

Tucson Quilters' Guild  
Business Meeting  
May 7, 2014

Meeting called to order by Reilly Zoda at 9:32 am.

- 8 Board members present.
- 13 Committee Chairs present.
- 4 Members present
- 0 Guests present

**Attendees:** Kathryn Barton, Mary Bazzano, Lita Doesken, Connie German, Evelyn George, Judy Gilmartin, Kathy Harris, Barbara Heiman, Marie Luongo, Christine McCollum, Ruth Martin, Mary Meserve, Fran Needham, Lois Podolny, Meg Silvern, Roberta Sipes, Joan Swanson, Alice Wilder, Reilly Zoda

**Secretary:** Barbara Heiman-Minutes distributed via email on April 16, 2014. Connie German moved to approve the minutes. The motion was seconded by Mary Meserve and passed.

**Treasurer:** Kathy Barton presented the treasurer's report. Details are attached at the end of these minutes. The net negative change is primarily due to programs. Kathy also noted that, in support of the corporation filing due in June, she had forms that all board officers need to complete and sign.

Joan Swanson moved to approve the Treasurer's Report. The motion was seconded by Kathy Harris and passed.

The guild conducted an independent audit of the books. There were 4 significant findings:

- 1) Petty cash of \$200 needs to be accounted for or the books need to be adjusted.
- 2) Our books have become overcomplicated for the tax preparer and she has suggested a revamping of the chart of accounts.
- 3) We need to find a person other than the Treasurer to take over a review of insurance policies.
- 4) It is recommended that we need a plan for distributing investment funds at a higher level.

Mary Meserve noted that membership has \$50 of the petty cash. It is hypothesized that the library also has some of the petty cash. Whether this accounts for all \$200 is unknown. Fran suggested a better way of booking this seed money that membership, library and perhaps other committees have. The detailed report of the audit is attached at the end of these minutes.

**Vice President/By-Laws:** Sally Dickinson

- No report

**Endowment/Donations:** Marie Morris

- No report.

**Quilt Show:** Dave Kuskulis/Joan Swanson

- The Quilt Show Committee is still considering whether or not to sell DVDs. If so, a chairman is still needed.

**Membership:** Mary Meserve

- We currently have 439 members.
- Alice Wilder will be covering membership for the May meetings.

**Programs:** Connie German/Janet Rupp

- Sign-ups for Carol Ann Waugh workshops in October are now open.
- This month's class with Jane Sassaman is filled.

**Members-at-large:** Roberta Sipes/Kathy Harris

- Roberta has taken several comments, suggestions, and questions from members. The current ones are as follows:
  - The Guild should have bottled water available for sale. The board meeting attendees declined.
  - Could a modern quilt category be added to the Quilt Show? The question was referred to the Quilt Show Committee.
  - Since members use both men's and women's restrooms, especially for the day meeting, could everyone (*i.e.*, male attendees) use the cubicles so the restrooms are unisex?
  - Could we get member name tags made? Roberta offered to organize with sign-up sheet for those interested. As orders will be taken on a pre-paid basis, there is no need to use Guild funds for this purpose.

**Bears:** Christine McCollum

- Christine has identified a new member, Donna McQuiggan, to help with Tuesday night meeting coverage.

**Bees:** Ruth Martin

- There are 9 open bees and 16 closed bees. Ruth is attempting confirmation that the 16 closed bees are still in existence and when she has that confirmation, the information will be posted on the website.

**Corresponding Secretary:** Mary Meserve

- Cards were sent to Sally Dickinson, Kenci Lewis and Odie Elliot.

**Education:** Rachel Roberts

- No report

**Finance:** Marie Morris

- No report.

**Guild Pins:** Joan Swanson/Colleen Babcock

- The new pins are here and pictured on our Facebook page. There are 250 available for sale and the price is \$5.

**Historian:** Cathy Dargel

- No report.

**Holiday Blocks:** Pat Nelson / Judy Gilmartin

- The team will start working later this year.

**Hospitality:** Christine McCollum

- The cookie sale netted \$475 for the Derrington Mudslide Fund. Forty-seven dozen cookies were sold.

**Library:** Donata Pfisterer /Kathryn Wald

- No report.

**Newsletter:** Joey Nakagawa

- Due date for articles for the June newsletter will be Wednesday, May 21.

**Nominations:** Open

- No report.

