

Costumer's Guild West, Inc. Board of Directors Meeting
November 2, 2008
27025 Silver Moon Lane, Rancho Palos Verdes, CA

Present:

President:	G. Ann Mitschek	Dirs at Large:	Mary Jane Jewell
Vice President:	Colleen Crosby		Regina Lawson Voorhes
Treasurer:	Natalie Meyer		Fran Wasielewski
Corresponding Sec'y:	Margery Rich		Diane Yoshitomi
Recording Sec'y:	Kathy Lear		

Chocolate was present in the form of: Halloween candy

Meeting called to order at 11:30 a.m.

Diane Yoshitomi suggested that in future, if we have a quorum, we should begin the meeting regardless of who is not yet there. Everyone agreed.

Approval of minutes (formal) of Annual General Meeting of 8-3-08

Diane Yoshitomi mentioned that the description of the CGW, Inc.'s "over the rainbow" awards was to be "above & beyond," rather than "over and above." Diane Yoshitomi moved that we accept the minutes as corrected, seconded

Vote: Ayes: 8, noes: 0, abstentions: 1

Dedicated Costume College Board Meeting of 9-6-08. Colleen Crosby moved that we accept the minutes as corrected, seconded

Vote: Ayes: 7, noes: 0, abstentions: 2

Officers' Reports:

President

1. Annie Mitschek received an e-mail from Jody Regan that the Riverside Dickens Fair was advertising for a "costume college," and wondered if they had asked our permission to use the name. Annie Mitschek emailed them and suggested that they change the name of their event, and they did.
Diane Yoshitomi stated that declarative statements should be used, because a "suggestion" is just that, and we need to defend the name more vigorously.
2. Criteria from Costume College meeting to Sandy Maxwell. They are working on the proposal as outlined, and they are working toward the January 15, 2009 deadline.
Colleen Crosby will be meeting with Sandy for another purpose, and will remind her then and regularly.
3. Costume College applications submissions seem to be working well, despite people not reading their *Squeals*, which makes for confusion.
4. Annie Mitschek has delivered the scholarship forms for "comped" scholarships to the Dean for signing. They have not been submitted to the Treasurer as yet. The County Fair forms have been processed. The Volunteers and Committee heads forms are still in her hands.
5. Colleen Crosby asked if there was a scholarship for the most hours worked. Annie Mitschek said that it was not supposed to be a scholarship as such. It was originally established as a "Guarantee of 1 limited-attendance class of your choice for next year's College".
6. Annie Mitschek will be asking the web site folks to create and add a forms section to the web site. Which forms, will be discussed later.

Diane Yoshitomi: How many people don't have e-mail? Natalie Meyer – less than 2%. We should put all the information from the forms in *Squeals*, for those people.

Vice President

1. Colleen Crosby has just sent the events in to *Squeals* – the ice skating event will be held Sunday, January 11, 2009, with tea at the Biltmore Hotel beforehand.
2. There were no CGW events in December, so she listed a tea (she needs to check if the proposed site is available) for the first week in December.
3. Anime LA, the CGW holiday party and the Jane Austen event are all in January.
4. People are beginning to “sponsor” “get-togethers” on the Yahoo group. This is encouraging. Annie Mitschek said that we need to remind people to always RSVP if the coordinator requests it. Colleen Crosby will write an article for *Squeals* to that effect.

Treasurer

1. Natalie Meyer: She needs to add interest to the figure from the CD on the balance sheet. She renewed our CD for 12 months, at 3.76% interest. We have plenty of money on hand, and checks for Costume College 2009 as well.
Also, items on the profit & loss by class items from 2007 really belong to 2008. She will make appropriate corrections.
2. The \$10.00 fee for filing our non-profit tax return was refunded, because the IRS said that we don't have to pay the fee. The “Auditor” Natalie spoke with said we don't owe it. The general consensus was that we need to have the specific name of the Auditor for future reference and to avoid later confusion.
3. Natalie Meyer has received, and submitted to Becca Metzger, 175 applications for Costume College. (3 jumped the gun, so there are actually 178. Those three will go to the end of the line and be included only if fewer than 225 come in before the first drawing.)
4. Becca Metzger is due to give birth in April. (The Costume College 2009 student registration packets are to go out that month – she hopes Becca has an assistant.)

Recording Secretary

Minutes have been submitted.

Kathy Lear corrected her email address for everyone. It is kalear@verizon.net. The other address is no longer active.

