



Longmont Quilt Guild Board Meeting
Via Zoom Call
December 7, 2021

***Approved by the LQG Board Via Email Vote on
December 30, 2021***

Attendees:

Voting Members

Nancy Clair, Teresa Creech, Alison Doberstein, Caroline Heinbuch, Kathy Jamieson, Carla Javornik, Wenda Lewis, Kaitlyn Payne, Debra Stebbins, Jan Timmons, Von Yetzer

Non-Voting Members:

Paula Ball, Kaye Burch, Ruth Renfro, Terri Tillmann, Joann Villamarin

Quorum = 10; Quorum Met

Call to Order:

President Debra Stebbins called the meeting to order at 6:34 p.m.

President – Debra Stebbins

Plans for the December Guild meeting were discussed.

- To date, 60 members had RSVP's to be in attendance so it will be held in person, with the Zoom option also available. The meeting will be set up in the Church's Social Area with a maximum of six people sitting at each table. Individual bagged refreshments, bottled water, Bingo cards and markers will be provided for all attendees.
- A slide show of 2021 Guild activities will be running before the meeting and while members are filling out their Bingo cards. **ACTION: Debra Stebbins to inform Church technical staff of the electronic needs for the meeting. One software platform is preferred. Carla Javornik to investigate Google Slide software.**
- Meeting Order: Welcome, Sew & Tell, Secretary, Outreach, Block of the Month, Membership, Advertising, Programs, Retreats, announcement of open Board positions, Bingo and prizes.
- Members attending via Zoom will be involved with Bingo and for prizes. **ACTION: Debra Stebbins to forward Bingo card to Kaitlyn for posting on Guild's website. A link to the Bingo card will be included in the December meeting notice. Joann Villamarin will monitor members on Zoom.**

Vice President – Debbie Hartman:

Working virtually with Board members to plan the Holiday Party and the Secret Sew Sister.

Secretary – Von Yetzer:

- Draft Minutes from the November 2 Board Meeting and the November 9 Guild meeting were submitted for approval. ***Motion was made by Nancy Clair to approve the Minutes as revised. Seconded by Teresa Creech. Unanimous approval. ACTION: Von to finalize minutes and forward them to the Webmaster for posting on the Guild's website.***
- The Draft 2021 Annual Report was distributed to all Board members for their review. Von thanked all members for getting their input to her for the draft. ***ACTION: All Board members to provide their Annual Report comments/changes to Von by Monday, December 20. Wenda Lewis to provide end-of-year financial statements to Von by December 28. Von Yetzer to distribute the 2021 Annual Report to Board members for an on-line approval vote, which must be finalized by December 31.***

Treasurer—Wenda Lewis:

- Most of the activity this month has been receipt of 2022 dues payments.
- Reimbursement checks have been issued. ***ACTION: Board members to submit Reimbursement Requests for all remaining 2021 expenses to Wenda Lewis by Friday, December 17, so she can finalize the end-of-year reports.***
- End of November Financial Reports are included at the end of this document.

Committee Reports:

Bees – Paula Ball:

No report submitted.

Block of the Month – Ruth Renfro:

- The final Block of the Month (BOM) drawing will be held during the meeting. A version of the finished quilt using all the 2021 blocks will be shown.
- The 2022 BOM will be based on Scott Flanagan's "Warmth of our Stars" pattern.
- It was suggested that a separate BOM page be added to the website. Also, that BOM be featured one Saturday a month during Sew and Be Social.
- Discussion ensued about ways to encourage more Guild members to participate in BOM, or to re-imagine it in a different way. Referred to 2022 Board.

Correspondence Secretary – Sharon Kaiser

Eighteen birthday cards were sent to members in December.

Historian – Kaye Burch:

A slide show is being prepared for the December Guild meeting, showing 2021 Guild activities.

ACTION: Board members to send pictures to Kaye Burch for the slide show.

Library – Terri Tillmann:

Very little activity. Most books checked out are the novels. Members aren't checking out quilting books.

