AQGCC Meeting 3/31/07
Minutes

Meeting called to order at 10:00 am by Gay Harvey.
Gay introduced Lisa Gonzalez, Enrolled Agent specializing in non-profit companies.
Lisa introduced herself and explained her background and qualifications.

Lisa explained that we do not have to set up a 501(c)3 for the AQGCC at this point. Because of the expense and time involved we are better off waiting to see if the show is successful. As long as we have a member guild with a valid 501(c)3 status that will allow us to operate under the umbrella of their non-profit, we can set up a separate bank account. We do need to create a Memorandum of Understanding (MOU) for each participating guild outlining the following:

a. participating guilds
b. Scope of service of each guild
c. Operating procedures
d. Compensation arrangements
e. Insurance and indemnification requirements (Lisa emphasized this is very important.)
f. Record Keeping requirements
g. Obligations of each Guild
h. Termination provisions

She also provided a handout detailing a suggested plan of action and copies of sample MOUs to use as reference.
Lisa also pointed out the need to have vendors provide their own insurance for the event and to have the "AQGCC et al" listed as co-insured. We will need to require a copy of the policy or have the vendor sign a waiver releasing us from liability if they are unable to provide it. By including the et al we will cover all groups involved. Gay will check with the broker for the SCCQG insurance to find out exact wording required.
There was discussion on when a guild or organization should file for 501(c)3 status, according to Lisa it is not necessary if their revenue is below $25000. There was also discussion on filing returns if income is below the limit, Lisa stated that establishing a history with the IRS is beneficial.
By using a member guild (BVQG) as the umbrella, it is not necessary to set up a non-profit for the AQGCC. The association will create a written agreement that all necessary tax returns for BVQG will be paid for by the AQGCC.
Lisa also suggested we look at the SLO Visitors Bureau, Chamber of Commerce and local hotels as possible sponsors and to look online for printers for our postcards.

Motion made by Donna Feagin to approve Minutes from January meeting. Seconded and approved unanimously by all present.

Gay announced that in prior conversations with Lisa Gonzalez she had suggested we change the name of the board to "Steering Committee". Gay will make the changes on her reports.

Treasurer Report: Donna Feagin reported that they are talking to Coast Bank about opening the new account for the show. They are currently waiting on proof of 501(c)3 status for BVQG before they can open the account. They should have the required documents within the next 2 weeks and will open the account.
There was discussion that the agreement for AQGCC to pay tax preparation costs for BVQG should be included in the MOUs and minutes. Donna moved that we approve the action, seconded and approved.
Gay reported that guilds needing proof of 501(c)3 status can access the government website and look up their status and/or request a letter stating status.
It was decided that we need to draw up two MOUs – one for the general AQGCC association and one specifically for the show. If guilds decide to participate in the Home & Garden show they will need another MOU to cover that.

Programs Report: Rene Jennings not present to make report. Gay reported that the programs meeting went well, several guilds attended. Gay passed out a program master list to guild Presidents and Program reps for each guild present at meeting. There was some discussion about coordinating PIQF bus trips in October. She asked the program people to send information about upcoming programs to Margaret to be published on the website.

SCCQG – Shirley was not present at meeting. Gay said if anyone was interested in carpooling to the next meeting to let her know.

PCH&G Show – Gay met with the store manager Ken about 2007 show. They (store) do want to have another show, but they want to keep it smaller (under 200 quilts) and have it before September. We are proposing August 17, 18 and 19, Gay will check with Ken to find out if that works for them. There will be no gala night and no quilts for sale, but Gay stated SLO guild is looking into holding their auction on Sunday afternoon. The member guilds will decide at their next board meetings if they want to participate. The cost will be approximately the same as the last show (about $300 per guild). The guilds will be allowed to sell boutique items and tickets for their opportunity quilts. The guilds need to report back to Gay in the next few weeks whether or not they will be participating.

Website – Margaret not present at meeting. Gay will meet with her and work out annual costs per guild to maintain website.

Communications – Jan & Chris reported that they have not met to discuss communications for the AQGCC. Gay mentioned that Diane Mason (BVQG) had made a suggestion that the AQGCC publish one brochure with information on all of the local guilds to be distributed to quilt shops (at present each guild provides a flyer or info on their own). Chris offered to talk to a designer about cost of creating a tri-fold brochure. There was some discussion about having a member create the brochure to reduce costs. It was moved and approved unanimously to look into creating a brochure.

Quilt Show:
Vendor Committee – Gerry McGuire was not present, report made by Lisa Boatman.

We have applications from 33 vendors, 32 inside the facility and one that will sell from her van. We discussed the tentative layout by Gerry that will accommodate 26 of the vendors. There was some discussion about alternate layouts that will allow space for the remaining vendors.
There was also discussion regarding the tent proposed in the budget regarding what to put in it, pros and cons of using a tent. Gay reported that some vendors had told her they would be happy to set up in the tent. It was proposed that special displays, local "talent" giving short lectures and /or demonstrations be done in the tent to add a "special" quality to the show and draw out of town visitors.
There was some argument that the guilds need details on all costs and income before voting to participate. The general consensus was that the guilds members did not necessarily need the numbers, just the desire to participate.

Budget - Maryanna commented that a timeline is needed on when some of the items needed to be done, Gay responded that this will be the main topic of the next meeting. The proposed budget was reviewed and some changes were made, adjusting the vendor income to $15,000, increasing rent to $8500, decreasing postcards to $500, increasing pipe and drape cost to $1200. There was discussion clarifying the difference between the sponsorship and advertising group and the publicity group's responsibilities.
It was moved that we approve the budget with the tent included, as it has not been decided if it will be needed or not. All in attendance approved.

The budget was reviewed and it was decided the AQGCC would request $500 from each guild as funds to start publicity and post cards. It was suggested that when the guilds vote on their participation, they will also agree to this request.
Motion was made, all in attendance voted to approve.

Gay reminded everyone present that by the next meeting all guilds should have had their membership vote on participating in the show, have a signed MOU and the $500 contribution.
Guilds were reminded that they would need members for the Set-up and Acquisitions committees by May.
Gay announced that Rene Jennings was working on the AQGCC opportunity quilt, the proceeds from this will create a "slush fund" for any future shows.
Chris Mastin, Jan Ostermann, Cheryl Zelus, Gay Harvey and Lisa Boatman will meet in the next week to compose the MOUs and email to guild representatives.

The April 28 meeting was cancelled, new meeting date is May 19. Jody Nelson announced that she would use the April 28 meeting date for a PH&G show meeting. Any guilds wanting to participate should contact her by email at JJN44@charter.net.

Meeting was adjourned at 12:30 pm

Members in attendance:

Linda Redman (SMVQG)
Marianna Richter (SMVQG)
Dawn Stemper (Almond Country)
Cheryl Zelus (Almond Country)
Margaret Earing (Central Coast)
Paula Jaster (SLO Quilters)
LaDonna Christensen (Gold Coast)
Jan Ostermann (SLO)
Gay Ann Harvey (SLO/BVQG)
Lisa Gonzalez (consultant)
Darlene Shubet (Nipomo)
Kathi Settle (SLO Quilters)
Donna Feagin (SLO/BVQG)
Jody Nelson (SLO Quilters)
Nancy Shakeni (Central Coast)
Ardith Davis (Bear Valley)
Chris Mastin (Bear Valley)
Debbie May (Central Coast)
Lisa Boatman (SLO/BVQG)