

Costumer's Guild West, Inc. – Minutes of Board Meeting, March 4, 2007
Airtel Plaza Hotel, 7277 Valjean Avenue, Van Nuys, CA 91406

Called to order at: 12:15pm Chocolate was present via cookies.

Attending:

President -	G. Ann Mitschek	- present
Vice-President -	Joyce Saunders	- present
Recording Sec. -	Kathy Lear	- excused
Corresp. Sec. -	Margery Rich	- present
Treasurer -	Natalie Meyer	- present
Directors-at Large -	Laura Rico	-present
	Mary Jane Jewell	- present
	Elizabeth Gerds	- present

Minutes are being taken by G. Ann Mitschek in the absence of Recording Secretary, Kathy Lear. Mary Jane Jewell is acting Parliamentarian for this meeting.

President's request – everyone please reply “got it” to email posts so we will know who needs follow-up.

Motion made to change order of proceedings to allow Costume College (CoCo) Dean's report before regular business:

Moved: Margery Rich; 2nd: Liz Gerds: votes: ayes - unanimous

Report from Costume College Dean (Lana Bailey):

Guest specialty teachers - Elizabeth Stewart Clark and Sally Queen – have agreed to be part of our program.

Sally Queen is setting up a Friday tour involving the Ventura County Museum to include lessons on how to gain access to and properly handle items in a collection . Sally has also proposed a very limited class utilizing herself as a “personal shopper” for specific period fabrics in downtown Los Angeles.

Comps to gala dinner were requested for Elizabeth and Sally. Request was granted by acclimation of all present.

A volunteer exchange w/ Anime LA had been proposed whereby their volunteers would help with our event and our volunteers would help with theirs. This way people could attend classes/panels and otherwise enjoy their own event and the events would still have volunteer staff. The problem of tracking hours worked, etc., was raised but otherwise the idea was well received.

Ideas are needed for volunteer incentives to get more people to donate time to help run Costume College.

There have been 2 scholarships recommended, one from Jess and one from Darla. These scholarships are in addition to those issued as prizes at the Los Angeles County Fair (7) and LosCon (2). (These do not include the recent donation for the 2 sponsored scholarships - to include membership, hotel, gala and tea. These may need to be carried over until College 2008 as we have not established criteria for awarding them.)

Committee chair openings still exist. Info, Tours, Gala decoration and Fantasy Tea decoration have been particularly difficult positions to fill.

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The invitation to the Costume College Yahoo group went out late Friday night to Committee Chairs and Assistants. The group will be a central place for communications, announcements and the calendar of deadlines. Due to prior lack of communication, the Board requested the Dean include them in the invitation.

Numerous people have asked what “sold out” really means. We will want to add a notice to the website to explain what is and what is not meant by this phrase. We will want to stress other ways people might still participate – i.e. marketplace, volunteers, pay early for next year, etc. **(Issue to investigate – the Dean is receiving emails from website with sender’s names missing. Check this out with Kathy Lear, Web Liaison.)**

The Board will be expecting bi-weekly reports from the Dean until we get closer to College. During late May / early June we will expect reports weekly. Registration Packet stuffing/mailing is scheduled for 4/15/07, location to be decided. Teacher and class information will, contained in the packet will be posted to the website one week following the mailing, roughly 4/22/07.

Room-mate coordinator suggests cut off date be changed to 7/23/07.

Next Costume College (CoCo) committee mtg to be held on 3/25/07, location to be decided.

In the absence of Recording Secretary, Kathy Lear, the minutes of two previous Board meetings, 9/10/2006 and 12/3/2006, were presented by President G. Ann Mitschek. Corrections were made to clarify content and amend typographical errors.

Motion made to accept the corrected minutes:

Moved: Mary Jane Jewell; 2nd: Natalie Meyer; vote: ayes - unanimous

Officers’ reports:

President – G. Ann Mitschek:

As requested by the Board at the previous meeting, a letter was sent to Janet Wilson Anderson inquiring as to her recovery and, in view of the circumstances, granting her additional time for the production of her documentation regarding the Service mark (Costume College). To date, there has been no response.

