

CGW Board of Directors Meeting, May 31, 2009  
41 Silver Spring Dr., Rolling Hills Estates, CA 90274

Attendance: President: G. Ann Mitschek  
Vice President: Colleen Crosby  
Treasurer: Natalie Meyer  
Corr. Secretary: Margery Rich  
Rec. Secretary: Kathy Lear  
Directors at Large: Diane Yoshitomi  
Fran Wasielewski  
Regina Lawson-Voorhes  
Mary Jane Jewell

Meeting to be called to order at 12:17 p.m.

Approval of minutes: BOD meeting of 3/08/09 as revised online and at this meeting.

Moved, Kathy Lear, seconded. **VOTE: Ayes: 9; Noes: 0, Abstentions: 0**

Diane Yoshitomi asked why Annie had to review the minutes, prior to them being sent to Counsel, since this has caused increasing delays in approval and publication. She then suggested that all the Board receive the minutes much sooner than we have been doing. Margery Rich: If the entire Board gets them right away, all the comments can be made and incorporated earlier.

All agreed. The minutes will be distributed within a week, and comments returned (while they are fresh in our minds) within another week, prior to being sent to Counsel for review.

Officers' Reports:

**President**

She apologized for the last two months of lagging attention to items. She has, however, been monitoring the emails and responding to the larger issues. Faire is over now and the CGW has her full attention.

Annie mentioned that several members she's spoken with mentioned that they appreciate the information they are getting and the job we are doing.

She has answers about a lot of pending issues that will be covered later in the agenda.

**Vice President**

We have a tea coming up in two weeks at Descanso Gardens: There have not been many responses yet.

July: There will be two "Finish your Finery" meetings, at Diane Yoshitomi's and at Shelley Peters'

August: There will be a literary tea at Diane Yoshitomi's house

September: There is a *Sound of Music* sing-along at the Hollywood Bowl, and the LA County Fair begins.

October: A "Jeeves & Wooster" party is scheduled, and the LA County Fair continues.

November: LosCon, and the *Messiah* sing-along

December: Nothing is scheduled for this month; many people don't like to do anything with the CGW this month, as so many other things are always happening.

The only person so far who has expressed an interest in the Event Coordinator's (Vice President) job is Shawn Crosby. People who were interested in Director-at-Large positions last year don't want to "run" ahead of time.

She suggested that one of the Board (it could rotate) make a list of "to do" items which come up at the meeting, make sure that someone is assigned to each item and distribute to everyone, and follow up afterwards to assure completion of tasks. After discussion, that task was given to Fran Wasielewski, who began immediately.

### **Treasurer**

Natalie Meyer submitted and answered some questions about the financial report (copies available any time upon request). Overall we are in good shape financially, keeping in mind that the expenses for College are just beginning to be submitted. As always, most College expenses will hit after our fiscal year ends and will be reflected in next year's financial reports.

### **Recording Secretary**

Kathy Lear had nothing other than amendments to the distribution of minutes, discussed previously.

### **Corresponding Secretary**

Margery Rich: *Squeals* happened. She requested that collating for the July *Squeals* be moved from Thursday to the following Sunday. However, July 19th conflicts with the Costume College packet stuffing. Can they be combined? Annie Mitschek will check with Mela Hoyt-Heydon. If there are enough warm bodies available to help, there will be no problem doing both tasks, and Mela's house is large enough that they won't be mixed up. (NB: Name Badge Envelope stuffing will also be taking place that same date and location)

### **Directors-at-Large (4)**

Diane Yoshitomi: She received this question from member: the member received a donation of some costume jewelry and some doilies, and would like to sell them (to benefit the Scholarship Fund) from her room at Costume College. Can she do that? If so, can she put up a notice? Annie Mitschek: we have discouraged this because the Marketplace has objected. Donate them to the raffle? Beggars' Bazaar? Better money. Kathy Lear suggested advertising them on the Yahoo Group. It was decided that would be best. Diane Yoshitomi will respond to the member with that suggestion.

