

# WELCOME TO YAKIMA VALLEY QUILTERS GUILD

**Mission Statement:** Yakima Valley Quilters Guild (YVQG, The Guild) purpose is to foster the art of quilt making through sharing, teaching, sponsoring workshops, demonstrations, and quilt shows. It is a non-profit organization and is dedicated to the preservation and promotion of quilting and other needle art through education and community service.

We endeavor to preserve and continue the traditions, culture and history of quilting; to promote fellowship among interested persons in all aspects of quilting; to contribute to the knowledge and promote the appreciation of fine quilts; to sponsor and support quilting activities through charity; to encourage quilt making and collecting; and to contribute to the increase of knowledge of quilting techniques, textiles, designs patterns, and quilt makers through educational meetings and travel.

Membership in Yakima Valley Quilters' Guild is open to anyone who is interested in quilting. Contact via mail: P.O. Box 2813, Yakima, WA 98907 or via email at [yvqg2015@gmail.com](mailto:yvqg2015@gmail.com) Check out our website at [www.yakimavalleyquiltersguild.org](http://www.yakimavalleyquiltersguild.org)

YVQG leadership includes the elected officers: President, Vice-President, Secretary, Treasurer; the Immediate Past President; and the Committee Chairpersons.

## Meeting Information

Yakima Valley Quilters' Guild meets at The Harman Senior Center, 101 65<sup>th</sup> Ave. (65<sup>th</sup> and Summitview Avenues), Yakima, WA 98902.

YVQG meets on the first (1<sup>st</sup>) and the third (3<sup>rd</sup>) Wednesdays January through June and September through November. The first Wednesday in December is our annual Dinner Party. July and August gatherings may be a Sew Night with the membership contributing items for a potluck, or our Program Committee may organize a special event – summer dates are announced early in the year.

**YVQG General Membership Business Meetings** are held the first (1<sup>st</sup>) Wednesday in each month-January through June and September through November- at 7:00 pm at The Harman Senior Center. YVQG business is discussed and acted upon during this meeting. All YVQG members are invited to attend and participate; and only YVQG members may vote. YVQG guests are welcome to attend. The Secretary will provide a sign-in sheet to assist with attendance records.

**YVQG General Membership Program Meetings** are held the third (3<sup>rd</sup>) Wednesday of the month-January through June and September through November- at 7:00 pm at The Harman Senior Center. Time sensitive business will be presented and (quickly) acted upon when needed. All YVQG members are invited to attend and participate. YVQG guests are invited to attend and participate. YVQG guests are invited to attend. The Secretary will provide a sign-in sheet to assist with attendance records.

**YVQG General Board** meets the first (1<sup>st</sup>) Wednesday in each month-January through June and September through November- at 5:30 pm at The Harman Senior Center. All YVQG Committee Chairs, as part of their responsibility, are expected to attend. Any interested YVQG member is welcome. The Secretary will provide a sign-in sheet to assist with attendance records.

**The Meeting:** As you enter, please take a moment to sign the attendance sheet. Members are encouraged to bring finished and unfinished quilt projects and other items of interest related to quilting and needle art for Show and Tell—please sign-in to for our records. Members are invited to participate, if they wish, in the Door Prize Drawing. The winner is responsible for bringing the door prize to the next meeting.

YVQG welcomes your participation and support. Please join us in any, some, or all of the following activities:

