

CGW Board Meeting

Minutes – September 18, 2011

In Attendance:

President:	Colleen Crosby (hereafter referred to as COLLEEN in the minutes)
Vice President:	Elizabeth McCash (hereafter referred to as ELIZABETH in the minutes)
Treasurer:	Margaret Monos (hereafter referred to as MARGARET in the minutes)
Corresponding Secretary:	Chaz Boston Baden (hereafter referred to as CHAZ in the minutes)
Recording Secretary:	Amy Calcote (hereafter referred to as AMY in the minutes)
Directors-at-Large:	Shawn Crosby (hereafter referred to as SHAWN in the minutes) Maegen Hensley (hereafter referred to as MAEGEN in the minutes) Jennifer Mulvey (hereafter referred to as JENN in the minutes) Rebecca Thelin (hereafter referred to as BECKY in the minutes)
Parliamentarian:	Diane Yoshitomi (hereafter referred to as DIANE in the minutes)

Location: Westchester, CA

Meeting began at 11:01 a.m.

1. CGW Board

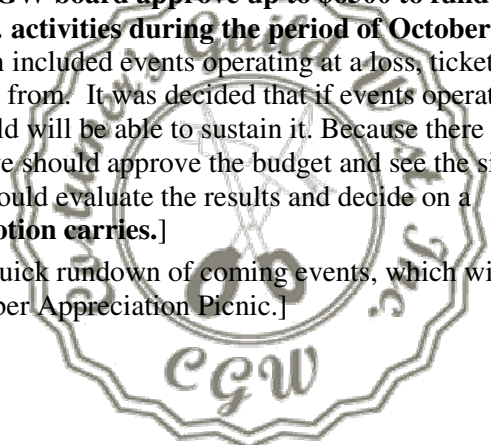
a. Reports from Officers and Directors-at-Large

i. President Colleen Crosby

1. Calendar – COLLEEN presented the meeting dates CHAZ: **Move that we accept the proposed list of board meetings – currently set for 9/18/11, 11/19/11, 1/28/12, 3/10/12, 5/19/12, 7/1/12, and 8/5/12 – as our tentative slate of board meetings. [Motion carries.]**
2. President-appointed positions – COLLEEN: The online motion was: **Move to appoint the following positions: Facilities Manager (SR 8) - Malcolm Scott – 6 (with the continued assistance of Alison Lockart); Parliamentarian (SR 7) - Diane Yoshitomi – 9; Member Development (SR5) - Elizabeth McCash – 8; Web Team: Colleen Crosby (updates), Eric Gerds (technical), Shawn Crosby (backup), Amy Calcote (design) – 9; Guild Historian - Rebecca Thelin – 9.** Discussion regarding the appointment of Facilities Manager. I have received multiple concerns regarding his demeanor and lack of customer service during Costume College. There were more than 10 complaints, from teachers and students, received by more than one board member. There are no other willing candidates for this position. **[Motion carries.]**

ii. Vice President Elizabeth McCash

1. Events Budget - ELIZABETH: [Described Events Budget Proposal, which included up to \$4,000 for CGW Events, up to \$1,500 for CGW Workshops, and up to \$1,000 for CGW Goes To... The Budget doesn't include Outreach events, which are voted on individually by the Board.] ELIZABETH: **Move that CGW board approve up to \$6500 to fund CGW Events, Workshops, and Goes To... activities during the period of October 2011 through September 2012.** Discussion included events operating at a loss, ticket prices, and where money from events comes from. It was decided that if events operates at a loss of up to \$4000 for one year, the guild will be able to sustain it. Because there has never been a budget for events in the past, we should approve the budget and see the size of the loss at the end of one year. Then we could evaluate the results and decide on a more appropriate budget going forward. **[Motion carries.]**
2. Coming Events - ELIZABETH: [Provided quick rundown of coming events, which will be presented to the membership at the Member Appreciation Picnic.]



