

# Meeting of the Board of Directors of the CGW

10:00 a.m., November 18, 2007

27025 Silver Moon Lane, Rancho Palos Verdes, CA 90275

## Attending:

President: G. Ann Mitschek  
Vice President: Colleen Crosby  
Treasurer: Natalie Meyer  
Rec. Sec'y: Kathy Lear  
Corr. Sec'y: Margery Rich  
Directors at Large:  
Mary Jane Jewell  
Diane Yoshitomi  
Parliamentarian: Cheryl Avirom

Absent: Joyce Saunders (excused)  
Regina Lawson-Voorhes (excused)

Chocolate was present in the form of Dove miniatures and M&Ms.

The meeting was called to order at 10:20 a.m.

## Department reports

President – G. Ann Mitschek

She has many items to present, which will be reported under their individual topics.

Treasurer -Natalie Meyer

1. Natalie Meyer suggests that we put half our assets into a CD to gain some interest  
Annie Mitschek asks if that would tie up money needed for printing brochures and pre-College information - Natalie answered: no.

RESOLVED that the CGW, Inc. put moneys into a CD and/or a money market account, to be administered by Natalie Meyer at her discretion in her capacity as Treasurer.

Moved by Natalie Meyer to accept, seconded. Vote: Ayes: 7, Nays: 0, Abstain: 0

2. Credit card application:

Annie Mitschek says we have received several offers to have a credit card, which would be handy to have when the CGW, Inc. have to pay for things with credit (to avoid individuals having to pay and then be reimbursed).

Discussion indicated that we may not need a credit card for the CGW. Natalie will research the issue. The topic was tabled until a later meeting.

3. Natalie Meyer is still receiving checks for Costume College. Should she hold or cash them?

Discussion resulted in the following decision, to avoid stale-dated checks.

RESOLVED: that the CGW, Inc. promptly deposit all incoming checks, and send a receipt. The receipt should clearly reflect waiting list status for Costume College

or any other event requiring a waiting list. Margery Rich so moved; seconded.  
Vote: Ayes: 7, Noes: 0, Abstain: 0 Motion carried

RESOLVED: It is the policy of the CGW to offer a full refund on any ancillary ticket purchases (tours, Gala, Tea, etc.) to anyone on the waiting list who cannot become a member of Costume College due to registrations being filled. Moved by: Colleen Crosby; seconded.

Vote: Ayes: 7, Noes: 0, Abstain: 0 Motion carried

4. Natalie Meyer, for the CGW, has filed the proper papers with the State Attorney General to request permission for the CGW to hold a raffle during the year 2007-2008.

Vice President: Colleen Crosby - Upcoming events:

1. LosCon (Los Angeles Science Fiction Convention) including masquerade and CGW table - Nov. 24, 2007
2. Messiah sing - Nov. 25, 2007
3. Hospital caroling - Dec. 1, 2007
4. Tea in December (Dickens-themed on Dec. 16th and a non-themed one on Sunday, Dec. 30, 2007, at Elisa's Teahouse in Long Beach) RSVP to Joyce Saunders
5. There will be no January tea because Colleen wants people to come to the Holiday Party, to be held Sunday, Jan. 20, 2008, 2 p.m., at Farthingale's in Santa Monica
6. AnimeLA - Jan. 4-6, 2008 - Annie Mitschek, Mary Jane Jewell, Kathy and others have volunteered to help at the costume repair station. This is a reciprocation of help to Chaz Baden for his group's help at Costume College 2007, and, we hope, will establish and maintain a tradition of mutual assistance between the two groups.
7. The February tea is to be on the Saturday, Feb. 23, 2008 – The theme is “Sweetheart's Tea (Valentine's Day)” - catered by Corene Locke-Noble, at Suzie Henderson's home.
8. Diane Yoshitomi says she is thinking of organizing a picnic at the Banning Residence Museum for April - Banning likes 1880's dress, but she says any "Victorian" period will do.
9. Colleen Crosby wants to get San Diego events on our calendar. Their President is Valarie LaBore. They are doing wonderful things.

Recording Secretary – Kathy Lear

The minutes are continuing to be approved at a catch-up rate, more than one a month until we are caught up and have only the most recent minutes to approve and publish.