**Organizations:**

- NQA: The Columbus show will be May 24-27. A picture of the raffle quilt will be sent to the NQA website. The chapter membership form has been sent to Kathy Barton.
- AZ Quilters' Hall of Fame: The deadline for nominations is May 15. Reilly Zoda is preparing a nomination package for Keith Dommer.
- Quilt for a Cause: A new raffle quilt has been completed. Tickets will be sold, starting in October. Currently, the group is planning its next auction for October 2016. Quilts may be donated for this auction starting now.

**Pattern of the Month:** Evelyn George

- The pattern of the month is Gypsy Coins. This is a lap-size quilt suitable for charity or other purposes.

**Public Record Keeper:** Kathy Harris

- Kathy asked that all pertinent information be given to her.

**Quilt-a-thon:** Paula Zidel

- Evelyn has been working on patterns for crib size and tummy time quilts.
- A cutting day is planned for June, most likely a Sunday at Cactus Quilts.

**Quilting for Others:** Mary Bazzano

- Kathy Harris provided a variety of donated fabric in January to Quilting for Others. This was given to Adaptation. They were also given 16 quilt tops.
- Mary has been resizing some of the large, donated quilt tops into smaller sizes to make it easier for quilting.

- Reilly Zoda requested four small quilts to be given at the dedication of a woman-built Habitat for Humanity home. The home is for a mother with four children. The four quilts will be for the children.

**Raffle Quilts:** Karen Fisher/Terry Gallegos

- 2015 The quilt has been photographed and was shown to the group.
- 2016 No report

**Website:** Meg Silvern

- No report. The webmaster will be out of town for the remainder of the week with limited e-mail availability.

**Old Business:**

- None

**New Business:**

- Lois Podolny addressed the board with some of her concerns regarding programs. Historically, the Tucson Quilters Guild has a reputation with teachers as a good guild. One concern was that contract re-negotiation to get the teacher to accept less could impact that good reputation. Lois also made several suggestions for programs, such as considering some speakers as "lecture-only speakers" and sharing the expenses with other Arizona guilds to make this attractive for speakers, encouraging the speakers to bring quilts and not just Power Point presentations, reconsidering the 6-month early sign-ups and reducing the workshop costs to encourage larger enrollment. A lengthy discussion followed. Kathy Barton suggested scheduling only one workshop for each speaker, with the possibility of opening a second one if a long waiting list resulted and if the speaker was available for an extra day. Kathy Harris suggested better communication with other guilds.
- Mary Bazzano moved to table further discussion until next month. The motion was seconded by Ruth Martin and passed.

The next business meeting will be held on **Saturday, May 31 at 9:30.**

The meeting was adjourned at 11:05.

**Attachment 1: Treasurer's Report, Current Month**

05/06/14

**Balance Sheet**

Accrual Basis

As of May 6, 2014

**ASSETS**

## Current Assets

## Checking/Savings

Checking 2 Cr CD	25.00
Checking Account	36,948.42
Petty Cash	200.00
Savings Account – 0086 85613813	<u>40,242.13</u>
Total Checking/Savings	77,415.55

## Other Current Assets

S.Farm Unrestricted B F 849	109,005.67
State Farm CD # 1 581	-542.67
State Farm CD # 3 1465	-0.96
State Farm Money Market	541.63
State Farm Restricted B F 805	<u>29,267.18</u>
Total Other Current Assets	<u>138,270.85</u>
Total Current Assets	215,686.40

## Fixed Assets

Accumulated Depreciation	-1,173.00
Equipment-Fixed Assets	<u>9,177.47</u>
Total Fixed Assets	8004.47

**TOTAL ASSETS** **223,690.87****LIABILITIES & EQUITY**

## Equity

Fund Balance	217,122.31
Unrealized Gain (Loss) on Secur	-1,496.19
Net Income	<u>8,064.75</u>
Total Equity	<u>223,690.87</u>

**TOTAL LIABILITIES & EQUITY** **223,690.87**

**Attachment 2: Profit & Loss, March 2014 through February 2015**

05/06/14

**Balance Sheet**

Accrual Basis

Ordinary Income/Expense

## Income

Interest Earned	2.02
Membership Dues	
Guest Door Fees	101.00
Name Badge Pouches	15.00
Membership Dues - Other	<u>9,965.05</u>
Total Membership Dues	10,081.05
Newsletter Ads	130.00
Quilt Show Income	
DVD - CD Sales	<u>87.00</u>
Total Quilt Show Income	87.00
Workshop Income	<u>6,062.00</u>
Total Income	16,362.07