Corresponding Secretary

1. Margery Rich: We haven't been receiving much correspondence as such. Members seem to email the Board member they need. Annie Mitschek sent out sympathy card(s) to members who have had personal disasters in their lives lately, as appropriate.
2. *Squeals* has been laid out / printed late because deadlines aren't being met (Margery Rich says this is her fault). Everyone agreed that deadlines must be firm, even (especially) if it affects the Board members. Exceptions are at her discretion (case-by-case basis), and must NOT constitute an extension for everyone else.
3. Diane Yoshitomi asked if the 6 donors of Gala, Tea and College have received their acknowledgements of donation. Also the donation of funds to pay for the guest teacher must be acknowledged. It not only needs to say “Thank you for donation of...” but also “for the value of...” Mr. Yoshitomi can provide the wording. Annie Mitschek says that she has

receipts whose wording he has vetted already. They have been printed as 2-part carbonless forms (one copy for donor's records / one for our records). Natalie and Pat Kopp both have stacks of them. Colleen Crosby: does the Treasurer handle that? Annie Mitschek: Yes

4. Colleen Crosby asked if Margery needs an assistant, software, a hug...? Margery Rich said that an assistant might be nice, especially for the calendar events, which come from many different sources. Colleen Crosby said that she knows someone who might be able to do that.

Directors-at-Large

Mary Jane Jewell: nothing to report, but she has a question: regarding the e-mail from Annie Mitschek to Cheryl Avirom – did that issue get resolved? Annie Mitschek replied that she had responded that Cheryl Avirom was welcome to come, but was allowed only to act per Parliamentarian's duties in the By-Laws or Standing Rules, not give legal advice as she had at previous meetings.

Fran Wasielewski: corrected her e-mail address. She changed providers. The new address is kijika@verizon.net.

She has some ideas, but will put them forward when they are ready to put out as proposals.

Regina Lawson Voorhes: She received a comment from a member who said we might want to consider that the process for the lottery is too complicated. Why not just accept applications until a date, and do the drawing on a later date? She feels this is something to think about. The consensus among the Board after discussion was that the procedure will take some time to work out and for people to understand how it works and that it works.

Diane Yoshitomi: One member commented that at the general meeting she was uncomfortable with a show-of-hands ballot, being embarrassed that everyone knew how she had voted. Diane Yoshitomi replied that one should have the courage of their convictions, and that it would have lengthened the meeting by at least an hour to tabulate a paper vote. Margery Rich: perhaps we could use a white board in the future to help people visually.

Old Business / Committee Reports:

Costume College:

1. **Lottery:** How have people been answered regarding application not being on the web site? Kathy Lear replied that the application for non-members and Sister Organizations will go up on the web site the day after the end of the members' postmark period – November 18. Other questions have been handled by Natalie Meyer, Annie Mitschek, Maegen Hensley and others. They all seem to funnel to Natalie Meyer, and she answers them as needed. The first drawing will be November 23, and will be done by the Registrar, the President of the CGW, the Costume College Dean and a general member, possibly at Registrar's home in El Cajon. Natalie Meyer said she only needs results, not details of the drawing information. People who get in will receive a letter from the Dean and a receipt from the Treasurer. Much discussion followed on how to accomplish that. An e-mail of the completed list is to be sent to each Board member so that when members ask us whether they got in, we will be able to reassure them. This will also be a cross-check on whether the receipts reach their destination. Natalie Meyer asked if the applications of people who are not selected should be held until the second drawing. The consensus was yes. Colleen Crosby asked if that information will be

published in *Squeals*. Natalie Meyer will be responsible for that information going into *Squeals*.