Corresponding Secretary - Margery Rich

She reports improved attendance for collating and more articles for *Squeals*. Two new people have showed up to help collate, two months in a row.

Directors at Large – Mary Jane Jewell and Diane Yoshitomi

They report no contacts, questions or concerns received from members.

Approval of minutes of General Meeting August 5, 2007

Mary Jane Jewell moved to accept the August 5, 2007 minutes, as amended; seconded  
Vote: Ayes: 6, Nays: 0, Abstain: 1 Motion carried.

Review of the minutes of August 29, 2007, to properly amend them. This was tabled until the next meeting.

Old Business:

1. Approval of agreement with Janet Wilson Anderson, drafted by counsel.  
Discussion ensued regarding various aspects of the proposed agreement drafted by counsel.  
RESOLVED: That we approve the agreement between the CGW, Inc and Janet Wilson Anderson containing acknowledgements of her past contributions to the Guild, drafted by counsel, and send it to Janet Wilson Anderson for signature.  
Moved by Mary Jane Jewell, seconded. Vote: Ayes: 7, Nay: 0, Abstain: 0
2. Logo design refinement (Kathy Lear, Mary Jane Jewell & others)  
Mary Jane Jewell passed out samples. Kathy has other modifications that she will e-mail to Mary Jane Jewell, so the different versions can be e-mailed for vote by the Board, by November 31, 2007.
3. LosCon - a brochure / handout was developed in prototype by Colleen Crosby. Annie Mitschek will print 500 of them to be available for distribution at LosCon on Thanksgiving weekend. They will also be needed in January 2008 for AnimeLA, but more can be printed if needed. Annie Mitschek also created a bookmark (suggested by Heather Pritchett) listing upcoming Guild events, to hand out. Colleen Crosby will refine it.  
Discussion ensued regarding typographical errors and phraseology of the brochure.
4. How to deal with Costume College sell-out (This topic was carried over from the 8-26-07 meeting, and not addressed since.)
  - a. Applications for the next year's Costume College will NOT be accepted/sold at the current Costume College.
  - b. Costume College applications will be accepted beginning with a certain postmark date (in October). No applications will be accepted which are postmarked BEFORE that date. Any applications postmarked before that date will be moved to "end of line" of the process. (Distant applicants can use airmail.) No overnight applications will be accepted because they need a signature and our mailbox company will not accept them.
  - c. A suggestion was made for a two-level drawing. CGW members (applicant must be a member by September 1) only for the first level. (Keep 3/4 of the total membership for this, and think about this proportion.) CGW members and non-members for the second level. This distinction is to be made only IF WE NEED IT.
  - d. These parameters will be published in the September *Squeals* and on the web site. Costume College attendance applications are to be postmarked no sooner than the third Monday of October, and must be received by third Monday of November. (Specify dates during specific years.)

- e. One Costume College application may be included in each envelope. Any envelopes that contain more than one Costume College membership will be moved to the "end of the line" to be given Costume College memberships after others, if any are available.

RESOLVED: that we implement the above measures on a trial basis between now and when implementation is due to occur. (Moved by?)

Vote: Ayes: 7, Noes: 0, Abstain: 0.

5. Search for new site for Costume College. Member Karen Lavoie sent an e-mail, listing some criteria and information we will need to consider in our search for a site. (The text is available from Annie Mitschek.) Karen Lavoie has expertise in searching for sites, and has volunteered to serve on a search committee. She says we should gather specific information regarding what Costume College needs for its presentation (to be gathered from Natalie Meyer and others).

Colleen Crosby asks if we can begin now and add people to this committee - it's too late now to begin choosing people from scratch. G. Ann Mitschek appointed committee members as follows: Karen Lavoie, Mary Jane Jewell, Laura Rico, Natalie Meyer (for data so far), Fran Wasielewski (pending her acceptance of the appointment).

