

CGW Board of Directors' meeting
Sunday, January 27, 2008
421 E. Live Oak St. #203, San Gabriel, CA

Attending:

President: G. Ann Mitschek
Vice President: Colleen Crosby
Recording Sec'y: Kathy Lear
Corresp. Sec'y: Margery Rich
Directors at Large:
Mary Jane Jewell
Regina Lawson-Voorhes
Diane Yoshitomi

Not Attending: Treasurer: Natalie Meyer (excused)
Dir. at Large Joyce Saunders (excused)
Parliamentarian Cheryl Avirom (parliamentarian) (excused)

The meeting was called to order at 2:03 p.m.

Chocolate present in the form of brownies, cookies & candy

Approval of Minutes of 8/26/07 - minutes to be sent out prior to meetings, and a vote is to be held by e-mail. Kathy Lear is to send these minutes tonight.

Officer's Reports:

President: G. Ann Mitschek

1. We submitted the agreement, worded by our attorneys, to Janet Wilson Anderson and received no response (the deadline has passed), so the CGW is not bound by any arrangements offered previously, to this date.
2. The CGW has published information regarding "sister organizations" - some "sister" organizations want to know if their members qualify as "CGW members" or as "other" on the application forms for attendance at events, specifically Costume College
3. Questions have arisen regarding proposed fund raisers for scholarships for Costume College - we are requesting a one-page proposal from the people who want to host the event, specifying how the money will be collected, handled, etc.
4. Web site - we are waiting to hear from committee that we are ready to request passwords and terminate current provider's services.
5. The CGW logo was submitted to our legal team, whose search turned up no conflicts. The Logo is being submitted for registration.

Vice President: Colleen Crosby

1. We need a new bookmark with dates of upcoming Guild events, to have on hand for the Beggar's Bazaar.

2. She doesn't want to have teas every month – she would rather have an unspecified event, which might be a tea, or something else. However, if someone wants to sponsor or host a tea as well, that's fine. If the CGW is putting up the money or making the arrangements for an event, it's CGW-sponsored. Otherwise, it's a general event which the CGW can list in *Squeals*, but is not responsible for.
3. Colleen Crosby needs to be informed of the dates and times of the meetings for Costume College, to help avoid scheduling conflicts when planning events. The next one is Sunday, February 10, at Martha Davis' house.
4. Regarding a fund-raiser tea which a member wants to hold – An in-depth discussion will be held under “new business.”
5. Events
 - a. Feb. 23, 2008 “sweetheart tea”
 - b. Regina Lawson-Voorhes will host a sewing day for the San Fernando Valley
 - c. October - Halloween tea
 - d. November - Regency workshop (to encourage people to buy memberships for the Jane Austen Ball and/or the Autumn Ball)

Treasurer: Natalie Meyer (absent)

1. A report is provided by Natalie Meyer, via Annie Mitschek.
2. We haven't officially set a budget for parties / events – currently such events cost in the neighborhood of \$300 - \$350 – is it OK to maintain that? This is to be discussed in detail at the next meeting - think about it (remind people). Colleen Crosby will write up several techniques.
3. A revamped reimbursement form for expenditures is available - Natalie Meyer has it (per Annie Mitschek). The old forms are being used up first so as not to waste the printing.
4. Regina Lawson-Voorhes needs a refund as a teacher for Costume College 2007.

Recording Sec: Kathy Lear

Kathy Lear will send out the next 2 sets of minutes. (Reminder: they should all be approved by the Board within 45 days, by the terms of the CGW By-Laws.)
Diane Yoshitomi suggests we not include all the previous text of e-mails in "reply alls". The information can sometimes be good, though.

Corresp. Sec.: Margery Rich

1. There will be a few more thick issues of *Squeals*, since we're publishing minutes.
2. Would the Board like to try a new format for the newsletter?
3. We need to change the *Squeals* "month" designation to reflect the upcoming month rather than current month – it would remove confusion about which month's issue it is. So, "Feb" issue will be “Feb-Mar”, and subsequent issues will be for the upcoming month. Issues are typically mailed out the day after the collating.

