



Conference of Northern California Handweavers, Inc.
P.O. Box 191119
Sacramento CA 95819-1119

Advisory Council Meeting
Joan Anderson's Clubhouse
Trail's End, Walnut Creek, California 94598
August 29, 2015
10 AM

FINAL MINUTES

1 Chair Joan Anderson called the meeting to order at 10:02 AM. Introductions followed.

Present: Joan Near (CNCH 2015 Chair) and Pat Funke (alt) for Area 1, Kathleen McPherson and Lee Bergman (alt) for Area 2, Joan Anderson (AdCon Chair) and Eugenia Gwathney for Area 3, Suzanne Woodhead (AdCon Treasurer) and Jennifer de Jung (AdCon Secretary) for Area 4, Wendy Chavin for Area 5, Tina Welch (CNCH 2016 Chair), Nancy Alegria (CNCH 2017 Chair), Amy Kuhlmann (CNCH 2017 co Chair), Penny Peters (CNCH 2017 Programs), Betsy Gribble - website, and Erin Maclean - Administrative Assistant.

2 Approval of Minutes May 16, 2015 No corrections noted. Suzanne motioned for the minutes to be approved. Eugenia seconded the motion and the motion carried.

3 Treasurer's Report

Suzanne presented the Balance Sheet Standard. Erin passed out the recently corrected Profit and Loss. Balances are as follows: Handweavers Guild of America (HGA) certificate of deposit = \$ 9,368.28. This CD matured on August 19, 2015. \$1,000.00 was transferred out for 2016 Convergence. The remainder was reinvested at 0.10% interest for 24 months. The balance was corrected to current value - \$9,391.70. The Maximizer account (variable interest rate checking) = \$137,391.33 and includes the \$1,000 from HGA CD. The CNCH grant fund = \$1,107.86 and does not include income from 2015 conference. Total assets = \$148,859.54. Ignore retained earnings, an artifact of QuickBooks software.

Proposed budget has 4 columns (the last is the proposal for FY 2015/16). Insurance Reimbursements are rebates from insurance. Mother lode pays for an extra rider. The Fiber

Arts Heritage Fund is from donations to CNCH. The Conference revenue reflects partial income from 2014. The remainder from 2014 was paid in the previous fiscal year. The expected revenue is a projection for the 2016 conference.

Explanation for items listed or changes: www= website and proposed budget (\$200) can be used for other expenses for web as the \$200 was paid last year for 2 year period. Travel increased due to higher transportation costs. The storage rate increased so budget increased (58 to 66 per month). Salaries for the website manager, CNCHnet editor and Administrative Assistant Web increased due to approved Advisory Council action in 2014. There is no projected change for printing and post office. Higher insurance was due to 2 payments made in previous fiscal year (July 2014 and June 2015). Anticipating Bookkeeping fees to increase, an additional amount was designated. Total expenses for FY 2014/15 were \$26,302.33. The proposed budget for FY 2015/16 is \$24,370.00.

Eugenia made a motion to approve the proposed budget; Kathleen seconded the motion and the motion was passed.

The Profit and Loss Budget vs. Actual Report details the status of this fiscal year's budget.

Penny Peters expressed concern that unless we capture the balance from year to year that we might eat away at the balance which would be unsustainable over an unspecified number of years. She suggested that we have a product that shows the asset balance for a number of years and review multiple years of budgets when planning the upcoming fiscal year's budget.

4 Old Business

A CNCH 2015: Co-Chair Joan Near reported, "We had a good time." She provided one notebook, a thumb drive and a 2013 report on CD. Joan recommends that there is a good treasurer and chair relationship. The conference did not have any "giveaways." \$2,436.77 is the profit that will be given to CNCH. In addition the 2015 conference gained \$2,093 for grant fund. There followed a general discussion on rating of instructors. There was no report from the Reg-on-Line committee chair. Merrie Hewitt has the final budget and it is not included in the report. Merrie was unexpectedly absent from the meeting.

B CNCH 2016: Co-Chair Tina Welch reported with update, committee by committee. The committee is focusing on website and liaison luncheon at this time. The guiding principle for the budget is affordability for attendees and vendors. The vendor fee will be \$300.00. Registration is \$275 for full class load. The facility is the Doubletree and adjacent convention center. The committee did have to rent some space for the day before the conference for setup. Penny Peters advised that the committee should expect four hours for vendor teardown. There are at least 2 docks. There are 65 vendor spaces available and the committee is hoping for 50 vendors. There are 13 instructors. Lee Bergman and Stephenie Gaustad are lead for the program committee. Attendees may take one 6 hour and one 3 hour class or a single 9 hour (1 ½ days) class. The committee looked for new faces and a new set of

instructors. There has been a slow response from vendors. Wendy said that they often don't start to respond until after Christmas. There will be a \$5.00 charge to come in to vendor hall.

