

LOCATOR LIST FOR MPQG EQUIPMENT AND/OR SUPPLIES

To be Updated September 13, 2008

Position	Items
President	President Notebooks
	1 Key for storage unit
Vice President	Vice President Notebooks
	1 key for storage unit
Second Vice President	
Secretary	Storage of minutes of past meetings (2 binders)
	Stationary two boxes envelopes and letterhead
	Floppies w/ Bylaws & Standing Rules
Treasurer	Records of Income and Expenses
	IRS records and forms
	<i>Quickbooks Pro</i> software
	Stationary w/envelopes
	Checks w/envelopes
	Postage stamps
	Plastic file box w/ financial records
	Check endorsement stamp
	1 key for storage unit
Activities Coordinator	
	Block of the Month
	3 Flannel boards
	Basket
	Roll of tickets
	Friendship Groups
	Hospitality
	Paper products
	Fabric table coverings
	Library
See Separate List	
Communication Coordinator	
	Circulation
	Notebook
	Automatic stapler, stamps
	Occasionally some leftover paper
	Newsletter
	NCQC
	Website
	Notebook
	Quilt show design notebook
Raffle quilt photos for 2004 - 2007	
Community Outreach Coordinator	

Challenge Quilt	
Community Liaison	6 boxes fabric/batting/yarn
	18 X 24 cutting mat
Fair Coordinator	
Fundraising Coordinator	
Annual Fund Raising Party	
Door Prize	Door prize items
Opportunity Quilt	
Quilt Show	Quilt Show binders
	1 key for storage unit
	Separate list for storage items
Opportunity Quilt	Notebooks
	Quilt stand
	Cash box
	Supplies box
Membership Coordinator	
Greeters	
Membership/Directory	Brochures for MPQG
	Logo
	Stationary
	CD for membership
Program Coordinator	
Facilities	
Programs	Binder of current speakers
	Files on past speakers
Workshops	2 irons
	Portable ironing board
	1 whiteboard w/eraser and pen
	1 heavy-duty orange extension cord

Library	Book card pockets ~250
	Book cards ~300
	MPQG Logo stamp
	MPQG address stamp
	Date stamp (month & year)
	Book stickers ("From the Library of MPQG") ~40
	2 stamp pads
	1 bottle stamp pad ink
	Pencils ~10
	Glue stick
	1 collapsible hand truck
	1 bungee cord

	1 lift belt (back brace)
	<i>Librarian Plus</i> software
	Book catalogs from C&T Publishing, Martingale &
	Company, Krause Publications
	Copy Art for Quilters book
	12 crates for transporting/storing books
	Books (see separate listing)

Publicity #200 – 9" X12" manila envelopes
#10 business envelopes
stamp moistener
Bookmarks and brochures

June Cornell 10' X 10' pop up canopy (used for craft fair)

Genie Santini 1 Kodak 4600 Carousel Slide Projector
Projector table
Extension cord

Marge Abel 3 quilt stands
Steve Clizbe Slide screen

(Historian-position dropped) Album w/ page protectors

(Deb Biller has box) Storage of antiquities