Fran Wasielewski called a member on a personal topic, and the member mentioned that one of the teachers at Costume College last year didn't allot enough time (or use the time she had judiciously), and said the teacher told her she (the teacher) could help the student finish the project at the teacher's booth in the Marketplace, but would charge the student for the additional help. Annie Mitschek: That's a "no-no," and should be reported to Programming. She recommends that Fran Wasielewski let Programming know the member's name so they can get the first-hand story, and so Programming could

contact the member and others in that class. (Mary Jane Jewell was one.) Colleen Crosby: what should we ask Programming to do? Annie Mitschek: contact the member directly, get all the circumstances. Annie Mitschek will call the member for details and pass it to Programming. Diane Yoshitomi: Programming should mention to the teacher that time should be spent better, with less talk and more actual time spent on the project. We can monitor this: it's a limited attendance class with a list of students. Margery Rich: As a teacher, she personally would welcome feedback from her students, even if negative. Perhaps Programming can give a list of "teacher tips" that suggest things like "don't spend a lot of time talking about why you're doing it," "Organize" etc. Colleen Crosby: Should we ask the Programming Committee if they're able to take on the task of creating such a suggestion list? Margery Rich/Fran Wasielewski: regular teachers (their regular job) might have a good first take on that list.

Mary Jane Jewell: nothing more than what she already spoke to.

Regina Lawson Voorhes: Some people she works with want to know if they can still attend Costume College. Natalie Meyer: Yes. We have 395 people attending so far, so we can accept at least 30 more.

Old Business / Committee Reports:

#### **Costume College**

Site Search/contract negotiations for the new location for Costume College 2010. Re the contract which Bobbi Armbruster Conference Management (BACM) sent and Annie Mitschek distributed:

Kathy Lear/Diane Yoshitomi both requested Annie Mitschek to please ask them to put an apostrophe in "Costumer's Guild West" and include the "Inc." Annie Mitschek: and spell my name correctly.

Fran Wasielewski: there was a big article in a trade magazine about the Marriott cutting back on things like fresh fruit, so the cheap breakfast could be just coffee and Danish. We'll need to check that out for confirmation or denial.

Natalie Meyer: The room price is \$124, plus \$12 for breakfast, \$9 for parking, plus tax; so this is more expensive than the Airtel. Various people: yes, but not a lot more expensive. The Airtel has a scaled pricing structure depending on how many people are in the room; the Marriott isn't doing that. This is a flat rate for single/double/triple/quad room occupancy and parking includes "in & out" privileges for overnight guests. Diane Yoshitomi: We're getting more for the money, also – more meeting rooms, more hotel rooms available.

Diane Yoshitomi: Will the breakfast be a buffet? It is a consideration, for the sake of speed. Also, the contract is supposed to be signed June 1 (tomorrow) – why is it so late? Annie Mitschek: the Marriott person was on vacation; now Bobbi is, but she's checking her email. Diane Yoshitomi: when was Bobbi given the go-ahead? Annie Mitschek: the day after the March meeting. Diane Yoshitomi: Again, why was the contract given to us so late, then? As clients we need more time for consideration. Kathy Lear: We should be allowed time for input. Diane Yoshitomi: Counsel will want more than one day to look at this. It cannot turn around the counsel's office so quickly. She thinks we need to give a firmly-worded commentary to Bobbi that this is not good business practice. (NB – if I'm

deciphering Bobbi's code correctly, the contract under discussion is revision #6.) Fran Wasielewski suggested we ask for two weeks to get counsel's response. Diane Yoshitomi: That would be enough time.

Diane Yoshitomi: Something else the hotel doesn't need to be concerned with, but the CGW does - the Americans with Disabilities Act. Should we include a line in our Costume College application form about "Do you (the attendee) need special consideration under this Act?" The common consensus was yes, we should add some wording to that effect to the Costume College application form.

Natalie Meyer: Regarding vendor insurance: does our Marketplace make sure that our vendors have appropriate insurance? This contract requires \$1M insurance from each vendor. The hotel also needs to be an additional insured on the CGW insurance. Annie Mitschek: we will trade out "Airtel" for "Marriott" at the appropriate time.

Natalie Meyer: I can't send the deposit until the contract is settled. Under the billing arrangements section: "unless the bills are reviewed by the designated representative" (is that Sandy Maxwell?) they won't be paid. Annie Mitschek: yes, that's Sandy. As part of her function, she reviews the bill for correctness prior to our receipt for payment. This has practice has been in place for many years with the Airtel and would continue with the Marriott.

Natalie Meyer: Printed materials and signage: the contract requires "professional" materials and signage. Everyone: we can prove sufficiently that our signage is "professional."