The Liaison Luncheon is October 17. Per Kathleen, pay \$28.00 to CNCH 2016 and registration is due by September 25. See CNCH.org for the form. Kathleen thanks Betsy for web support. The committee will be selling denim shirts for Grant fund. Reg-on-line will charge a maximum of \$5.00. If attendees pay by check it will result in a lower fee instead of using credit card. There will be six galleries; three galleries will be open for members, three will be invitation only galleries. The cost is \$5.00 for each three pieces submitted. Galleries include: Complex Weavers, children's, Instructors... See CNCH.org for details. Return to Senders fiber will be available for \$9 at the Liaison Luncheon. There will be demos in Market place for vendors, guilds, and instructors. The committee is asking Area 2 guilds to bring demos. See other activities including yarn storming (formerly known as yarn bombing). Registration starts Jan. 4, 2016. No additional classes to be added as space has reached a limit.

C CNCH OotB update: Joan Anderson reminded the council to rescind a previously passed motion regarding the Out of the Box conference. Kathleen made a motion to rescind the Out of the Box conference that was scheduled for Fall 2016 and table future OotB discussions until chairs have been determined for 2019 and 2021 conferences. The motion was second by Lee Bergman. The motion passed with the exception of no vote.

D CNCH 2017 Nancy Alegria (CNCH 2017 Chair) signed a contract with Asilomar. The conference will have the same rooms as 2015. It will take place on the first weekend of May 4-7, 2017 (virtually only weekend available). Expect the hotel rooms to have a cost increase. Contract committed to 150 hotel rooms to get Merrill Hall with 200-225 expected and up to 250 planned. The committee is still being formed. Eugenia will work on extracurricular activities. Penny Peters requested a grant from CNCH for \$5,000 for instructor transportation with the caveat that it may or may not be paid back. There followed a discussion on instructor needs (single rooms), a trade off suggestion to have 5- 4 person rooms, concern about who benefits by this grant, realization that it will take 14 registrants to offset this cost. Kathleen makes a motion to grant \$5000 to 2017 to fund transport for instructors including long distance travel for distant instructors. Motion carried.

Break for lunch 1 hour.

E Conference Budget Template: Already completed and handed off to 2015, 2016, 2017. No further action required.

F By-laws Update: 2004 is the most recent approved version of the By-Laws. A subcommittee will meet at Erin's to work up a revision proposal. The meeting is scheduled for Nov. 3, 2015. All received a copy of current By-Laws. Every member will review before the meeting. Jennifer will set up the file to use with an apple TV display to facilitate the editing

process. See last minutes for the subcommittee participants. Erin, Joan A., Suzanne, Kathleen, and Jennifer are available for the meeting date. The subcommittee will also look at Standing Rules.

G Other

Lee Bergman will submit a request for a grant for the Children's program/Children's Gallery for 2016 conference at the Liaison Luncheon AdCon meeting on October 17, 2015.

Betsy will look into means to use pdf as the questionnaire for grant applications. Kathleen will put hard copies in guild packets for the Liaison Luncheon. Grant applications will be discussed with the Liaisons at the Luncheon and a mail chimp announcement will be sent to all members. She will also do a mail chimp announcement for Convergence grant.

5 New Business

A Conference Tutorial: Joan A. stated that there is a guideline and we need to look at it and revise. We have not been making people aware of the guidelines. Suzanne suggests that new chairs be given an orientation using the Guidelines and procedures for annual conferences. Area advisor is a likely person to do the orientation. Joan will review the guidelines. Add a requirement to orient to the upcoming conference chairs.

B Employee Evaluations: Joan A. led the discussion and reviews were completed for Judith (CNCHnet), Betsy Gribble (Web), and Erin (Admin Asst). Eugenia made a motion to increase the Administrative Assistant salary by \$100/year to make it consistent with the 10% raise received by Judith and Betsy last year. Lee seconded and the motion passed.

6 Adjournment Following a motion to adjourn by Lee that was seconded by Kathleen, the meeting was adjourned at 2:17 by Chair Joan Anderson.

Draft submitted by Jennifer de Jung, Secretary

September 15, 2015

Approved October 17, 2015