

Costumer's Guild West Board of Directors Meeting
Sunday, October 14, 2007
421 E. Live Oak #203, San Gabriel, CA 91776

Attending: PresidentG. Ann Mitschek
Vice President.....Colleen Crosby
TreasurerNatalie Meyer
Recording Secretary.....Kathy Lear
Corresponding Secretary.....Margery Rich
Directors at LargeMary Jane Jewell
.....Regina Lawson-Voorhes
.....Diane Yoshitomi

Not attendingJoyce Saunders (excused)

Meeting called to order at 12:44 p.m.
Chocolate was present in the form of Riesen chocolate caramels

Old Business:

1. Approval of Board meeting minutes for 6/30/2007 and 7/21/2007
Moved to accept with amendments: Natalie Meyer. Ayes: 5, Noes: 0, Abstain: 3
2. officers' reports

President:

Since we're sponsoring some events at peoples' homes, Annie Mitschek added those people to the insurance. Regina Lawson-Voorhes stated from her knowledge of insurance that if it's a recognized regular function of the group, the general insurance may cover it without having specific addresses. Annie Mitschek to ask insurers about this.

Re: Janet Wilson Anderson: Maegen Hensley says Janet Anderson *was* asked to teach at Costume College 2007; and it was Cat Slater told her how much space she could get, not Mela Hoyt-Heydon. This issue to be discussed further under College items.

Annie Mitschek received an e-mail from California Design College in LA regarding interest in Costume College and Costume Con, including a possible exchange of instructors. Natalie Meyer says she personally knows that these people are legitimate.

An e-mail was received by everyone re: the Costume College memberships being sold out. Annie Mitschek thanked those who responded, and mentioned that helping people by answering (or at least responding) to queries like this are part of our job.

Vice President: Events

Yesterday's (10/13/2007) tea was successful. Teas are already scheduled for November & December.

The **Halloween party** is next weekend, Saturday, October 20th. Colleen Crosby is providing drinks. Mela Hoyt-Heydon is handling everything else (other than food), and has declined reimbursement for decorations.

LosCon – The masquerade is on Saturday, November 24 (to be run by Jess Miller), and there will be a table run by the CGW – Annie Mitschek is “point” for that table. Colleen Crosby will put together a brochure about CGW, Inc. and e-mail it to the Board.

The **Messiah sing** is Sunday, November 25. There are two “sittings” and a dinner.

Holiday caroling – at the Motion Picture Hospital again, Sat. December 1, 2007 at 3 p.m. The staff will take us on an hour “tour” of the wards. Diane Yoshitomi has several Christmas-time stories that she could present. Annie Mitschek suggested we come up with some little “gift” we could give to people as “thanks for the inspiration”. Colleen Crosby e-mailed contact info to Annie Mitschek. We might want to do an “event” in the summer, since the contact person sounded as if she had more groups than she could fit in for the Christmas season. Annie Mitschek suggested possibly a craft event.

Holiday party in January – Colleen Crosby needs Liz Gerds’ e-mail. Kathy Lear provided it.

Beggars’ Bazaar - the venue we planned to use wants a \$200 deposit and a \$500 minimum payment. Colleen Crosby’s back yard is available. Margery Rich says the City of Monrovia charges for some events and to check if LA does. Mary Jane Jewell suggested advertising in local papers.

Treasurer

What should we do about incoming applications for Costume College? Annie Mitschek says send the application to Kathy Anderson, and hold the checks.

Recording Secretary

Has only web information, to be dealt with under that committee’s report.

Corresponding Secretary

Margery Rich – we should budget for 2-ounce issues of *Squeals* since we’re publishing two sets of minutes at a time.

Re: the e-mail about “send *Squeals* electronically”. We can’t make *Squeals* exclusively electronic, because this would exclude members with no access to the web. We can post past issues on the web site, but editing will be needed, and Kathy Lear volunteered to do this.

