

CGW, Inc. Board of Directors Meeting, March 8, 2009
8311 Rayford St., Los Angeles, CA 90045

Attending:

President: G. Ann Mitschek
Vice President: Colleen Crosby
Treasurer: Natalie Meyer
Corresponding Secretary: Margery Rich
Recording Secretary: Kathy Lear

Directors at Large:

Mary Jane Jewell
Regina Lawson Voorhes
Fran Wasielewski
Diane Yoshitomi

Chocolate was present was present in the form of Dove chocolates and brownies.

The meeting was called to order at 1:00 p.m.

Approval of minutes of the Board meeting of January 25, 2009: Approval of these minutes is deferred. They will be distributed to the Board electronically for approval and publication.

Officers' Reports:

President – G. Ann Mitschek

Both lotteries for Costume College membership have been completed. To date, approximately 320 memberships have been received.

A number of representatives from the CGW, Inc. went on a visit to several possible Costume College hotel sites on Saturday, March 7, 2009. A full report will be given under that topic.

The President received a proposal to allow late signups for Tours and Limited Attendance Classes. A full discussion of this topic will be found below.

Scholarships – We have eight applicants. The Dean, Maegen Hensley, has looked the submissions over, with the exception of the two personally held by Regina Voorhes. The Dean has offered her opinion on award assignments, which will be added to others when that topic comes up for discussion later today.

Tiered pricing for marketplace vendors, with a reduced price for vendors who are CGW, Inc. members was discussed previously, both online and at the last BOD meeting. No increase or tiered structure will be implemented this year. The topic will be further discussed for Costume College 2010.

Notions bags – the “permission” card(s) required by the cities / counties of record in which solicited companies reside have become an issue. As a result of this complication, the Board decided, via an online vote, to discontinue the notions bags. The head of that committee has indicated that some friends of hers would still like to donate – would that be allowed? The President will submit that question to counsel for a recommendation.

Corporate sponsorships – The President has not had time to follow through with that as yet, so the matter is deferred.

Vice President – Colleen Crosby

Events have been planned through December, except for April. There are three events for March, which have been published in *Squeals*: the Edison Nightclub “meetup” on Wednesday the 11th; the Beggar’s Bazaar on Saturday the 14th and the FIDM excursion on the 21st. Annie Mitschek volunteered to sponsor a “meetup” at the Southern California Renaissance Pleasure Faire.

Possible April event – Annie Mitschek and Regina Lawson Voorhes will possibly plan a meet-up at the Renaissance Pleasure Faire.

May: Elizabeth Reed will teach a class in silk ribbon embroidery on May 2nd.

June: Amy Calcote will teach a class on making a reticule.

July: There will be at least one “Finish Your Finery” meeting, before Costume College. Mary Jane volunteered to host one.

August: Costume College.

Sept: A *Sound of Music* sing-along at the Hollywood Bowl is planned.

Oct: There will be a “Jeeves & Wooster” picnic/carnival.

Nov: LosCon will be held over Thanksgiving weekend.

Dec: We are planning a reprise of the ice skating and tea event across from the Biltmore Hotel in Los Angeles.

Colleen Crosby stated that she plans to step down as VP, but wants to run for Director at Large. This is because she will be busy as Dean in 2010.

Treasurer – Natalie Meyer

There is a small correction to the financial report handed out. \$75 indicated as being for Costume College 2007 belongs in the Costume College 2009 column.

We’ve been purchasing insurance for our storage units as part of the rental fees, but the storage company will no longer be offering it as a package. They have given us options, which we will pursue. Annie Mitschek requested that Natalie Meyer check the CGW policy to see if our items are covered under our existing corporate policy, or if we can add a rider for material goods. Annie Mitschek stated that we may need an accurate inventory to give to the insurance company. Kathy Lear volunteered to take photos (Annie Mitschek suggested it might be easier to take photos during Costume College, when the equipment will be easier to access.)

The CGW, Inc. has, at present, \$90,000.00, but that figure won’t get much higher, because expenditures for Costume College 2009 will begin soon.