2. **Site Search** for new a location for Costume College 2010: The specifications of what is needed have been given to Sandy Maxwell, who is part of Bobby Armbruster Conference Management. They have the proposal, and are e-mailing it to various venues. They should start hearing back from hotels soon. Sandy Maxwell has promised to keep us updated. Annie Mitschek has pointed out to her that we need it done before January 15th. The company is collecting proposals and will provide the Board with a list, and dates on which we can go look at the proposed sites. Regina Lawson Voorhes asked if we are waiting until they're done or are we getting a running report? If they send us a running report we can look at those who respond sooner, before the deadline. Diane Yoshitomi is concerned about the time issue. We are already three months past last year's College. We have promised that we will move, based on member approval. We have put it off one year already, and should therefore make this the primary focus of this Board until we have results. Kathy Lear said that we should give Sandy guidelines to negotiate with hotels for items we might need that they might not address in their standard proposals. That way the Board can triage between the proposals and the facilities to make a decision. Natalie Meyer pointed out that we should include the Airtel Plaza in the query list, so that they have a chance. They do not have enough sleeping rooms to accommodate our numbers. It is too inconvenient for people to stay at a different hotel. Annie Mitschek mentioned that the Marriott LAX is offering a deal for LosCon and Anime LA that allows a flat rate for the room night regardless of the number of people staying in it. This should be looked into, but is not a deal-breaker.
3. **Progress of Costume College 2009** – results of “Post Mortem” meeting: Annie Mitschek said she though we had a good meeting. Maegen Hensley kept it upbeat. Colleen Crosby says Maegen Hensley seems to have things in order, and she hopes she can keep things in order that well herself. The Board decided to go ahead with the “learning circles” in the lobby. There was a suggestion to have the teachers send in their handouts to make a CD. The Board feel that is a bad idea, both for copyright issues and as a reduced incentive to attend classes. Instead, we will have e-mail addresses attached to the teachers' names (those who agree) on the web site so that people can contact them individually if they missed notes. There was discussion about Tea and Gala prices, but the Board kept those the same for Costume College 2009. People were confused about the lottery, and it was explained. The “PB&J” room that Chaz Boston-Baden provided was mentioned, with the notion that the College should sponsor this, but Annie Mitschek said we shouldn't do it because of permissions issues about food at the hotel. It was suggested that the Committee heads be added to the “Board board” for 2009. Diane Yoshitomi said she was disappointed at the small turnout at the post-mortem, and that it doesn't bode well for the increase in College memberships if only the same people turn up at meetings like this. Colleen Crosby says that she thinks the Board should make it a requirement that the Post Mortem meeting date be set before Costume College so that it can be published. Maegen Hensley says that there should be a “class” on how to get more involved. The Board (and the Committee?) should be there to answer questions. Perhaps it might consist of a quorum of the Board and as many Committee people as possible, maximum of 6 people. Thursday at poolside, was suggested, or an informal meeting during “feeding frenzy” at the marketplace, in the same room as the Orientation. The details can be worked out. It was suggested that the Board talk to the Programming head to get her input on the idea. Margery Rich: not sure that Friday night is the best time to have it, because the

newbies haven't had enough experience to determine if they want to participate. Colleen Crosby said that right after Orientation is not great because of "burn-out." She suggested discussing this with Maegen.

RESOLVED that it shall be part of all Costume College calendars, that the Post Mortem meeting will be held no later than six weeks after Costume College, the exact date and location to be determined by the CGW Board, according to the actual year of occurrence, and that this information shall be published in the Program Book, on the CGW and Costume College web sites, and the *Squeals* just prior to and following College.

Moved by Kathy Lear, seconded. No further discussion.

Vote: Ayes: 9, nays: 0, abstentions: 0 Motion carried.

4. **Scholarships** – recent requests

We need to revise the form to reflect the new dates and deadlines, and decide whether past winners can apply again.

Do we want different forms for different needs/scholarships? Do we want to make the scholarship application for the Robin Pavlosky scholarship different?

Margery Rich: what kind of scholarship is the LA Fair top award? ["Best in Show"] Annie Mitschek: all County Fair awards are "tuition only" scholarships.

Perhaps we should make criteria for scholarships. Colleen Crosby thinks we should publish how many and what kinds of scholarships we have. Natalie Meyer says still have one "full" scholarship, plus scholarship fund money and other gifts. The available amount: \$1535. This is not what we have every year, but we have it this year. Colleen Crosby: one full merit scholarship and competition scholarships from various other costume venues (a maximum of 10), plus "member-of-the-year" can be awarded each year. This information plus the criteria for the competitions should be published on the web site. An additional full scholarship is available from a donation.

Setting up new Full Scholarships. Annie Mitschek says she would like the CGW to endow a "Robin Pavlosky Memorial" scholarship from the money received from the raffles. There would be money left over to fund general College-membership scholarships as well. If anyone wants to donate money for a second full scholarship, they can. Mary Jane Jewell asked how it works from an accounting standpoint? Natalie Meyer stated that it is a journal entry from "scholarships" to "tuition." Colleen Crosby asked if each year we're deciding how many scholarships to give out? Annie Mitschek: we should address that. This gets into the "comp" issue regarding committees. We'll change the designation to "comp." The County Fair, LosCon and Anime LA awards will be "scholarships." Mary Jane Jewell wanted to know if we are transferring money out of "scholarships" for "comps"? No. Just for scholarships awarded and contest winners.

Natalie Meyer suggested that we decide about 2009 information/awards, and worry about other issues later.

Diane Yoshitomi: suggests that we should specify they should apply no later than March.