## Expense

## Administrative Costs

Bank Fee / Service Charge	112.00
Post Office Box Rental	<u>92.00</u>
Total Administrative Costs	204.00
Block of the Month	10.81

## Hall Rental

Business Meeting	124.00
Evening Meetings	630.00
General Meeting	<u>880.00</u>
Total Hall Rental	1,634.00

Historian	12.63
Library	85.00
Newsletter	119.82
Other Expense	85.00

## Programs

Lectures times two	2,100.00
Misc. Expense	133.92

Speakers Food	339.00
Speakers Supplies and Misc	11.70
Travel/Hotel/Airfare	1,473.02
Workshop Rent	670.00
Workshop Speaker Fees	<u>2,935.00</u>
Total Programs	7,662.64
Quilt Show Expenses	
Judging	<u>300.00</u>
Total Quilt Show Expenses	300.00
Quilting for Others Expenses	102.61
Reconciliation Discrepancies	-1,993.44
Treasurer	<u>74.25</u>
Total Expense	<u>8,297.32</u>
Net Ordinary Income	<u>8,064.75</u>
Net Income	<u>8,064.75</u>

### **Attachment 3: Audit Report**

Tucson Quilter's Guild Audit

March 1, 2012 through February 28, 2014

Cathy Dargel's Term as Treasurer

Sally Dickinson asked me to handle an audit for the Guild. The appointed members were Lita Doeskin, Karen Shipley, and Kathy Barton. Cathy Dargel agreed to be available to answer questions. We had several issues finding a time but did get together last week on May 1. Karen Shipley was unable to attend.

We reviewed the books and accounts and found things to be in order. The fund balances matched and all had been assigned to various accounts. Cathy had set in place a paper trail that made processing the audit a smooth operation.

We reviewed several contracts and followed how they were paid.

There are some general issues that we as a committee discussed and strongly wish to recommend some changes.

As a whole the books are over stated in our opinion. Every expense for every category seems to have acquired its own line for reporting. In general for the meetings, the books need to be much more concise and clearly stated. Lita is accustomed to addressing reporting issues in Quickbooks and was eager to help Kathy Barton out with addressing some of these concerns. They are planning meetings with a representative from the Quilt Show also. They will be working on those issues. This is not to say that the books won't have all the information you are accustomed to seeing but will be broken out in separate reporting for each Committee Chair to review. In addition the hope is to have budget amounts available on these various statements giving each person a clearer view of their committee.

We reviewed in detail several line items and gave Kathy accounting directions for clearing up how the investment accounts are reported. Dividends and Interest are not being booked while the unrealized gain and loss has been booked. It should be the other way around.

While we had no issue over bills, etc. no one seemed to know if there was a policy in place for being sure that billings were being cross-checked with contractual and/or actual. We recommend a stated policy for committee chairs so that each understands they are expected to do due diligence. At this point, it appears, that it is an implied responsibility not a stated one.

While insurance is down the list of what all are concerned about, we do recommend that the policies be reviewed and shopped each year. A broker would be able to look at more than one liability policy and do some comparisons. Our understanding is that this has not been done for at least 4 years so it is definitely time.

There was one account that had problems and Cathy Dargel had no answers. On the books is petty cash for \$200.00. Cathy said she had never been able to find out who had this money but thought it was being held by Membership. Our concern is this has never been reviewed and accounted for. If there is petty cash, it should be held by the treasurer. If there is no petty cash, we need to know that and be able to clear this from the books.

My next subject was not discussed at the audit but as the person handling your IRS filing. I have



a concern about the State Farm funds. They are growing – good for you but... My understanding is that grants, etc. are funded from the general fund although these funds are supposed to be used for grants. However, there does not appear to be a policy of implementation . IRS doesn't mind you having a pot of money but they want to see that it is being utilized for a non-profit reason. I would recommend that the minutes be reviewed for what was to be the process on these funds and then I would recommend two things. One is to more actively promote the use of the grants and the other is to budget using some of the savings each year. If the general fund can carry half the cost, it would be good if about half came from your investment funds. You do not want to deplete the funds particularly but neither do you want it to appear that you are hoarding that money.

Thank you for the opportunity to serve on this committee and thank you for giving me a committee who had a true interest in the task.

Fran Needham EA