Natalie Meyer volunteered to accept an exception for her “term out” when it comes. This means that an exception could be voted if no one steps up to run for this office. Another possibility is that she is willing to stay in place

as “Bookkeeper”, and let someone else be “Board Treasurer”. Natalie Meyer would then have no check signing power and no fiduciary responsibility, she would just keep the books in order.

Recording Secretary – Kathy Lear

Kathy Lear previously sent the minutes of the January meeting to Annie Mitschek, and has just gotten them back after Annie Mitschek’s review. Kathy Lear will make the requested corrections and re-send them to Annie Mitschek to forward to Mr. Yoshitomi for legal overview. Afterwards they will be sent to the Board for their comments and corrections, via email, this coming week.

Corresponding Secretary – Margery Rich

Thanks to Natalie Meyer, Annie Mitschek and all other collators who were willing to attend collating on a different night than usual, for the last issue of *Squeals*.

There are articles in the pipeline to be used as needed to fill out future issues.

Directors at Large (4)

Diane Yoshitomi: She has nothing to report relating to her official duties. She wants the Board to know that her decision to step down in August has nothing to do with any dissatisfaction with her duties, or other Board members. She wants to remind everyone again that just because Board members can serve four years, there’s no requirement to do that.

Fran Wasielewski: Only one thing has come to her attention: it seems that some members don’t understand that the Board is the ruling body of Costume College.

The consensus after discussion of this issue is that longstanding confusion exists about the historic roles of the organization and the event. Therefore, it will be restated at the annual meeting that Costume College was created as a fundraising event for the CGW, and is administered by the CGW, Inc. Board of Directors. This means that the Costume College committee must be approved by the CGW Board, and all Costume College activities are sanctioned by the CGW, Inc. Board of Directors.

Colleen Crosby suggested a “how things work” article on this topic.

Fran Wasielewski also has a few book reviews pending, including one on a newly published Dumas novel.

Mary Jane Jewell: She received an email from Casey Bernay and Marsha Minsky, Assistant and Chair respectively, of LosCon, who would like the CGW, Inc. to run (an “ugly bloomers” event on Friday and a “decorate a mask” workshop on Saturday, to fit in with events they have planned. Also

they would like some additional programming/classes. Mary Jane Jewell thinks it would be a good thing if there was a larger presence of costuming people at LosCon. Mary Jane Jewell says LosCon is trying very hard to reach out to other costuming groups, and perhaps, if the CGW doesn't wish to give classes, the LosCon committee will solicit them from other professional groups.

Mary Jane Jewell also expressed her opinion that Costume College should be able to provide projectors to instructors who want to make PowerPoint presentations in their classes. Discussion followed.

Kathy Lear will send price quote and parameter information regarding digital projectors to the Board and to Malcolm Scott, so that we can purchase them in a timely fashion. More discussion will be entertained under the Costume College / hotel site search topic.

Regina Lawson Voorhes: She is not planning to run for the CGW, Inc. Board again. This is because her life has gotten busy and she finds she forgets to do things that she's supposed to do or intends to do.

Colleen Crosby: There was someone she was encouraging to run for a position, who didn't, and thought after the fact that she might have liked to do so. We need to encourage people to volunteer.

Kathy Lear: We need, as a group, to reach out personally as well as collectively, to our members, so that they know us and are more comfortable with us. Many people expanded on this.

We should put the photos from the Board "board" on the web site. Regina Lawson Voorhes is to send the digital versions to Kathy Lear, for publication on the web page.

Diane Yoshitomi: Someone mentioned at the Ball she attended that she recognized Diane Yoshitomi from the Board "board" at Costume College 2008.

In order to obtain photos of the Costume College committee, notice will be given to them that photos will be taken at next Costume College meeting, for inclusion on the web site. Kathy Lear will take her camera to the next Costume College meeting for that purpose. If they already have a photo they like and would prefer to use, they should send a digital copy to Kathy Lear.