- \*Bi-Annual Quilt Show: Our show is non-juried and is open to all quilters. It is held on a Friday and Saturday in April or May (dates change). Our show consists of Quilts made by members and friends of YVQG, Friendship Group booths, Vendors from all over the Northwest, our Quilter's Boutique, Demonstrations, and Guest Artists. There are many committees and it is our hope that all members will volunteer to assist in some way.
- \*Bus Trip: one-day trip to a quilt show or educational event
- \*Charitable Works and/or Donations: members make quilted projects for various organizations in our community including YWCA Shelter, Freedom Kits of Yakima; Rod's House; Voices for Children - Foster Emergency Care; Union Gospel Mission; Quilts of Valor; MultiCare Memorial's Children's Village, NICU, North Star Lodge, and Breast Health Center as well as Nursing Homes; Humane Society; and other one-time projects.
- \*Fair (Central Washington State): promote the art of quilting and put the spotlight on YVQG
- \*Lectures and Workshops: National quilt makers are invited to bring knowledge of their quilting techniques, textiles, designs, patterns, and quilt art to YVQG
- \*Lotto Block: quarterly opportunity for interested members to make a specific block which is then brought to the meeting. One name is drawn and that person gets all the blocks to create the quilt of their choice.
- \*Quilter's Academy: learning how to quilt successfully
- \*Raffle Quilt: Along with the Quilt Show, Guild members make a quilt to be raffled, selling tickets to the public. This quilt is completed the year prior to the show. All proceeds go to the MultiCare Memorial Foundation to sponsor people in the Yakima Valley who need assistance paying for Breast Health Services.
- \*Retreat: each spring and fall, quilting together at locations such as Camp Dudley on White Pass. Our retreats are open to all YVQG members on a first come first serve basis subject to space available. Meals are provided by attendees, with each sharing the cost of one meal. All you need to do is bring lots of projects, sewing equipment, personal items, and bedding. This is a truly fun time for all who attend.
- \*Sew A Long: members individually work on the same few blocks at a time, using fabrics of their own choice within a specified time frame. Works in progress or completed quilts are shown together at the preannounced date.
- \*Sew Days: members together, spend the day working on personal or charity projects.
- \*Show and Tell: members share their Quilt Art at General Membership meetings
- \*Summer Challenge: members are challenged to try a new technique during the summer months. Works in progress or completed quilts are shown together in September.
- \*Treasure Trunk/Garage Sale: bi-annual YVQG sale (held in late summer or early fall of our non-show year) of donated fabric and notions from guild members. Proceeds go to YVQG.
- \*Other activities for YVQG members include: Birthday Recognition; Secret Sisters; Newsletter; Sunshine, Monthly Programs, and December's Dinner Party.

Check out our Website [www.yakimavalleyquiltersguild.org](http://www.yakimavalleyquiltersguild.org)

As you can see, there are many ways you can get involved in Yakima Valley Quilters Guild. Please take a minute and look over our committees and projects and choose the one(s) that fit.

## **Education**

Central WA State Fair  
Lectures  
Lotto Block (Quarterly)

Programs  
Quilters Academy  
Workshops

## **Ways and Means/Administration**

Quilt Show  
Quilters Boutique  
Raffle Quilt Crafters  
Raffle Quilt Marketing  
Treasure Trunk (Quilters Yard Sale)

Audit  
Member Payments and Check Policy  
Policy and Procedure Review  
Charitable Works and Donations

## **Fellowship/Membership**

Birthday Recognition  
Cookies/Refreshments  
Show and Tell  
Sunshine  
Secret Sister  
Newsletter  
Facebook/Social Media  
Publicity (print/video)  
Slide Show  
Website

Bus Trip  
Retreats  
Sew a Long (as desired)  
Sew Days  
Summer Challenge  
Membership  
Nominations and Elections  
Guild Member of the Year  
December Dinner Party

## **Community Service Opportunities**

Children's Village (Quilts)  
Freedom Kits of Yakima (Feminine hygiene sew days, donations for fundraising supplies)  
Quilts of Valor (Patriotic Quilts)  
Rod's House (Quilts and more)  
Union Gospel Mission (Food/cash for meals)  
Voices for Children (Buddy Bag Quilts and more)  
YWCA Shelter (Quilts and more)  
MultiCare Memorial: Cottage in the Meadow (Quilts, Fidget Quilts, Chemo Scarves)  
NICU (Quilts and more), North Star Lodge (Chemo Caps and Scarves), Breast Health Center/Ohana (Ice Bag covers)  
YVQG projects (Shoe Box Quilts, Special Requests)

## **Every YVQG Committee Chair**

We are excited that you are considering a Committee Chair position and very thankful to those who have already accepted or served in the past. As a committee Chair, YOU are critical to the success of YVQG.

The Chairperson reports to the Executive Board and is expected to attend General Board meetings held at 5:30 pm on the first Wednesday of every month except July, August, and December. We need your voice and your vote!

