



Longmont Quilt Guild Board Meeting Via Zoom Call

January 22, 2022

Attendees:

Voting Members

Position	Chair	Present Y/N
President	Carla Javornik	Y
Vice-President	Kathryn Welch	Y
Secretary	Lynn Schultz	Y
Treasurer	Wenda Lewis	Y
Outreach	Nancy Clair	Y
Membership	Deborah Norton	
Newsletter	Terri Tillman	Y
Programs	Terry Helman and Jan Timmons	Y
Publicity/Advertising	Caroline Heinbuch	Y
Quilt-Show	Alison Doberstein	Y
Raffle Quilt-Games Mgr.	Teresa Creech	Y
Retreats	Kathleen Jamieson	Y
Ways & Means	Dana Thompson	Y
Webmaster	Kaitlyn Payne	Y

Non-Voting Members:

Position	Chair	Present Y/N
Beekeeper Queen	Debra Stebbins	Y
Block of the Month	Ruth Renfro	Y
Correspondence Secretary	Sharon Kaiser	Y
Equipment Manager		
Historian	Kaye Burch	Y
Librarian	Terry Tillman	

Position	Chair	Present Y/N
Raffle Quilt-Production		
Sew & Tell	Monique Plamondon	Y
Social Media	Kaitlyn Payne	Y
Outreach:		
Community Outreach	JoAnn Villamarin	Y
Military Outreach	Paula Ball	
Quilts for Kids	Dawn Hunter & Jan Timmons	Y
Pink Quilts	Wendy Crawford	Y
Comfort Quilts	Diane Arnett	

Quorum = 10; Quorum Met

Call to Order:

President Carla Javornik called the meeting to order at 1:06 PM

Business Discussed:

Kathy Welch:

- a. Discussed having every other week on a Sunday.
- b. 10 People sewed at the last one.
- c. Need to do survey on interest to have a weekday version.
- d. The line is always open, so if people want to get together and sew, that's okay.
- e. Teaching Sessions/Sew a Longs – were discussed but no decisions were made on these.
- f. Dana should take advantage of the Sew and Be Social for 'Ways and Means'
- g. ACTION ITEM:
 - 1.

February Guild Meeting

- h. Outreach Sew day In Person, Zoom or a hybrid? Hybrid will be tried.
- i. No decision on cupcakes versus a cake, for guild anniversary.
- j. ACTION ITEM: A blast needs to go out with a sign-up to see how many people will be there in person.
- k. Dana is planning on having 'fabric' available for anyone in person or on zoom who would like to make a quilt for auction.
- l. ACTION ITEM: Need to contact Glen at the moose to reserve the room for the sew day.
- m. ACTION ITEM: for a hybrid sew day we need someone to be in charge of the laptop and camera.
- n. ACTION ITEM: We will need someone at home/virtual to help run the zoom portion of the meeting.

Guild Laptop/Webcam

- a. \$1000 has been budgeted for this expense.
- b. ACTION ITEM: Kaitlyn Payne will research the best laptop / Webcam to get and bring information to the next board meeting.
- c. Committee for this will include Terri Tillman and Kaitlyn Payne.
- d. Criteria for laptop/Webcam, wireless and Bluetooth, with quick share capabilities.
- e. If the equipment costs more than \$1000 the board will need to approve the expense.

Wenda Lewis: Expense reimbursements

- a. Last year the Adobe form didn't work quite as expected. The process will change this year.
- b. Email will work, in the subject line: Name of Person getting reimbursed, and the amount of the check.
- c. Send a copy of the receipt with the email, in a medium picture format.
- d. Make sure the receipt is readable before the picture is taken, make sure it is as flat as possible.
- e. Remember to include your address in the email in order for Wenda to mail you the check. Otherwise, you will not get reimbursed until the next guild meeting.

Kathleen Jamieson: Retreats

- a. Fall/Spring Retreats have contracts in place. The 'Moose' is reserved for the intown retreat, as is the Presser Foot.
- b. DISCUSSION ITEM: Should the Spring Retreat be in town instead of out of town? Further discussion and research to be done to determine the direction.
- c. ACTION ITEM: At the next board meeting a decision should be discussed and made.
- d. ACTION ITEM: Verify the Moose is available and bring the information to the next board meeting.

Dana Thompson: Ways & Means - Quilt Auction - challenge ideas - fabric giveaway

- a. Free Form Challenge – teams or individuals
- b. Will be combining the advertising for both the auction and the quilt show together.
- c. Can't move quilt show date, the fairgrounds are all booked up.
- d. Include Auction information in Email Blasts for Advertising.
- e. Include advertising other places, so people get their money's worth.
- f. DISCUSSION ITEM: Advertising details include the following,

Alison Doberstein: Quilt Show Challenge Category

- a. ACTION ITEM: The 'Challenge Category' will not be included this year.
- b. Bees for Quilt Show, Debra will follow-up with them to get their plan and let the quilt show know.
- c. Slideshow will be included.
- d. Bees need to determine how to show case their work for the quilt show.