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iii. Treasurer Margaret Monos

1. General – MARGARET: Need to review the numbers for the year. I don't want to present numbers for year-end just yet because I don't know if they're correct. Events are operating at a loss. I ordered generic business cards. They will be here in time for membership picnic.
2. Quickbooks – MARGARET: Quickbooks was purchased.
3. Procedures – MARGARET: Changing some of the procedures. Reimbursement forms will now be required. I started some spreadsheets for various board members: both the President and Vice President have full access to the complete member list now. Corresponding Secretary and Treasurer have the Squeals list online, making sure that multiple people have access to the information. I'm creating a budget for Costume College.

iv. Corresponding Secretary Chaz Boston Baden

1. Newsletter Budget – CHAZ: **Move that \$6,500 be approved for printing and mailing Squeals for the term of 2011 and 2012. [Motion carries.]**

v. Recording Secretary Amy Calcote [Nothing to report.]

vi. Director at Large Shawn Crosby

1. Website – SHAWN: I spent \$300 on five (5) years of hosting of our own web site, in order to prepare the move of our web pages to where we can control them. The web team will be setting up a Wordpress site.
2. Long Beach Comic Con Scholarship – SHAWN: The Long Beach Comic Con is trying run a masquerade this year, but they haven't done it before. They want help from CGW, particularly for the judging. **Move that at Long Beach Comicon and Horror Fest on 10/29/2011, CGW awards a workmanship scholarship to Costume College, as an Outreach event.** Discussion included that it is a two-day event with the masquerade on one night, that CGW provides the judges for the scholarship award, and that Shawn will be the liaison. **[Motion carries.]** Further discussion included having a free fan table, the event providing badges for our representatives, updates to our brochure, and branding of CGW.

vii. Director at Large Maegen Hensley [Nothing to report.]

viii. Director at Large Jennifer Mulvey

1. Assistant Dean – JENN: Due to personal reasons, I have to step down from acting as Assistant Dean for Costume College 2012.

ix. Director at Large Rebecca Thelin

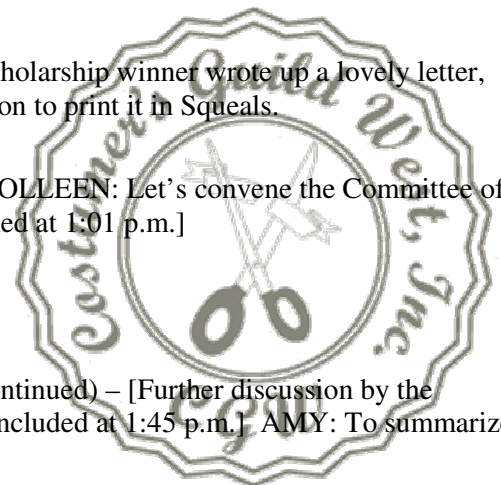
1. Member Note – BECKY: Pamela Wiggs, scholarship winner wrote up a lovely letter, expressing her gratitude. We have permission to print it in Squeals.

b. Board General Discussion

- i. Presence of General Members at BOD Meetings –COLLEEN: Let's convene the Committee of the Whole, starting at 12:31 p.m. [Discussion finished at 1:01 p.m.]

Lunch break at 1:01 p.m.; return at 1:31 p.m.

- ii. Presence of General Members at BOD Meetings (continued) – [Further discussion by the Committee of the Whole started at 1:31 p.m. and concluded at 1:45 p.m.] AMY: To summarize



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the discussion of Committee of the Whole, the committee weighed the pros and cons of allowing CGW members to observe the board of directors meetings. Included in the discussion was a review of the relevant portion of Robert's Rules of Order, legal precedent set for 501(C)(3) organizations, and existing ground rules of CGW. The conclusion of this research was that there is no explicit requirement for allowing members to observe board meetings. Further discussion included concern about the perception of the board's openness to the rest of the membership. In addition, money, which otherwise could be spent on membership activities, would have to be spent on providing public locations for these meetings, and if any CGW member has a specific issue that they wish to present to the board, the board may invite that member to present at a board meeting, at the board's discretion. The committee concluded that, **at this time, there is an insufficient level of expressed member interest to warrant holding open board meetings. Therefore, the committee found no compelling reason to change the decision laid down during the June 29th, 2008 board meeting**, as follows "The standard response to requests from members to attend Board meetings shall be: 1. Please contact your Director-at-Large with your concerns, as that is their function. 2. Please consider running for Director-at-Large."