The Chairperson shall secure committee members as needed and convene Committee meetings as often as deemed necessary either face to face, via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any Executive Board, General Board, and/or General Membership meeting when business is to be voted on or reported.

Every Committee is encouraged to submit articles to YVQG's Newsletter: Piece Talk and/or the YVQG website as appropriate.

All expenditures require an invoice to be presented to the Executive Board for payment. Any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Any monies received shall be presented to the Treasurer at the earliest opportunity along with the notation of the line item to receive credit, and any other pertinent details. The Treasurer is to give a receipt for the Committee's records.

October/November: the Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board for inclusion in the YVQG Annual/Yearly Budget.

November: the Chair shall provide a summary of their work through the preceding year. This is to include the Chair's plans, accomplishments, and goals as well as suggestions for improvement or description of issues encountered in completing the work of their Committee. (Sample form is in the YVQG Google Drive)

November/December: the Chair, shall make whatever plans are needed to ensure a smooth transition to our new year which could include advising the next chair, making reservations, ordering supplies, or securing new committee members.

Again, thank you for your willingness to Chair and serve on our YVQG General Board!

## **Audit Committee**

**The Vice-President is responsible to assure implementation (By Laws, Article IV, Section 2).**

**The Audit Committee** is responsible, after the closing of the financial records at the end of each calendar year, to do a complete and careful examination of the YVQG financial records.

The Audit Committee shall be chaired by the outgoing Vice-President. The committee shall include at least two (2) qualified YVQG member volunteers. The outgoing Vice-President, and the outgoing Treasurer will be present for the audit.

December/January: The Committee will audit the financial records when the outgoing Treasurer has finalized the financial records for the calendar year. The outgoing Treasurer will bring all pertinent information and records to the audit. The date for the audit will be determined by the Committee Chairperson.

The Committee will prepare and sign an audit report that will be presented by the outgoing Vice-President to the Executive Board, General Board, and General Membership meeting on the 1<sup>st</sup> Wednesday in February.

The Audit Report shall be kept on file for seven years.

This Committee requires no budget, however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

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## **Birthday Recognition Committee**

**The Birthday Recognition Committee:** Is to recognize and honor the birthday of YVQG Members.

The Birthday Recognition Committee includes the Chairperson and at least one YVQG member volunteer.

The Committee is responsible: 1) to maintain the Birthday Basket filled with fat quarters or small gifts of your choice, and 2) to recognize and honor Members' birthdays at the General

Membership Meeting the first Wednesday of each month January through June and September through November.

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

The Committee is encouraged to submit articles to YVQG’ Newsletter: Piece Talk or YVQG website recognizing birthdays.

Thank you for accepting the Birthday Recognition Committee Chair.

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**Bus Trip Committee**

**Bus Trips Purpose:** At least once a calendar year, to take YVQG members and guests, on a one-day round trip to a quilt show and/or educational event within Washington, Oregon, or Idaho. Bus trips are intended to be a YVQG fundraiser.

The Bus Trip Committee includes the Chairperson and at least one YVQG member volunteers.

The Committee will investigate Sew Expo, quilt shows and other educational events for possibilities for one bus trip in the calendar year. More trips may be planned if there is YVQG member interest. The investigation may reveal possibilities for future trips in the current or a future calendar year.

The Committee will present findings including dates, cost to attend and estimated cost of transportation and any other pertinent information to the Executive Board for event and date selection. When event and date are selected, contact transportation company for availability, scheduling, and actual cost; if in agreement with information from the transportation company, get a contract signed.

The Committee will set the price of the trip to include: 1) cost of transportation, 2) admission to the event, 3) Extra for YVQG fundraising to be earmarked for Workshops, and 4) Additional as appropriate (i.e. water on the bus, etc.). Passing a “hat” on the bus will most likely cover a sufficiently generous tip, however the price calculated should include a small tip for the bus driver to be used if needed.

The Committee will set the schedule for the day. Include departure time from Yakima, rest stops, lunch instructions, departure time from event, dinner reservation time, and arrival back to Yakima. **Order the tickets needed for the event.**

The Committee will create a publicity Flyer that includes the schedule and cost. Distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, PieceTalk, and social media platforms.