Old Business/ Committee Reports:

Costume College:

Site search for new location for Costume College 2010:

Annie Mitschek, Colleen Crosby, Kathy Lear, Fran Wasielewski and Malcolm Scott, with Bobbi Armbruster (Conference Manager), visited the Westin at LAX and the Warner Center Marriott in Woodland Hills. These hotels had submitted the most promising proposals. Both hotels have much to recommend them, and have

high qualifications. Both hotel representatives looked up the CGW and Costume College on the Internet beforehand, which was impressive. Costume College would do well in either place, although at the moment the Marriott would probably be the better choice, because 1. they don't propose to charge us for meeting space (in addition to the food events we bring), 2. they are a more comfortable "fit" for us at our present size and 3. they are convenient to our current storage spaces. The Westin would be charging us \$15,000.00 (discounted price) for meeting space, if we meet food and beverage minimums. Both are offering discounts on parking fees, with in and out privileges for overnight guests. The room price is \$119 single/double at the Westin, with 1 complimentary room for each 45 booked. The room price for a single/double is \$124 at the Marriott, with similar complimentary rooms offered. The one drawback to the Marriott is that they don't have a shuttle bus to the airport or train. The Westin is larger, and is someplace we could possibly grow into in a few years. (Kathy Lear estimates when we have 700-1000 Costume College members – double current attendance.) At both places, audio-visual facilities are in-house, but we would also be allowed to bring in our own equipment. Colleen Crosby's impression is that the Westin is lovely, but she and Fran Wasielewski both thought "It's beautiful, but we can't afford it." Also, the upstairs classrooms have narrow hallways and another convention would be in meeting rooms across from ours, a potential difficulty. Sleeping rooms were viewed at the Westin but not the Marriott because the hotel was full. Breakfast buffets were available, but not included in the room price. Both hotels would set up sandwiches for lunch, and the Marriott would also sell luncheon buffet tickets to grab and eat. Colleen Crosby thinks we should negotiate breakfast into the contract so that it's either a College inclusion or a hotel room inclusion. Also, the Marriott seems more willing to work with us on "hospitality suite" issues.

Fran Wasielewski: The Westin has four rooms with natural light; the Marriott has two. These rooms would be good for hand-work classes.

Diane Yoshitomi: How do the sizes of the meeting rooms compare to the Airtel?

Kathy Lear: The smallest at either hotel is a little larger than Lindberg III at the Airtel, most are 10-15% larger than comparable rooms at the Airtel, and there are more of them available.

Kathy Lear will provide access to photos of both facilities to the Board. At this point, any thoughts we have we should send to Annie Mitschek to forward to Bobbi Armbruster to negotiate.

Mary Jane Jewell moved: that the CGW, Inc. request Bobbi Armbruster Conference Management to go ahead with negotiations with the Warner Center Marriott, Woodland Hills, for Costume College beginning in 2010, and that she also inform the Westin that we will not be pursuing a contract with them at this time, but if we continue to grow we will need a larger facility, and want to keep them in mind. Seconded.

Discussion: Colleen Crosby: what is our position on informing interested parties? Answer: it's appropriate to tell people which hotels we visited, but not details.

Vote: Ayes: 9, Noes: 0 Abstentions: 0 Motion carried.

Scholarships – discussion of candidates / awarding “grants”

Perhaps we should establish a scholarship committee in future, because this takes a lot of Board time. Colleen Crosby: who should be on it? Diane Yoshitomi: former deans? Plus one Board member.

Diane Yoshitomi moved: In order to give proper consideration to all scholarship applicants, the Board is of the opinion that the President should appoint a scholarship committee consisting of three to five persons. This committee shall be made up of former Costume College deans and Costume College committee members, at least one of whom shall be a current Board member. Seconded.

Discussion: If the Board has to approve these, Diane Yoshitomi doesn't see why the proposed committee should spend their time looking at them.

Kathy Lear: it's because the Board has fiduciary responsibility and the committee wouldn't, and the scholarships involve money.

Colleen Crosby: It just means that the Board would have oversight in case of information that makes someone ineligible, or some other impediment.

Diane Yoshitomi: we don't need to specify what exactly the committee constraints are now. That can be done in the future.

