

Lectures and Workshops

The Lectures and Workshops Committee: is responsible to schedule and implement a quilt lecture/workshop program twice yearly on a third Wednesday in the spring and in the fall. Workshops are typically scheduled the following day and can be either one or two day classes. The Lectures and Workshops Committee includes the Chairperson and at least one member volunteer.

The Chairperson shall coordinate plans with the Program Committee and reports to the Executive Board. The Chairperson shall be a member of the Program Committee, when possible, and is to have email access.

The Committee will investigate the availability of desired presenters, book as far in advance as necessary, communicate to the Executive Board the presenter names, dates, and costs for approval to proceed. Communication throughout the process with the Treasurer is important.

Suggested procedures for implementation:

A. Select and schedule Lecture and/or Trunk Show and/or Workshop presenter:

1. With Executive Board approval, sign a contract that includes equipment needs, when and how the presenter is to be paid, and other pertinent information the presenter or YVQG requires. Give a copy to the Treasurer.
2. Coordinate lodging and transportation while in Yakima. If the presenter stays with a YVQG member, expenses incurred may be reimbursed to the member.
3. Arrange the workshop venue, and any special equipment needs.
4. Determine the Lecture or Trunk Show amount to be paid from the YVQG Lecture/Workshop budget = Presenter's fee plus, $\frac{1}{2}$ of the lodging, meals, and travel expense and share this information with the Treasurer to ensure the proper line is charged in our budget.
5. Non YVQG members attending the Lecture/Trunk Show pay at the door. The fee may be waived for a specific event, prior to advertising, with approval of the Executive Board and Membership. Current fee is \$10, which may be applied towards our YVQG Membership fee, if guest wishes to join. Collect the guest fee at the door, record the name and amount collected, deliver monies to Treasurer at first opportunity, and get a receipt from the Treasurer to assure monies are credited to the "Special Savings" set aside to reduce Workshop participant's fees.
6. Submit the Lecture/Trunk Show description, presenter bio, and fee information to the newsletter and website.

B. Workshop

1. Determine the Workshop fee = Workshop fee plus, $\frac{1}{2}$ of the lodging, meals, and travel expense, as well as the cost of venue rental, and other expenses as necessary.
2. Attendees pay the total fee divided by the number of students (estimate 15).

3. Create a publicity Flyer that includes the presenter bio, the schedule, class fee, and any other Workshop information. Distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, and social media platforms.
4. Present updated status reports at the board and business meetings.
5. Communicate presenter's fee needs and due dates to the Treasurer. If funds allow, make use of the "Special Savings" to reduce the cost to Workshop participants. The Lecture Workshop chair can use, above what is already budgeted, no more than \$700 per teacher for no more than three teachers in a calendar year, to be put toward the travel and hotel expenses of the Workshop portion budgeted for that committee. When available, the Class attendee would pay the class fees and half the meals cost of the teachers as outlined above. (approved February and April 2025). The remainder (1/2 the lodging, 1/2 the travel, and the workshop venue rental) would come from the Special Savings.

C Registration

1. Prepare and distribute signup sheets at each YVQG General Membership meeting up to four (4) months in advance. Signup open to YVQG members first; if the class is not filled 1 month prior to class, open the signup to non-members.
2. Develop the registration form and distribute to members who have signed up for the Workshop. The attendee is not officially registered until the fee is paid and the registration form returned to the Committee; provide a receipt.
3. Prepare a Workshop Information flyer that includes all necessary details and supply list and distribute to all paid registrants.
4. Send reminders to paid registrants two (2) weeks prior to Workshop.

D. Workshop Information:

1. If Workshop attendance allows, attendees not pre-registered pay at the door. Record the name and amount collected, deliver monies to Treasurer at first opportunity, and get a receipt from the Treasurer to assure monies credited to the Lecture/Workshops budget line.

E. Lecture night and Workshop Day:

1. The Committee Chair will act as hostess/liaison for presenter and will introduce the Lecture presenter.
2. Volunteers are to be recruited to assist when needed.
3. Optional: YVQG members are invited to all pre-event functions.

F. Follow-Up:

1. Send thank you notes.
2. Maintain correspondence file in Committee notebook.

3. Prepare an income/expense report for the event. Present a copy to the Board, and put a copy of the report in the committee notebook.
4. The Committee will review the event for “goods and bads” and will prepare a suggestions list for future events to be given to the Program Committee Chair and the Executive Board.

The Committee may want to submit articles to YVQG’ Newsletter Piece Talk, YVQG website, as well as contribute information for community advertising of whatever form is deemed appropriate by the Program Committee Chair, the Executive Board and/or General Membership.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget.

The Chairperson will collect and track participant contact information so they may be invited to future Lectures and Workshops. The chair will also collect and keep a record of funds, recording monies received and giving them to the YVQG Treasurer at earliest opportunity.

Thank you for accepting the position of Lectures and Workshops Committee Chair.