

Costumer's Guild West, Inc., Board Meeting
June 10, 2007 at Farthingales, West Los Angeles, CA

In Attendance:

President:	G. Ann Mitschek	present
Vice Pres.	Joyce Saunders	present
Rec. Sec.	Kathy Lear	present
Corresp. Sec.	Margery Rich	present
Treasurer	Natalie Meyer	absent (excused)
Directors-at-Large:	Liz Gerds	present
	Mary Jane Jewell	present
	Laura Rico	present
	<i>Office vacant</i>	

Call to order: 12:15 pm

Chocolate was present in the form of brownies, baked by Director-at-large Mary Jane Jewell s a test for the upcoming tea.

Minutes of previous meetings (3/4/07 & 4/16/07) / presented / corrected / accepted:

Discussion regarding information about CC Dean's performance of duties, after which the following was suggested for publication before Costume College®.

Margery Rich moved the following change to the previous minutes: "WHEREAS: Concern has been expressed regarding the performance of the current Dean of Costume College®, BE IT

RESOLVED: We strongly urge Dean Lana Bailey to meet her own schedule of reports and general criteria, to involve her assistant dean more fully and to better guide new committee heads."

Vote: Ayes: 6, Nays: 0, Abstain: 1

Clarifications were made to the wording of other parts of the minutes, following the advice of counsel.

Mary Jane moved, Laura Rico seconded (concerning both sets of minutes)

Vote: Ayes: 6, Nays: 0, Abstain: 1

Officers' reports:

President:

There has been no response from **Janet Anderson** regarding the "Costume College®" service mark.

There has been no response from **Mary Hooper** regarding past Treasurer's reports and documentation. Natalie Meyer states that she has been able to reconstruct much of the missing information based on what is there. President Annie Mitschek told her to get everything ready so we can have filed our first corporate tax report before the Annual Meeting.

President Annie Mitschek looked into **Event Insurance**, and has found a company; also working up an inventory of things in storage and their value. Basing the inventory on a document, created for our attorneys last year, and adding new purchases — e.g. the new mannequins, 4 drawer file cabinet, etc. — we should have an idea of what we own. Items listed but potentially missing: Digital camera, speakerphone (Jody may have?)

Set up the **County Fair contest** stuff (apologies to Joyce); She has judges, August 11 is the appointed date for the judging. (Joyce asked if this should in future be the VP's bailiwick — YES) Other things—to be discussed under “new” and “other” business

Two of the **Costume College™ volunteers** work for Disney. They submitted the hours they volunteered working on Costume College® to the Disney's “Ears to You” program that translates into a contribution to the CGW, Inc. Result: from last year, we received two checks: \$500 and \$250 from Disney Corp.

V. Pres:

Joyce Saunders passed around a sheet detailing projected calendar for next year.

Joyce will not be running for VP this year as she is too busy to continue. She will be resigning as VP but running for Director at Large, to keep “in touch”.

Beggar's Bazaar: needs to be in January, not March (too close to Faire), and should be heavily advertised. Note: professionals not allowed to participate in the Bazaar, but may send flyers so that people who cannot find what they need at the Bazaar might still be apprised of other sources of supply.

Joyce is preparing a **notebook** with contact information and procedures for past events, for the use of incoming VP. There will also be a CD containing these.

Wicked: Very successful. 50 people attended. Two tours: (13 people at the first and 15 people to be in the second). The Pantages Theatre will now be offering a tour on Tuesdays for \$25. The Costumer's Guild West, Inc. authorized at least 2/3 of the cost of the flowers delivered to the “Wicked” costume director. Since we volunteered to donate to a charity of their choice, our tour attendees donated more than \$350.

Teas: Suggest getting members more involved—individual members to organize teas in their areas, with tea shops they know.

