

Oregon Coastal Quilters Guild Board Meeting 01/18/2024

The meeting was called to order by President Darcy de la Rosa at 11:01 a.m. There was a quorum present. The President asked for approval of the November board meeting minutes. Penni Myers moved to approve the minutes, Patti Stephens seconded, the motion passed. The President asked for approval of the December special board meeting minutes. Nan Scott made a motion to approve the minutes, Joy Johnson seconded, the motion passed.

The president asked if there were any questions about the treasurer's report. Jane Szabo said the quilting for the 2024 raffle quilt was paid for both in December 2023 and January 2024. The treasurer will call the quilter and tell her not to cash the second check. The President tabled approving the treasurer's report until the February board meeting.

The President thanked Barbara Kinzel for her work on revising the scholarship policy; and Jean Amundson for going through the financial records and scrapbooks in the storage unit. Jean will keep the scrapbooks at her house under February 29 in case anyone wants them. After that they will be disposed of. Jean will put a notice on the blog so members can respond if they want anything.

Pat Laub reported on the IRS requirements for record retention. The requirements are:

Tax-exempt organizations must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with the provisions of the Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. An organization may be required to retain records longer for other legal purposes, including state or local tax purposes.

Jane Szabo, Nan Scott and Pat Laub will meet and review our current policy regarding record retention.

Jane Szabo suggested we table further discussion until the February board meeting

The signers on the bank account need to be updated for the current year. The new signers will be the President – Darcy de la Rosa; Vice President – Viki West; Treasurer – Pat Laub; and Treasurer Advisor – Janet Sylvester. Joy Johnson and Nan Scott will no longer be signers.

It was suggested by Nan Scott some board positions be removed or combined with other committees. Jean Amundson moved to remove the librarian position as we no longer have a library, and to make the greeter part of the membership committee. Viki West seconded; the motion was approved.

Nan Scott made a motion under Finance-Budget, remove “and the Treasurer who is chair” so that the budget committee could also do the audit since the treasurer is basically who is being audited. Rose Shaw seconded; the motion was approved.

Nan Scott made a motion to include the blog master, the maintainer of the email list, and the webmaster under the communications committee. Viki West seconded the motion was approved.

Pamela Potter suggested paying a professional to maintain the blog. Nan Scott said it was not in the budget.

It was suggested that the meeting coordinator be a committee of two. It was also suggested that position be combined with programs. Jane Szabo objected because it could potentially add to the duties of the programs chair if the meeting coordinator didn't show up. It was moved by Nan Scott that the committee be named the meeting logistics committee and include a position for zoom set-up, camera set-up, meeting set-up coordinator, hospitality, and photographer. Pamela Potter seconded, the motion was approved with one opposed vote.

Viki West moved the present year retreat and the following year retreat be one committee. The present year retreat coordinator would be chair and the following year retreat coordinator would be vice-chair. Joy Johnson seconded the motion was passed.

Pat Laub said page 45, section 4, item C of the by-laws states the guild is supposed to publish an annual report on the website. It was suggested it be posted at the general meeting instead. Jean Amundson said the procedure to change a by-law was to present the change to the membership 10 days before it would be voted on. Pat Laub will send out a proposal so it can be voted on at the February general meeting.

It was discussed how to distribute funds to bring our fund balance down to the required amount. Jean Amundson moved to donate \$500 to each of the following: the North Lincoln County Museum, the Lincoln County Historical Society, and the Latimer Quilt and Textile Center. The balance will go the capital reserves. Joy Johnson seconded; the motion passed.

Linda Patrick asked any updates for the guild website be sent to webmasterOCQG@gmail.com Each committee is asked to review their section on the web page and send corrections or updates to the webmaster.