The Committee will collect and track participant contact information and funds received. Give a receipt to the participant; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the appropriate budget line.

The Chair will appoint or participate as bus coordinator to collect same-day funds, ensure all participants board the bus at the beginning of the trip, at all stops and when leaving the event for Yakima, maintain a clean bus experience, and ensure participants understand any bus rules as set forth in the transportation contract.

The Committee will update important contact information yearly, deleting any information that is not current. The Chairperson will collect and track participant contact information so they may be invited to future bus trips. The chair will submit a written report following the event to assist in future planning.

Thank you for accepting the Bus Trip Committee Chair!

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## **CHARITABLE WORKS COMMITTEE**

**The Charitable Works Committee** includes interested YVQG member volunteers and the YVQG member representing each and all organizations/agencies/charities approved by YVQG for Charitable Works and/or incoming donations.

YVQG's Articles of Incorporation state: (a) that YVQG is organized under Section 501(c)(3) of the Internal Revenue Code registered under the nonprofit laws of the State of Washington RCW 24.03, "exclusively for charitable and educational purposes", (b) that YVQG is authorized to "make distributions to other organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal Tax Code.

Therefore, the Committee shall collect YVQG members' Charitable Works and/or Donations data that include: YVQG member's name, the number of items donated, the dollar amount (established by the member donating), time spent/number of hours donated, and the name of the organization receiving the donation. (pages 3 & 4)

This committee shall include a person who is the coordinator for intake; a person who is the coordinator for fund raising; and a person or persons who serve as the coordinator(s) for

ongoing projects such as Shoebox Quilts, and any other project(s) which could make use of incoming donations.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Minutes of the meetings shall be written by a volunteer and given to the Chairperson to be filed as written.

The Committee is responsible for reviewing currently approved organizations/agencies/charities by assessing YVQG members' interest and involvement to determine if they should be retained or dropped; any action requires a vote by the General Membership.

The Committee is responsible to propose to the YVQG General Membership any suggested new organizations/agencies/charities that YVQG members may be interested in supporting; however, any action requires a vote by the General Membership.

The Committee is responsible to keep current the Committee's guidelines after the YVQG General Membership has voted on a YVQG issue that effects the Charitable Works Committee, making any update(s) available through written or digital means to all.

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

The Chairperson shall oversee the process of **donations made TO YVQG**. When a YVQG member becomes aware of a prospective donation TO YVQG, the member is to contact the current Charitable Works and Donations chair. Together they will work out the plan for pick up, sorting, distribution, and storage.

Donations should be sorted as 1) unusable for YVQG, 2) suitable for YVQG projects, 3) items to sell or give to members asap, 4) hold for the next public sale (such as our Treasure Trunk).

Any proceeds other than the biannual Treasure Trunk sale may be designated towards supplies for our ongoing projects. This could include batting for Shoebox Quilts or Chemo Scarves, or lining for Christmas Stockings, or other items the membership approves for a specific sale.

The Chairperson shall present a Charitable Works and/or Donations Monthly Data Report (See attached Form) and shall present the Annual/End of Year Data Report (See attached Form) to the Executive Board, General Board and General Membership. The Annual/End of Year Data Report shall be kept for seven years then shall be destroyed.

Thank you for accepting the position of Charitable Works Committee Chair!

## **Opportunities for Charitable Works\***

### **-Children's Village--Children's Quilts**

3801 Kern Rd. 509-746-3250 (Nancy Ramsey)

### **-Cottage in the Meadow- -Quilts all sizes, Fidget Quilts, Chemo scarves**

Location temporarily unavailable 509-746-3801 (Carol Loudon)

-Freedom Kits of Yakima (Feminine hygiene pads and holders): -- Sew day volunteers. Donations of flannel, fabrics, & sewing supplies to sell at monthly sales for purchase of non donated items.