Membership – Sandi Harmon:

- The Guild currently has 231 members, two of whom are junior members. Thirty were new members.
- 1,000 membership cards were ordered from PostNet; they should last for several years.
- 2022 Membership Applications and payment have been received from 72 members. One of them is a junior member, and two are new members.
- The online registration/payment option for joining the Guild is almost ready to go live.

Newsletter – Carla Javornik:

- All 2021 newsletters have been published. Work has begun on the January/February 2022 edition. **ACTION: Deadline for articles, information, advertising, etc. is December 20.**
- Working with Terri Tillmann, the 2022 Newsletter Chair, to find a software program that she can use.
- A list of advertisers that will be continuing for 2022 is needed.

Outreach – Nancy Clair:

- The November 11 Outreach Sew Day was very successful, with many members participating.
- The Outreach porch bins have been removed until after the first of the year.

Programs – Jan Timmons:

- The 2022 Programs schedule is complete. Plan to create a 2022 Programs Committee; also need a new Programs Chair to schedule for 2023.
- Registrations for Scott Flanagan's March workshop will begin in January.

Publicity/Advertising – Caroline Heinbuch:

Emails were sent out to past advertisers. Follow-up calls or visits will begin in the next week.

ACTION: Board members to send potential advertiser contact information to Caroline.

Quilt Show – Alison Doberstein:

Ribbons were handed out to the Viewer's Choice winners during the November Guild meeting. Jo Pickett will Co-Chair the Quilt Show with Alison in 2022.

Raffle Quilt:

Games Manager – Teresa Creech:

No activity.

2022 Quilt Production – Debra Stebbins:

The quilt top is finished and had been sent to Susan Sears for quilting.

Retreats – Kathy Jamieson

- The Retreats Committee held their second successful In-Town Retreat this year, November 12-14, at the Moose Lodge.
 - In total, 47 members signed up for 1, 2 or all 3 days. There were 45 attendees on both Friday and Saturday, and 39 on Sunday.
 - A new table arrangement was used to maintain a safe distance among members.
 - The Retreats Committee and Guild members who are also Moose members created a coverage schedule that helped share the workload.
 - There was a good turnout of Guild volunteers to assist with set-up and take-down, which made both events go quickly.
- It's probably too soon to host the Spring Mountain Retreat at Highlands in May. An alternate In-Town Retreat is being investigated. Highlands is still holding our deposit, which will continue so we can keep our calendar spot for a future retreat.
- Because of COVID, the Guild has cancelled four retreats in the last two years with Highlands. Other groups have also done so, and as a non-profit organization Highlands is struggling financially. ***Motion was made by Alison Doberstein to make a donation of \$1,000 to Highlands. Seconded by Von Yetzer. Voting: 9 "yes," 1 "no," 1 "abstain."***

Sew and Tell – Monique Plamondon:

- The November Sew & Tell presentation focused on Military Outreach quilts.
- It was noted that members on the Zoom call have difficulty seeing the Sew & Tell presentations. An alternate method will be tried in December—using a flash drive on the Zoom computer. An assistant is needed to help advance the pictures.

Social Media – Kaitlyn Payne:

Posted about the Quilt Show being available online and have had a decent number of views and likes on that post.

Ways & Means – Sheila Boettcher:

Nothing to report this month.

Website – Kaitlyn Payne:

- Worked with Membership to get the online membership form and payment software set up. It is almost ready for launch.
- Updated website information as requested by Board members.

The meeting was adjourned at 8:12 p.m.

Respectfully Submitted,
Von Yetzer, Recording Secretary

NOVEMBER 2021 END-OF-MONTH FINANCIAL REPORTS

11:38 AM
12/05/21
Accrual Basis

Longmont Quilt Guild Balance Sheet As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	20,351.94
Raffle Account	1,369.20
Cash	120.00
Reserve Account	15,513.26
Total Checking/Savings	37,354.40
Other Current Assets	
Prepaid Expenses	9,266.62
Raffle Prize	271.95
Undeposited Funds	1,313.00
Total Other Current Assets	10,851.57
Total Current Assets	48,205.97
TOTAL ASSETS	48,205.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Membership Revenue	2,423.00
Total Other Current Liabilities	2,423.00
Total Current Liabilities	2,423.00
Total Liabilities	2,423.00
Equity	
Opening Balance Equity	30,780.41
Unrestricted Net Assets	13,794.82
Net Income	1,207.74
Total Equity	45,782.97
TOTAL LIABILITIES & EQUITY	48,205.97

