**Liaison Meeting**

**ONLINE ZOOM MEETING**

**Saturday, May 16, 2020**

**11:00 am**

[**https://us02web.zoom.us/j/82306440271?pwd=aHlzT0hnK1E3eDE3VEpLbElFVmJMZz09**](https://us02web.zoom.us/j/82306440271?pwd=aHlzT0hnK1E3eDE3VEpLbElFVmJMZz09)

**FINAL MINUTES**

1. Call to Order Joan Near

Due to absence of the CNCH Chairperson, Joan Near, the meeting was officiated by Suzanne Woodhead. The meeting was called to order at 11:06 AM. The meeting recording is available at: <https://us02web.zoom.us/rec/share/yfBKcZHArD5JH5WQ2mfuAI0wRqDYeaa8hCJPrqUJzRmEDSk4ZcZSUF8GILIYiBPp> Password: 3Q?T.9H!

Those present included: Erin Maclean – CNCH Administrative Assistant, Melissa Plummer – Web Manager, Cathy M. Koos – CNCHnet Editor

Area 1 Advisors: Barbie Paulsen, Gail Wilson (Alternate)

Area 2 Advisors: Merrie Hewitt, Kay Thorne, and Kathleen McPherson (Alternate),

Area 3 Advisors: Nancy Alegria and Reba Siero

Area 4 Advisors: Jennifer de Jung (Secretary) and Suzanne Woodhead (Treasurer),

Area 5 Advisors: Lotus Baker and Karen May,

CNCH 2020: Jodi Paley, Barbie Paulsen, Ann McDonough and Gail Wilson

CNCH 2021: Kay Thorne, Merrie Hewitt, Lee Bergman

CNCH 2022: Eugenia Gwathney, Robert Darchi co-Chairs

2. Roll Call Erin Maclean

Anne’s Web- Sue Barraza

Bay Area Basket Makers – Eugenia Gwathney, Bob Darchy  
Black Sheep Handweavers Guild Melanie Fuller  
Carmel Crafts Guild - Leelyn Paul

Central Coast Weavers – Kay Thorne

Country Weavers – Midge Dier, Mary Anne Scoville-Pearson

Del Oro Spinners and Weavers – Lee Bergman  
Diablo Weavers Guild – Maureen Miller

Fiber Artisans – Christine Tsai  
Foothill Fibers Guild – Jane Milner  
Fresno Weavers and Spinners Guild - Absent

Glenna Harris Weavers Guild – Gail Wilson

Golden Gate Weavers – Karen Schwartz, Sheila Fitzgerald

Golden Valley – Nancy Fisher  
Gravander Spinners – Pam Crause

Hangtown Fibers Guild – Pam Crause, Barbaree Jerigan

Humboldt Handweavers and Spinners Guild – Connie Anderholm  
Loom and Shuttle Guild – Nancy Williams-Baron  
Mother Lode Weavers and Spinners – Carol Causey, Kathy Nystrom

Mt. Lassen Fiber Guild - Absent  
Redwood Guild of Fiber Arts – Leslee Fiorela   
Reno Fiber Guild – Gloria Johnson  
Sacramento Weavers and Spinners Guild – Absent Eugenia in lieu  
Santa Cruz Textile Arts Guild -  
Silverado Handweavers and Spinners – Mary Ann Parker  
Spindles & Flyers – Nancy Alegria  
Tamalpais Textile Arts Guild – Bev Dunn  
Tapestry Weavers West – Cynthia McAffee, Madeline Brane  
Treadles to Threads – Joan Anderson

Yokayo Textile Guild – Lotus Baker

3. Approval of Minutes, September 21, 2019 Jennifer de Jung

A motion was made by Carol Causey to approve the draft minutes for the September 21, 2019 Liaison meeting as submitted. Mary Anne Scoville-Pearson seconded the motion and the motion passed.

4. Treasurer’s Report Suzanne Woodhead

Note: all figures are rounded to the nearest whole dollar.

Balance Sheet Report: Reference the CNCH Balance Sheet dated May 13, 2020. The checking acct balance (Bank of America) is $1,076, the HGA CD is$ 8,432. Due to the cancellation of HGA Convergence for 2020, the $1,000 grant was not given. Grants for CNCH 2020 will be returned to the CNCH Grant fund which is at$6,819 (Profit and Loss statement shows $4,989 due to the grants issued for CNCH 2020 but those grant monies will be coming back). The maximizer account total is $132,618. Total assets$142,126 minus the seed money extended to CNCH 2020. We expect to get approximately $15,000 returned. $3,100 has been advanced to CNCH 2021’s checking account.

