**Advisory Council Meeting**

**ONLINE ZOOM MEETING**

**Saturday, August 22, 2020**

 **11:00 am**

APPROVED MINUTES

1. Call to Order 11:00 AM Joan Near

Attendance:

Nancy Alegria, Merrie Hewitt, Erin Maclean, Joan Near, Suzanne Woodhead, Lotus Baker Robert Darchi, Kay Thorne, Barbie Paulsen, Melissa Plummer, Karen May, Eugenia Gwathney, Jennifer de Jung, Gail Wilson, Reba Siero, Kathleen McPherson

2. Approval of Minutes, January 25, 2020 Jennifer de Jung

Nancy made the motion to approve, Barbie provided a second and the motion to approve passed as corrected.

Approval of Minutes, April 19, 2020

Merrie made the motion and Nancy seconded. Motion passed.

3. Treasurer’s Report Suzanne Woodhead

Suzanne presented the Balance Sheet. See Balance Sheet report for details. Note that Erin needs to put the CNCH 2020 loss in the books for a loss write-off. Note that this needs to be done in the books for the year in which the loss occurred.

4. Old Business

 a) CNCH 2021 Kay Thorne, Merrie Hewitt

Joan Near reported that Officers of the AdCon met with the 2021 Conference committee about the conference on go/no go dates for the conference and to have no additional expenses should the conference be cancelled due to the ongoing Covid-19 pandemic. April 19 is the planned date opening of registration as there is a go/no date on April 18, 2021. We have a later go/no go date to cover critically low registration numbers. It is unknown if the Fresno guild is involved or not (the 2021 committee will follow up). Contract deadline is Nov. 1. Funds are set aside for attorney review of the venue (Cal Poly) contract.

Kay reports there is another go/no go date on the side of Cal Poly. The campus is partially opened to cover agricultural and lab courses this semester. Seventeen instructors are lined up for the 2021 conference, contracts going out today, August 22, 2020. The Advisory Council has not yet seen a conference budget as the committee is awaiting numbers from the venue. As there is no preliminary budget yet available, Joan asking for a preliminary budget be presented. Kay Thorne will work a preliminary budget using the costs that Cal Poly provided pre-Covid. Merrie says that they will provide a preliminary budget by October 1.

Merrie says they will budget for teachers to have full meals. Kathleen told Kay that Lee Bergman is all lined out with RegFox. Eugene Textiles is the vendor. Kay will be contacting the Fresno Guild for their help. Erin has received?? The conference is scheduled for July 9-11, 2021

 b) CNCH 2022 Eugenia Gwathney, Bob Darchi

Eugenia introduced Bob Darchi (who has prior conference experience). A Prelim budget is under development. The committee is tentatively planning a conference in March in a hotel or May/June for college campuses. So far, they have not recruited a lot of people but Bob, Eugenia, and Nancy working on the venue. Specific to this conference, Committee chairs have been identified. Mills College or Sonoma State are being considered for the venue and the committee hopes for a venue contract by the end of 2020. Hoping to look out to people of color. Joan… Fund raisers may pass to 2022 if 2021 cancels. Other venue considerations include the Marriott (SFO), Marriott San Mateo, and the Doubletree, San Jose. Also considered is St Mary’s which has housing similar to Sonoma State. Workshop and seminar structure will depend on venue. Eugenia is looking at new approaches seen in other (non CNCH) conferences. Gail Wilson cautions that looking at cost as a huge factor.

 d) By-Laws Update Suzanne Woodhead

Some updates include terminology such as focusing on Fiber Arts instead of Handweavers, added Northern Nevada to Area 4, updating the name of online newsletter, and updating the title of the Administrative Assistant to Executive Director due to banking and current practice requirements. The structure has been more clearly defined with a Board of Directors and an Advisory Board. The Board of Directors are elected from the Advisory Board membership. Old By-Laws did not allow for the Administrative Assistant to be an officer per current Banking laws. Meeting dates have been removed. Meetings can be in any place including teleconferencing and video meetings.

Special meetings can be called with a minimum 48-hour notice via electronic means. Other items in the updated By-Laws include a committee section and indemnification of officers and employees. Standing rules can be managed by the Advisory Board/Board of Directors and that will be the next effort by the committee. Nancy asks that positions be clarified as it is not clear about board of directors and Advisory Board. Karen May requests an organization chart. Jen volunteers to write up compare/summary of changes. Note: Due to the situation with Covid-19, Suzanne and Jennifer did not meet to work up a summary and comparison as of December 7, 2020.

 e) Guild Non-Profit Status Update Suzanne Woodhead

See the links on the CNCH.org website

 f) Other

Joan: Set a Liaison Lunch (LL) date. A suggestion was for October 2020. Merrie suggested after Christmas, possibly January 16th or 23rd. The decision is to tentatively schedule the Virtual LL on 1/23/21.

Gail Wilson says that some guilds are using the fund raiser baskets from 2020 instead of passing on 2021. Kathleen will send a message out to all the guilds that we would like to store for 2021.

Eugenia leaving meeting, Robert has left meeting

5. New Business

 a) Draft 2020-21 Budget and Approval Suzanne Woodhead

Review of Profit and Loss for FY 19-20 and intro FY 20-21. Need to change $600 to $660 for WWW to include backup by the host of CNCH.org. See Budget Comparison 2019-20 AND 2020-21. Per Mary, we need to show loss in the budget and balance sheet for FY 19-20 and add a category for conference loss below the revenue line. There was a mix up on the Accounting fee line items and we will need to review later. Merrie made the motion to approve with Jennifer seconding. The motion passed.

Kay leaves meeting.

 b) Virtual Events Joan Near

There was quite a bit of discussion on the feasibility of having CNCH sponsored virtual events in order to generate income. It was agreed that there would be no virtual conference. CNCH does have the option of offering virtual classes such as some guilds are doing.

Reba leaves the meeting.

Joan noted that CNCH MailChimp is for CNCH activity. It may not be used for non CNCH activity. Announcements are welcome and can be posted on the CNCH.org website. Kathleen suggests that non CNCH marketing could go into the newsletter (CNCHnet). Erin suggests that there be a Facebook and Instagram page for CNCH.org. Melissa and Joan will work on setting this up.

 c) Area 2 Officer changes Joan Near

Area 2 Advisory Council members are Kay Thorne and Merrie Hewitt.

 d) Employee Reviews Joan Near

Melissa: Job description is good. She is working with Cathy Koos on the revamp of CNCHnet.

Erin: Can remove list of conference commercial vendors from the job description!

 e) Next Meeting Joan Near

November 7, 2020. Note: meeting postponed until December 12 due to future conference updates.

 f) Other

6. Adjourn

Merrie motioned for adjournment with a second from Karen. The meeting ended at 1:29 PM.

Note: CNCH 2020, the best conference that never was needs to return the storage unit keys.

Submitted by

Jennifer de Jung, CNCH Advisory Council Secretary

Approved as provided by the Advisory Council on:

December 12, 2020

**Join Zoom Meeting**

[**https://us02web.zoom.us/j/86553887583?pwd=N3dnZnB6c0lhZkp4dFhUUDB4ekZCUT09**](https://us02web.zoom.us/j/86553887583?pwd=N3dnZnB6c0lhZkp4dFhUUDB4ekZCUT09)

**Meeting ID: 865 5388 7583**

**Passcode: 497810**