[Freedomkits@yahoo.com](mailto:Freedomkits@yahoo.com) (Lois Dean)

-MultiCare Yakima Memorial Hospital NICU--Quilts 18"x18"; 36"x36" Preferred low contrast fabrics w/flannel back machine quilted; Hearts of flannel; Repositioning Device Covers

2811 Tieton Dr. 509-575-8026. (Carol Loudon)

-North Star Lodge--Chemo Caps in the name of Carol Seibel; Chemo scarves

808 N 39<sup>th</sup> Av. 509-574-3400. (Nancy Ramsey)

-MultiCare Memorial Breast Center --Ice Bag Covers

1515 W. Yakima Avenue; Phone: 509-574-3863 (Beverly Breitenfeldt)

-Quilts of Valor--Patriotic colors and design quilts

[Yakima.qov@gmail.com](mailto:Yakima.qov@gmail.com) (Lael Lloyd)

-Rod's House--Quilts 75"x90"; Food; Cash Donations

Donation Center: 314 Cherry Avenue #119; Hours 12-4pm (Diane Poulin)

-Union Gospel Mission—Oct-Nov-Dec cash donations for meals

1300 N 1<sup>st</sup> St 509-248-4510. (Charitable Works Committee)

-Voices for Children (Foster Emergency Care): --Buddy Bags (with toiletries, pajamas, socks, underwear, books, toys, and a quilt)

[voices@voicesforchildrenyakima.org](mailto:voices@voicesforchildrenyakima.org) 509-225-0335. (Linny Cummins)

-YWCA Shelter – all size quilts for their (expanded) shelter clients; Knitted Caps

818 W. Yakima Avenue; Phone: 509-248-7796 (\_\_\_\_\_)

-YVQG— any donation (thing or money) and time spent on any YVQG activity, event, or project such as the Christmas Stockings, Shoe Box (precut kit) Quilts; etc given on behalf of YVQG

-\*\*Other/Special Request/One Time Project

\* The listed Organizations/Agencies/Charities receiving donations have been approved by YVQG General Membership.\*\*The Other/Special Request/One Time Project donations require verification of 501(c) (3) status and Executive Board approval.

*Organization address/phone and YVQG member who delivers indicated where known.*

-----The suggested sizes needed for charity quilts are as follows:

Children's quilts-- 40"x50" up to 70"x70"; Baby Quilts—36"x36" and crib size 36"x52";  
Twin Bed Quilts—75"x90"

**YAKIMA VALLEY QUILTERS' GUILD**  
**Member's Charitable Works and/or Donation Data Form**

These records are required to fulfill YVQG's Articles of Incorporation 501(c)(3) requirements

Date \_\_\_\_\_ Name (Person Donating) \_\_\_\_\_

Number of Items \_\_\_\_\_ Value of items \$ \_\_\_\_\_ (Determined by Donee)

Time (Hours) Donated \_\_\_\_\_. Money spent (attach receipt if applicable) \$ \_\_\_\_\_

**Organizations/Agencies/Charities you have donated to – enter hours or money spent or both:**

_____ Buddy Bags		MultiCare Memorial:
_____ Children's Village	_____ Rod's House	_____ Cottage in the Meadow
_____ Freedom Kits	_____ UGM	_____ Neonatal ICU
_____ Quilts of Valor	_____ YWCA	_____ North Star (Cancer Institute)
_____ YVQG		_____ Ohana (Breast Cancer)
_____ Other _____ (Provide Organization Name)		

## YAKIMA VALLEY QUILTERS' GUILD Community Service Committee

### Report--Charitable Works and/or Donations Data--Report

Monthly \_\_\_\_\_  
Annual \_\_\_\_\_

or

*Important to fulfill YVQG's Articles of Incorporation 501(c)(3) requirements.*

Date/Month \_\_\_\_\_/Day \_\_\_\_\_/Yr \_\_\_\_\_

Number of Persons Donating \_\_\_\_\_  
\_\_\_\_\_

Number of Items Donated

Dollar Amount . . . \$ \_\_\_\_\_  
# \_\_\_\_\_

Time/Hours Donated

### Organizations/Agencies/Charities Receiving:

Record Number of times each received a donation

\_\_\_\_ YWCA Shelter--Quilts all sizes, Knitted Caps

\_\_\_\_ Children's Village--Children's Quilts

\_\_\_\_ Cottage in the Meadow- -Quilts all sizes, Fidget Quilts, Chemo scarves

\_\_\_\_ Freedom Kits of Yakima--Feminine hygiene pads and holders

\_\_\_\_ MultiCare Memorial Hospital NICU--Quilts 18"x18"; 36"x36" Preferred low contrast fabrics w/flannel back and machine quilted; Hearts of flannel; Repositioning Device Covers