2. CGW General Discussion

- a. Mannequins – COLLEEN: Please include in the minutes the approval of funds for the repair of mannequins, totaling \$3,080.63. Eight (8) voted yes, and one (1) abstained. The repairs in question were for refurbishing mannequins that could be used at college, but still in need of repair, and one mannequin that was damaged during college this year. This completes the need for mannequin repair funds, other than what may be needed for future damages.
- b. Scholarships
 - i. Application – Discussion about the Costume College scholarship application included: the form has to be on website by 9/30/11; it may optionally be published in the next issue of Squeals; making corrections to the application for clarity and grammar; confirmation of the CGW Scholarship Committee procedure, adopted June 7th, 2011, that scholarship applications must be postmarked or received by email no later than midnight November 30th, 2011; and setting up a separate email address for the scholarship committee. BECKY: **Move that we accept the changes we just discussed on the Costume College 2012 Scholarship Application Form so that it can be uploaded to the website by September 30th, 2011. [Motion carries.]**
 - ii. Committee – Discussion included the Scholarship Committee should include the President (part of all committees) and the Dean of Costume College (who approves scholarships to College); having general CGW members on this committee; making sure that all board members can access the information reviewed by the committee. The committee for awarding scholarship shall be: Chair – Becky Thelin, Jennifer Mulvey, Margaret Monos, Chaz Baden, Colleen Crosby, and Becca Metzger. In addition, the committee may appoint additional members from the CGW general membership.
- c. Election Process (per member request) – Due to time constraints and the complications of this discussion, this topic was moved to discussion offline, lead by COLLEEN.
- d. Paypal for CGW Dues (per member request) – MARGARET: For CGW dues, it would be simple to use Paypal, but we should charge a handling fee since CGW loses money on each transaction. The transaction for Costume College is a much bigger discussion because the situation is more complicated. Discussion regarding CGW Dues included: raising all dues to cover Paypal fees; adding a handling fee; and service fees. CHAZ: Move we accept Paypal as payment for renewals of dues online without charging an extra fee to do so. Discussion included: Paypal fee of 30 cents + 3% of the total amount (for a \$30 renewal is a fee of \$1.20); and whether it should be only for renewals or for new members too. CHAZ: I would like amend the motion: Move we accept Paypal as payment of dues online without charging an extra fee to do so. Discussion included: refunds and associated fees; charge-back concerns;

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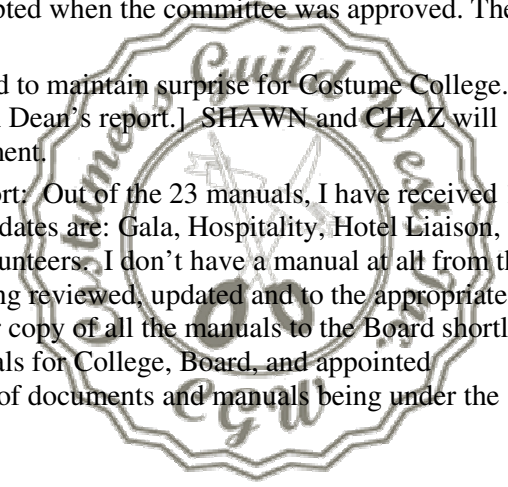
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a disclaimer on the website that we do not offer refunds for partially used memberships; refunds due to removal of a member (SR9: Standards of Conduct for CGW Members states, “Disciplinary actions may include, but need not be limited to [...] cancellation of membership – including a refund of current year’s dues.” JENN: Move to amend the current motion to exclude the words “without charging an extra fee to do so.” Amended motion: Move we accept Paypal as payment of dues online. Discussion included: Paypal’s rules regarding handling fees and their application to 501(C)(3) organizations. REBECCA: **Move that we table the motion for further research.** MARGARET to take the lead on offline discussion. **Motion to postpone carries.]**

- e. CGW Membership Cards (per member request) – Due to time constraints, this topic was moved to offline discussion, lead by ELIZABETH.