Directors at Large:

Mary Jane Jewell

She received a response from Maegen Hensley re Costume College: as of Jan 12, 2008, there are 100 confirmed classes, with 17 not confirmed. There is a breakdown with specifics in her e-mail.

Committee Reports:

Website: Kathy Lear

1. All pages are copied to Kathy Lear's computer, in both code and visual versions
2. We are ready to ask T. Dow Albon for the codes and/or passwords.

Publications: Colleen Crosby

1. On February 24th, there will be a meeting at Colleen Crosby's house. So far, Eric Gerds, Margery Rich, Annie Mitschek, Kathy Lear, Heather Pritchett, Colleen Crosby, possibly Charles Matheny & Mary Jane Jewell will be in attendance.
2. Colleen Crosby wants to start a Yahoo group like San Diego's.
3. Colleen Crosby also wishes to possibly begin a LiveJournal group for Costume College.

Old Business:

Membership Directory

1. Diane Yoshitomi's report is that only 28 people have responded. (Not all the Board have responded!)
 - a. Do we want to print all that minimal information, or share an electronic version only with those who have submitted information so far?
 - b. We should include a form in the Costume College packet - if the person submitting is not a member, the form will be given to the New Member Chair. The forms will be submitted at the Costume College drop box (We should make a point of encouraging joining – people need to be members to be included in the directory.)
 - c. The form might include check boxes for “interests.” This would make it easier to fill out – include “address,” “phone,” “e-mail,” “interests” (historical, sci-fi, fantasy, specific period, etc.).
2. The Board expressed a consensus that we continue to solicit information for the Membership Directory. Margery Rich suggests that people are slow to adopt new things.
 - a. Margery Rich also suggested that we include a form and list the checkboxes in *Squeals*.

LA County Fair - revised contest rules

We need to revise the forms: Mary Jane Jewell did this superbly. New additions include a “theatrical” category and judging criteria.

Costume College 2009

1. Membership issues regarding Sister Organizations

- a. We are sisters with GBACG and San Diego (we need to confirm San Diego's status).
 - b. Are we sisters with other organizations than these? Do we want to solicit others, for example, the Art Deco Society, PEERS, other costume societies, etc. Perhaps those of us who are members of other organizations should put out feelers with their organizations about this.
 - c. Annie Mitschek needs to contact "sister organizations," and send them our newsletters and ask for newsletters from them. We should include a section in *Squeals* for "Sister Organization information". We need to send information to them, and they need to send information to us.
 - d. Who shall be the contact/person responsible for getting info to/from "sisters" - Colleen? TBD
 - e. The CGW Board is to review the section of meeting minutes with the information about the "rules" for Costume College (these are in the November, 2007 minutes, whose meeting was held at Diane Yoshitomi's residence) - send to Annie Mitschek to send to lawyers, then send to Board for passage/review. (Kathy Lear is to send all past minutes to Annie Mitschek at once.)
2. Site selection
- a. Mary Jane Jewell has a copy of the current contract with the Airtel Hotel and will lead the site search group, at least while Karen Lavoie is out of town. Colleen Crosby mentioned that Christian Maguire and Joyce Cooper (hotel liaison people for science fiction conventions) are willing to look over any new contract information for us.
 - b. Kathy Lear mentioned that she heard that Karen Lavoie wanted to contact Darla - per the Board, she is not to do this.
 - c. Annie Mitschek has a copy of *Biz Bash* (a magazine for professional event organizers/planners.) which includes hotel listings, which Fran Wasielewski gave her. Annie Mitschek is to give it to Mary Jane Jewell.
 - d. Mary Jane Jewell plans to send a list (to Natalie Meyer or Laura Rico) of data she needs in order to negotiate with a new hotel. Natalie should have information about how many rooms we paid for, etc.
 - e. N.B. Sandy Maxwell, who is our direct liaison with the Airtel Plaza hotel, does not work for the CGW. She is an independent contractor who is paid by the hotel.
 - f. Colleen Crosby suggests we find out how soon we need to sign a contract in order to go to another hotel for 2009 - it might not be too late. If Mary Jane Jewell sets up a timetable, it might be possible to change hotels for 2009.