Colleen Crosby: Could we sell "tickets" for meals (ie.- breakfast) in advance to those people who know they will want them, and if so, can we apply those meal sales to our food/beverage requirements under the contract? Regina Lawson Voorhes: could we perhaps sell meals with memberships? Natalie Meyer/Kathy Lear/Annie Mitschek: It might be difficult to keep track of - it's a Registration task. Natalie Meyer: Let's run the idea past the Registrar, pending the Hotel's response. Annie Mitschek: We could get a roll of tickets & include them with registration packet if the member purchases them.

### **Corporate sponsorships**

Annie Mitschek: She referred this issue of allowing corporate sponsors to have links on our website to counsel, whose response was that terms and conditions vary greatly. They offered to help with any contract of this nature we might wish to create. The CGW doesn't want to cause itself tax problems. We should put only objective information on our web sites, not qualitative opinions. We also need to consider what the sponsor gets in return for their sponsorship - if they get over a certain percentage of their sponsorship back as considerations from the CGW or Costume College®, their sponsorship then counts as income for the CGW. The general consensus is that sponsors should have a connection with costuming or sewing. Kathy will respond to the person who had inquired about linking his site to ours based on this information. More details will be needed from for a better decision.

**Volunteers** - There will be daily prize drawings for the most hours worked. If Committee or Board members want to volunteer, should they be eligible for rewards? Annie Mitschek: recommends anything not under their specific purview (i.e., Diane Yoshitomi's time at check-in, Programming head's time doing programming) should be

eligible. This was agreed to by all. Annie Mitschek will contact the Volunteers Chair regarding this decision.

**Guest Teacher Agreement form - Proposed**

Diane Yoshitomi: has some language suggestions for changes to the distributed sample agreement. Among other things, it was agreed to change the words “stipend” and “compensation” to “reimbursement.” Changes will be incorporated. The Agreement had been reviewed by Counsel, and revisions made, prior to its presentation to the Board. Annie will make sure that the Dean and Programming Chair receive the revised copy of the Agreement.

**Method of disbursement of funds for regular departments – monies for pre-College needs, etc.**

This item has come up because one of the department heads needs advance money – she doesn’t have the money in her personal budget to await reimbursement from the CGW. According to the Standing Rules, provision to do this is already in place. We need to remind the Committee that information about distribution of funds (and other aspects of College) is in the Standing Rules, available online via the CGW, Inc. website.

**Request for funds** to purchase photographic backdrop and stands for use at College and elsewhere.

Annie Mitschek: thinks the current backdrop is boring and that there are alternatives. In researching this topic on the internet she found there is a large sale next weekend (June 5-6, 2009) at a store in Oceanside, and she thinks we might be able to take advantage of it. Kathy Lear: as a semi-pro photographer, her opinion is that the backdrop should be not “busy”, it should be grey in color, and as close to 18% grey as possible. Colleen Crosby: are the stands on sale? Yes. They are similar to a stand that MJ already has.

Annie Mitschek requested authorization of a max of \$400 for photo equipment to include a backdrop stand, and/or lights and accessories. Kathy Lear moved, seconded.

VOTE: Ayes: 9, Noes: 0, Abstentions: 0.

Natalie Meyer: moved we authorize a maximum of \$2000 for the purchase of two digital projectors for the use of the Guild at Costume College® and other events. Seconded.

Discussion: It was agreed that these will be available for the use of as many teachers as possible. with priority, not exclusivity, given to Guest Teachers.

VOTE: Ayes: 9, Noes: 0, Abstentions: 0.

**Request for Refund** of additional Costume College membership fees to a student with sudden health issues, and her spouse. Much discussion ensued regarding the circumstances surrounding the request. It was agreed to make an exception to the rule in this extreme instance and that Natalie Meyer would compose a letter accompanying the refund check to the attendees explaining our decision. All further requests for refunds over and above the stated rules, under special extreme circumstances, will be taken up by the Board.

Colleen Crosby: as Dean next year, before Costume College she is supposed to pick someone as Assistant Dean – she solicited suggestions from other Board members.

