

**PIECE BY PIECE QUILTERS  
ZOOM BOARD MEETING MINUTES**

March 24, 2022  
Corrected 4/4/22

**Board Members in Attendance:** Cheri Stempel, Laurel Blakley, Linda Boman, Kelly Brown, Susan Jackson, Marilee Kline, Melanie Martens, Leslie Mastalarz, Susan Oakes, Linda Rubio, Margaret Sullivan, Diane Tainter, Kris Thompson, Christine Widman

**Guild Members in Attendance:** Chris Bradshaw, Laurie Perez, Melinda McGlashan

**President Cheri Stempel** called the in-person and zoom meeting to order at 6:30 p.m.

**Minutes from the February 24, 2022 Board Meeting** – Board Meeting minutes were reviewed and corrected prior to the business meeting. It was moved (Linda Boman), Seconded (Melanie Martens) and passed, to accept the minutes as corrected.

**Minutes from the March 17, 2022 General Meeting** minutes were reviewed with no corrections. It was moved (Linda Boman), Seconded (Diane Tainter) and passed, to accept the minutes as written.

**Treasurer's Report:** As of February 28, 2022 the balance in the checkbook is \$24,220.29.

Treasurer Margaret Sullivan presented the Reconciliation Detail as of 2/28/22. This report shows the bank reconciliation, a profit & loss statement and she also shared a detail of the revenue and expense from the retreat. The retreat made a little profit, so Diane LeGore purchased ironing board covers to replace the covers belonging to St Francis Retreat. The Reconciliation Detail report will be submitted to the Board on a quarterly basis.

There is a membership payment due to the Quilt Museum for \$100. Once Margaret receives this invoice, she will bring to the Board to vote for payment.

Margaret also shared a Proposed Budget 2022. The Proposed Budget is supposed to be presented to the General membership at the September meeting. This did not happen in 2021. It was decided that the Guild would use the Proposed Budget for the current year. The Treasurer will present a Proposed Budget 2023 at the August Board Meeting to be approved at the September 2022 General meeting.

Susan Oakes asked if presenting the budget at the General meeting would impact the meeting due to the speaker for that month. The vote for the budget will be done after the speaker. Also, if any members have concerns regarding the budget, they are welcome to come to the Business meeting in August to present their concerns and have discussion at that time. Kelly Brown suggested to put the Proposed Budget in the July newsletter so members have a chance to review and bring up any questions at the August Board meeting.

Marilee Kline was concerned with the budget for workshops. The revenue and expense on the budget balance out. She mentioned that the expenses could be more than the revenue, if a speaker has to spend the night, etc. Melinda McGlashan said that this will balance out over time. The amount that is charged for the workshop should include these expenses so the cost will balance.

Kelly Brown brought up that the storage unit might have some paper shredding expenses.

President Cheri Stempel asked about the \$275 Treasurer expense in the budget. This is used for copying, **small office supplies**, etc.

A document showing the 2022 Budget and the YTD revenues and expenses through the first quarter, was also shared.

Margaret also distributed a printed copy of the audit. The books were audited by Laurie Perez, Marilee Kline and Melanie Martens. There was one correction of a payment to a speaker. The invoice read

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\$175.00 but the check was written \$145.00. The speaker has been notified and an additional payment for the balance will be sent. There was also one check that has not cleared. The recipient of the check has also been notified. Once these items were addressed, the audit passed. The audit committee also alerted the Treasurer to watch out for scam Emails.

Leslie Mastalarz asked how many signers on the signature card. There are four (4) individuals on the signature card, President, Vice President, Treasurer and Permanent Acting Secretary, Diane LeGore. Having Diane on the signature makes it easier to transfer the signatures on the card at the bank. The actual check takes two signatures.

Margaret also mentioned that if there is going to be a check made out to her, she will not sign the check. She will ask one of the other signers.

Cheri Stempel brought up the fact that the website annual fee is being paid through a PayPal account. This PayPal account belongs to Diane LeGore. The Guild, as an organization, does not need to have this account. Margaret will work with Diane to get this set up as either receiving an invoice from the vendor or having the payment made through automatic payment through our bank account.

The storage unit is also in Diane LeGore's name. Diane has a personal unit there, which helps the Guild save money on their storage unit. This is currently being paid in Diane's name and then the Guild reimburses her. Margaret will coordinate with Diane regarding getting the unit in the Guild's name so the invoice comes directly to the Guild and does not have to go through Diane. There may be an increase in cost making this change.

Cheri Stempel brought up the idea of having an ATM card in order to help pay for speakers that stay overnight and pay for dinners, etc. After some discussion, the Board decided this would not be a good idea. Expenses are harder to track and the card could get lost.

Margaret Sullivan created a spreadsheet listing Important information like addresses, identification numbers, phone numbers for the bank, post office, church, etc. This is great information to keep current and pass on to the next treasurer.

**COMMITTEE REPORTS:**

**Standing Committee:**

**Block of the Month:** Diane Tainter reported that there are two months still needing signups for Block of the Month. June to be raffled in July and November to be raffled in January.

**Christmas Party:** Melanie Martens shared an idea for the Christmas party in December. Each interested person would receive a small piece of the same fabric. They could make up to two (2) blocks of their own, but have to use this fabric in each block. They would bring to the Christmas party and be put in a drawing to receive some of the blocks. If this is done, it would cost the Guild approximately \$100 for the fabric. It was suggested to charge members if they wanted to participate in the event. Melanie has the basic rules for the block and will present at the General meeting in September, so interested members will have time to work on them.

