

CBQG Board Meeting
December 2, 2019

Present: Esther Flitcroft, Bonnie Sanderson, Leeja Einglett, Michelle Kloeti, Irene Nelson, Ann Bentley, Rebecca Berry.

Unable to attend: Brenda Gerbec, Judy Wood, Linda Thomas

Discussion Items

- Esther opened the meeting and reviewed the overall purpose: Establish a smooth transition into 2020 and provide continuity for new officers and committee chairs. The overall goals for the guild are to improve membership numbers, promote active involvement, and create an environment of open communication, clear direction, and sensitivity.
- Comments from the discussion included:
 - Develop notebooks for each position (officers and committee chairs) that defines key responsibilities and practical tips to implement.
 - Current officers and committee chairs are summarizing key points that will be put in separate notebooks for each new officer & committee chair. The intent is for this to be added as needed and passed along each year to incoming officers and chairs. Esther and Michelle are collecting information and will be compiling the notebooks.
 - Budget planning: each officer and committee members will submit an anticipated budget (January) so overall budget needs can be better estimated by the time budget is presented to the membership. Anticipated retreat budget will also be submitted. Clarification of what budget items are assigned to what committees or officers was discussed. *(For example, routine chamber fees will be in the administrative budget, while special workshop room fees will be in the program committee.)*
 - Create booklets for new members that include general information about the guild as well as bylaws, the directory, and a membership card
 - Emphasize the importance of wearing name tags at each meeting. Suggestions include encouraging members to be “creative” in making their own name tag and have instructions available for those who want to make their own. Esther challenged board members to be the first to contribute ideas!
 - Begin the year (January meeting) to generate enthusiasm for the activities and programs planned. Becky (2020 Program Chair) reported that their committee has already planned specific programs for the first few months of the year that will be shared at the meeting.
 - January meeting will be devoted to membership and going over the first few programs planned, and coffee/hot-chocolate social time. Retreat information & sign up will not be provided at this meeting, but will be by February & March.
 - Leeja shared a guild practice that developed a 2-year tiered plan for programs where members participated for 2 years: Year 1 (Group 1)- responsible for planning the programs for year 2; Year 2- Group 1 implemented the programs

- they planned in Year 1, while a new group (Group 2) planned the programs for the following year and then implemented those they planned in the next year.
- Charity and comfort quilts: Michelle clarified the difference between the two – Comfort quilts are provided to guild members who have suffered a loss or personal hardship; Charity quilts are provided to outside agencies that may differ in scope or size (e.g., tornado victims, children or women needs, hospital, others). Suggestions include:
 - Create kits with coordinating squares ready to assemble for members to work on at meetings or take home.
 - Be better prepared to respond to “just-in-time” needs (such as tornado, natural disasters) – specific purpose projects seem to generate more involvement.
 - Leeja announced that she does have room to store charity quilt supplies if needed.
 - Michelle provided update on Bylaws – they will be ready in January, 2020 for board to review, and following approval, disseminated to the members to review and vote.
 - Door prizes: Previous discussion questioned the need to have door prizes at each meeting. The general consensus from the discussion at this meeting seemed to indicate keeping at least one door prize, but keep it simple and within reasonable budget. Esther said she still has some door prizes left from last year and donations from members are always welcome. Bonnie shared a practice from another guild where there was a monthly fat-quarter “theme” (color scheme, holiday, pattern, batiks, etc.) each month where members who wanted to participate contributed one fat quarter and then a drawing was held for the collection of those themed fat quarters for that month. No cost to guild, good “stack” of themed fat quarters for lucky winner.
 - Christmas meeting – Flavin’s home, December 12th. Reminder with directions will be sent out prior to meeting. Also, reminder to bring gift card to be distributed to Girls Ranch. Participating challenge quilts will be displayed with votes and gift card for top three. Thank you gift card to Flavin. (Leeja will purchase these gift cards).
 - *12/12/19 update from Leeja: The specific amounts for the gift cards agreed upon for the top 3 was \$25 (first), \$15 (second), and \$10 (third) and \$75 as a thank you for Flavin & her husband. Following the meeting, it was discovered that a minimum of \$20 was available for gift cards, so cash prizes will be given to the challenge winners. A \$75 gas card will be given to Flavin & her husband for hosting the party.*
 - The meeting was adjourned.

Recorded and submitted by:

Bonnie Sanderson
Secretary