Recording Secretary:

Kathy Lear apologized for missing two meetings in a row. She is now back on the job

Corresponding Secretary:

Margery Rich needs a Board **policy regarding flyers** from outside groups. Do they have to pay for an extra stamp? Regardless of whether it is needed and money just to go to the CGW fund? NEW: Discussion followed: agreed to charge \$0.10 per sheet. (minimum requested donation — Liz) (to be

continued under new business) Laura: Historically, if it costs extra, charge them. Liz: Needs to be pertinent to CGW, Inc. or Costume College®. Margery: Should we waive the charge where appropriate (e.g. Farthingales).

Otherwise, aside from some **content coming in late**, everything fine.

Treasurer: (report presented by President Annie Mitschek)

Natalie sent spreadsheets. We are currently in the black, but extrapolating Costume College® 2007 expenses may put us in the red. Partly because of so many cheap Costume College® tickets being sold. Perhaps she can e-mail spreadsheets to everyone before the meeting, for better understanding.

Directors-at-Large

1: **Laura Rico**: Committee members (Nancy Olson and Jennifer Lewis) aren't being contacted regarding Costume College® information. The next meeting isn't until July 22, 2007. Complained about the Dean's lack of communication all around. Recommended that the Committee Heads write to Lana and cc to Annie Mitschek.

2: **Mary Jane Jewell**: had a concern given by a former member regarding difficulties with the Guild (one was with Janet). We need to reach out to the costume community at large with the message that we are organizing ourselves more than we ever have done. But disclosure has to occur: we have to be seen to be honest.

3: **Elizabeth Martin Gerds**: Someone came in to Farthingales and said "You guys should really hook up with the Costumer's Guild"

4: Position Vacant – N/A

Committee Reports:

Website:

Laura Rico: We should have a "quicky" **contest** for a **CGW, Inc. logo**. Contest prize is 1-year Guild membership. Submit drawings via e-mail or snail mail by July 1st. Juried by the Board of Directors. Display finalists at Costume College® and in the August Squeals. Vote will be taken in August, Winner will be announced and displayed in September Squeals. Clean art, B&W only.

We also need language which indicates that by submitting an entry they agree that the entry becomes the sole and exclusive property of the CGW, Inc., to be dealt with at its discretion. We should also file the logo as a trademark and service mark the our name "Costumer's Guild West, Inc."

Kathy Lear demo'd samples of **possible new web page** styles. The samples are given using the Costume College® main page text, but might be applied also to the CGW, Inc. site. They are stylistically very different from the current pages.

We need to minimize use of "**Space Jane**" artwork, as it has been over-used on the current pages.

We need a copy of **Dow's contract, if any**.

Laura has someone who will do the "**web mastering**" for free. Will verify if he is still interested.

New member packet:

Liz hasn't done anything! Apologies. This is technically 2 years. Kathy volunteered to remind Liz regarding this.

Growing Costume College® (?):

Questionnaire to be included in Costume College® packet and in July Squeals. Need to decide NOW because our hotel contract is up in 2008. Changes made to questionnaire (Kathy to e-mail to Board).

Break at 2:35 p.m., reconvene at 2:50 p.m.

Topics for discussion / resolution:

Event Insurance:

Annie provided a proposal from The Hartford. She queried at several companies. One turned us down, one is still preparing a proposal. The proposal from The Hartford will also cover items in the storage unit. \$1M liability for events. They can do a one-event policy for \$200. A year's multi-event quote was \$910, but does NOT cover event cancellation. Annie needs to discuss that. If we get a multiple-event policy, it will also cover things like the Halloween party at Mela's and the tea party at Mary Jane's. She will be checking other companies.

Kathy suggested checking with Liberty Mutual, as she has had good results from them.

Mary Jane suggested having the attorneys review any policy.

Annie will have more information at next meeting.

Membership price increase based on actual per capita costs (?):

To be published in July Squeals. To be voted on at 2007 General Meeting.

We are incurring new costs (e.g. event insurance). Currently: \$18 per year.

Joyce suggested poster to tell membership what costs and income are.

