

CGW Board of Directors Meeting, June 29, 2008  
1435 Anacapa Street, Santa Barbara, CA 93101

Attending:

President:	G. Ann Mitschek
Vice President:	Colleen Crosby
Treasurer:	Natalie Meyer
Recording Sec'y:	Kathy Lear
Corresponding Sec'y:	Margery Rich - excused
Directors at Large:	Regina Lawson-Voorhes, Diane Yoshitomi Joyce Saunders – excused Mary Jane Jewell - excused
Parliamentarian:	Cheryl Avirom - excused

Meeting called to order at 11:05 a.m.

Chocolate was present in the form of Chocolats du CalliBressan, designer chocolates from Carpinteria

### Officers' Reports

President – Annie Mitschek

1. The site search has been suspended for the present .Reasons will be detailed under old business.
2. Annie did not have a copy of the contract with the Airtel Plaza Hotel for Costume College 2008 until earlier this week. The only one she had was for 2007, and was part of the old multi-year contract, which ends with 2008. Sandy Rymer Maxwell has supplied us with copies of the 2008 contract. Copies are now held by Annie Mitschek, Colleen Crosby (VP) and one is being sent to Laura Rico as Hotel Liaison. Among other things, the Board and Committee had been unaware that the visual and other equipment provided by the hotel is contractual, not a favor given us. More on this topic under old business.
3. Until recently, nothing had been done about the requested contract extension for Costume College 2009. This is now being dealt with. A tentative agreement is being worked out for July 31 thru August 2, 2009, based on the old contract.
4. Issues regarding the proxy: Annie had thought we needed to send proxies out in at least two issues of *Squeals* prior to the general meeting, but this is not true per the ByLaws. Any alterations to the proxy now, would create different versions and could cause confusion. It must also be decided whether the proxy voting should be written or vocal, see later citing.
5. Badge ribbons for Costume College have been ordered. The cost is \$5.00 per 20 ribbons, at each reorder, after initial setup fee (\$20.00/40 ribbons). Annie special-ordered 13 titles, open-stock ordered 11 titles (open-stock ribbons came to \$0.20 each, due to quantity ordered, rather than \$0.25 each, which is normal).
6. There are still difficulties with communications from the Costume College Dean. The April meeting was cancelled without prior permission, and no information has been forthcoming based on the asked for progress reports from the committees. The Dean was supposed to have sent a summary report to the Committee based on the information submitted by e-mail. Nothing to date has been received by the President or others.

Natalie Meyer stated that she sent Martha Davis a copy of the book she made when she was Dean. Also, past Deans had agreed to help but have not been contacted. The tools are there but not being used. Annie Mitschek has higher hopes for next year since Maegen Hensley is more communicative. The Board expects a Costume College meeting every two months during the preparations for Costume College 2009.

7. Costume Con 26 – the Board never officially approved the prizes we handed out; however, a general consensus at the last two meetings (which was confirmed via e-mail) shall be deemed ratification. There was a good attendance at CostumeCon 26 from the CGW members.
8. We need more equipment for the storage room, which Annie will order. Gorilla racks and storage files are among the items she will obtain. She will also look into ordering a large banner with the CGW logo and name to use at conventions, the Los Angeles County Fair, etc. At Kinko's, a banner 3 by 5 feet, printed in a single color, is roughly \$120.00.
9. Annie did get back to the photo CD people (the Southwest Costume group) to say “no,” and will be asking them not to “pose” people at the Red Carpet event.
10. There was still some concern about people expecting “dinner” at the Hospitality Suite. Annie Mitschek has sent a reminder to be included in the Check-In Booklet (under the Hospitality Suite heading) explaining that the Hospitality suite is supposed to be “light snacks and conversation,” not a meal.

