Annual Premium	\$247.00	
QuickBooks Annual Subscription	\$287.82	
November Program Speaker	\$700.00	
PayPal transaction fees	<u>\$7.12</u>	
	\$2,080.94	(\$2,080.94)
Ending Balance		\$10,119.58

RGVQG Savings	
Beginning Balance	\$33,165.82
Interest Income	\$0.82
Ending Balance	\$33,166.64

RGVQG Quilt Show	
Beginning Balance	\$13,644.39
Income	\$330.00
Expenses	(\$9.52)
Ending Balance	\$13,964.87

RGVQG Retreat **\$3,000.00**

Trophy Gardens Contract NOTE: During a discussion with the Manager of Trophy Gardens, she requested that the facility rental payments be processed via checks made out directly to the Trophy Gardens quilting group.

Draft Copy of Proposed Budget 2022

Income	Projected
Donations	300.00
Donations MSQ	0
Fat Quarter Draw	0
Guests and Fines	0
Membership	7350.00
250 @ 30.00	
Other income	0
Newsletter adv	200.00
Program Classes	1350.00
3 classes @ 10 x \$45.00	
Quilt show	0
Schoolhouse	1000.00
5 classes of 10 @ \$20.00	
	10,200.00
Expense	Budgeted
Bee Keeper	0
Community Service	0
Door Prizes	100.00
Fat Quarter Draw	0
Friendship Day	175.00
Gift Certificates	100.00
5 @ \$20 for Block Draw	
Legal fees, State of Tx	0
Insurance – Bonding	247.00

Insurance – Liability	839.00
Library	0
Membership	0
Memorial flowers	0
Military Service Quilts	500.00
Newsletter	0
PayPal fees	201.00
Printing	0
Programs, National Speakers	2500.00
Programs, in house, misc expenses	600.00
Program Chair expenses	0
Publicity	300.00
Quickbooks Online Subscription	270.00
Rentals – Monthly Guild Meetings for 6 mo 6 at \$300 each	1800.00
Rentals – Program classes, on-line	0
Rentals – Post Office Box	188.00
Rentals – Schoolhouse Classes	250.00
Rentals – Storage Unit	1620.00
Scholarships – College	0
Scholarships – Officer	0
Schoolhouse Instructors 5 sessions at \$50.00	250.00
Sunshine and Shadows	0
Web site – RGVQG.com	360.00
Web site – Zoom – Annual	150.00
Youth Education	0
Total Administrative Expenses	3874.00
Total Budgeted Expenses	10,200.00

We learned there will be a bill from Microsoft for Office 365 which will need to be put in this and next year's budget.

Mike's Additional Comments - Currently too soon to project any income from the Quilt Show, therefore I recommend, AT THIS TIME, that the College Scholarships be suspended for 2022. This issue can be re-addressed in February/March time frame as well as the re-addition of the September in-house session. It was noted that our Articles of Incorporation state our purposes are education and community service. Hopefully we will be able to award some small amount of money to Academic Scholarships.

Mike also recommended that the entire budget process for 2022 be re-visited during the March 2022 board meeting.

Checks for room rentals at Trophy Gardens should be made payable to Trophy Gardens Quilters, attention Gayle Steinbeck. She is the treasurer of the quilting group there.

Mike presented the proposed budget for the Guild for the next year. There are several areas which are largely guesstimates. It also projects no income from the Quilt Show, does include

income from 250 memberships and modest enrollments at the Program and Schoolhouse classes. The projected income is \$10,200.00 and projected expenses are \$10,200.00. It was agreed that the proposed budget would be revisited after the Quilt Show.

Mike explained the items listed in the proposed budget in red are items that are fixed expenses and must be paid.

The \$100 for gift certificates includes monies for door prizes and gifts for incoming officers. He noted Jean Waufle has kept well below her budgeted amount for programs for this year. Mellie Peach moved the Treasurer's budget be accepted, and Jan Bathke seconded it. It passed and will be filed for audit.

Letters soliciting Academic Scholarship candidates are typically sent out by this time of year. Because we do not know our income, we cannot commit to a specific amount for a scholarship and don't know if we will have any to award.

