

MPQG Board Planning Calendar 2018 - 2019		
Month	Task	Committee Responsibility
Monthly	<p>★General Membership Meetings – 1st Monday of month 2018-2019 9/10 second, 10/1, 11/5 morning, 12/3, 1/7, 2/4, 3/4, 4/1 morning, 5/6, 6/10 morning, 7/1, 8/5. 2019-2020 9/9 second, 10/6, 11/11, 12/2, 1/6, 2/3, 3/2, 4/6, 5/4, 6/1, 7/6, 8/3</p> <p>★Workshops – 2018 3/4 -5, 6/30-7/1, 9/29-30 2019 3/30-31, 8/4, 10/5-6</p> <p>★Quilt Show – April 5, 6, 7, 2019</p> <p>Board Deadlines</p> <p>★13th of month - web site and Pines & Needles articles due to Communications</p> <p>★14th of month - Board Reports & Request for Action to each Board member for review</p> <p>★20th of month - Forward Final Board Reports, and Request for Action to Secretary, who will generate Board meeting agenda</p> <p>★Board Meetings 2017-2018 - last Tuesday of month 9/25, 10/30, 11/27, 12/25 cancelled, 1/29/2019, 2/26, 3/26, 4/30 cancelled, 5/28, 6/25, 7/30, 8/27 Board and Coordinator Committee Orientation</p>	<p>Communications</p> <p>Secretary</p>
September	<p>Meeting: Community Service Night (no lecture)</p> <ul style="list-style-type: none"> • New fiscal year begins September 1 • Membership - late renewals due by September 30 • Call for Community Grant Award proposals • Advertiser renewals due for annual rate • Display Raffle Quilt at the Monterey County Fair August 30-September 3 • Display Challenge Quilts at the Monterey County Fair August 30 – September 3 • Recruit Quilt Show committee chairs • Web site changes due to web manager for specific area • Plan for Winter Benefit Social gift basket • Updates and announcements to Communications the 13th of month • Call for original raffle quilt designs due in October for selection in November 	<p>Community Outreach-Terann Carr</p> <p>Treasurer</p> <p>Membership</p> <p>Vice President</p> <p>Communications</p> <p>Community Outreach</p> <p>Activities</p> <p>Quilt Show</p> <p>All, Communications</p> <p>Board</p> <p>All, Communications</p>

MPQG Board Planning Calendar 2018 - 2019

October	<p>Meeting: Lecture, New Member welcome preceding meeting</p> <ul style="list-style-type: none"> • Raffle quilt ticket distribution to members • Call for volunteers for Winter Benefit Social and grant fund raising event • Original new raffle quilt design proposals due for selection in November • Call for Community Grant Award proposals continues • Long lead media mailing for Quilt Show • Recruit Quilt Show committee chairs • Updates and announcements to Communications the 13th of month 	<p>Program, Membership Community Outreach Activities Activities Vice President Membership, Board Quilt Show, Publicity Quilt Show</p>
November	<p>Meeting: Quilt Slam</p> <ul style="list-style-type: none"> • Finalize original raffle quilt design • Call for Community Grant Award proposals continues • Planning for Winter Benefit Social, and fund raising event continues • Initial Quilt Show committee members meeting • Updates and announcements to Communications the 13th of month 	<p>Program Membership Activities Vice President Community Outreach Quilt Show All, Communications</p>
December	<p>Meeting: Annual Winter Benefit Social, and grant fund raising event (no lecture)</p> <ul style="list-style-type: none"> • Review Community Grant Award proposals • Publish Quilt Show Entry Forms • Updates and announcements to Communications the 13th of month 	<p>Community Outreach Vice President Quilt Show, Communications All, Communications</p>
January	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Finalize MPQG Grant Awards (proceeds from Winter Benefit Social); announce winners at General Meeting, in <i>Pines & Needles</i>, and on web site • Call for entries, Quilt Show • Quilt Show committee members meeting • Updates and announcements to Communications the 13th of month 	<p>Program Vice President, Communications Quilt Show, Communications Quilt Show All, Communications</p>