Walter Nelson’s experience with AOL re group mailings indicates if any member of an AOL list designates a send as spam, AOL will not send that group’s emails to any AOL member.

Directors at Large

None of them had anything specific to report.

3. **Costume College** - all aspects (dean's report, approve list of committee heads, growth, scholarships, marketplace, etc.)

No Dean's report yet. Margery Rich has asked for it by Tuesday at the latest, to get in the next *Squeals*.

Megan Hensley has proposed to increase Costume College 2008 membership to 375 – 400, also proposed a receipt letter for Natalie to send to Costume College members.

List of committee heads so far:

- Dean-Martha Davis
- Asst Dean-Maegen Hensley
- Red Carpet-Annie Mitschek
- Registrar-Kathy Andersen (Laura Rico, assist)
- Programming-Maegen Hensley (Jennifer Mulvey, assist)
- Hotel Liaison-Laura Rico
- Publications-Eric Gerds
- Tours-Annie Mitschek
- Hospitality-Nancy Ohlson
- Gala-Maegen Hensley (décor, Lana Bailey)
- Tea –Kathy Lear
- Marketplace-Cat Slater
- Ops-Malcolm Scott
- Exhibits-Jess Miller (Mary Ann Hall, assist)
- Bargain Basement-?
- Notion Bags-?
- Volunteers-?
- Information-?
- Roommate Assistance-?

The Board has concerns regarding Maegen Hensley having too many labor-intensive jobs. It was suggested that she have more than one assistant for the Programming job. Kathy Lear suggested that one be from the Board. Perhaps split the job of liasing to teachers and students, and have an assistant for each. Mary Jane Jewell volunteered for this.

Publications – Annie Mitschek will talk to Eric Gerds about why volunteers are not receiving responses to messages they send to him, and will also mention that the Board is offering to help him.

Diane Yoshitomi moved: **RESOLVED** that we accept the assistant dean and the list of committee heads as submitted by Martha Davis, dated 10-13-2007, with the proviso that Meagan Hensley accept a Board member volunteer assistant for programming and that the Dean encourage other heads to actively seek assistance to avoid burn-out. Vacant committee head positions should be filled as soon as possible. **Seconded**.

Vote: Ayes-8 Nays-0 Abstain-0

Post mortem for Costume College 2007 is to be November 4, 2007 at 1:00 at a location to be decided.

Proposal to increase membership for Costume College 2008-proposed by Maegen Hensley, increase membership to 375 or 400 (with a 10% waiting list). Unlimited classes to increase to 70%. She provided statistics on how many students were in class at any one

time, and ideas for where to put the “extras”. She also gave suggestions for what to do about parking and overflow people at the hotel.

Much discussion ensued regarding all these topics and others.

Mary Jane Jewell moved: RESOLVED that pursuant to Meagan Hensley’s proposal and statistics, we increase the number of CoCo 2008 memberships to 375, and continue a 10% waiting list. Seconded.

Vote: Ayes-8 Noes-0 Abstain-0

Scholarships to Costume College:

As mentioned in the June 30, 2007 minutes, we had a deadline of October 31, 2007 for submissions for scholarships. Do we wish to extend the deadline to Nov 30, 2007?

Kathy Lear moved: RESOLVED that we extend the deadline for submissions for the two fully funded scholarships for Costume College 2008 to December 31, 2007. If no applications are received by that date, the scholarships will be available for the following College year. Awards will be announced in *Squeals*. Recipients will be notified by mail. Seconded.

Vote: Ayes-8, Nay-0, Abstain-0

Diane Yoshitomi suggested that the Board advertise for donations for scholarships.

Growth of Costume College forms information compilation:

The results were tallied, and are on a spreadsheet designed by Colleen Crosby. Kathy Lear to compile names, the addresses of those who gave them, and who offered to volunteer.

Marketplace

Suggested that vendors must be members of the CGW, or that those who are should get a price break (larger fee for non-members). The Board decided to postpone that decision.