We need breakdown of \$3300 general monthly event income/expenses.

Need meeting with Treasurer present in order to discover amount of dues increase needed.

Tabled until we get Natalie's presence.

Board benefits (perks?):

Much discussion. Kathy moved to accept the CGW, Inc. Board and Costume College® Committee Head perquisites as indicated in the document entitled: "CGW – Committee perks for CC 2008.xls" (to be e-mailed to the Board).

Vote: Ayes: 7, Nay: 0, Abstain: 0

Judging criteria for LA County fair sponsored categories (2008):

Tabled till next meeting

New Business:

The Board President will send a memo to the Dean detailing the requirements for her continuation in office.

Inclusion of outside flyers with Squeals mailings: Much discussion ensued, at the end of which Elizabeth Martin Gerds moved:

“WHEREAS: outside groups have contacted us regarding flyers to be included in Squeals mailings, we need a policy for their inclusion; BE IT RESOLVED: We accept flyers from outside groups, to be included with the Squeals mailing, provided they are of interest or benefit to the Guild membership, at the discretion of the Corresponding Secretary, who may consult with the Board (or the President alone) if said interest or benefit is in question. The minimum donation to be 10 cents per copy towards postage. The outside group is responsible for printing and delivery in a timely manner to the Corresponding Secretary.” Second(?)

Vote: Aye: 7, Nay: 0, Abstain: 0

Gratitude of the Guild: Guidelines: Think about it and to be discussed at the next meeting. Past rewards have included gift certificates to the marketplace, or little pins. The “Member of the Year” got a free Costume College® membership for the next year. Joyce: this is a chance to establish a new tradition.

Suggestions included: little charms, when we get the logo done, make them up in pewter, enamel or whatever, as the “pins”. We could then add “charms” for people who earn the reward more than once.

Always give a **gift to the Dean:** (price: ?) bouquet of flowers, jewelry, book, etc.

Annie – **term limit information** OK? Yes.

Old proxy: **general proxy** (never a specific proxy again!) Good. Kathy to re-type.

Registration forms: talk about more thoroughly at the next meeting. The box will be at the Information Desk, and shall be counted every day! (Progressive numbering stamp for envelopes.) If member numbers are over the number who can attend, there will be a lottery AS OF THE COSTUME COLLEGE® GENERAL MEETING (and everyone whose name is in the box who doesn't make the lottery goes on a waiting list). If a transfer happens before limited attendance class information is sent out, the new attendee will be eligible for limited attendance classes. If a transfer happens AFTER limited attendance class information is sent out, the new attendee will NOT be eligible, because someone on the limited waiting list will move up.

We therefore need a **waiting list** for Costume College®:

Elizabeth Martin Gerds moved: “WHEREAS Costume College has historically sold out, BE IT RESOLVED: The Board hereby approves the establishment of an official waiting list for Costume College™ membership, to be kept by the Registrar. As they become available due to cancellations, attending memberships will be made available to persons on the waiting list of paid memberships, in the order originally received.”

Seconded by Joyce Saunders

Vote: Ayes- 7, Noes – 0, Abstain - 0

Laura moved: “WHEREAS we have had a higher than usual number of requests for refunds for attendance at Costume College®, to help defray costs already incurred, BE IT RESOLVED : For

requests for refunds: before sell-out date, if any, 75% will be refunded; 2 weeks before 1st registration book is published, the refund will be 50%; after that, the refund will be 25%. Within six weeks before the event, no refunds will be made or transfers allowed.”

Seconded by Mary Jane Jewell

Vote: Ayes – 7, Noes – 0, Abstain – 0

MISC:

Next meeting:

Saturday, July 14, 2007 at 5 p.m. at Margery Rich’s (providing this date is convenient for Treasurer, Natalie. Margery (the Guild) will provide dinner.

The President **adjourned** the meeting at 5:08 p.m.

Respectfully submitted, Kathy Lear, Recording Secretary