**Advisory Council Meeting**

**Saturday, February 26, 2022**

**11:00 am**

**FINAL MINUTES**

1. Call to Order at: 11:03 A.M. Barbie Paulsen

In attendance:

Advisors Area 1: Joan Near

Area 2: Merrie Hewitt, Kay Thorne – CNCH 2023

Area 3: Barbie Paulsen – Chair

Area 4: Suzanne Woodhead –Treasurer, Jennifer de Jung – Secretary

Area 5: Lotus Baker, Karen May

Melissa Plummer – Web Manager, Erin Maclean – Executive Director, Cathy Koos – CiNCH Net Editor, Eugenia Gwathney – CNCH 2022

2. Approval of Minutes, September 18, 2021 Jennifer de Jung

With one minor correction in heading, Suzanne moves to approve the minutes, Jennifer seconds the motion, motion passed.

3. Treasurer’s Report Suzanne Woodhead

Balance Sheet: Total Assets: $134,141.45. Certificate for the Convergence Grant fund has been renewed and we have withdrawn $1,000 for a 2022 Convergence Grant. Also, grants for CNCH 2022 have been paid for three recipients. Conference A (CNCH 2022) and Conference B (CNCH 2023) checking account balances are, $13,350 and $3,100 respectively. Conference B account balance is the bank required minimum balance. The total for the two conference checking accounts is $16,350.

Profit and Loss: All Guilds have paid membership for this fiscal year. The total FY Income to date is $7,669.17. The storage unit company has reduced our cost below what was budgeted. CNCH expenses to date are: $13,176.23.

Our projected net income could be as low as -$9,868.60. CNCH 2022 Conference expects to provide less than the requested $14,000 return from the conference.

See filed Profit and Loss and Balance Sheet for other details.

4. Old Business

 a) CNCH 2022 Eugenia Gwathney

There are 166 registrants and the conference has received $73,055 to date. See the attached CNCH 2022 report for details. The big news is that the committee is planning to offer a continental breakfast for Saturday and Sunday and will not be offering food for the Thursday evening Meet and Greet. The breakfasts will be available from 7:30 to 9:00 A.M.

The Advisory Council meeting will be from 5:00-6:00 P.M. on Thursday. The Liaison Meeting will be during the breakfast on Saturday. The General Meeting is Friday Evening. Classes are held 9:00-12:00 and 2:00-5:00.

One teacher was cancelled. In order to meet budget goals, instructors needed an average 11 students for their combined classes. There was a discussion about marketing any class vacancies to the CNCH membership at large. Suzanne suggests that a MailChimp be sent out about a vacancy in classes. Other options were also discussed.

 b) CNCH 2023 Kay Thorne

University still not clear about what is/is not possible. Much of staff is working 1 day/week and the University conference coordinator works for two afternoons a week. Kay will attempt to contact on Tuesday, March 1st. Barbie asks that we have a cut-off date for the University to give us a hard commitment. The University needs to figure out how to write contract that allows for both University and CNCH to back out due to cause. There was a discussion on other possible venues should Cal Poly not be available including possibility of a county fairground, the Visalia Convention Center and others.

 c) Other

Suzanne and Jennifer will work to get revised bylaws and associated materials for May meeting.

5. New Business

 a) CNCH 2024: Area and Chair Barbie Paulsen

Barbie discussed the conference sponsoring order, noting that Area 5 is up for CNCH 2024. Barbie requested that Lotus and Karen (Area 5 Advisors) identify the 2024 conference chair & committee. First and foremost, make it conference one that Area 5 would love to be a part of. Karen, Lotus and Barbie will meet separately and plan to meet the objective of announcing CNCH 2024 at CNCH 2022 Conference.