#### **Vice President – Colleen Crosby**

1. Colleen has published most events in *Squeals*, on either the events page or in the Vice President's article. A CGW event is either something the group sponsors, or any group of CGW members who “get together” at another event or site, such as a group who go to the Banning Historical Site. Both of these can be listed in the events area of *Squeals* as “sponsored” events.
2. Does the CGW have a fashion show at the LA County Fair? If so, when? because Colleen's *Star Wars* group is attending, and if the fashion show is on the same day it would be very convenient for her.. Annie Mitschek replied that there is a Fashion Show at the Fair, but not a typical formatted CGW one. Also, demos of various crafts or techniques may be scheduled.
3. “Finish Your Finery” events, to be held on Saturday, July 19<sup>th</sup>: Shelley Peters has volunteered to do a third session. It won't be in *Squeals* because Colleen found out too late, but she will put it on the web site as soon as she can. (Her computer is down.)
4. Colleen will put up the “Sunday Undies” (as well as other events at Costume College) on the CGW web site, and also the day and time of the CGW Annual Meeting.
5. Regarding the *Jeeves & Wooster* live action role-playing game on September 14: Colleen must get information from people regarding what character they wish to play, or in what capacity they wish to participate, within the next 3-4 weeks. So far she has gotten 3-4 responses.
6. In October there will be a tea, with a ribbon-work class. Colleen's sewing circle is hosting it.
7. Los Con will be on Thanksgiving weekend, November 28<sup>th</sup> to 30<sup>th</sup>. We should have a fan table there again this year.
8. December – Still being developed, a skating party.

9. Do we want to hold a Halloween party this year? Last year's wasn't well-attended. The consensus from the Board was "No." For some reason they are never well supported by the membership.
10. The Christmas/Holiday party was a little better attended. Perhaps we should look at Elise's Tea Room in Long Beach. The question arose if we could bring food, or must we have them cater it. It was decided that it would be worth a phone call to find out.

**Treasurer – Natalie Meyer**

1. Natalie provided the current financial statement. This is the annual end-of-year report. The CGW made money this year.
2. Natalie opened a CD for the CGW in the amount of \$30,000.00. It is due in July 2008. It can be renewed, or we can roll the money back into the checking account if we need it. She doesn't think we will.
3. Natalie did get the membership list for the GBACG so we can check status for "sister" pricing when Costume College 2009 money begins coming in. The GBACG were very cooperative, and Natalie received the list directly when she requested it.
4. Since the Treasurer's position needs a certain amount of knowledge, Natalie has been thinking in terms of her successor.
5. Natalie obtained an ATM card attached to the CGW bank account, so that we can make deposits after banking hours. For Costume College she will probably make a small withdrawal to use for tips, etc.
6. Natalie will bring a printer/copier which belongs to the Guild, to Costume College, for copying during the event. Teachers can make handouts if they run out. The CGW will charge \$0.05 per page if attendees want copies.
7. Annie Mitschek had given Natalie a check for an advertising flyer included with *Squeals* on behalf of the Motion Picture Costumer's – Local 705 / Yard sale. Fees were previously set by Board resolution (BOD minutes, 6/10/07). There was additional advertising income from the "Fool's Guild" and "Sons of the American Revolution" for the printing and/or extra postage involved with including their fliers in the *Squeals* mailings.
8. The CGW also received a check from the Rose Petals and Tea Leaves fundraiser held in April, in the amount of \$545.00! The CGW should acknowledge this effort. Six people organized this – The sponsors were: Cindy Hemkin, Gladys Leipersberger, Carol Cole-Mar, Jeanie Ming, Loralee Page-Ortez, Linda Patton.

Corresponding Secretary – submitted by Margery Rich, delivered by Annie Mitschek

1. *Squeals* expenses have increased due to Board minutes' publication. However, the increased benefit to members is worth it.

**Recording Secretary – Kathy Lear**

1. Publication of the CGW Board meeting minutes are now up to date, and all have been published in *Squeals*. We need to have formal approval of the minutes from the November 18, 2007, January 27, 2008 and March 1, 2008 (previously done by email among the Board).  
Kathy Lear moved: RESOLVED: all three of the above minutes be approved. Seconded.  
Vote: Ayes – 6, Noes – 0, Abstain – 0. Motion carried.