3. Costume College

- a. Assistant Dean – CHAZ: **Move that we accept Becca Metzger’s appointment of Natalie Meyer as Assistant Dean for Costume College 2012.** [Motion carries.] Discussion included if Natalie would be able to be Registrar and Assistant Dean at the same time and training a new Registrar for following year.
- b. Portion of Dean’s Report presented at meeting attached as Appendix A
 - i. Committee List – Dean submitted a partial committee list. CHAZ: **Move that we approve the dean’s confirmed appointments from her document “Costume College 2012 Committee Members (rev. 9.17.11)”.** Discussion included: corrections to list; appending non-confidential portion of committee list to these minutes; Treasurer’s and Learning Circle being same person; and whether board approval of committee list is oversight or micromanagement. [Motion carries.] ELIZABETH will mail suggested corrections to Dean.
 - ii. Schedule – Dean submitted a proposed calendar, attached as Appendix C. ELIZABETH: Move that we accept the Costume College 2012 Schedule, revised as of 9/17/11, as submitted by Dean Becca Metzger. Discussion regarding typos. ELIZABETH: Amended motion: **Move that we accept the Costume College 2012 Schedule, revised as of 9/17/11, as submitted by Dean Becca Metzger, correcting all instances of 2012 that were erroneously written as 2011.** [Motion carries.]
 - iii. Bargain Basement – Dean would like to hold a silent auction during Bargain Basement. COLLEEN: We can table this discussion until I am able to run it by the attorney and continue the discussion offline.
 - iv. Portrait Studio – Dean would like to combine the Red Carpet Room with the Photographer’s Room, renaming it the Portrait Studio, including a professional photographer and the CGW equipment to be open all three days with extended hours on Saturday for the Gala. The department head would in charge of arranging for the professional photographer, setting up the room including the CGW’s equipment, and making sure the room is staffed with volunteers throughout the weekend.] This was implicitly accepted when the committee was approved. There was no further discussion.
 - v. Gala Entertainment – [Details of discussion redacted to maintain surprise for Costume College. A request for new sound equipment was included in Dean’s report.] SHAWN and CHAZ will investigate rental vs. purchase of new sound equipment.
 - vi. Job Manuals – COLLEEN: [Read from Dean’s report: Out of the 23 manuals, I have received 14 updated versions! Those who have not turned in updates are: Gala, Hospitality, Hotel Liaison, Publications, Web Site Liaison, Roommates, & Volunteers. I don’t have a manual at all from the Marketplace and Ops. My plan is to have everything reviewed, updated and to the appropriate person by the first committee meeting with a master copy of all the manuals to the Board shortly thereafter.] Discussion included: maintaining manuals for College, Board, and appointed positions on our new website; and the maintenance of documents and manuals being under the



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duties of the Recording Secretary. AMY will keep the digital copies in her dropbox until the new website is available for storage.

- vii. Costume College 20th Anniversary – BECKY, as Historian, will research the date of Costume College 20th anniversary.
 - c. Soft Cap for Costume College Memberships, Gala, and Tea – Dean has recommended we keep the maximum membership at 450, 200 for the gala and 85 for the tea, with the ability to revisit at a later date, if needed. (This is how it has been done in the recent past.) CHAZ: **Move that we accept Dean Becca Metzger's soft caps for Costume College 2012 memberships (450), gala (200) and tea (85).** Discussion included: Keeping the numbers artificially low to account for space being held for scholarships. MAEGEN, as Hotel Liaison will check total capacity of rooms ELIZABETH: I would like to amend the motion: **Move that we accept the higher numbers - memberships (450), gala (220) and tea (105) – pending the approval of the gala numbers by the hotel liaison.** [Motion carries.]
 - d. Perks and Benefits for Volunteers and Assistants – Convened the Committee of the Whole for discussion. [Discussion started at 4:19 p.m. and ended at 4:36 p.m.] COLLEEN: Further discussion is required. Let's table this topic for the discussion board. [General consensus.] I will take the lead on this.
 - e. Liability for Volunteers with Injuries (per member request) – COLLEEN: Let's table this discussion and move it to the message board. [General consensus.]
4. New Business – [None discussed.]

Meeting adjourned at 4:37 p.m.



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Appendix A – Dean's Report

CoCo 2012 Dean's Report for BoD meeting on Sept 18, 2012

CoCo Committee list for approval: Most of the committee positions are filled! I still need department heads for three departments (hi-lighted in purple). I do have people in mind for these positions I just haven't had a chance to talk with them. However, I am still open to suggestions! Having options is all ways a good thing. Those names hi-lighted in green had volunteered for the positions, I am just waiting to hear if they still want the jobs. I hoping to have the remaining positions filled by the first committee meeting.

