



Sun Region Embroiderers' Guild of America

Jan Clark, Region Director

Minutes of Sun Region, EGA
Board of Directors Meeting
Embassy Suites - Baymeadows / Jacksonville, FL
April 6-7, 2013

Present (Voting Members)

Jan Clark, RD (Marketing, 2013-2014 Sem Co-Chair)
Lynn Abbey, Sect'y (& Website)
Pam Doffek, Treas (& Finance)
Karan Quintero, Biscayne
Linda Dean, Canopy Oaks
Kathy Singleton, Central Florida
Claire Nardone, Chain Stitchers
JoyceAnne Stevens, duClay (& Outreach)

Ann Ashley, Gulfview
Jineen Kulczycky, Indian River (& Bylaws)
Irene Zahn, Neapolitan (proxy)
Kay Dune, Sand Dollar
Ginny Smith, Sandhill Crane
Bonnie Hearl, Sarasota (& Ways&Means)
Chris Zogus, Sea Grape
Betsy Harris, Stitching Gators

(Non-voting members & Guests)

Margaret Kinsey, Parliamentarian
Marge Holmes, Education
Adrienne Meyer, Newsletter
Pat Carrington, Nominating Committee Chair
Geni Dickinson, Nominating Committee
Deby Talley, Nominating Committee
Donna Christie, Gulfview

Melody Berry, duClay
Robin Geis, Sarasota
Christine Kampmeyer, Indian River
Ruth Cook, duClay
Teresa Brewer, duClay
Theresa Roberson, duClay
Judy DeMeglio, Gulfview

Quorum verified by secretary

Call to Order 1:05PM by RD Jan Clark

Introduction of Board Members and Guests

After the introduction, Jan thanked members of the duClay chapter for hosting this event. She announced that Christine Kampmeyer, winner of the 2012 Sun Region Gold Thread award had joined us for the meeting.

Minutes of the October 13-14, 2012 meeting (Hilton Grande Vacation Club / Orlando) were filed as published.

Volunteer reads for drafts of the minutes of the current meeting were selected:

Karan Quintero, Adrienne Meyer, Margaret Kinsey.

Record of between-session action: Motion: The Finance Committee recommended approval of the 2013 Budget. The motion carried: 1-15-2013.

Jan welcomed eight new Region Representatives to the Sun Region board and presented Region Representative pins to the six new representatives in attendance: Karan Quintero, (Biscayne), Kathy Singleton, (Central Florida), Claire Nardone (Chain Stitchers), Ann Ashley (Gulfview), and Chris Zogus (Sea Grape).

Reports:

- 1 **Director's Report (Jan Clark)** – The report stands as presented in the Meeting Packet. Additionally, Jan requested that chapter representatives let the Region Secretary know, no later than a week before the meeting, who will be representing their chapter at these meetings.
- 2 **ARD's Report** – In Betty Baechle's absence, Jan reminded everyone that the next meeting of the Sun Region Board of Directors will be held October 26-27, 2013 at the Plantation on Crystal River, in Crystal River, FL. Room rates will be \$109/night plus tax for king or double; \$129/night plus tax for a patio room. Additional details will be in the next issue of the Sun Region newsletter.

No location has been selected for the Spring 2014 Board of Directors meeting, but the Fall 2014 meeting will be held at the Sawgrass resort in Ponte Vedra.
- 3 **Treasurer's Report (Pam Doffek)** – The report stands as presented in the Meeting Packet. Additionally, Pam distributed a handout (appended to these minutes) explaining the 2013 National dues increase. She reported that as of April 5, 2013 the region's checking account balance was \$23,867.61—about \$20,000 of which is outstanding to *Viva Punt!* – and its money market balance was \$52,005.93.
- 4 **Bylaws (Jineen Kulczynsky)** – The report stands as presented in the Meeting Packet.
- 5 **Education (Marge Holmes)** – Reported that two chapters are hosting pilot classes for the upcoming national seminar. She reminded everyone to read the most recent issue of *Inside EGA* (or visit <https://www.egausa.org/index.php/education/group-correspondence-courses/new>) for information about this quarter's "Lightning Round" GCCs. She also announced that the national education department is looking for volunteers to pilot prospective GCCs; contact her for more information.
- 6 **Finance (Pam Doffek)** – The committee's report will be presented at tomorrow's session.
- 7 **Marketing (Jan Clark)** – Jan conducted a chapter-by-chapter discussion of current marketing/promotional activities.
- 8 **RD's Report from the National Board Meeting (Jan Clark)** – The report stands as presented in the Meeting packet.
- 9 **Nominating Committee (Pat Carrington)** – Pat distributed copies of the Sun Region service resumé and reminded everyone that the nominating committee will be looking for "a few good embroiderers" to fill positions for the 2015-2018 term.
- 10 **Historian (Karan Quintero)** – Karan requested that chapter reps supply her with copies of their logos and/or pins for inclusion in the region archives.
- 11 **Outreach (JoyceAnne Stevens)** – Will be polling the chapters for new reports after *Viva Punt!*