The Bylaws committee presented an amendment to clarify voting privileges of board members: Proposed bylaw amendment to Article 6, Section 02. This currently reads:

The following Standing Committees are authorized: Academic Scholarships, Beekeepers, Historian, Librarian, Military Service Quilts, Newsletter, Publicity, Quilt Show Chair (current year), Quilters Schoolhouse, Retreat and Webmaster.

Proposed change - addition is in **bold**:

The following Standing Committees are authorized **to vote on Board matters**: Academic Scholarships, Beekeepers, Historian, Librarian, Military Service Quilts, Newsletter, Publicity, Quilt Show Chair (current year), Quilters Schoolhouse, Retreat and Webmaster.

Reasoning: this specifies who is able to vote at Guild Board meetings.

Marty Morrison moved we accept the proposed changes to be placed before the members in November General Meeting. It was seconded by Jan Rondeau. The motion carried.

Community Service, Chris Cowan had received no reports this month.

Fat Quarter Draw, Jan Bathke and Esther Williams were working through how to maintain COVID safe distancing and sell tickets at the same time. They were looking for someone who would be willing to sell tickets in person at the meeting.

Jan Bathke, Facebook chair, had nothing to report, as did our Hostesses, Gayle Steinbeck and Susan Hudson.

Susan Coleman, Librarian, is working through plan details to build the bookcases. Initial estimate for materials only for the bookcases was \$800.00. Donations from inside and outside the Guild may be sought. Presently the library books are stored and not available for checkout.

Some time ago, books were selected from the library that were duplicates or otherwise no longer added value to our collection. It was suggested some of these be brought to the November or December meeting and offered for sale to the members. While some members returned their books prior to the pandemic, about 35 books are still checked out. If the members haven't returned to The Valley, possibly they could be asked to purchase the book they checked out. They could use PayPal on the website as a donation, or send a check to the Guild PO Box.

Membership chair, Marty Morrison, reported 204 members at present.

Military Service Quilts, Mellie Peach and Lucy Klaas, after much research, submitted the following proposed Standing Rule changes:

Our long-arm quilters donate their time, thread and sometimes batting and backing. This monetary savings is passed on to the Rio Grande Valley Quilt Guild (RGVQG) as an IRS 501(3)(c) charity. We, as members of the RGVQG and the Military Service Quilt (MSQ) Committee of the RGVQG wish to remain in compliance with the IRS and the State of Texas. The procedures set up by the RGVQG MSQ Committee chairs over 8 years ago were designed with this in mind. These procedures include, but are not limited to:
Recipient Veteran must be a full-time resident of the Rio Grande Valley (RGV).
Full time resident means that their home in the RGV is their true home. They could have a residence that is either owned or rented but make the RGV their home. This might be evidenced by vehicular license plate(s), driver's license, voter registration or resident card...

2. Recipient Veteran knowingly should not be a recipient of more than one MSQ—including in his/her former home state, a Veterans Administration (VA) facility, Veterans of Foreign Wars (VFW) or American Legion.
3. MSQs are presented based on the Nomination Form on the RGVQG Home Page.
4. A MSQ will be given to the person(s) presenting the quilt based on the inventory currently available at or arranged through the Committee Chairperson(s). Arrangements for the pick-up or delivery of the MSQ can be arranged through either of the MSQ Co-chairs. At that time, ownership of the quilt is considered complete and the MSQ will be noted as presented. MSQ Co-chairs are to provide the data to the Community Service Chairperson.
5. Military Service Quilts are the property of the RGVQG. Quilt tops are made at Military Sew Days and by private individuals who either use Guild-provided fabric or fabric an individual provides. In the case of the latter, the quilt top is donated or gifted to the Guild for use in the MSQ program. The RGVQG should not (and must not) have custody of any items that are not Guild property. Nor should the MSQ Committee be asked to, or volunteer to, make any modifications or disposition of any non-Guild owned items. In this case they are not a "gift."
6. Any question regarding the "gift" will be assessed and answered by the MSQ Co-Chairs who retain the right to reject a quilt-top.
7. RGVQG members are encouraged to record any quilt, MSQ or other, they have donated individually, or through their neighborhood association, on the RGVQG Home Form Page for Community Service Donations.
8. We really appreciate and value the time our long arm quilters put into each and every quilt. A short list of suggestions to assist them might include some basic things we can do.