Profit and Loss Report: Reference the CNCH Profit and Loss Budget vs. Actual provided. The key point is that there will be no income from the cancelled CNCH 2020 conference and losses sustained in the course of planning the conference will be absorbed CNCH. The $585 conference refund has not yet been claimed. The net income for FY 2020 (July 2019 - June 2020) is projected to be $16,164. Due to Covid-19 we are missing out on expected income of $12,000.

5. Old Business

a) CNCH 2021 Kay Thorne, Merrie Hewitt

Kay stated that the conference committee has had a couple zoom meetings, they have chosen teachers for 2.5 days classes including: tapestry, felting, weaving, braiding, basketry and spinning, and dyeing. The committee is debating if there should be a class for rigid heddle weaving. If it is included, it will be an advanced beginner or intermediate level workshop. Both the local guild members say “no” and it appears the Liaisons indicate low interest.

There followed a discussion about cancellation clause re: Covid-19. Cal Poly is planning to be partially open in the fall due to the agricultural nature of the college. With regard to situations (ala Covid-19) that may require cancellation, Suzanne says that we will be able to take the Cal Poly contract to an attorney for review and recommendations. Merrie points out that the contract is not yet available for review due to the Covid response shut-down at Cal Poly. Kay expects to get a contract sometime this summer.

The conference is scheduled for July 9-11, 2021. All lodging is in single rooms. Eighteen workshops are planned, all of which will be 2.5 days long. Barbie Paulsen It appears that in Northern California the conferences can only support 13 workshops. She also suggests that classes not filling be cancelled early. Merrie says that the conference will be advertised heavily in Southern California as well (the implication is that San Luis Obispo is a highly desirable venue). Barbie also cautions that the venue contract should allow for individual class rooms being cancelled if the workshops are not being filled (make sure the contract has that flexibility).

Suzanne asks Kathleen McPherson to recap the scholarship baskets the Guilds prepared for CNCH 2020. Three parts of the scholarship fund for 2021: We will hold them for the CNCH 2020 recovery fund raiser. The printed bags for CNCH 2020 (the best conference that never was) will also be offered as a second recovery fund raiser and will include some special goody inside. Info will be provided at a later time so that Guilds may send their basket to Kathleen McPherson for storage. In addition, the CNCH 2021 conference will provide for a CNCH Grant fundraiser.

Cal Poly does not require lodging as a condition of the contract. The contract is expected to provide for a variety of a la carte registration options in terms of lodging and meals. Also, if one chooses no meals at registration, there will be an option to purchase individual meals on site. Those staying in the dorms also have the option to use the dorm kitchen. Nancy Alegria asks about vendor. One is scheduled. Suzanne cautions that we will need a contract for final details. Eugene Textiles may provide the vendor services but as yet no contract has been signed. As all these details are not fixed, please hold off on announcing to your guild members pending signed contracts. Suzanne suggests that we cannot advertise publicly but will be able to advertise within the CNCH organization.

The preconference Liaison luncheon may be in the San Jose area tentatively scheduled for January of 2021.

Ann McDonough reports that some of the CNCH 2020 instructors were out of pocket for cancelled airfare. We need to consider that in preparing the contracts for the 2021 instructors.

RegFox has new plan allowing for a “registration now, pay later option.” Registrants will provide all payment information upon registration and the withdrawal will take place at a later date. This is to help conference planners to minimize costs for mass cancellations such as what was experienced in the aftermath of CNCH 2020 cancellation due to the Covid-19 emergency. The downside is that the conference will receive no revenue early in the registration. Suzanne suggests that in her experience, the CNCH seed money has been more than adequate to meet the preconference expenses and if needed, CNCH could advance more to cover those costs. Gail Wilson suggests using an online Bill Pay option however Suzanne has found that this option is not allowed for merchant accounts.

Further discussion pointed out that CNCH 2020 (and other conferences) have lost money in cancellations due to credit card fees not being dropped at cancellation. Conference committees will need to make reasonable determination of the costs that must be covered in the event of a conference cancellation and publish that information in the payment and refund information provided to potential registrants.