\_\_\_\_ North Star Lodge--Chemo Caps in the name of Carol Seibel; Chemo scarves

\_\_\_\_ MultiCare Memorial Breast Center ('Ohana)--Ice Bag Covers

\_\_\_\_ Quilts of Valor--Patriotic colors and design quilts

\_\_\_\_ Rod's House--Quilts 75"x90"; Food , Cash Donations

\_\_\_\_ Voices for Children: Foster Emergency Care--Buddy Bags (toiletries, PJ's, socks, underwear, books, toys, quilt)

\_\_\_\_ Union Gospel Mission--Oct-Nov-Dec cash donations for meals.

\_\_\_\_ **YVQG**--Donations to the Guild; the Christmas Stocking Project; Shoe Box (precut kit) Quilts; or whatever given on behalf of YVQG.

**\*\*Other/Special Request/One Time Project: Organization Name** \_\_\_\_\_

The listed Organizations/Agencies/Charities receiving donations have been approved by YVQG General Membership.

\*YVQG member who delivers the donated items to the Organizations/Agencies/Charities.\*The Other/Special Request/One Time Project donations require verification of 501(c) (3) status and Executive Board approval.

*Annual Report shall be submitted to YVQG Secretary and Treasurer by December 31<sup>st</sup>; will be added to YVQG permanent records; and will be maintained for seven years.*

YVQG Representative's Signature \_\_\_\_\_

### Data Report Form

## **Christmas Stocking Project**

This Committee includes the Chairperson and at least one YVQG member volunteer.

The Chairperson is to ensure that fabrics suitable for stockings are on hand early in the year. Work with the Charitable Works Chair to utilize donated fabrics whenever possible or request additional donations from members as needed.

February through August, plan and implement work parties as needed to cut out and kit stockings. April through October, distribute kits to members for stockings to be made. September through November, collect stockings and items suggested by the organization to be donated to for stocking contents. Bring a cash jar to fall meetings - Cash donations for supplies or contents appreciated at any time. Deliver stockings and donated items to the organization (currently Rod's House and/or the YWCA) in time for them to distribute prior to Christmas.

Remind all participants to record their time spent and any donations for our 501C Charitable Works data report.

Committee members are to assist the Chairperson in establishing the Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget.

Thank you for accepting the position of Christmas Stocking Project Chair

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## **Cookie Committee**

**The Cookie Committee** is responsible to recruit YVQG members to provide cookies at both monthly General Membership meetings—January to June, September to November.

The Cookie Committee includes the Chairperson and at least one YVQG member volunteer.

January: at the beginning of the YVQG Business Year, the committee will create a signup sheet, including name and phone number, to recruit two members to provide cookies or other treats for all General membership meetings and member led Program nights (when appropriate). (Suggestions from members - consider diabetic, gluten free, veggie tray, fruit tray, labeling ingredients.) The Committee is encouraged to check out the food/beverage policy of the meeting venue.

The Committee would be wise to give a reminder call to the member(s) who have signed up to bring cookies to the upcoming meeting. The Committee is encouraged to be creative with the

setting up and decorating the serving table; and the committee is responsible to clean up the table and area after the meeting.

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

Thank you for accepting the Cookie Committee Chair.

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## **December Dinner Party**

**The December Dinner Party Committee** plans and implements the December event where YVQG members have the opportunity to enjoy a holiday meal together, fancy the guild member made gifts for the optional gift exchange, delight in honoring the YVQG Member of the Year, end the successful year by honoring volunteers as well as the outgoing YVQG officers and committee chairs, and continuing the successes of YVQG with the installation/recognition of newly elected officers.