MPQG Board Planning Calendar 2018 - 2019

February	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Distribute materials for Raffle Quilt blocks • Call for entries, Quilt Show • Quilt Show entry deadline: February 4 • Call for quilts for Monterey Library display • Updates and announcements to Communications the 13th of month 	<p>Program Activities Communications Quilt Show Community Outreach All, Communications</p>
March	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Call for volunteers for Quilt Show staffing • Members return completed Raffle Quilt blocks • Preview Quilt Show entries and design Quilt Show • Quilt Show committee members meeting • Set-up Monterey Library Display March 8 • Updates and announcements to Communications the 13th of month 	<p>Program Quilt Show Activities Quilt Show Quilt Show Community Outreach All, Communications</p>
April	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Quilt Show held during Good Old Days Celebration, April 5,6, 7, 2019 • Choose the winning ticket of the Raffle Quilt • Take down Monterey Library display April 10 • Call for Challenge Quilt designs • Assemble next Raffle Quilt and submit bid for quilting to the Board for approval • Updates and announcements to Communications the 13th of month 	<p>Program Quilt Show Quilt Show Community Outreach Activities Activities All, Communications</p>
May	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Approve Challenge Quilt plan • Print Raffle Quilt tickets and promotional materials • Call for activities to market Raffle Quilt • Exhibit April Quilt Show Viewers' Choice Winners at the General Meeting • Conduct Quilt Show review; prepare recap with recommendations; present to board • Updates and announcements to Communications the 13th of month 	<p>Program Board, Activities Community Outreach, Publicity Community Outreach Quilt Show Quilt Show All, Communications</p>

MPQG Board Planning Calendar 2018 - 2019		
June	<p>Meeting: Lecture</p> <ul style="list-style-type: none"> • Board evaluation of organization assignments and potential volunteers • Update volunteer forms with member survey, optional • Call for volunteers for MPQG Supporting Committees • Next fiscal year budget proposals due to Treasurer • Review and finalize membership dues for following fiscal year • Finalize General Meeting calendar for year beginning September 1 • Develop nominations for MPQG executive board and standing coordinators • Call for volunteers for Monterey County Fair (Aug. 29 - Sept. 2, 2019) • Updates and announcements to Communications the 13th of month 	<p>Program, Membership Board Board Vice President Treasurer, Board Membership Programs Vice President Community Outreach, Activities All, Communications</p>
July	<p>Meeting: Tips, Tricks & Techniques and presentation of gift certificates to outgoing Board</p> <ul style="list-style-type: none"> • Presentation of nominations for MPQG Executive Board and Standing Committee Coordinators. • Membership re-enrollment begins. • Continue volunteer signups for Monterey County Fair (Aug. 29- Sept. 2, 2019) • Presentation of slate of officers in Pines & Needles and on web site 10 days prior to meeting • Post Office Box rental fee due • Updates and announcements to Communications the 13th of month 	<p>Program, President Vice President</p> <p>Membership, Communications Community Outreach, Activities Vice President, Communications</p> <p>Treasurer All, Communications</p>
August	<p>Meeting: Business Meeting with Elections, followed by General Meeting with Lecture</p> <ul style="list-style-type: none"> • Call for Community Grant Award proposals • Announce volunteers who will serve on Supporting Committees • Back Porch Fabrics Anniversary Benefit Raffle • Membership re-enrollment continues • Challenge Quilts due • Continue volunteer signups for Monterey County Fair (Aug. 29 - Sept. 2, 2019) <p>Other</p> <ul style="list-style-type: none"> • Approve Budget for next year beginning September 1 • MPQG Officers and Standing Coordinators Orientation (Tuesday, August 27, 2019) <ul style="list-style-type: none"> • Close Books on fiscal year ending August 31 • Updates and announcements to Communications the 13th of month 	<p>Programs, Vice President</p> <p>Back Porch Fabrics Membership Activities Community Outreach,</p> <p>Treasurer, Board Officers, Standing Coordinators, Coordinator Committees (out-going and in-coming) Treasurer All, Communications</p>