5. New Business

a) By-Laws Update Suzanne Woodhead

The AdCon has been working on updating the By-Laws. We have engaged an attorney who will make any 21st century changes and assure we are currently meeting legal requirements for the By-Laws. We will need a new title for the Administrative Assistant position that will be accepted by a bank. One title suggested is Vice President of Finance, another was Executive Director. As CNCH does not have a president the most popular choice as suggested by Nancy Alegria is Chief Operating Officer (COO). Karen Schwartz (retired attorney) suggested Executive Director. Merrie make the motion to change Erin’s title to Executive Director and Barbie seconded. The motion passed.

Suz will follow up with the attorney. His office will finish up the final draft of our By-Laws and we will provide final edit to Liaisons and Guilds. We will have a predetermined timeline so that the Liaisons and guild officers can present our new By-Laws to the general membership for a vote. Eugenia asks about dates for conferences being broadened. Suzanne noted that this is included in the revision along with using 21st century technology as means of communication, election, etc.

b) Guild Non-Profits Suzanne Woodhead

Suzanne detailed options for guilds that are not currently 501c3 (non-profit organizations) or do not have their own tax id number. Banks are tightening guidelines/rules and are not all operating in the same manner. Your guild checking accounts may be impacted. WFB has been doing spot audits on corporate accounts. They may be looking for articles of incorporation and by-laws. The tax id number may not match the names on the checking account. The risk is that a bank will close your account if it does not meet the current rules for the bank in question. There are four options in dealing with this matter. Guilds will not be able to piggy bank on the back of CNCH’s tax id as the entities do not match.

A good size guild can acquire non-profit status and acquire your own tax id number.

A small guild that is not in a position to designate their guild as a non-profit may do a DBA (Doing Business As) where the one person uses their own Social Security number and files fictitious business statement (posting in the local newspaper).

A small guild member opens an individual bank account for guild business.

A guild does not have a bank account (cash box accounting).

We will be posting several links on the CNCH.org website to provide information to the guilds on this subject. Also, guilds may reach out to other guilds that do have 501c3 status to get copies of of their specific documents used to attain that status.

Barbie suggests that this info be available with all Guilds’ By-Laws and Articles of Incorporation on the CNCH.Org website. Suzanne notes that these documents are in public record. Kathleen McPherson suggests that the guilds who are 501c3 organizations be listed on the CNCH website as a resource of other guilds to contact. Suzanne notes that according to the attorney, many accountants and CPAs are more than capable help guilds in acquiring non-profit status. The attorney advises guilds to stay away from bargain ads for setting up 501c3 organizations.

c) CNCH 2022 Joan Near/Nancy Alegria

Nancy Alegria announces that Eugenia Gwathney and Bob Darchi have volunteered to chair the CNCH 2022 conference. Nancy will coordinate the hotel contract and wonders if members may be interested in a college campus but concerned about having a vendor market so she is leaning toward smaller hotel. Nancy Fisher notes that membership is concerned with the lowest price alternative. A discussion followed about the venue to be and vendor possibilities (limited on some college campuses). also issues with multiple venues used for one conference and walking distances. Nancy says we need to keep the conference in the Bay Area. Barbie suggests that the 2013 Squaw Valley conference style for the tailgate market is a positive option for combo vendors/attendees. Nancy notes an issue with attrition clauses with the hotel. Barbie has a suggested list of other considerations. Merrie suggests that ANWAG has held conferences on college campuses and do have vendors.

d) New Advisory Council Introductions Joan Near

Current AdCon members

Area 1: Joan Near, Barbie Paulsen, Gail Wilson alternate

Area 2: Merrie Hewitt, Kay Thorne, Kathleen McPherson Alternate

Area 3: Nancy Alegria, Reba Siero, Amy Kuhlman, alternate

Area 4: Jennifer de Jung, Suzanne Woodhead, Sharlet Elms alternate

Area 5: Lotus Baker, Karen May, alternate vacant

Current Officers:

Chair: Joan Near

Treasurer: Suzanne Woodhead

Secretary: Jennifer de Jung

Parliamentarian: Lotus Baker

e) Website Postings Melissa Plummer

Melissa reports that having school age children at home, her computer is not always available – (it is being used for school work). This may cause some delay in updating information on CNCH.org. Please send all updates to WebTeam@CNCH.org.

6. Adjourn

Merrie moves to adjourn at 1242. Nancy Alegria seconds the motion…

Submitted by Jennifer de Jung, CNCH AdCon Secretary

May 17, 2020

Approved by the CNCH Liaisons on February 13, 2021