The December Dinner Party Committee includes the Chairperson and three or more YVQG member volunteers. The Committee will meet as often as deemed necessary during the Business Year, beginning in the spring/summer. Scheduling and budget are to be coordinated with the Board.

The Committee decides the dinner theme, locates and secures the venue, plans the menu, determines the cost, arranges the details for meal preparation and serving, plans the decorations and sets up the room, sets the evening schedule, and cleans up afterward. The Committee Chair will serve as MC (or arrange for someone else) for the event.

The December Dinner Party is held on the 1<sup>st</sup> Wednesday in December.

Time, location, and other details such as our gift exchange theme and method of exchanging are to be announced to the General Membership by the first (1<sup>st</sup>) Wednesday in September.

The Committee is encouraged to submit articles to YVQG' Newsletter: Piece Talk or YVQG website to further advertise this event.

At the first October meeting, the committee will begin circulating a sign-up sheet. If monies are collected for the dinner, at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the December Dinner Party line on the budget.

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

Thank you for accepting the position of Chair of the December Dinner Party.

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## Facebook/Social Media

**The Facebook/Social Media Committee** is responsible for creating, maintaining, and modifying content of the YVQG Facebook and other Social Media pages (if any) keeping all up to date.

The Facebook/Social Media Committee includes the Chairperson and at least one (1) YVQG member volunteer.

The Committee will ensure the Facebook page includes information about current events, photos of guest speakers and their quilts, upcoming workshops, and any other YVQG events.

The Committee will ensure that charity information and events of interest to YVQG members, both in and out of the area, as well as all forms and contact information for YVQG leadership and other key individuals are kept current.

The Chairperson is a Facebook page(s) administrator. When possible, the Chairperson shall be a member of the Publicity committee. The Chairperson is to have email access.

The committee will work closely with the Chairpersons of other YVQG Committees to promote new and ongoing projects and activities.

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.

Thank you for accepting the position of Facebook/Social Media Chair!

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## Fair Committee

**The Fair Committee** is designed to bring recognition and awareness of Yakima Valley Quilters' Guild and of the art of quilting and to provide hands on quilting experiences for Central Washington State Fair attendees. The CWSF is usually open mid to late September for ten days.

The Fair Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee will work closely with the CWSF representative in scheduling, obtaining tables and chairs or other supplies needed for the space that is currently located in the Modern Living Building foyer.

The Committee will work with our local Quilt stores to obtain one or more sewing machines for use at the Fair as well as a sewing machine to be given away in a random drawing at the conclusion of the Fair to someone who has made a block.

The Committee will determine the theme for decorating and will gather and supply all items needed to setup the area. Some items used for setup are located in YVQG storage unit on Castlevale. There are normally items to display from YVQG members, from the year's events, or from donations not yet distributed.

August/September: The Committee will prepare and circulate at YVQG General Membership meetings the scheduling sign-up sheet. Two (2) people are needed to cover each time slot. Shift times are determined in cooperation with the CWSF Building Superintendent.

The Committee will also work with CWSF representative in scheduling fair passes for entrance as well as parking passes, if offered. It is normal that two (2) Committee members have full time passes which requires a photo pass. If the CWSF has them available, it is the Committee's responsibility to ensure that passes are distributed to members prior to their shift.

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.

Thank you for accepting the position of Fair Committee Chair.

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## **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 ( $\frac{1}{2}$  the lodging,  $\frac{1}{2}$  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.

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## **Lotto Block Committee**

**The Lotto Block Committee** is designed to encourage YVQG members to make similar blocks in the same time frame that will ultimately be part of a quilt (or quilts) made by many members.

The Lotto Block Committee includes the Chairperson and at least one YVQG member volunteer(s).

### **Block Guidelines:**

Each quarter or season (three times per year or as designated by the membership), the committee is to select a common domain block pattern, obtaining permission for a copyrighted block. The committee is to discuss color choice and background or focus fabric and communicate those details to the Membership. Background or focus fabric may be provided by the guild, as long as it is within the committee's budget.