A motion was made that the Guild would purchase the fabric for the Christmas block and charge \$2.00 for each kit. It was moved (Melanie Martens), Seconded (Diane Tainter) and passed.

**Fidget Quilts:** Margaret Sullivan shared her sister's fidget squares and Diane Tainter shared the small quilts that she has made. Linda Boman asked if this would be separate from the Guild's regular donation quilts in October. Laurie Perez asked if this could be done as part of our

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donation program so they can be donated at the same time. Diane Tainter mentioned that she's talked to the Cedar Creek Dementia Care Center in Saratoga and they are excited that the Guild is thinking about this. Kris Thompson mentioned there is also a facility in Gilroy, Live Oak. Linda Boman will look into these two groups and will present them at the General meeting. Directions for the Fidget Quilts will go into the next newsletter. Marilee Kline will send pictures of the items shared at the Board meeting to Kelly to put in the newsletter.

**Membership:** There are currently 85 members paid. Reminders are still being sent to the non-returning members to remind them to sign up.

Kelly Brown mentioned that some members were having trouble downloading the roster. She is going to look into this. Also, as new members sign up, Kelly will send out an updated roster every quarter. Christine Widman suggested to house it on the website. Kelly said that putting it on the website would require a password so only members could access it. Also, the job description for the Web Master states that the roster will not be put on the website.

Diane LeGore will be returning in May to work further with Kelly on the website. Kelly would like to change the website host so is looking into different vendors. She would like to find one that is more user-friendly.

**Newsletter:** Fox theme this month. Kelly is scanning in different fabrics to use in the newsletter.

**Philanthropy:** Linda Boman mentioned that the Philanthropy Committee will write up guidelines for future acceptable donations to the Guild. Once they are completed, they will be presented to the Board for approval.

There is so much in the storage unit, it was suggested that possibly a sale table at the July General Meeting be available for members to purchase some of these items. The Philanthropy Committee will host the sale table at the July meeting. They are in need of some additional members to be on the committee to help with this task. Linda will be requesting volunteers in the next newsletter.

**Sunshine:** Nothing to report

**Programs:** The Program Committee has speakers signed up through June. A motion was made by to begin the in-person general meetings in July with the ice cream social. This will kick off the rest of the year as in-person, unless there is another surge of the virus. It was moved (Linda Boman), Seconded (Christine Widman) and passed that the Guild begin in-person meetings in July. This means there will be no more zoom meetings for the General meetings. Margaret Sullivan will talk to the church to make sure the room is available for the Guild to use.

The Board is hosting the ice cream social. Board members will need to sign up for items to bring.

Also, going in-person in July, means meetings after July would need to have refreshment signups. Kelly Brown will give a list to [Melanie Martens](#) and Diane Tainter of members that noted on their membership form that they wanted to help with refreshments.

For the September 15<sup>th</sup> meeting, Kellie Willey will be the speaker. Susan Oakes brought up that Kellie is from the Sacramento area and if the Guild wanted to offer a workshop. The topic is Small Quilts – No Big Deal. Susan would need to talk to Kellie first to see if she's willing. She would need to find out if Kellie would be staying overnight. She needs time to work out the details before presenting to the membership. Margaret Sullivan will also check to make sure the room is available in September for our use.

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**Fun Day:** Plans are in the works for Fun Day, April 2023. Marilee Kline will talk with Dee Brown to see about getting the Electricians Hall in San Jose again. The committee had started working on this in 2020, so most of the plans are set already. More information to come.

**OLD BUSINESS:**

South Valley Quilt Association request to merge guilds was discussed. Does Piece by Piece want to take this request to the membership? Does Piece by Piece want to decide that they are not interested?

SVQA will host the quilt show in 2022. SVQA would like to see the quilt show continue in 2023. Cheri Stempel also wants to see it continue and said that she will head up and see it through. Margaret Sullivan asked about the amount of work that is involved. Are we making a commitment also for the boutique? The boutique is usually their big money maker to help pay for the quilt show the following year.

Laurie Perez said that if Piece by Piece commits, we would do the quilt show the first year. After that, Piece by Piece can decide if they want to continue every year or every other year or not at all. The quilt show is education to the community.

Chris Bradshaw has concerns. Most of the members of SVQA are members of Piece by Piece. The Board would need to ask the members if they are in favor and would they would be willing to put in the work and the time.

Susan Oakes was wondering if there was an advantage to Piece by Piece for taking on this project. The advantage would be the potential of extending the quilt show legacy. By the second year, what would the Guild have gained?

Cheri Stempel brought up the thought that if accepted, Piece by Piece can change the format, i.e., timing, location, etc.

Kelly Brown mentioned that the advantages would be getting the name of the Guild out to the community. Possibly get new members.

Christine Widman asked if we guarantee that we do the quilt show in 2023, then can we decide what happens after that? Objections would be to reach younger individuals.

Linda Boman answered that Piece by Piece can put the funds in our 2023 budget for the 2023 quilt show. After that we can decide to have it every year, every other year. Depends on funding.

Cheri Stempel moved to present to SVQA that if SVQA merges with Piece by Piece Quilters, and comes with enough funding to have the quilt show in 2023, and Piece by Piece Quilters is willing to host a show in 2023, Piece by Piece Quilters will commit to working with SVQA in 2022 to get an idea of what is involved with the putting on the quilt show. If SVQA accepts this proposal, then it will be presented to the General membership of the Piece by Piece Quilters to vote on in April.

The above was moved by Laurel Blakley, seconded by Linda Boman and passed.

A motion was made by Laurel Blakley and seconded by Christine Widman that the meeting be adjourned at 9:15 p.m.

Respectfully submitted,

Laurel Blakley, Co-Secretary