- 12 **Sun Roster (Kathy Singleton)** – Reported that she will no longer distribute interim/partial updates to the roster. In the future, whenever she receives roster changes, she will distribute a new, updated roster which will contain the date of the revision on every page.
- 13 **Social Media Coordinator (Jenna McClooney)** – The report stands as presented in the Meeting Packet.
- 14 **Sun News (Adrienne Meyer)** – Thanked everyone for their “Stitch in Public” contributions to the most recent newsletter and noted that the newsletter is now available on the website within a few days of its distribution.
- 15 **Ways and Means (Bonnie Hearl)** – Reported that excess Flamingo Fandango (Seminar 2011) merchandise is now available for a donation rather than a specific price. Jan added that Bonnie is stepping down from this position and asked for volunteers to contact her after the meeting.
- 16 **Website (Lynn Abbey)** – Received suggestions for improving/simplifying website navigation.
- 17 **2013 Event/Seminar – Viva Punt! (Jan Clark)** – Reported that the name tag kits have been distributed. Chapter donations are being collected at this meeting and various sign-up sheets are being circulated. We are still looking for someone to run the Ring-Toss event.
- 18 **2014 Event/Retreat – Social Media (Jan Clark)** – Called for a motion to approve a chairman of this event.
I, Marge Holmes, move that Kathy Singleton be approved to be chairman of the retreat being held at Crystal River Plantation Inn in 2014
Rationale: Our guidelines require that a chairman be approved for multi-day, region-sponsored events and Kathy Singleton has expressed a willingness to serve the region in this capacity.
 The motion carried.
 A list of filled and unfilled event positions was distributed with the Call-To-Meeting. Claire Nardone volunteered to prepare the brochure and order the pin/charm. Anyone interested in working with Kathy on this event should contact her directly.

By a show of hands, the board agreed that there should be a Saturday evening banquet.

Tabled and Unfinished Business

- 1 Per Karan Quintero’s suggestion that the Executive Committee set up a 7-year rotation for hosting the Region Board meeting: The Executive Committee decided that a 7-year plan entailed too many commitments on future chapter and region officers. The committee decided that a 3-year plan would be more realistic. A planning/sign up sheet is available. Chapters can choose between program and luncheon favor responsibilities (or both).
- For the October 2013 meeting, the Sand Dollar chapter will provide the Saturday evening program and Gulfview chapter will provide the luncheon favors.
- 2 **2015 Event Research Findings Report (Adrienne Meyer, Linda Dean, Pam Doffek, and Janet Kassing)**
 The research committee divided their assignment into East Coast/West Coast and Land/Cruise portions.
 Adrienne researched East Coast Cruise options and reported that Royal Caribbean / Port Canaveral could give us conference rooms for our classes. They would create a companion website for reservations and facilitate shore excursions. Their prices (based on 2014 rates; 2015 rates are expected to be 5% higher) for a 4 night voyage would be: Inside cabin \$420/person; outside cabin

\$490/person; balcony \$550/person.

Janet researched SouthWest Florida land-based options. In her absence, Adrienne gave Janet's report. Janet queried the Sanibel Marriott Resort which wanted \$290 - \$300+/night; a resort on Captiva island which wanted \$337 - \$485/night; the Naples Beach Hotel (site of Flamingo Fandango) which wanted \$129 - \$400/night; and the Dayspring Conference Center (in Parrish, FL) which offered bungalows in a rustic setting for \$90/person with 3 meals included. Janet's report was based on published "rack rates" without additional negotiations/discussions.