CoCo Committee Schedule for review: Here the preliminary committee schedule. I'm waiting on the Marketplace, Programming, & Publications to check their deadlines, before I send out a final schedule. I've added a few deadlines; they are hi-lighted in pink. Please me know if you see any possible issues.

Set maxim number of memberships for sale: I would like to keep the max at 450 with the ability to revisit if needed. BTW the last two years we have sold 420.

Set preliminary maxim numbers for Gala & Tea tickets for sale: I would like to set the preliminary numbers at 200 for the Gala and 85 for the Tea. Then in January once the committee/board comps & scholarships have been decided release 20 tickets for each event. That will put the final max numbers at 220 for the Gala and 105 for the Tea. (BTW, 2011 was the first time in three years that we got close to selling out of Gala tickets with 218 sold! The Tea sold out by the beginning of May so we added a few extra tickets (for a total of 106). Though we can add more tables/seats it will over crowd the room.

Acknowledging the 20th Anniversary of CoCo: I think we should do something in honor of the Anniversary, but I'm just not sure what and if it is something I need to plan? Please advise.....

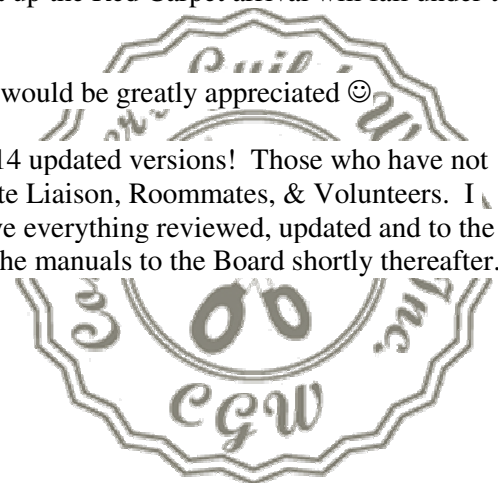
Creating the Portrait Studio: Instead of creating a new position/department for Photographer Liaison, I would like to combine the Red Carpet Room with the Photographer's Room renaming it the Portrait Studio. The Portrait Studio would have two stations: one set up by and for the professional photographer and one by the department head using CGW equipment to give attendees a clean backdrop to take their pictures in front of. The Studio would be open all three days with extended hours on Saturday for the Gala. In general the department head would in charge of arranging for the professional photographer, setting up the room including the CGW's equipment, and making sure the room is staffed with volunteers throughout the weekend.

Red Carpet arrival to be included with the Gala:

Gala guests will still walk down the Red Carpet on their way to the event. As the Red Carpet will be the pathway through the on lookers from about the restrooms to the entrance of the Salon. The set up the Red Carpet arrival will fall under the department of the Gala.

Gala - current entertainment plan: REDACTED. New sound equipment would be greatly appreciated ☺

Department job manuals update: Out of the 23 manuals, I have received 14 updated versions! Those who have not turned in updates are: Gala, Hospitality, Hotel Liaison, Publications, Web Site Liaison, Roommates, & Volunteers. I don't have a manual at all from the Marketplace and Ops. My plan is to have everything reviewed, updated and to the appropriate person by the first committee meeting with a master copy of all the manuals to the Board shortly thereafter.



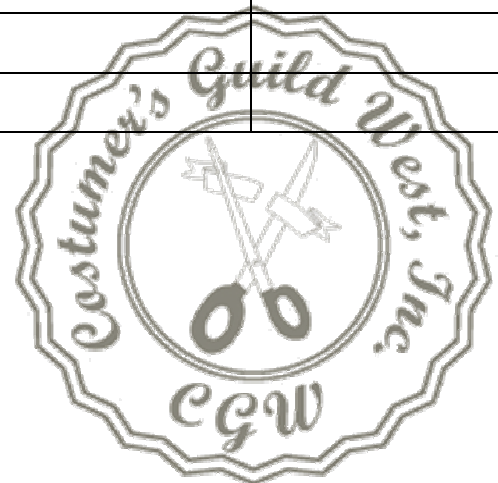
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Appendix B – Abridged Costume College Committee List

Costume College 2012 Committee Members (rev. 9.17.11)

