

SCHOOLHOUSE QUILTERS GUILD – EXECUTIVE MEETING

Thursday, June 14, 2018

Present: Janis Davis, Jan Hill, Myra Shearer, and Eva Hansen

Regrets: Sharon Latham

Called to order at 3:10 PM

- 1. Additions and deletions to agenda - none**
- 2. Adoption of Minutes of Executive meeting held June 14, 2018**
- 3. Moved:** Jan Hill; **Seconded:** Janis Davis
- 4. Treasurer's Report – none**
- 5. Secretary's Report - none**
- 6. OLD BUSINESS**
 - **Post Office Box Change** – The post office box will change locations, from Comox to Cumberland, August 2. Myra will arrange the new box and will need a cheque for this. Jan will get the cheque book (and deposit books) from Sharon and will arrange for Myra to have a cheque available. Once the new box number is known, change of address will have to be sent out. CQA insurance and membership need to be notified, as well as the address labels the various groups that Community Quilts donate to. Myra will look for the CQA insurance documents in the old binders in the library as well as notifying the various groups that send us mail.
- 7. Committees**
 - **Committee Reports** Most of the committees turned in reports and budget requests for next year. All committees that receive funds from the guild need to submit a yearly committee and financial report. A brief job description would be useful, especially if the committee head is changing. The Program, Library and Word Search committees have not yet turned in reports and Myra will send out an email to them requesting these. Committee reports and budget requests should be sent

to the Executive by the **August 23, 2018**, (which is the date of the next Executive meeting), so funds for the upcoming year can be allocated to that committee.

8. New Business

- **Next Executive Meeting** – the next Executive Meeting will be on August 23, 2018 at 1 pm. The present Executive as well as Future Executive members should attend this meeting. Committee heads are welcome to attend if they are interested. Jan also felt that committee heads should attend at least 2-3 Executive Meetings during the year, and she would like all Committee Heads attend the October 18 Executive meeting. There will be a notice about this in the July newsletter. Janis mentioned that the Program Committee will have definite payment guidelines next year.

9. Other Business

- **Credit Union** - It had been suggested to the Executive that the location of the Credit Union used by the guild be changed from Courtenay to Cumberland. Terry Essery felt that it would be more convenient for future treasurer's to have banking facilities closer to the hall and that it might help make it easier to interest members in the position of treasurer in the future. The Executive had hoped to check into the possibility of changing to the First Credit Union Cumberland Branch, but it has now been decided not to pursue a change at this time.
- **Signing Authority** – At the August 23 Executive Meeting, the present Treasurer will hold a short meeting authorizing the change of executive for the signing authority at the Credit Union. Then that letter will be taken to the Credit Union and changes will be made for the upcoming year. The rent cheques for next year

need to be paid by cheque and delivered to the OAP rep (Evelyn Bower) by September 1.

- **Newsletter** – Eva Hansen had a question regarding changing the look of the newsletter, specifically the header and name. After some discussion, it was decided that she was free to make any changes she felt were necessary and if there were any concerns, they would be addressed at a later time.

Meeting was adjourned at 4:00 pm.