Also discussed was a proposal to have all conferences be retreat style for a variety of reasons including simplifying the job of conference committees by having single multi-day class/workshop options only. Also, there is a declining availability of vendors (due to online sales, challenges of transport, staffing, and costs). One benefit could be a lower price point for accommodations making the conference more attractive to potential registrants.

 b) Guild Financials & c) IRS Tax Penalty Erin Maclean

Some guilds are not sending their financial reports when due which resulted in late reporting and an IRS Tax Penalty of approximately $3,000. Erin has written requesting forgiveness but because of the IRS backlog, this issue has not been resolved. In addition to an unnecessary expenditure for penalties, it is imperative that the Guild financial reports be submitted by the due date or risk losing the non-profit status of individual guilds. Barbie will address this at the Liaison Meeting in May.

 d) Convergence Grant Erin Maclean

We need a committee for the grant. Barbie, Jennifer and Suzanne volunteered to be the selection committee. Erin will assemble materials for distribution.

 f) Other Barbie Paulsen

 Due to lack of response in attempts to contact some Guilds or Guild Officers, Barbie would like guilds to consider establishing a guild informational email address, e.g., info@guildname.com.

6. Adjourn

Merrie moved to adjourn, Kay seconded, and the motion passed. The meeting was adjourned at 1:04 P.M.

Draft submitted by

Jennifer de Jung, CNCH Secretary

February 27, 2022

Final submitted June 21, 2022

Attachments: CNCH 2022 Report by Eugenia Gwathney

**Zoom Meeting**

**https://us02web.zoom.us/j/87146942666?pwd=N2QvL2JteGZ3S2hGdkVOR0ZyUVdBZz09**

**Meeting ID: 871 4694 2666**

**Passcode: 523155**

CNCH2022 Report for Adcon Mtg 2/26/22

Feb 24 no new registrations

|  |  |  |
| --- | --- | --- |
|  |  | actual as of Feb 18 |
| full guild early | 133 | $445 | $59,185 |
| full no guild early | 16 | $475 | $7,600 |
| mini early | 6 | $220 | $1,320 |
| companions |  |  | $535 |
| full guild normal | 4 | $475 | $1,900 |
| full no guild normal | 3 | $505 | $1,515 |
| mini normal | 4 | $250 | $1,000 |
|  |  |  |  | $73,055 |

Total so far is 166 plus 15 teachers total 181 beings

9 rooms nights earned by hotel bookings.

Will use to house 3 teachers for 3 nights

Also have earned some upgrades, use to be determined.

2nd installment paid this month to Hotel

Planned Activities. 10 - 5. Fri and Sat

Demos: Mary Silva of TWW will chair this effort

Make and Take: by different guilds.

Meals. Planning on having breakfast available continental with boiled eggs and yogurt, bread product, fruit and C/T/W. All three days vs 2 days. Probably Sat and Sun. Considering no food act meet and greet, AdCon assent by head nods

 Proposed conference schedule.

Thur May 19 5-6 p. AdCon mtg possible meet in private dining room, members

 May dine at this time if new or want to do so.

 7:30-9:30 meet and greet no host bar and snacks

Fri May 20. 7:30- 9:00 Breakfast

 9-12, 2-5. Classes

 12-1 special interest mtg

 1-2 TT rehearsal

 7-9:30 general mtg, dessert, Textile Tableaux

 Sat May 21 7:30-9:00. Breakfast. Liaison mtg

 9-11 Move auction items to courtyard

 9-12, 2-5. Classes

 12-1. Special interest mtg

Sat May 21. 7-8:30. No host bar, dinner, Keynote,

 8:30-9:30. Silent auction

Sun May 22, 7:30-9:00. Breakfast

 9-11:30. Class.

 11:30- 12 clean up room

 12 check out of hotel

Conference will not be able to return the $14K requested by CNCH. Will return all seed money and as much as we can used on the cost cutting measure we are employing.

Suggestions from group to send a weekly notice of open classes to liaisons and the create an opening page link to registration to look for openings.

More publicity. Sell classes to greater audience.