4. Janet Wilson Anderson and the “Costume College” name

Janet Anderson wants acknowledgement. The Board wants to put it in Costume College registration and program books, and the Costume College web site only. Janet Anderson also wants the dealer space she already has. Currently all dealers get 2 “booth spaces”. Each booth space will fit 2 standard banquet tables and are sized 9 feet x 6 feet (or the equivalent of 54 square feet) Janet Wilson Anderson is currently allowed four spaces (in past years, six spaces). Costume College 2007’s map of the marketplace shows that she used 18 feet x 13 feet. We need to reduce her use to four spaces, which is 18 feet x 12 feet.

We have discussed Janet Wilson Anderson’s requests in her letter, and RESOLVE the following: we will acknowledge her as founding dean in the Costume College registration and program books, and on the Costume College web site. In recognition of the foregoing, we agree that she will be guaranteed the opportunity to purchase four “booth spaces” in the Costume College marketplace. A booth space is defined as 6 feet x 9 feet each, for a total of 216 square feet. In exchange for these considerations, Janet Wilson

Anderson agrees to relinquish any claim to the name “Costume College”, in favor of the Costumer’s Guild West, Inc., which will be the sole owner of the name hereafter.

Moved by Mary Jane Jewell, seconded.

Vote: Ayes-8 Noes-0 Abstain-0

5. **Ownership of manuals for Costume College committees, CGW Board positions, etc.-tabled until next meeting**
6. **Website-tabled until next meeting** (Colleen Crosby and Kathy Lear to put together a design to be “vetted” by the web site committee and presented to the Board.)
7. **Logo** – The scissors design won! To be revised by an artist – Colleen Crosby and Kathy Lear. Results by 11-15-07. Margery Rich to e-mail the design to them in electronic form.
8. **LA County fair - rules/judging forms.** Annie Mitschek: “The LA County Fair rules for our categories need revision and I'd like to add a category. I would also like to develop a judging criteria sheet with percentage points - X% based on Y, X% based on Z, X% based on W = total = place standing (1st, 2nd, 3rd, etc.). This may need a committee.” – **issue tabled until next meeting**
9. **LosCon** - develop brochure / handout (?) – **issue tabled until next meeting**
10. **CGW membership directory** - Diane Yoshitomi presented an outline for a possible Guild Membership Directory.

Discussion: Mary Jane Jewell recommended that we need a large notice that it is for Guild use only, and that misusing it will constitute conduct unbecoming a member, as defined in the Standing Rules. Also, there needs to be a storage area/method that can be transferable to the next person to keep the directory information.

The directory to be published every two years, and cross-indexed by city. (not needed more often) Natalie Meyer says we get most new members in July and August.

If we put it on the web it needs to be on a members-access-only page.

The members get a new copy each time it’s published, but replacements must be purchased at cost + mailing fee.

If we mail them, we can do so at any time; if we distribute them at Costume College, we could save on postage. Kathy Lear suggested that would be confusing and might clog up the Costume College check-in system and gave her opinion that we should mail them.

To begin, announce the project in Squeals. Each member's name, city & state is the default. If no further information is desired by a member, she/he need do nothing; however, if she/he wants more information posted, that member must submit it in writing to Diane. Additionally, if a member prefers not to be listed at all, that information must be submitted to Diane in writing.

It was agreed that this process should be begun right away.

New Business:

1. **PR** (changing the "insider's club" perception of the Board and steering bodies) and re-connecting with members who have fallen away – some discussion in pursuit of other specific items, but generally and specifically – **tabled until the next meeting**.
2. **Next meeting** to be held Sunday, November 18, 2007, 10:00 a.m. at Diane Yoshitomi's residence.

Natalie Meyer moved we adjourn.

Meeting adjourned at: 5:25 p.m.

Respectfully submitted, Kathy Lear, Recording Secretary, revisions by G. Ann Mitschek, President and other Board members