6. Beggars' Bazaar
  - a. Colleen Crosby reports that the total area available at her yard is: grass 1,629 square feet; cement 1,157 square feet. If that's good, then the Bazaar can be held at her house in Westchester.
  - b. Date: (Faire workshops begin at the beginning of March.) The 15th of March was decided upon.
  - c. Annie Mitschek recommends that we notify Walter Nelson so it can be included on the LAHA (Lively Arts History Assoc.) website.
  - d. Colleen Crosby will write up informational pieces for both members (buyers and potential vendors) and non-members (buyers)
  - e. The deadline for vendors to notify Colleen Crosby that they wish to participate, is February 15th.
7. Website (Kathy Lear, Colleen Crosby, and committee)
  - a. What we know: the current site doesn't have some important content, and isn't updated on a timely basis. We need to be able to update our site ourselves.
  - b. Kathy needs passwords to update the web pages, and needs to learn how to use searchable photo gallery. (The latter is not as immediately important.)
  - c. Colleen Crosby also knows html and would like to update the events page.
  - d. Before we talk to the web master we need to copy the pages. (Kathy will do this, and e-mail Annie Mitschek, who will ask Dow for the passwords and notify Kathy and Colleen Crosby.)
  - e. Annie Mitschek will talk to Dow about getting the passwords. We need to get .asp files from him, after we copy the pages.
  - f. Natalie Meyer recently paid for the domain name, and has a receipt. The domain name belongs to the CGW.
  - g. Everyone is in favor of Colleen Crosby and Kathy to continue what they're doing with the preparation for taking over web page maintenance from Dow.

- h. Annie Mitschek wants an announcement board on the web site - somewhere that important announcements can be posted.
  - i. Annie Mitschek also wants a bulletin board available eventually, to be a forum for information between members.
  - j. *Squeals* – copies of past issues are to be put on the website - Margery Rich to e-mail them to Kathy for inclusion. This will need coordination of software, but Margery and Kathy can discuss that “offline” to this meeting.
8. Graphics and publications department (Eric Gerds heads this committee)  
It was suggested that we hold a meeting for publications, and include all the people and all the publications involved. Colleen Crosby is to be the designated Board person to coordinate all the publications efforts. Date for meeting: (tentative) January 13th - 10:00 at the earliest, at Colleen Crosby's house.
9. We have a compilation of list of volunteers from the CGW Growth feedback form. Kathy Lear has provided an Excel spreadsheet: The condensed results of opinion from the membership are: Move: yes; Increase cost: yes; Change date: yes; many people were willing to volunteer.  
Kathy Lear will send the information regarding people willing to volunteer to Martha Davis to be forwarded to the Volunteer Committee head.
10. Ownership of manuals for Costume College committees, CGW Board positions, etc.  
Annie Mitschek will see how the form to be signed can be revised so as not to infringe on the use of the information by the creator, but so the creator cannot prevent the CGW from using the in future, and that the committee person undertakes to make it available for use in the future. Note that all organizations do this, and the CGW has simply had problems with it in the past.
11. LA County fair - rules/judging forms: Mary Jane Jewell has not worked on that yet.  
Annie Mitschek reminded her that the County Fair will be putting their website up in January and our content should be ready before then.
12. Membership Directory (Diane Yoshitomi)
- a. Diane Yoshitomi got her first input for the membership directory. The article in *Squeals* is paying off.
  - b. The information/request for information is to be published quarterly in *Squeals* and also included on the CGW membership form. The policy about sharing information should also be included on the membership form.
  - c. Updated information will be in *Squeals* when the information changes.
  - d. The point was raised about whether this information should be sent to Natalie Meyer or to Diane Yoshitomi. This will be discussed later.
  - e. Will this be in the new member packet? Tabled until next meeting.
13. PR (changing the "insider's club" perception of the Board and steering bodies) and re-connecting with members who have fallen away.  
We may need an outreach for members who have "fallen away". Natalie Meyer has an old list with many names, going back many years. Annie Mitschek suggests that three years ago may be the farthest back we should go.
14. Colleen Crosby suggested an article or mention in *Squeals* that invites people to talk to the Directors at Large. Margery Rich, or indeed, any Board member, could write this "Update on Communications".

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15. Credit card acceptance at Costume College – This item was tabled until a later meeting. Natalie Meyer is to research the practicality and need for this. (See her report earlier.)

Agenda items for the next meeting:

- New member packet
- Credit card acceptance

The next CGW Board meeting to be held on January 27, 2008 at 10:00 am, at Cheryl Avirom 4632 Pepperwood, Long Beach CA 90808, Phone: 562-421-0112.

Margery Rich's is the backup location.

The meeting was adjourned by President Annie Mitschek, at 4:20 p.m.

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