Initial contact has been re-established with Mary Hooper, but I have not yet broached the subject of information and records. Since I had wondered about the Guild’s old CD’s at the last meeting,

I have discovered what happened to them. Both Natalie Meyer and Darla Kruger have assured me that they were cashed-in long ago, for equipment, etc., and therefore no longer exist.

Mystery solved.

I received notification regarding our Service mark application and it’s “registerability”. Some of the things the Examiners look at are conflicts with other marks and use of descriptive or geographic terms. The Examiner in our case viewed the name as describing the “character and purpose” of what we do. Our Counselors suggested filing a document attesting to the fact that the term has been in use for over 5 years and is now distinctive rather than merely descriptive. The papers were emailed to me for signature. I read them over, signed and faxed them back the same day. Now we continue to wait.

I wrote a letter to be accompanied by a check, refunding the amount of \$6.00, to be sent to those members having either joined or renewed their memberships between the General Membership meeting and our adjustment the posted dues amount on the website and in

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Squeals. The membership had voted to dissolve our connections to the International Costumer's Guild (ICG) at the General Meeting. This amount represents the difference in dues which would otherwise have gone to the ICG.

A file cabinet was needed for our storage unit to help create space and keep the paperwork safe. Documents are currently in file boxes that are deteriorating. As I had established a "Rewards" account at Staples we had approximately \$104.00, in the form of a coupon, available to us. This was used to purchase a legal sized, 4-drawer file cabinet. An additional amount of approximately \$60.00 was spent on the item. A small work party will be scheduled in June to begin to get the files organized and tidy the unit in general, preparatory to College's needs.

I had received a request from a teacher in Laguna area for members to assist her students with a project/fashion show - "One Artist / One Gown" – scheduled for May 2007. An article to this effect was put into *Squeals* in October/November but no response to date. They may need to postpone due to the venue they want being unavailable so I will submit the copy again. The first notice may have been too far in advance of the event.

Vice. President – Joyce Saunders:

The Tea gatherings have been growing in popularity. Beginning with 8 attendees at the first tea (11/18/06) we have expanded to 13 at the last tea (3/03/06), with varying numbers in between. Due to a full personal schedule, Joyce will not arrange any teas for June/July. This is reasonable since most people will be preparing for Costume College during that time. Should it be decided that we still want one during that time, Director-at-Large – Mary Jane Jewell will research hosting one at her home. A problem has presented itself in that the last teas had 2 reservations that were "no shows". Some teas shops require credit card deposit for larger groups. Joyce has been using her card to secure these arrangements and therefore had to pay for the missing persons. The Board decided, by general agreement, that since these are official Guild events, we should reimburse Joyce the money and any repayment would then be due to the Guild.

Our "Caroling to the Stars" event drew 11 members and friends and was well received by the patients at the Motion Picture Hospital and Retirement Home in Woodland Hills. Everyone involved had lots of fun.

The Guild's Holiday Party (1/06/07) was well attended. Approximately 30 people over the course of the evening.

The upcoming "Beggar's Bazaar" has roughly 15 people signed up to bring goodies to trade or sell. Several issues have been raised regarding the Beggar's Bazaar. One involves a member residing in Northern California and wishing to make a purchase, based on items listed in *Squeals*, prior to the event. Another area of concern is personal liability by the member hosting the event. (Question for Counsel- If a member hosts a Guild event on their property, to what extent are they liable for injury or damages, if any? Response from Counsel is that both the member and the Guild could be liable.) We need to look into Insurance.

The plans to visit the play "Wicked" are coming along well. There are still 6 remaining available in our group block. Joyce just made contact with their management to arrange for a tour backstage following the performance for CGW, Inc. members and one guest each. A suggestion was made for the Guild/members participating to make a donation to the show's designated charity.