Linda Dean researched landbased East Coast options and reported that in the Jacksonville area the Marriott Resort and Spa on Amelia Island was charging \$300 - \$350/night. This was a "rack rate" and no additional negotiations/discussions had been conducted.

Pam Doffek research West Coast cruises and reported that there were no 3-day cruises out of Tampa and that she had dismissed the 4-day cruises as unsuitable.

Additionally, Jan asked Donna Christie (chairman of past cruise event) to consult with her sources. The prices in Donna's report are all-inclusive and reflect a \$50 payback to the region for each booked passage. Her report is appended to these minutes.

The Executive Committee will conduct a between-session discussion of these reports. The site will have been selected prior to the October meeting.

New Business

- 1 Ann Ashley (Gulfview) requested that emails from Sun Region board members include a clear identifier (SR-EGA) in their subject lines. Jan agreed that this was a good idea that all board members should adopt.
- 2 Kathy Singleton (Central Florida / Former National Treasurer) asked to address the board with regard to dynamic of individual responsibilities and the Directors Liability insurance coverage that our national organization maintains for us. She stressed that members of EGAs many Boards of Directors (including all members of the Sun Region Board of Directors) are protected from individual liability *only* insofar as they have adhered to the appropriate Bylaws, Policies & Procedures, and Guidelines. Should a director decide to "do things her own way" rather than in the approved ways, then that director loses the protection our insurance provides and becomes individually liable.

Anyone who has questions about EGA's Directors Liability Insurance Coverage should contact a national or region-level officer for clarification.

Announcements/Reminders

Jan reminded everyone that the cutoff for the Sun Region Gold Thread nominations is May 1st. Nominations can be made by an individual or a chapter. Forms are available at the national website.

Additionally, anyone interested in submitting embroidery for consideration for the Bobby Pilling award can find information about the award on the national website. The deadline for consideration for this year's award is May 5, 2013

Meeting recessed at 4:30PM

Meeting reconvened at 9:22AM 4-7-2013

Business brought forward from Saturday

- 1 **Finance Committee (Pam Doffek)** – reported that she has filled two of the three vacancies on this committee (Marge Holmes and Kathy Singleton). She called for volunteers; no one replied.

Pam asked for the report from the 2012 Audit Committee. Printed copies of the report were distributed to all attending board members. (A copy of the report is appended to these minutes.)

Pam Doffek, speaking as chairman of the Finance Committee, made a recommendation:

The Finance Committee recommends that the 2012 audit report be accepted.

Rationale: Sun Region Policies and Procedures require this recommendation.

The motion carried.

Pam Doffek, speaking as chairman of the Finance Committee, made a motion:

The Finance Committee recommends a mid-year audit of the Sun Region books to be completed no later than August 2013 to assure continued compliance with “Chapter / Region Financial Guidelines” the elected 2012 Audit Committee will conduct this audit.

Rationale: Not provided.

The motion carried.

Kathy Singleton (Central Florida) made a motion:

I, Kathleen Singleton, move that the Sun Region Treasurer present complete financial reports for the year 2012 and a 2013 year-to-date report, to be delivered in 30 days.

Rationale: Proper accounting practices.

The motion carried.

Kathy Singleton (Central Florida) asked for an explanation of the absence of the Sun Region item which had been approved at the October 2012 meeting from in the National Seminar 2012 (Santa Fe) opportunity drawings. Jan answered that she'd been unable to get the gift card in time; the item and gift card will be donated to the National Seminar 2013 (Louisville) opportunity drawings.

Final Announcements:

Margaret Kinsey announced that the International Embroidery Conference (IEC) will be held in 2015. The IEC will not be connected to the “condensed” San Antonio national seminar (Seminar 2015). She is hoping to schedule it for the spring of 2015, possibly in Williamsburg and with an *Origins* theme.

Bonnie Hearl (Ways and Means) drew names for the winner of the weekend's silent auction. The first name drawn was the donor, who redonated the item. Geni Dickinson's was then drawn, and she accepted the item. Bonnie announced that the weekend's “Fire Sale” proceeds were \$252.

The meeting was adjourned at 10:17AM

Lynn Abbey, Sect'y
Sun Region

National Reduction in Dues Increase-effective May 1, 2013

Great news! Based on improvements in EGA's financial standing, we have reduced the scheduled \$3.00 dues increase to \$2.00. We continue to maximize revenues and reduce expenses to keep costs down while providing exciting benefits for our members. This increase is effective with 2013 renewals.