RESOLVED: that the CGW Board establish from scholarship funds an annual full scholarship to Costume College (to include Costume College membership, Gala, Tea and hotel for 2 nights) in the name of Robin Pavlosky, in memory of her service to the CGW and her work to establish Costume College.

Moved by Mary Jane Jewell, seconded

Vote: Ayes: 9, nays: 0, abstentions: 0 Motion carried

Timelines for and accessibility of applications for scholarships. Deadline: February 14, 2009 (after both lottery drawings and before the registration packets go out). Application form to be put on both web sites ASAP.

Colleen Crosby suggested that this article from the President be separate from President's message.

Regarding Comps: Natalie Meyer asked why aren't Ops and the Marketplace paying? Mary Jane recalled that they're generally too busy to attend College classes, but can go to the Gala, so we'd designated free Gala tickets in lieu of a 50% College discount.

Annie Mitschek: we will also need to discuss hotel room assignments. We now have 3 comped rooms, and no upgrade. In the interest of time, this will be discussed in detail at a later meeting.

Scholarship info to be included on website.

5. **Publications:** We will need brochures and bookmarks for LosCon, AnimeLA, etc. Colleen Crosby will update and print 500 brochures and 100 sheets of bookmarks (4 to a sheet).
6. **Web Site:** New pages have gone up for "past events" and the LA County Fair winners (the Fair winners link is from the past events page); a message from the President regarding the lottery added to main pages of Costume College and CGW. She also added the CGW application form, linked from the Costume College page as well as the CGW page.

Colleen Crosby: can we put up a line about why application is not up yet on Costume College and CGW pages both. Yes.

Diane Yoshitomi: what are the statistics? Kathy Lear to look at them and report back.

Kathy Lear: Can Colleen Crosby put a plug on the Yahoo group for the web and Squeals?

Membership Directory: There are now 60 expanded information entries – 20% of the membership. The information has been proofread. Diane Yoshitomi has not yet finished the cover page or the cautionary information about it being "for CGW member use only." She will e-mail the Board. Household memberships with the same last name are listed under the same entry; if the household member has a different last name, they have different entries. Diane Yoshitomi will finalize it in November. The Board needs to set dates for copying and mailing.

Diane Yoshitomi suggested that we include it with the *Squeals* to be sent out in December – put both items in an envelope. That would be cheaper than sending it individually, and would avoid damage in mailing. Margery Rich: December 18 is the deadline.

Cost estimate: \$645.17 plus mailing. But if included with *Squeals* it would be cheaper.

Prizes for Costume Con26: Diane Yoshitomi has been reimbursed for expenses incurred, and issues have been solved. Colleen Crosby: are we awarding prizes at Costume Con 27? That depends if any members are attending. Ask in *Squeals* if members are attending and will be willing to give out prizes. Cost for awards given at Costume Con26: \$200.

New Business:

CGW/Costume College “Facebook” proposal. Annie Mitschek has had a proposal from a member in the Bay area to create a “Facebook” page for the CGW. Colleen Crosby: this will open the door to multitudes of such items. Consensus: refer people to the Yahoo group. Too much is too much. Anyone can refer to the Yahoo group and the web site in their own blog, Facebook page, or other venue.

Diane Yoshitomi: is there any consideration to doing another Beggars’ Bazaar? Colleen Crosby: yes, I can host another (but not more than one a year). Diane Yoshitomi: could we place “want ads” / “classified” ads in *Squeals*? Annie Mitschek: we have not done that because of endorsements issues. Colleen Crosby: won’t that be a lot of additional work? Margery Rich: yes. Colleen Crosby: because that would be a perfect thing for the Yahoo group. Diane Yoshitomi: I’m willing to write an article about using the Yahoo group – such as selling things, etc.

Annie Mitschek: Our New Member Chair has asked if we might sponsor her membership to LosCon 35 since she will be working the Fan Table for us as part of her official duties. (Membership for the full weekend is currently \$50.00.) The Board says yes.

Colleen Crosby: what’s the budget for holiday party? Annie Mitschek: \$300 has been the standard for the past several years. Colleen Crosby says the holiday party will be at Elizabeth and Eric Gerd’s house, on January 10, 2009 in the evening (the day before the ice skating).

Announcements:

The next Board meeting will be on January 25, 2009, at Natalie Meyer’s house, at 11:00 a.m.

Adjournment: Annie Mitschek adjourned at 3:42 p.m.

Respectfully submitted: Kathy Lear, Recording Secretary, with corrections by G. Ann Mitschek, President, et al.