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Plans for the CGW visit to the Renaissance Pleasure Faire in Irwindale are coming along. Decisions are being made regarding meeting times and places, ribbons for ID of members, special offerings, etc.

Future events - people are contacting Joyce with event notices and ideas which are being sent in to Squeals.

Recording Secretary – Kathy Lear (absent):

See minutes submitted for approval above. Kathy sends her apologies for the delay in getting the minutes completed.

Corresponding Secretary – Margery Rich:

Margery has received no correspondence other than articles for the newsletter. The newsletter, *Squeals*, has been coming out regularly. The costs are approximately: \$150.00/printing, \$120.00/postage, \$10.00/misc supplies (wafers, staples) per issue. There has been an increase in returned copies of the newsletter due to mutilation by the Post Office machinery. We will therefore be using 2 wafers to seal the edges in future.

Treasurer – Natalie Meyer:

Since our corporation papers are dated in early May, our Accountant, Mr. Prichard, has advised file our taxes from May to May. (??) **(Look into how that conforms to the fiscal year stated in our bylaws?)**

[Natalie will send copy of balance sheet to me for inclusion with minutes.](#)

Issue of \$6.00 ICG refunds: Advice of Counsel, “the most important principle is no official connection between the CGW and ICG. Since the money was collected after the decision to separate . . . I recommend that the monies you mention not be sent to the ICG. I suggest that you announce (in *Squeals*) that upon advice of counsel, (a) the portion of the dues which would otherwise be sent to the ICG will not be sent, (b) such funds will be retained by the CGW to do good works, although (c) a refund of the (I understand) \$6.00 will be made to any member who so requests within the 30 days following publication.” - General agreement by Board members present.

A bill has been presented by Ron Jones for Website / domain name hosting - \$239.90 for both for one year. Payment was authorized to maintain both (Costumer’s Guild West, Inc. and Costume College).

Directors-at-Large

1: Mary Jane - do the members know what the Directors-at-large do? Possible article for *Squeals*. WE may wish to emphasize a “Meet the Directors” gathering at CoCo. A suggestion was made that the info about BOD positions - duties and perks – be published when the call goes out, in *Squeals*, for nominations for candidates.

2: Laura – nothing to report

3: Liz – nothing to report

Committee Reports:

Website: Website Liaison/Committee Chair, Kathy, no report sent in. From committee members no meeting was held. Pres. Annie appointed new head of Committee - Laura. We

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will be looking forward to some recommendations about how to best utilize the website's: look, usability, etc.

New member packet: Liz Gerds, Chair - nothing to report. Pres. Annie requests, please write a history of the group and obtain Janet Wilson Anderson's input.

Topics for discussion / resolution:

Costume College -

How do we want to grow College?: As we were running out of time, discussion on Costume College topics was tabled until special meeting for all items below

CoCo Teacher discount criteria: see above

Marketplace – membership requirement? Tiered table costs? See above

Membership requirements for committee heads / assistants.:

“Whereas Costume College is our main asset, be it resolved that all Committee Heads and assistants must be current members of the CGW in good standing.”

Moved: Elizabeth Gerds; 2nd: Joyce Saunders; Vote: ayes - unanimous

CGW –

Term limits for officers: to be recommended that four consecutive one year terms be maximum for the duty heavy officer positions, may rotate to director-at-large. Directors-at-large may be used as BOD position assistants. Formal language to be drafted for submission to membership for vote. (Check with Counsel for determination as By-Law or Standing Rule. Response from Counsel, this amendment should be a by-law.)

Judging criteria for LA County fair sponsored categories: Topic to be included at special meeting for CoCo decisions as mentioned above.

MISC:

next meeting re: Costume College will be held on 4/16/07, 7:00pm. At Margery's house, address in Squeals (usual collating location).

Adjournment at: 3:56 pm

Respectfully submitted:

G. Ann Mitschek

President

Costumer's Guild West, Inc.