

SCHOOLHOUSE QUILTERS GUILD – EXECUTIVE MEETING

June 15, 2017 at Buchanan Hall

Present: Janis Davis, Sharon Latham, Patti Kemp, Raelene Robertson

Regrets: Pat McEwen

Call to order at 1:02 PM

1. Additions and deletions to agenda

2. Adoption of Minutes of Executive meeting held May 25, 2017.

Moved: Sharon Latham; Seconded: Janis Davis

3. Treasurer's Report

- Sharon Latham reported that there is a shortfall of under \$500.00 between total rental costs and membership fees. Prepaid membership fees in the amount \$1, 560.00 have been received.
- The Trust Account is at \$12,000 .00.
- The Schoolhouse Quilters rental cheques are to be made out to the order of Cumberland Lamplighter OAPO Society.

4. OLD BUSINESS

- **CVSQ Pins** – Sharon Latham will order the Comox Valley Schoolhouse Quilters pins tomorrow as there is a six to eight week delivery period. The executive decided to order the brighter red schoolhouse with the red roof. She was informed that there will be an additional cost for setup.
- **Store Room Purge** – Raelene Robertson stated that the store room is cluttered and should be cleaned at the end of each summer. This year's clean- up is scheduled for July 13, 2017 starting at between 9:00 AM to 10:00 AM.
- Raelene Robertson will contact Pat McEwen as to when she will be in town to help remove the tape adhesive from our electrical extension cords.
- Raelene Robertson volunteered to submit the September President's Message for the newsletter.

- Patti Kemp will send a second email to the following Committee Chairs to submit their 2016-2017 Year End Committee Reports as well as 2017-2018 Committee Budget Reports by July 1, 2017: Community Quilts, Venue, HAQ, Library and Newsletter.

5. Committees

- **Workshops** – Eva Hansen asked Sharon Latham to check the expenses paid out for Workshops, as she was unsure of the remaining funds available. The committee bought a lock and bag to secure supplies for workshop days. Also, they were thinking of having a workshop draw for a free workshop as a reward for past attendees and one for the general membership to encourage a new member to try a workshop. Eva asked that a key be given to Workshops to make it more convenient to open and to close on the weekends. Raelene Robertson agreed to pass on her spare key. Eva Hansen showed her list of attendees for workshops. As the year progressed it documented an increasing number of no shows requesting refunds. It was determined that the cancelation policy be clearly printed on the receipts.
- **Retreats** – Beverley Luck submitted a report for the fall and the spring Camp Homewood retreats which were both expanded to four nights. There were 34 quilters at the fall retreat and 38 quilters attending the spring retreat. Funds collected through silent auctions and donations were used for draw prizes for the next retreat and for staff donations of \$500.00 and \$600.00.
- **Program** – Janis Davis requested the same \$500.00 budget as last year for programs. Programs have been planned for this fall and early into the new year. Eileen Neil, Kismet and Cindy's Threads have shown interest in attending.

- **Kitchen** – Bonnie Lineker submitted a spreadsheet showing an opening balance of \$134.00, deposits of \$140.00 collected and expenses of \$77.00 leaving \$197.00 remaining. She added that some supplies were donated by the kitchen staff.

6. New Business

- Our next Executive Meeting will be held on August 24, 2017 to which the new executive will be invited to attend.
- Sharon Latham and Raelene Robertson thought that the new Angela Walters second quilting book would be a good addition the library.

Meeting was adjourned at 2:45 PM.