Dues for new members should be reported and paid immediately to headquarters.

New member dues are prorated as follows:

Join Date	Proration Dues Amount
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October 1 through December 31, 2012 annual dues (\$18.50)	50% of \$37.00
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January 1 through March 31, 2013 annual dues (\$9.25)	25% of \$37.00
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April 1 through June 30, 2013 annual dues (\$39.00)	100% of \$39.00
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July 1 through September 30, 2013 annual dues (\$29.25)	75% of \$39.00
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October 1 through December 31, 2013 annual dues (\$19.50)	50% of \$39.00
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Membership questions should be directed to Tonya Parks, Membership Coordinator, 502-589-6956, typarks@egausa.org.

Received By

MLA 4-6-2013
Jacksonville, FL



The Auto Club Group
1410 Pinehurst Drive
Spring Hill, FL 34606
352-683-3446
Fax: 352-683-3599

April 3, 2013

Attn: Donna Christie

Re: Group Cruises
April/May 2015

Thank you for contacting AAA Travel inquiring about Group Cruises for late April/early May 2015 for 3/4/5 night cruises departing from Tampa or Port Canaveral FL.

Listed below are the options that meet your criteria.

Royal Caribbean Cruise Lines – 3 Night Bahamas Cruise – Enchantment of the Seas: sailing Friday through Monday to Nassau & CocoCay, Bahamas from Port Canaveral (no days at Sea).

Inside Cabin - \$510.10
Ocean View Cabin - \$590.10
Balcony Cabin - \$660.10

Royal Caribbean Cruise Lines – 4 Night Bahamas Cruise – Enchantment of the Seas: sailing Monday through Friday to Nassau & CocoCay, Bahamas from Port Canaveral.

Inside Cabin - \$512.10
Ocean View Cabin - \$592.10
Balcony Cabin - \$722.10

Royal Caribbean Cruise Lines – 4 Night Mexico Cruise – Brilliance of the Seas: sailing Thursday through Monday to Cozumel, Mexico from Tampa

Inside Cabin - \$587.88
Ocean View Cabin - \$687.88
Balcony Cabin - \$837.88

Royal Caribbean Cruise Lines – 5 Night Western Caribbean Cruise – Brilliance of the Seas: sailing Monday through Saturday, and Saturday through Thursday – alternating itineraries to Key West & Cozumel, Mexico or Grand Cayman & Cozumel, Mexico from Tampa.

Inside Cabin - \$622.08
Ocean View Cabin - \$722.08
Balcony Cabin - \$822.08

Received By

MLA 4-6-2013
Jacksonville, FL

Carnival Cruise Lines – 3 Night Bahamas Cruise – Sensation: sailing Thursday to Sunday to Nassau, Bahamas from Port Canaveral.

Inside Cabin - \$455.47
Ocean View Cabin - \$480.47
Balcony Cabin - \$645.47

Carnival Cruise Lines – 4 Night Bahamas Cruise – Sensation: sailing Sunday through Thursday to Nassau & Freeport, Bahamas from Port Canaveral.

Inside Cabin - \$520.33
Ocean View Cabin – \$560.33
Balcony Cabin - \$720.33

Carnival Cruise Lines – 4 Night Mexico Cruise – Paradise: sailing Thursday through Monday to Cozumel, Mexico from Tampa.

Inside Cabin - \$494.13
Ocean View Cabin - \$534.13
Junior Suite w/ Balcony Cabin - \$794.13

Carnival Cruise Lines – 5 Night Western Caribbean Cruise – Paradise: sailing Monday through Saturday, and Saturday through Thursday to Grand Cayman & Cozumel, Mexico from Tampa.

Inside Cabin - \$583.08
Ocean View Cabin - \$633.08
Junior Suite w/ Balcony Cabin - \$883.08

Please be advised that all rates are an estimate of 2014 sailings, because 2015 dates are not yet available on all cruise lines. Rates are subject to change and availability, are per person, based on double occupancy, and include taxes, government fees, all gratuities onboard the ship, and a \$50.00 per person donation to your Group.

Deposit required at time of booking, Final Payment due 3 months prior to travel.