**Directors-at-Large**

**Regina Lawson Voorhes:**

1. Regina is hosting a “Finish Your Finery” meeting on July 19th. She has received a response from one person so far.
2. Regina wrote an article about “How to deal with your Director at Large,” which was published in the last *Squeals*
3. Regina’s ongoing task will be to assure that the special “Things You Should Know” articles get written and submitted to *Squeals*.

**Diane Yoshitomi:**

1. Diane received a phone call from a member, mostly to say that she is happy with the idea of having “how-to” manuals for Costume College, and approves of what the Board has done regarding developing them. Annie Mitschek mentioned that she needs to remind Costume College Dean Martha Davis that making sure that these books are done is the Board’s , NOT the Dean’s (except for her own “Dean’s How-To”).

**Old Business / Committee Reports:**

**Costume College:**

1. The Photo CD proposal from the Southwest Costume Guild: We have declined their offer. They replied by saying that they were sorry it didn’t work out.
2. The site search for a new location for Costume College 2010: The Search Committee is suspended due to issues raised under the President’s report (see above). Mary Jane Jewell sent a report of progress so far, which was sent to Annie Mitschek and Colleen Crosby.
  - a. Mary Jane Jewell’s report: The Search Committee met at one of the sewing circle gatherings, outlining what they perceived the task to be, and how to go about it. They generated a letter for the Board to approve, to send to locations to obtain information from prospective venues. The letter stated that we were looking for a site for 2009, did not fully state either the CGW’s or College’s official titles and contained irrelevant information. (Annie Mitschek would not approve it) Emails from the Site Search Committee rarely included Laura Rico, Hotel Liaison, in the address list. It had been repeatedly pointed out that Hotel Liaison **must** be part of the team as having information which would be useful to it at hand. (Laura has since stepped down from the search committee due to temporary health issues, but is remaining as Hotel Liaison.)
  - b. This has brought up other concerns: As had been previously reported, the CGW and Costume College do not pay Sandy Rymer Maxwell for her services as professional liaison to the hotel – the Airtel Plaza Hotel does. But this is so because it was part of our original contract with the Airtel. The fee is based on money generated by our event, so it’s paid indirectly. Sandy Rymer Maxwell sent a letter to Annie defining her duties and responsibilities as originally established. Bobbi Armbruster was contracted at the beginning of the first Costume College, and has since retired. Sandy Rymer Maxwell has assumed the business. Annie Mitschek replied with thanks for the history,
  - c. Annie Mitschek requested a copy of the 2008 contract, as she did not have a copy in hand. Earlier this year she had asked Sandy Rymer Maxwell to negotiate with the Airtel Plaza for Costume College 2009. Sandy is waiting for further instructions regarding subsequent years. Sandy has had a meeting with the Airtel

Plaza Hotel, and says that the CGW can possibly sign the contract for Costume College 2009 at Costume College 2008. Annie Mitschek would like to have the contract signed **before** Costume College this year.

- d. The question is: do we want to approve Sandy Rymer Maxwell to search for a new site? She has the resources and skill set to do the job as well as knows us and what we will be looking for. We need to make sure that Sandy knows that we need a specific timetable.
- e. Colleen Crosby suggested that once several “finalists” hotels are found, the group sent to look at them include the following: Treasurer, Programming, President and Hotel Liaison.

Natalie Meyer moved: **RESOLVED**: that the CGW open negotiations with Sandy Rymer Maxwell to search for a new contract with a new site for Costume College, including details of her fees or contractual compensation. If Sandy’s compensation would be covered by the new contract in a similar manner to the old contract with the Airtel Plaza Hotel, with no additional compensation, President Annie Mitschek hereby has the authority to approve Sandy Rymer Maxwell’s search immediately. Any additional compensation to Sandy Rymer Maxwell would have to be approved by the Board (via email) before work begins. The Board will provide Sandy with an expanded list of site needs.