Kaitlyn Payne: Website Revamping

- a. The website really needs revamping.
- b. Will use the same software WordPress, and will host, plus do the backups.
- c. New pictures and functionality will be added.

- d. Make the website more useable, feature the Bees and tutorials and classes (YouTube) by members with great quilting techniques.
- e. Teresa Creech would like to be involved in the developing of the 'new' website.
- f. ACTION ITEM: Bring updated version of the website to the Board Meeting for previews and approvals of the changes.
- g. Current backend of the website is hard to manage, this new format will be easy to hand over to a new webmaster when the time comes.

Terri Tillman: Library

- a. There is not much interest in the books in the library, the same people only check out the novels not the quilting books.
- b. The books are pretty old, and they are culled every year, especially if they are over 20 years old.
- c. The library will need a new home very soon, the church will not be able to house it much longer.
- d. Maybe a interest in magazines, but not super old ones. We might need to get subscriptions to some.
- e. Keep the books of the speakers or get new books as we get new speakers.
- f. ACTION ITEM: The 'Library of Rulers' send out information in the blast to see if guild members have rulers they would like to donate, and how to track the checking out of them.
- g. ACTION ITEM: Take books and rulers to the guild sew days, to see if there is interest generated there.

Teresa Creech: Raffle Quilt

- a. Looking at venues to show this year's quilt, mainly outdoor shows and the farmers market come to mind.
- b. ACTION ITEM: A survey will need to be created/developed by Teresa in order for Kaitlyn to post it on the website. Also, a survey on the Presidents Blast to get volunteers and areas where the quilt can be displayed and tickets sold.
- c. Discussion on how guild members do not want to sell raffle tickets or be required to buy them.
- d. ACTION ITEM: Have the quilt at the quilt show to display the quilt and sell tickets.
- e. Discussion to sell raffle tickets on-line, the problem is only one account can be tied to the auction, and the money can't go into the guilds account.
- f. Maybe change the format on how the tickets are sold, 7 tickets for \$5.00 .
- g. If we display our quilt at other Guilds, we will be expected to do the same for them, we don't have the room at the church to do this.
- h. DISCUSSION ITEM: The method for people buying raffle tickets should be expanded to include Venmo, cash/check is too limiting. We need to decide if this is a viable option for the raffle quilt.
- i. The raffle quilt will be unveiled at the March meeting, this could be done via Zoom if we need to.
- j. 2023 Raffle Quilt, if we are going forward will need a committee to begin working on the quilt design.
- k. DISCUSSION ITEM: Cheryl O'Bannon is helping with the 2023 Quilt. We need to find out if she has any interest in working next year on the raffle quilt as the Chair.

- l. DISCUSSION ITEM: We can raffle anything since we have a license, it does not have to be a quilt, a sewing machine or a nice retreat could also be raffled.
- m. ACTION ITEM: Discussion of the 2023 Quilt needs further discussion and needs to be included in the next board meetings discussion.

Wendy Crawford: Pink Quilts

- a. There are 26 quilt kits ready for sewing
- a. It was recommended that the same quilter complete the entire quilt, so the seam allowances are not an issue on the construction of the top.
- b. Last year there were 12 quilts made and presented, although 19 individuals were nominated to receive one.
- c. The current pattern takes 6 hours to complete.
- d. There is one roll of batting for the Pink Quilts, one roll of batting will complete 20 quilts is estimated. Additional batting would be required in order to complete 6 additional quilts.
- e. We also need more longarm quilters to step up and quilt the additional quilts.
- f. DISCUSSION: In the past each year has a different Pink Pattern, to differentiate the years, it was suggested we use the same pattern year after year so they all look the same. This subject needs further discussion, so the best approach can be made.
- g. DISCUSSION: It was suggested the unawarded quilts be passed to the next years receipts if not all are awarded in a calendar year.
- h. DISCUSSION: Additional discussion needs to take place regarding the use of the same pattern from year-to-year. This is not a typical practice for the guild.
- i. August Sew day is typically a good day to get a lot of pink quilts completed, the pattern includes detailed instructions and how to make sure you are stitching a ¼ inch seam.
- j. Need a sign-up sheet for the pink quilts to know who is working on them.
- k. What is a reasonable expectation on the number of pink quilts to be donated each year, if we do 26 in 2022, will that be the expectation for 2023?
- l. Domestic machines can also be used to quilt the pink quilts, professionals are not the only ones that can be used.
- m. Should our donations be expanded to include men's health problems since we now have men in the guild?
- n. VOTE: There was a vote with a 2nd and motion to proceed this year with the making of the 26 quilts.