Position	Name
Dean	Becca Metzger
Assistant Dean	Natalie Meyer
Bargain Basement/Raffle	Patt Kopp
Assistant	Elizabeth Reed
Check In	Jennifer Byrd
Displays	Diane Yoshitomi
Assistant – Caught on Camera	Val LaBore
Assistant	Chantal Filson
Assistant	Tonya Clevenger
Gala	Jenny Singsaas
Assistant – Décor	Patti Buckie
Hospitality	Zoe Jones
Assistant	Maryann Jones
Assistant	Karla Silva
Assistant	Elizabeth Reed
Hotel Liaison	Maegen Hensley
Information	Becky Thelin
Assistant	Regina Lawson
Assistant - Transportation	Mary Llewellyn

Position	Name
Ice Cream Social	Liz Gerds
Marketplace	Mela Hoyt-Heydon
Marketplace	Cat Woodward
Ops	Malcolm Scott
Assistant	Alison Lockart
Programming Teacher Liaison	Heather Pritchett
Programming Student Liaison	Kim Bergdahl
Assistant – Learning Circle	Margaret Monos
Web Site Liaison	Colleen Crosby
Registrar	Natalie Meyer
Roommates	Sandy Manning
Tea	Karen Allen
Assistant	Karen Williams
Treasurer	Margaret Monos
Volunteers	Tadao Tomamatsu



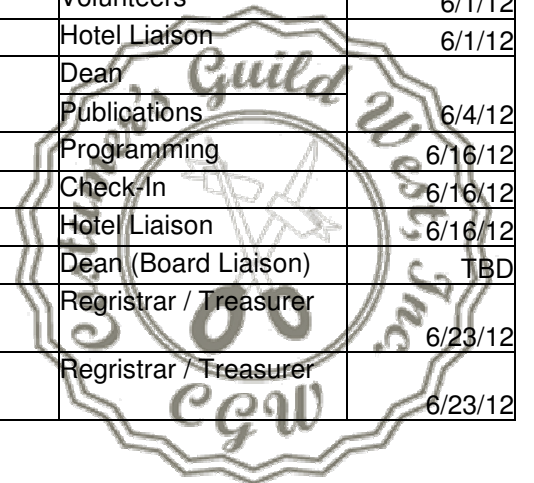
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Appendix C – Costume College Committee Calendar

Event	Department	2012 Dates
Post Mortem of Last Year's Costume College	All Departments	8/28/2011
Confirmation of maximum number of Memberships available	Dean (Board Liaison)	TBD
	Registrar	
Preliminary number of tickets available for Gala and Tea	Dean (Board Liaison)	TBD
	Registrar	
Scholarship application available on CoCo website	Web Liasion	9/30/11
Memberhsip application available on CoCo website	Web Liasion	10/10/2011
Budget Meeting	Dean (Board Liaison)	TBD
	Assistant Dean	
CGW Member applications accepted	Registrar / Treasurer	10/17/11
First Committee Meeting	All Departments	11/6/2011
CGW Board Meeting	Dean (Board Liaison)	TBD
Dealine for Scholarship applications	Scholarship Committee	TBD
All non-member applications accepted	Registrar / Treasurer	11/14/11
Date to mail out teacher forms	Programming	1/6/2012
Price increase for memberships	Registrar / Treasurer	1/9/12
DUE! Membership Comp forms for CGW Board Members and CoCo Committee Members	Dean (Board Liaison)	1/15/12
	Registrar	
Initial email/mailing of application to past dealers	Marketplace	1/17/12
Deadline for 75% Membership Refund	Registrar / Treasurer	1/28/12
CGW Board Meeting	Dean (Board Liaison)	TBD
Teacher Forms Due - Follow up W/ Teachers	Programming	2/4/12
Second Committee Meeting	All Departments	2/20/12
Confirmation of number of tickets available for the Gala and Tea	Dean (Board Liaison)	2/20/12
	Registrar	
Tours Info and Description to Programming & Web Liasion	Tours	3/1/12
Registration Book Articles Due to Dean (Except Programming)	All Departments	3/1/12
Gala And Tea Menu options to Mistresses	Hotel Liaison	3/1/12
	Gala	
	Tea	
Programing Class Scheduling Meeting (Wall Party)	Programming	3/4/12
Deadline For Applications From Dealers	Marketplace	3/15/12
Reg Book articles due to Publications	Dean	3/15/12
	Publications	
Class, Tour & Teacher info for Reg Book to Publications	Programming	3/15/12
	Publications	
Class Info And Teacher Bios To Web Liasion	Programming	3/15/12
DUE! All Comp/Scholarship forms for Memberships, Gala and Tea tickets	Dean (Board Liaison)	3/31/12