Vote: Ayes – 6, Noes – 0, abstain – 0 Motion carried.

- f. Colleen Crosby would like to suggest a new Board position: Board Liaison to Costume College, whose job would be to determine that all the College matters are working well, such as tasks being done on time and in the right order, to attend ALL the Costume College meetings (not just the general ones) AND the Board meetings, and report. It should be an appointed position for this year. This issue was tabled until the next Board meeting.
3. Progress of Costume College 2008
    - a. Things are “heating up.” We’ll know more after the meeting on Sunday, July 13, 2008. The hotel liaison now has a backup: Lana Bailey.
    - b. We need to find out who’s doing the badges to give them supplies.
    - c. Annie Mitschek has asked Maegen Hensley to submit her choice for Assistant Dean for Costume College 2009, so the Board can approve the appointment. This is necessary because the Assistant Dean becomes Dean the following year. Maegen Hensley replied that she has someone in mind but has yet to ask the person. Reminder: all committee heads must be members of the CGW!
  4. Janet Wilson Anderson and the Marketplace
    - a. Janet had requested six spots in the marketplace on her original application form. We responded (with a cover letter drafted by Mr. Yoshitomi), that as she had not signed the agreement about the marketing spaces and the trademark, she is entitled to no more spaces than other vendors, which is a maximum of two. (She had been paying for six but getting only four, so we refunded last year’s overpayment. It is not certain when the original mix-up on this occurred.) We offered to allow her to send in a post-deadline amended application for 2 spaces. Janet Wilson Anderson sent in a form requesting only one space. This was confirmed by Cat Slater Woodward by phone. (Diane Yoshitomi suggested that this should be the year to decline Janet’s speech at Orientation. It should more appropriately come from the Dean. This was agreed by the Board.)

5. Meeting postponed/cancelled – communication from the Costume College Dean
  - a. The fact that Martha Davis cancelled the April meeting is of concern. The promised distillation of the reports each Committee was to send in at that time has also not been provided. It has been suggested that the current Dean is accustomed to getting things done but not having to be in constant touch with other folks. At this point the concern is moot because of the closeness of the date of Costume College.
  - b. Annie Mitschek is looking forward to better communications in the future. Maegen Hensley's track record shows good communication skills and understanding of how the College Committee functions.
  - c. The post mortem date will be set before the end of Costume College, so that it can be announced at the general meeting. It needs to be in September, but not the 14<sup>th</sup>, due to conflicts of events already planned.

6. Committee Heads in training.

- a. Annie Mitschek says: it's nice to have volunteers, but many people don't know the reasons behind why we do things the way we do with regard to College. They haven't heard the back-story on things. Consequently, there have been instances of overstepping bounds because they don't have the information. Annie Mitschek recommends that any Committee Head needs to have been on the Committee in some capacity (not necessarily the department they wish to head) before they take on a lead position. This way they can learn the how College operates and blend more seamlessly into the lead positions.

Colleen Crosby moved: RESOLVED: that anyone appointed as a Committee Head of Costume College must either have previous experience as a Committee member, or equivalent experience in a similar context. Seconded

Vote: Ayes – 6, Noes – 0, abstain – 0. Motion carried.

7. Pricing structure for Costume College 2009 / flyer issues

- a. Last year we went a little crazy because we didn't know the actual costs of Costume College. This year we can be more moderate, with better knowledge. Natalie Meyer pointed out that we have a financial buffer to cover any new costs that a new hotel site might generate. Natalie Meyer suggests that we don't need to change the current price structure at this time.
- b. It has been suggested that the non-member price be substantially more than the member price, such as \$95 for members, \$150 for non-members, with an increase to \$110 for members, \$165 for non-members after the initial lotteries if any spaces remain.
- c. Gala and tea tickets: Gala: \$75 for members, \$85 for non-members; Tea: \$40 for members, \$45 for non-members. These are the same prices as last year! There will be no price increases for the Gala or the Tea for Costume College 2009!