11:50 AM

12/05/21

Accrual Basis

Longmont Quilt Guild
Profit & Loss Budget vs. Actual
 January through November 2021

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Advertising income				
Advertising Newsletter	1,504.00	346.00	1,158.00	434.7%
Advertising Roster	136.00	200.00	-64.00	68.0%
Total Advertising income	1,640.00	546.00	1,094.00	300.4%
Donations				
Cash Back Programs	0.00	250.00	-250.00	0.0%
Cash Donations	196.79	250.00	-53.21	78.7%
Total Donations	196.79	500.00	-303.21	39.4%
Interest income	1.85			
Membership Income				
Badge Fees	36.00	0.00	36.00	100.0%
Guest Fees	0.00	50.00	-50.00	0.0%
Membership Dues	6,780.00	6,000.00	780.00	113.0%
Total Membership Income	6,816.00	6,050.00	766.00	112.7%
Program Income				
Class Fees	2,480.00	3,275.00	-795.00	75.7%
Total Program Income	2,480.00	3,275.00	-795.00	75.7%
Quilt Show Income				
Quilt Show Entrance Fees	1,840.00	2,125.00	-285.00	86.6%
Quilt Show Sponsorship	445.00			
Total Quilt Show Income	2,285.00	2,125.00	160.00	107.5%
Raffle Income	0.00	2,500.00	-2,500.00	0.0%
Retreat Fees				
Retreat Fees, In-Town	2,400.00	2,850.00	-450.00	84.2%
Retreat Fees, Mountain	0.00	10,334.00	-10,334.00	0.0%
Total Retreat Fees	2,400.00	13,184.00	-10,784.00	18.2%
Ways and Means				
Fundraising Events	8,618.50	4,450.00	4,168.50	193.7%
Shipping Fees	80.00			
Miscellaneous Sales	100.00			
Sponsorships	445.00			
Total Ways and Means	9,243.50	4,450.00	4,793.50	207.7%
Total Income	25,063.14	32,630.00	-7,566.86	76.8%
Gross Profit	25,063.14	32,630.00	-7,566.86	76.8%
Expense				
Correspondence				
Cards & Supplies	90.89	175.00	-84.11	51.9%
Postage	155.80	125.00	30.80	124.6%
Total Correspondence	246.69	300.00	-53.31	82.2%
Facilities				
Audio/Visual	200.00	600.00	-400.00	33.3%
Building Use - Churches	1,130.00	1,480.00	-350.00	76.4%
Total Facilities	1,330.00	2,080.00	-750.00	63.9%
Financial/Non-Profit Expenses				
Credit Card Charges	0.85	50.00	-49.15	1.7%
State and Federal Fees	80.00	40.00	40.00	200.0%
Total Financial/Non-Profit Expen...	80.85	90.00	-9.15	89.8%

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12/05/21

Accrual Basis

Longmont Quilt Guild
Profit & Loss Budget vs. Actual
 January through November 2021

