

CBQG Board Meeting
January 30, 2019

Present: Sherry Watkins, Kathy Bonafede, Bonnie Sanderson, Harriet Haughton

Discussion points:

- Financial report (2018) and finalize budget (2019) to be presented at February meeting.
 - The Bylaws state that the previous year's financial report is to be presented in January. It was not intentionally omitted but was simply an oversight on the agenda that was not brought to Sherry's attention. A letter from concerned members to the BOD about not following the Bylaws was received and on record. Nola Chambers (CPA) has agreed to do the Audit and will be done by the March meeting.
 - Both the 2018 financial report and the 2019 proposed budget will be presented at the February meeting. Members will receive a copy via email prior to the meeting.
 - Suggestion for Bylaw revision: have the previous treasurer provide the financial report of the previous year at the January meeting since that person is most familiar with the finances of that year.
 - Other financial discussion:
 - Retreat budget – although the revenue and expenses are separate from the regular Guild budget, there still needs to be accountability of revenue/expenses since the Guild is ultimately responsible. This will also help guide future plans and budget preparation for the retreat committee.
 - Door prizes – ticket sales for one month are used to purchase the next month's door prizes. While the process is convenient, the process needs to allow accountability for this cash flow. A cash-count worksheet will be completed by the end of the meeting and given to the treasurer. The door-prize coordinator can still use the collected cash to purchase the next month's door prizes, but receipts for door prizes will be provided to the treasurer.
 - Budget – membership is the primary revenue source so it is important to consider this to guide a realistic budget. Having a reserve fund is important, but a goal of "breaking even" with the funds received should be the driving force. Suggestion for bylaws: goal of \$3000 in reserve fund.
- February Agenda Review
 - Request from members to go back using the Robert's Rules of Order – Sherry has explored and found a brief form for small organizations that will help guide the proper use, especially with voting procedures.
 - Both the financial report (2018) and budget (2019) will be presented by Harriet.
 - Kathy suggests keeping social interaction by all members as an important part of each guild meeting, preferably close to the beginning – does not have to be

long, (example – name, “what is your favorite quilting tool? Or “what machine do you have?”)

- Program
 - February– “Big Stitch” speaker and trunk show – members will be instructed to bring a sandwiched block, needle and skein of thread will be provided by the Guild.
 - Test a Guild Day Meeting – 2-5pm prior to regular Guild meeting (Kathy will coordinate (April meeting?))
 - Mini Retreat – schedule for 3/23 – 9-4pm, to finish up your UFOs or work on current project of choice
 - Small group interest: Have members indicate their preference with sign-up sheet or consider an online interest poll through emaildodo. Debbie has offered her classroom in it doesn’t conflict with a class. *Expressed interest topics include paperpiecing, art quilts, hand applique, English paper piecing, Big Stitch, others?*
- Bylaws
 - Brief review of edits/suggestions – Bonnie will send latest to the BOD for our review/feedback, Sherry will then send to the member committee (*those who signed the letter that suggested a committee be appointed to review*). Goal to get their feedback, send update to the general membership by February meeting, with final vote scheduled for March meeting.
- Next BOD meeting will be determined by Sherry – the Bylaws state quarterly, but since we are all new, additional meetings may be beneficial during the first part of this year.