Kathy Lear moved: RESOLVED: that the Board accept the price structure for Costume College 2009 as outlined above.

Vote: Ayes – 6, Noes – 0, abstain – 0. Motion carried.

8. Board / Committee members photo board – provide our own – 5 x 7

- a. Regina Lawson Voorhes will print out photos to put on the photo board if members provide them.
- b. Annie Mitschek will work with Regina to put the photo board together, along with anyone else who would like to help.

9. Scholarships – recent requests
  - a. We haven't had any further requests yet. Costume College committee heads may not realize that they have the right to "scholarship" someone on their committee to the event.
  - b. Kathy Lear suggested that we ask Elizabeth McCash to be our "Poster Child" for scholarships at the orientation.
  - c. Colleen Crosby suggested that individual members or groups could contribute an amount (pool resources) toward creating more full scholarships, and decide which person gets it! (This was later re-thought, as having a potential to be seen as favoritism.)
10. Publications
  - a. Nothing new has been created yet except the web site and a few flyers. Flyers were made to promote the Costumer's Marketplace at ComicCon and Annie's Union meeting (on July 12<sup>th</sup>).
  - b. Web Site
    - i. The web sites for both Costume College and the CGW are UP! and running. Kathy Lear uploaded the CGW site in April and the Costume College web site in early June. Much help was received from Colleen Crosby and Heather Pritchett. Feedback so far has been positive. Max Callahan from the San Diego group has promoted and applauded it on the San Diego Costume Guild's chat line.
11. Membership Directory
  - a. Since the last issue of Squeals, 2 more people have sent in information, which brings it up to 30, out of roughly 300 members.
  - b. Are we any closer to making a decision about whether we will publish at all?
  - c. Colleen Crosby suggested that Diane Yoshitomi print up a single copy to be viewed at the Check-In desk at Costume College, so that people can see what we're talking about. It could be "chained" to the new submissions box to prevent "traveling." Natalie Meyer will print a sample, with the additional information from those members who have given it.
12. Elections – nominations, ballots, agenda for General Meeting on August 3, 2008.
  - a. Diane Yoshitomi asked it if we really need to count proxies if the result of a hand or voice vote is unambiguous. The response is "Yes," because there have been bunches of them at times.
  - b. It was recommended by Counsel that we have someone available to "validate" proxies prior to the meeting. It must be a CGW member, with no affiliations with any perceived "clique" in order to maintain neutrality. We really need only a "time slot" on each day, hours to be posted, not the whole of College, which reduces the burden of how many people can we get to do this.
  - c. How do we want the proxies to be voted? Orally or manually ?
13. Member of the Year – (receives: \$20 certificate to the Marketplace, a year's membership in CGW, and a Costume College membership) AND Gratitude of the Guild – (receives: \$20 gift certificate to the Marketplace)
  - a. Names of several candidates put forward. Heather Pritchett as "Member of the Year" chosen for the variety and frequency of her contributions.
  - b. Lorelee Page-Ortez, Mela Hoyt-Hayden were chosen to receive "Gratitude of the Guild" awards for their contributions.

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- c. We will need to see if Mary Jane Jewell is available to do the award certificates and Marketplace vouchers again this year.

New Business:

The standard response to requests from members to attend Board meetings shall be:

1. Please contact your Director-at-Large with your concerns as that is their function.
2. Please consider running for Director-at-Large.

Items Tabled due to time constraints and lack of urgency:

Fundraising guidelines (forms)

Development of future Board Members (assistants / education?)

LA County Fair Contest Categories – winners, new regulations, etc.

Prizes for costumes at Costume Con 26, and judges for same – report thereon

“How To” Manuals – BOD and CoCo

Any other business? None presented.

President Annie Mitschek adjourned the meeting at 4:02 p.m.

Respectfully submitted: Kathy Lear, Recording Secretary, with corrections and addenda by G. Ann Mitschek, President, Diane Yoshitomi, Director-at-Large and Natalie Meyer, Treasurer