Following is a short list of suggestions:

PREPARING A QUILT TOP TO BE GIFTED TO THE MSQ Committee for Bundling or Sandwiching

- a. Threads should be clipped on the entire back. If any noticeable fraying or missed seams are noted, it's at this point they should be addressed. Resew (and clip) and if fraying, use a product that stops fraying.

b. The quilt top should be “squared up” meaning both sides are equal; top and bottom are equal. Quilt top should be pressed and the border seams pressed flat. Any of our long arming quilters should not be expected to “quilt out” any of our quilting mishaps that may be there.

Basting the quilt top 1/8” from the edge is an awesome gift to the long-arm quilter. If backing is included with a quilt top it should measure 4-6” larger in width and length.

c. Quilt tops which are not ready for long arm quilting may be delayed significantly until a volunteer can be found who will need to take time to tidy up the quilt top.

9. The MSQ Committee appreciates “gifts and donations” be they quilt tops, fabric, batting, backing, cash or check.

10. When a MSQ top is brought to the Committee, it is considered gifted. If there’s a subsequent request for a presentation of a MSQ, a quilt will be assigned. It may or may not be one you have donated. Additionally, the Guild has limited funds, so it would be appropriate to make a donation to the MSQ Committee of the Guild for the materials you are receiving. A donation is not expected from the veteran receiving the quilt. This is our gift to the veteran. Consider this a private matter and not a request for payment for the presented quilt.

After some spirited discussion, Jan Rondeau moved the changes to the MSQ policies be adopted into the Standing Rules. It was seconded by Diana Wolf and the motion carried.

The Newsletter deadline remains the same, next Monday, according to Judy Brown. Judy announced that she plans to step down at the end of the year.

The Nominating Committee submitted the following slate:

President – Marsha Santow

Programs – Jean Waufle, who had withdrawn her name earlier in this meeting. Names were solicited for this position.

Secretary – Mary Camp.

Community Service Outreach may be starting a new group in November, according to Diana Wolf.

Jean Waufle, Programs Chair, has plans to present a program herself on Disappearing Patches quilt blocks this coming Saturday.

Jan Rondeau, Publicity, has submitted an article to Welcome Home RGV and are working on more articles for future placement in several publicity channels. She is also updating the procedure notebook for this position.

Laural Powell, Quilt Show chair, said the committee is continuing to plan the show. The Opportunity Quilt will be presented at the November meeting. The tickets for it will be printed, and fewer will be printed this year than in prior years. The ticket printing cost under \$400 and that was the only expense for the Opportunity Quilt, the wall hanging and the tote bag that are also part of this fundraising effort. Everything else was donated. Bonnie Hall announced registration for the Show is open. So far, seven quilts are registered. We want members outside the Valley to sell tickets, however the logistics need to be refined.

Kathe Letulle stated the Retreat is going very well with only 4 openings for Friendship Star and 4 openings for BlueBonnet Friends.

Leslie Lorenzo is the new Academic Scholarship chair, and the prior chair, Evelyn Fincher is working closely with her.

Debbie Williams thanked Bonnie Hall for so quickly getting the information about the coming Schoolhouse classes on our webpage. Mike Hall commented that we may no longer need to have a minimum of 8 to 10 persons to hold a class as our expenses are lower. However, she noted more students will result in more income for the Guild. We also need an estimate of how many students can fit into the available rooms offered by Trophy.

Bonnie and Mike would like to have some quilts for Show and Tell at the General Meeting.

Jackie Landon announced a Celebration of Life for a newly widowed member. A couple of cards were sent to members for other reasons.

No news about Zoom from the Coordinator, Diane Tewell. Please keep your Zoom software updated.

We still need a Show chair for the next two years after our Show in February of 2022.

Laural Powell noted an inconsistency in the prior month's minutes by Secretary Diana Wolf, and they were corrected. The minutes were accepted as amended.

Respectfully submitted, Diana Wolf, Secretary.