Vote: Ayes: 9, Noes: 0, Abstain: 0 Motion carried

Colleen Crosby: How many scholarships are we able to give out? How many of the scholarships include a CGW membership, because it's easier and requires less resolution to renew than to join? A CGW, Inc. membership is not included in any scholarships at this time.

“Bargain Basement” (raffle) money currently available: \$2,488.16

Three full scholarships (tuition, Gala, Tea, and 2 nights hotel stay) are available, plus as many “tuition-only” scholarships as the Board chooses to award.

The Full Scholarships are:

The “Anonymous Donor” full scholarship.

The “Dennis Ming” full scholarship: The group that put on the “Rose Petals and Tea Leaves” event, which raised money for the Scholarship Fund, are

the same folks that asked us to re-sell their Gala and Tea tickets during College 2008. They were unable to attend due to the untimely passing of one of their members – Mr. Ming. They requested that the funds raised be put toward a Full Scholarship in Mr. Ming's name. It is fitting to combine the funds from both events to create a "Full" scholarship since this was their goal.

The "Robin Pavlosky Memorial" full scholarship.

Tuition only scholarships: Seven to eight were earmarked earlier for County Fair/LosCon/AnimeLA winners.

Diane Yoshitomi thinks we should award all three full scholarships, and that was agreed by all.

The Dean's opinions: were discussed and taken into consideration for all applicants with the exception of those personally held by Regina Voorhes.

After much discussion the following were awarded:

Full scholarships (tuition, 1 Gala and 1 Tea ticket, 1 room/2 nights Hotel stay):

1. Sandy Luna – Robin Pavlosky Scholarship for service to the Guild
2. JonnaLynn "Wolfcat" Hall
3. Emily Springhorn:

Tuition-only scholarships:

1. Victoria Henige:
2. Sara Cornthwaite:
3. Crystal Swartz
4. Maria Rodriguez
5. Elizabeth McCash

Marketplace booth space – tiered rates (member/non-member)? More discussion will be held on this topic at a later meeting. Any decisions will need to be in place for College 2010 so as to provide the Marketplace Vendors with as much advance information as possible.

Corporate sponsorships (?) – Deferred until a later meeting pending information from Counsel.

Late signups for Tours and/or Limited Attended classes – A proposal has been submitted for an exemption to the current rule prohibiting late signups (day of event) for pre-designated Limited Attendance classes (i.e., Tours, etc.) or making an addendum to them, to allow empty / cancelled spaces to be filled.

Margery Rich: The policy of absolute cutoff is recent. (It was Darla Kruger's decision.)

Natalie Meyer: That was because before that decision became necessary, the person running the programming had time and flexibility to make changes if needed.

Margery Rich: Could it be up to the teacher?

Colleen Crosby: Could tours be separated from limited attendance classes for the purpose of this discussion? Perhaps adjustment on classes could be made next year, but tours this year?

Diane Yoshitomi: Yes, fill the buses, but remind people in our advertising that last-minute space is not guaranteed.

Regina Lawson Voorhees: Put the information in the packet at registration. Registration Packet stuffing is Sunday, April 5.

Colleen Crosby: We can change our minds about tours at Costume College time.

Margery Rich: We could say "yes" regarding tours, but the individual teachers and Programming would have to be consulted about Limited Attendance classes.

Colleen Crosby: It seems like tours could be done.

Annie Mitschek: Provisionally we could allow that, and Programming could make waiting lists for tours.

Natalie Meyer: We could put something in the check-in packet, saying that spaces are available for tours, on a first-come, first-served basis. Tour leaders would be given a copy of the waiting list for their use.

Diane Yoshitomi: I don't think we need to decide this now, but perhaps we should discuss it online. On a related topic, will we continue the lottery for Costume College attendance?

Natalie Meyer: I don't think that we should EVER again allow registration during the current Costume College.

The Board should decide before the 2009 Costume College whether to retain the lottery system.

Hall Costume Awards: Fran Wasielewski proposed a "dream outside the box" hall costumes contest. Colleen Crosby: sounds like a masquerade, but in the halls, so a problem could come up that not all judges would see all the costumes entered.