**Liaison** from the Board to Costume College: Colleen Crosby feels there should be a stronger connection between the Costume College committee and the Board. The Costume College representative should be at the Board meetings to present Costume College information and take any decisions back to the College committee. This could be an appointed position, and would not necessarily need to be the Dean. Colleen (Dean for 2010) plans to run as a Director-at-Large and could be the liaison for the upcoming year. The Board would then review and revisit the issue, about halfway through the year, with the thought toward making it a permanent board position. To make it a permanent position would require a revision of the By-Laws and a vote of the Membership.

**Learning Circles:** Margery Rich proposed a “How to become a Costume College Teacher,” a panel or discussion for people thinking of teaching at Costume College. It would be a session on how to do it, preparation, encouragement, etc. Colleen Crosby: recommended a learning circle on developing events.

### **Publications**

**CGW brochure:** Annie Mitschek: add web addresses for Costume College and Yahoo group to the brochure for distribution at Costume College and other venues.

**Web Site** – forms section; access to sites and registration. Kathy Lear explained about the web site problems that have been happening. The CGW web site was down for two days around the last week in May. Technical support couldn't/wouldn't help Kathy Lear because although she was listed as a contact, she is not the primary contact, and didn't have the PIN number for the account. Ron Jones, our personal contact with Web Page Mania, our host company, was emailed, and eventually provided the needed information, and got the web page back up. Kathy Lear suggested that we look into changing hosts soon, and solicited input regarding a new host company from Shawn Crosby. Kathy Lear will try to get the domain name information changed within the week so that the transfer will be smooth. One of the domains still has Darla's name attached, one still has the old mailing address (which is no longer valid), and an unknown credit card in place.

**Development of future Board Members** (assistants / mentoring / education?) Deferred. Filling upcoming gaps in the roster is an ongoing project.

**Prizes** for Masquerades at Costume Con 27 – representatives / judges for same. The Board failed to follow through on this project. At Colleen Crosby's suggestion, to avoid this problem in future we have initiated a “task list” to be kept by a Board member, whose duties shall include reminding people to complete agreed tasks (see previous mention above). The Board thanks the people who volunteered to be judges at CostumeCon27, and apologizes for not getting back to them. Colleen and Annie will contact the members personally to apologize and thank them. Diane Yoshitomi: The Board needs to address these issues much more in advance, in future. Each task will require its own timetable, of course.

**“How To” Manuals** – BOD and Costume College – creation and rights to use them. Not all board members have turned in their one-page synopsis. Therefore, discussion was deferred. Annie Mitschek suggested that we email our one-page job descriptions to Regina Lawson-Voorhes, who is the designated Board member collecting them. The deadline is 3 weeks from today, June 21, 2009.

**LosCon 36** - programming panels needed. Annie Mitschek: what else has Mary Jane Jewell heard from the LosCon committee regarding our participation in this event? Mary Jane Jewell: Casey wants us to run the ugly bloomers workshop on Friday. They are testing a pattern; Mary Jane Jewell is to revise it. Mary Jane Jewell will advertise a need for a coordinator for that workshop on the Yahoo group and in *Squeals*, and also for teachers/panel participants in the Costuming track for the convention.

**New Business:**

**Corporate Credit Card** Natalie Meyer: the issue keeps coming up. The CGW needs a credit card. The bank keeps offering one and the new hotel is requiring us to have one on file. Natalie Meyer will find out if there is a fee for a corporate credit card, and report back to the Board via email.

**Advertising in *Squeals*:** Discussion was held concerning the difference between articles and advertisements. Is it size, monetary charge, focus, connection to an event? This will be an ongoing discussion. Margery Rich will bring photocopies of previous items of this kind to compare so that we can judge the differences using actual examples. Margery Rich: may she prepare a “straw poll” for members regarding format of *Squeals*, including art?

**Announcements:** Please reserve the middle weekend of August to attend Regina’s “divorce party.” It’s the day before the August tea.

Annie Mitschek: Other than those of us who have announced that they are not, are any of us running for the same, or similar, positions this year? Several people responded in the affirmative.

Diane Yoshitomi: will Annie Mitschek have willing candidates lined up for the appointive offices?

**Next meeting date/location:** July 25<sup>th</sup> at Margery Rich’s at 1:00 p.m. Since this meeting will be so near Costume College, it will mainly concern any last-minute items for the Costume College and the General meeting, and will last a maximum of three hours.

**Meeting adjourned:** 4:16 p.m.

Respectfully submitted: Kathy Lear, Recording Secretary, with amendments.