Scholarship Review

1. We have one application, from Elizabeth McCash. She was at the holiday party, and several of the Board met her there. Annie Mitschek read her application to the Board. Kathy Lear noted that she was at the "Panic Room" at Costume College 2007.

Margery Rich - RESOLVED that based on merit and need, we award a FULL Costume College 2008 scholarship (including membership, hotel room, gala and tea) to Elizabeth McCash. Seconded

VOTE: Ayes: 7 Noes: 0 Abstain: 0

The Dean of Costume College will have an opportunity to review the application at the upcoming Committee meeting. The applicant will be notified after the Costume College meeting on February 10th; Annie will mail her a congratulatory letter.

2. Other applications will be accepted until January 31, 2008

New Business:

Fundraising by members

1. Several members want to hold a tea, and charge for tickets. The ticket price would go to the CGW for the Costume College Scholarship Fund. Annie Mitschek consulted our attorneys, and they suggested that we ask the following questions of the organizers:
 - a. Does the member sell tickets and deduct expenses? Response –Yes
 - b. Does she deduct out of pocket expenses? Response – No
 - c. Does she tell the participant fair market value of the event? (There was some confusion as to “fair market value” and its application.)
 - d. Does the member deduct expenses from her taxes? (This could backfire on the CGW if the requested deduction included labor – it shouldn't.)
 - e. Our attorney suggests requesting a written proposal with economic structure, how many people would be participating, etc.
2. Colleen Crosby suggested creating a standardized form for this sort of thing, for the attorneys to review for appropriateness and liability. Colleen Crosby will create the form and forward it to Annie Mitschek for approval by counsel.

Flyer fees (Union #705 "Yard Sale")

Annie Mitschek feels she should donate money for the flyer which was included with *Squeals* for her Union's yard sale, since it was technically from an outside group and our policy is to charge 10¢ per page for this service. Margery Rich says we sent out 290 copies of *Squeals* that month. Annie Mitschek says she will send a check for \$29.00 to Natalie Meyer.

Heritage Square's event – “Heritage Days”

Does the CGW want to do a "fan table"? - Natalie Meyer forwarded a flyer about the event. Consensus: it would be a good idea to have a CGW presence, but we need staffing. It's on Sunday, March 2, 2008. Diane Yoshitomi will solicit staffers at the Costume College meeting.

Awards

Diane Yoshitomi sent out an e-mail to the Board of Directors suggesting creating CGW awards for Costume Con26: guild awards are discretionary – there is no need to award them if nothing qualifies. We need criteria for our Guild's awards.

Diane Yoshhitomi was considering this: Los Angeles often stands for dreams and fantasy. She suggests "Over the Rainbow" for the name of the award e.g.: "The CGW presents its 'Over the Rainbow' Award". Criteria are to be: workmanship, originality, and something that transcends the usual. (We should check with other guilds to see if their awards exclude their members, and decide if we want to do that also.) In addition to the award itself, one or more concrete items will be given: Costume College membership? (If they can't attend, they can transfer the membership - at the base price.) The general response was: NO. Alternatives: the GBACG gave a 1 year subscription to a pertinent magazine (*Threads*), plus patterns from "The Mantua Maker" - perhaps "Truly Victorian" patterns would be good for us to give. Other suggestions included gift certificates to online fabric sources. Something whimsical could also be given as a gift. Annie mentioned that the ICG gave a "best newcomer" award. Diane Yoshitomi will think more about the criteria and prizes. We could possibly give a Lucite or resin award with the CGW logo at the end of a rainbow. (Kathy Lear will do a sketch.) If no Board member is available to head the judging committee, the President will appoint a person to head that committee. If no CGW members attend (to do the judging), the award will not be given.

The next meeting will be March 1, 2008 at 1:00 p.m. The location will be at Margery Rich's again. (Lunch will be ordered in: e-mail Annie Mitschek with ideas for food.)

The meeting adjourned by President Annie Mitschek at 6:23 p.m.

Respectfully submitted: Kathy Lear, Recording Secretary, with amendments by G. Ann Mitschek, President