Mary Jane Jewell: Perhaps the awards could be simply recognition, not a "prize."

Diane Yoshitomi: She feels it affects the "feeling" of Costume College.

Annie Mitschek: Based on prior Costume Colleges, several years ago, some members were designated to make "fun" awards (ala Rose Parade themes – "best use of. . .", "theme", etc.) at the Gala, and it was not well received. Many people objected for various reasons.

Colleen Crosby: Another problem if the judging continues during the full College is that we already discourage costumes in classes because of space issues.

Diane Yoshitomi: We could give a directive to teachers that people who take up more than one chair should go to back of room, or make room for the three people trying to get in. Costumes also take attention away from the teacher.

Fran Wasielewski: This was only brought forward because some people who attend Costume College ask why there are not costume competitions at Costume College.

Annie Mitschek: Carl Mami once stated that "Costume College is where you learn, CostumeCon is where you show it off."

Colleen Crosby: If we make the decision that we want to keep Costume College's "culture" as learning, not showing off, then there apparently needs to be an article to inform people why we don't have competitions. Also, individuals can always give out personal "awards."

Notions Bags:

Margery Rich: Her school has a "retreat" at which all the kids get something. She thinks we should continue with a nice gift each year.

Diane Yoshitomi: Could we ask Cheryl Avirom (the "Notions Bags" committee head) to put together a list of guidelines for future heads of that committee so that it could be done year by year, if feasible? Annie Mitschek replied that it would come under the "how to" section.

Publications

Brochures: Annie Mitschek: We need a "registered" symbol next to the term "Costume College" on the CGW, Inc. brochures. Also, please send a digital copy to everyone to proofread before printing.

Web site – forms section: Kathy Lear needs forms sent to her; and requested that everyone look at the web sites for needed corrections.

Membership Directory: The Directory is finished. The Board should consider continuation of the project.

Fundraising guidelines: Annie Mitschek & Colleen Crosby will discuss this for presentation to the Board at a later date.

Development of future Board members (assistants / education?)

Kathy Lear: Perhaps we should request that the rules be changed so that the Board terms are staggered, so we don't lose all our experienced Board members at once. However, it's happening by itself at the moment.

Prizes for costumes at CostumeCon 27 – representatives / judges for same- do we need to do it every year? Should it be the same amount every time?

Diane Yoshitomi: If there is a small CGW attendance, not necessarily.

Colleen Crosby: Many people want her (Colleen Crosby) to run a CostumeCon. She therefore wants the CGW to keep a presence at CostumeCon.

Diane Yoshitomi: Perhaps the prizes should be gift certificates to the dealer's room.

Annie Mitschek: One person has emailed her an interest in judging. Colleen Crosby has heard from two people who are interested, one of whose attention to detail is mind-boggling.

Kathy Lear, Annie Mitschek and Natalie Meyer think \$100 for each prize is affordable.

Natalie Meyer: We are becoming an organization which has some prestige, and I think the size of the award should remain consistent.

Colleen Crosby: We need two judges for the historical masquerade and two for the science fiction/fantasy masquerade. Plus Katherine Caron-Greig? Perhaps she could be a judge in the science fiction/fantasy category, in case she intends to enter the historical masquerade? Diane Yoshitomi: Keep in mind, if two people are in an entry, they split the award. (There is one monetary award per entry, not per person.) Therefore, we need multiple certificates.

“How To” Manuals – Board of Directors and Costume College Committee heads: Regarding the creation of the manuals and who has and will have the rights to use them: This topic is deferred. However, Colleen Crosby suggested that we need deadlines, since these manuals will make the transitions to new directors and committee heads easier. We could begin with the job descriptions contained in the bylaws. After discussion, it was decided that by the next Board meeting on May 31, all Board members are to bring an outline of their duties, as a beginning point for these manuals.

New Business: None

Announcements: None

Next meeting date / location: Sunday, May 31, Mary Jane Jewell's home.

Adjournment: 6:08 p.m.

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