Monique Plamondon: Sew & Tell – Hybrid

- b. There has been lots of positive feedback for the zoom Sew N Tell portion of the meeting.
- c. If there is a live meeting and people bring their quilts to the meeting, but it should also be included in the zoom presentation.
- d. Typically Sew N Tell never takes the complete ½ hour allocated to it.
- e. ACTION ITEM: Monique, please determine the best method how to accomplish a hybrid Sew & Tell.
- f. There will be no Sew & Tell at the February Sew Day.

Ruth Renfro: Block of the Month

- a. Misconceptions about the upcoming pattern, the size is 72" x 72"
- b. There are 36 total blocks in the quilt.

- c. If the quilter wants to complete the entire quilt, then the directions will be different if they just want to do one block.
- d. The quilter gets to choose their own colors, the guild is not dictating the colors.
- e. The last block will be in October, if the quilter wants their quilt in the 'Guild Quilt Show' they can get the last block earlier.
- f. ACTION ITEM: Need to include a picture and quilt yardages to the website.

Deb Stebbins: Mystery Quilt

- a. Currently there are 34 people signed up.
- b. Clues 1st Monday of each month.
- c. Need to construct what is directed in the clue. The clue will not say how you have to make the component.
- d. All clues can be cut and sewn in 2 hours.

The meeting was adjourned at 5:00 PM

Respectfully Submitted,
Lynn Schultz, Recording Secretary

9:07 AM

12/30/21

Accrual Basis

Longmont Quilt Guild

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	19,743.42
Raffle Account	1,238.88
Cash	120.00
Reserve Account	15,513.38
Total Checking/Savings	36,615.68
Other Current Assets	
Prepaid Expenses	9,937.36
Raffle Prize	402.27
Total Other Current Assets	10,339.63
Total Current Assets	46,955.31
TOTAL ASSETS	46,955.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Membership Revenue	3,679.59
Total Other Current Liabilities	3,679.59
Total Current Liabilities	3,679.59
Total Liabilities	3,679.59
Equity	
Opening Balance Equity	30,780.41
Unrestricted Net Assets	13,794.82
Net Income	-1,299.51
Total Equity	43,275.72
TOTAL LIABILITIES & EQUITY	46,955.31

9:10 AM

12/30/21

Accrual Basis

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

	Jan - Dec 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	1.97			
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	25,063.26	32,630.00	-7,566.74	76.8%
Gross Profit	25,063.26	32,630.00	-7,566.74	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	300.00	600.00	-300.00	50.0%
Building Use - Churches	1,280.00	1,480.00	-200.00	86.5%
Total Facilities	1,580.00	2,080.00	-500.00	76.0%
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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12/30/21

Accrual Basis

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

	Jan - Dec 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	406.94	400.00	6.94	101.7%
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	225.00	1,350.00	-1,125.00	16.7%
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	3,214.00	0.00	100.0%
Website Form Plugin	39.50			
Total Management and Admin Co...	6,945.71	9,173.00	-2,227.29	75.7%
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	1,680.02	1,750.00	-69.98	96.0%
Military Outreach	915.16	900.00	15.16	101.7%
Pink Quilts	291.53	300.00	-8.47	97.2%
Quilts for Kids	180.89	200.00	-19.11	90.4%
Total Outreach	3,089.05	3,250.00	-160.95	95.0%
President's Quilt				
Materials	120.58	150.00	-29.42	80.4%
Quilting	282.72	300.00	-17.28	94.2%
Total President's Quilt	403.30	450.00	-46.70	89.6%
Printing Costs				
Newsletter	400.70	640.00	-239.30	62.6%
Roster	81.57	175.00	-93.43	46.6%
Total Printing Costs	482.27	815.00	-332.73	59.2%
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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12/30/21

Accrual Basis

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

	Jan - Dec 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	228.00	104.99	146.0%
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	1,478.00	443.08	130.0%
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	1,000.00	7,676.00	-6,676.00	13.0%
Retreat Expenses - Other	0.00			
Total Retreat Expenses	2,704.81	9,876.00	-7,171.19	27.4%
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	26,362.77	39,188.00	-12,825.23	67.3%
Net Ordinary Income	-1,299.51	-6,558.00	5,258.49	19.8%
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	-1,299.51	-6,558.00	5,258.49	19.8%