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	Registrar	
Number of Registration Books to Print to Publications	Registrar	????
CGW Board Meeting	Dean (Board Liaison)	TBD
Deadline for 50% Membership Refund	Registrar/Treasurer	3/31/12
Gala And Tea Menu To Hotel Liaison	Gala	3/31/12
	Tea	
	Hotel Liaison	
Registration Book Completed	Publications	4/7/12
Gala and Tea Menu Choice form completed for stuffing	Hotel Liaison	4/14/12
	Gala & Tea	
Students Labels In Alpha Order For Registration Packets completed (to bring to stuffing)	Registrar	4/14/12
Registration Packet Stuffing / Mailing	All Departments	4/15/12
Third Committee Meeting	All Departments	4/22/12
Deadline to dealer for acceptance to market	Marketplace	4/15/12
Confirmation E-mail To Dealers	Marketplace	
Email Blast to Students - Reg. Packets Mailing / Volunteers and Roomates articles included	Dean	4/16/12
	Volunteers	
	Roommates	
Dealer Application with checks to treasurer	Marketplace	5/1/12
Room Equipment Needs From All Depts to Hotel Liaison (Programming to Ops)	All Departments	5/1/12
Classroom & Non-Classroom Sets to Hotel From All Depts (inc Marketplace, Gala, Tea)	All Departments	5/1/12
Limited Attendance Forms due from Students	Programming	5/12/12
CGW Board Meeting	Dean (Board Liaison)	TBD
Student Tour Letters to Programming	Tours	5/18/12
Program Book Info / Articles Due to Dean	All Departments	5/21/12
Deadline for Staff requests for volunteer needs	All Departments	5/21/12
Email Blast to Students - L/A Conf. Mailing	Dean	6/1/12
Check on quantity of Badge Ribbons	Check-In	6/1/12
Email Blasts to Students - Volunteer Needs	Volunteers	6/1/12
Begin Checking Status-Hotel Room Night Sales	Hotel Liaison	6/1/12
Program book info due to pubs	Dean	6/4/12
	Publications	
L/A Student Fee Payment Deadline	Programming	6/16/12
Order Badge And Supplies	Check-In	6/16/12
Hotel Liaison Meeting With Hotel	Hotel Liaison	6/16/12
CGW Board Meeting	Dean (Board Liaison)	TBD
Deadline for Refunds & Transfer of Membership, Gala & Tea tickets	Registrar / Treasurer	6/23/12
Deadline for purchasing membership, Gala, and Tea (Unless Not Sold Out)	Registrar / Treasurer	6/23/12



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No further membership applications accepted	Registrar / Treasurer	6/23/12
Sign Requests To Hotel Liason	All Departments	7/2/12
Deadline To Put Gala Music Together	Gala	7/2/12
L/A Student Count To Teachers	Programming	7/2/12
Attendee Count To Tours	Programming	7/2/12
CGW Board Meeting	Dean (Board Liaison)	TBD
Number of Program Books to Print to Publications	Registrar	????
Program Book Complete (ready to print)	Publications	7/2/12
Last date to get room rate	Roommates	TBD
Final Packet To Dealers	Marketplace	7/2/12
Names for badges sent to be printed	Registrar	7/7/12
Follow Up Letter To Tour Attendees	Tours	7/15/12
Last Committee Meeting (Mandatory)	All Departments	7/15/12
Check-In Packet Stuffing / Badge and Envelope Stuffing	All Departments	7/22/12
Last day to request Roommate Service	Roommates	TBD
Pre-Con Meeting	Hotel Liaison Dean Assistant Dean	8/2/12
Marketplace Begins Set Up	Marketplace	8/2/12
Equipment From Storage Unit To Hotel	Operations	8/2/12
All Registration Materials To Check-In	Registrar	8/2/12
Clothing Displays Set-Up	Displays	8/2/12
COSTUME COLLEGE	All Departments	8/2/2012 to 8/6/2012
Post Mortem Meeting - Job manuals complete	All Departments	8/26/12