3 Night Cruise - \$100.00 per person
4 Night Cruise - \$150.00 per person
5 Night Cruise - \$200.00 per person

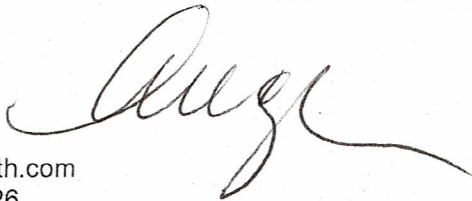
Travel Insurance is additional, highly recommended, and based on age and cost of trip.

Carnival Cruise Lines April 2015 Schedule is open.

4 Night Cruise out of Tampa – April 23 – 27, 2015 (Thursday through Monday)
5 Night Cruise out of Tampa – April 27 – May 2, 2015 (Monday through Saturday)
5 Night Cruise out of Tampa – May 2 – 7, 2015 (Saturday through Thursday)
4 Night Cruise out of Tampa – May 7 – 11, 2015 (Thursday through Monday)

Thank you again, as I look forward to assisting you with your future travel needs!!

Angela Napolitano
Travel Counselor



anapolitano@aaasouth.com
352-683-3446 ext 2226

Received By

MLA 4-6-2013
Jacksonville, FL

April 6, 2013

Audit Sun Region 2012 Treasury Books

The audit of the 2012 Sun Region books has been completed. While we are confident that there are no omissions or deletions of funds, we have areas of concerns with the maintenance of the regions books and the manner in which deposits and checks are being processed. As such, we are unable to state that these items are correct and that the books are acceptable. Following is a listing of the shortcomings as we see them.

Financial report for national: This report was filed before the books were audited. This is not proper procedure from an accounting standpoint. This report was previously reported on a cash basis and the report for 2012 was sent in on an accrual basis. The accuracy of this report was unverifiable as the accrual items were not made available to the audit committee. Additionally, this is a change in accounting method and is not allowed for tax reporting without prior permission from the IRS. Further, this report has major misclassifications of income items – in particular, the seminar income and the monies collected on behalf of the Ronald McDonald House.

Deposits/Income – Proper procedures were not followed in connection with deposits. Forms provided in the EGA financial guidelines were not used to record information about each deposit. Thus, it was difficult to track each deposit back to the source. Check numbers, names, source, dates, classification, etc. were unclear for most deposits. Additionally, the books did not record this information in full, or in enough detail to help reconcile them to the actual bank deposit. The dues renewal forms that were used by the chapters to send in dues were not completed by the treasurer (space at the bottom marked “For Treasurer’s Use Only”) were not completed. Further, the treasurer was unable to provide a source for two deposit amounts. While these amounts are small, it is still troubling.

Expenses/Checks: Proper procedures again were not followed in the payment of bills. The ‘Request for Reimbursement’ forms were not used. Thus, there is no separation between check requester and the check writer as far as we can tell. This also leads to a lack of the backup documentation (receipts, etc) being associated with the check written. While most documentation was found, there were several for which no documentation exists.

Checking v Money Market Accounts: During this time period, the Sun Region accounts were moved to a different banking institution. During this process, several items of concern were noted. First is the commingling of savings and checking monies in the new accounts, which is in violation of generally accepted accounting principles. Second, the accounts at the old banking institution remained open – this resulted in the incurrence of fees being charged to the account due to a low balance. Further, there was no interest earned on the money taken out of the money market account.

The Books Themselves: The books need to be more complete in terms of the information they contain. The information currently in the books is insufficient to create an audit trail. The books need to be organized in date order, with full information for each item and the income/expense category that it is charged to.

Received By

MLA 4-6-2013
Jacksonville, FL

Further, in the future, the books and the backup items for the audit must be sent to the audit committee on a timelier basis. These back up items should also include copies of the Treasurer's Reports and Budget for the associated year.

Credit card – Payments to the credit card provider were late on the two occasions it was used in 2012. It is not acceptable that the address on this account was not changed immediately after the change of officers in October 2011. Further, these late payments resulted in substantial penalties being incurred.

In closing, we reiterate that we do not feel that there are any omissions or deletions of funds for the year of 2012.

Submitted by

Kathy Singleton

Deby Talley

Received By

MLA 4-6-2013
Jacksonville, FL