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Guild Memberships				
CQC Membership	0.00	30.00	-30.00	0.0%
QOV Membership	0.00	30.00	-30.00	0.0%
Rocky Mountain Quilt Museum	0.00	150.00	-150.00	0.0%
Total Guild Memberships	0.00	210.00	-210.00	0.0%
Management and Admin Costs				
Equipment Purchases	1,447.54	1,959.00	-511.46	73.9%
Historian	0.00	20.00	-20.00	0.0%
Hospitality Supplies	153.88	400.00	-246.12	38.5%
Insurance	1,039.00	1,250.00	-211.00	83.1%
Library	9.76	50.00	-40.24	19.5%
Office Supplies	109.29	60.00	49.29	182.2%
PO Box Rental	0.00	95.00	-95.00	0.0%
Postage	230.00	250.00	-20.00	92.0%
Quilting Bees	150.00	1,350.00	-1,200.00	11.1%
Replenishment, Repair of Equi...	184.68	200.00	-15.32	92.3%
Scholarships	40.00	250.00	-210.00	16.0%
Sponsored Prize Money	0.00	75.00	-75.00	0.0%
Storage Unit Rental	3,214.00	2,862.00	352.00	112.3%
Website Form Plugin	39.50			
Total Management and Admin Co...	6,617.65	8,821.00	-2,203.35	75.0%
Management Reserve	731.69	601.00	130.69	121.7%
Membership Expense				
Badge costs	0.00	80.00	-80.00	0.0%
Membership Packets	0.00	125.00	-125.00	0.0%
Total Membership Expense	0.00	205.00	-205.00	0.0%
Online Presence				
Online Access	588.50	800.00	-211.50	73.6%
Web Support	264.00	264.00	0.00	100.0%
Total Online Presence	852.50	1,064.00	-211.50	80.1%
Outreach				
Comfort Quilts	21.45	100.00	-78.55	21.5%
Community Outreach	1,351.27	1,750.00	-398.73	77.2%
Military Outreach	413.80	900.00	-486.20	46.0%
Pink Quilts	291.53	300.00	-8.47	97.2%
Quilts for Kids	180.89	200.00	-19.11	90.4%
Total Outreach	2,258.94	3,250.00	-991.06	69.5%
President's Quilt				
Materials	100.63	150.00	-49.37	67.1%
Quilting	302.67	300.00	2.67	100.9%
Total President's Quilt	403.30	450.00	-46.70	89.6%
Printing Costs				
Newsletter	301.50	640.00	-338.50	47.1%
Roster	81.57	175.00	-93.43	46.6%
Total Printing Costs	383.07	815.00	-431.93	47.0%
Programs				
Facility Rental	100.00	500.00	-400.00	20.0%
Honorariums or Lecture fees	4,600.00	5,650.00	-1,050.00	81.4%
Programs Miscellaneous	0.00	200.00	-200.00	0.0%
Speaker Reimbursement	1,441.10	2,096.00	-654.90	68.8%
Total Programs	6,141.10	8,446.00	-2,304.90	72.7%
Publicity	276.03	400.00	-123.97	69.0%

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12/05/21

Accrual Basis

Longmont Quilt Guild
Profit & Loss Budget vs. Actual
 January through November 2021

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Quilt Show Expenses				
Awards	422.28	200.00	222.28	211.1%
Building Rental	318.75	425.00	-106.25	75.0%
Database	169.00	175.00	-6.00	96.6%
Office Supplies, Copies	332.99	100.00	232.99	333.0%
Advertising	522.33	400.00	122.33	130.6%
Table and chair rental	125.00	50.00	75.00	250.0%
Miscellaneous Expense	30.73			
Total Quilt Show Expenses	1,921.08	1,350.00	571.08	142.3%
Raffle Expense	130.80			
Reconciliation Discrepancies	20.00			
Retreat Expenses				
In-town Facilities	1,600.00	2,000.00	-400.00	80.0%
Miscellaneous	104.81	200.00	-95.19	52.4%
Mountain Expenses	0.00	7,676.00	-7,676.00	0.0%
Retreat Expenses - Other	0.00			
Total Retreat Expenses	1,704.81	9,876.00	-8,171.19	17.3%
Ways and Means Expenses				
Fundraising Events	368.58	500.00	-131.42	73.7%
Shipping Costs	77.80			
Fees	310.51	250.00	60.51	124.2%
Total Ways and Means Expenses	756.89	750.00	6.89	100.9%
Total Expense	23,855.40	38,708.00	-14,852.60	61.6%
Net Ordinary Income	1,207.74	-6,078.00	7,285.74	-19.9%
Other Income/Expense				
Other Expense				
Unclassified Expense	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,207.74	-6,078.00	7,285.74	-19.9%