Finished blocks are brought to the designated General Membership meeting (usually a program night), allowing at minimum two weeks for members to complete their blocks. Participating members may enter a name for each block competed and turned in for a chance to win all the blocks. One name is drawn and the winner takes home all of the blocks to complete a quilt or multiple quilts as desired.

The Chairperson shall coordinate plans with the Program Committee, serving on that committee when possible.

Thank you for accepting the position of Lotto Block Committee Chair.

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## **Member of the Year Committee**

**The Member of the Year Committee** is responsible for receiving nominations submitted by YVQG members, and choosing from the nominations the Member of the Year. The Member of the Year is chosen on the merits of their contributions to YVQG during their years of membership.

### **Committee Guidelines**

The YVQG Member of the Year Chair will be the previous year's Honoree. The Committee includes the Chairperson, previous YVQG Member(s) of the Year, and an Executive Board member, when available.

The Committee will distribute the nomination forms on or before the first (1<sup>st</sup>) General Membership meeting in September and the nomination forms are due by the first (1<sup>st</sup>) General Membership meeting in November. (Sample form is in the YVQG Google Drive.) Any deserving member who has not received this award in the previous ten years may be nominated.

The Committee will choose the YVQG Member of the Year, keeping it a secret until reveal and presentation at the December Dinner Party. Our Member of the Year is chosen by the Committee, the general membership does not vote. If the Committee declares a tie, then each recipient will receive the same.

The traveling plaque (in possession of the previous year's Honoree) and a personal plaque will need to be ordered and engraved prior to the reveal. (Engravings Unlimited has our records on file).

The Committee will plan and execute a unique, creative, and entertaining reveal and award presentation for the Member of the Year at the December Dinner Party, usually the first (1<sup>st</sup>) Wednesday in December.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year. Expenses which must be budgeted include plans for the reveal, the cost of engraving and plaque, as well as \$150.00, which is to be awarded to the recipient.

We look forward to the valuable expertise you provide as a voting member of our Board.

#### **GUILD MEMBER OF THE YEAR 20\_\_\_\_**

Nomination form due to \_\_\_\_\_ by October 31<sup>st</sup>

Can be mailed to \_\_\_\_\_

Please nominate a Yakima Valley Quilters Guild Member in good standing and who has given service to the guild.

Name of person you are

nominating \_\_\_\_\_

Tell us why you are nominating this person. Please give examples of their service to YVQG.

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**Past winners:** Carolyn Dalby, Kathy Winters, Cecelia Hogan, Betty Neumeyer, Kathleen Smith, Nancy Abbenhaus, Carol Rhoades, Carol Judy, Kathy Christian, Michaela Hughes, Connie Mead, Diane Poulin, Sandra Russell, Renee Miles, Barb O'Brien, Deb Funkhouser, Nancy Ramsey, Lisa Stevens, Zella West, Beverly Breitenfeldt, Tishelle Betterman, Lois Dean, Linda Lortie

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## Membership Committee

**The Membership Committee** is designed to welcome and enroll new members, and to encourage active and inactive members to participate in the General Membership meetings, activities, and events.

The Membership Committee includes the Chairperson and at least 3 YVQG member volunteers.

Distribute in person or via email attachment the current membership form, collecting forms with the yearly dues November thru February. Email our “invitation list” friends an invitation to join YVQG as well.

Maintain the YVQG membership data base that includes first and last names, phone numbers, email addresses, and mailing addresses. The committee is to add the names of new and/or renewing members, and to delete the names of those who have not paid the yearly dues by the end of February from the membership list and thus are no longer members (flagging those as “invitation list”). Continuing to update the data base as information is submitted (put the date on the header or footer each time data base is updated); and distribute an electronic (or hard) copy to every member quarterly or as needed.

The committee is to “meet and greet” at each YVQG meeting, especially for visitors as well as current members. The Committee is to also meet and greet at workshops and events where the public has been invited, and to partner with Quilt Show, Newsletter, and Fair committees to encourage new memberships.

Share completed new member forms with the Newsletter committee.

Conduct quarterly “New Member Q&A” meetings prior to the 2<sup>nd</sup> meeting of the month to familiarize members with guild activities, what things mean and how things work within the guild, to encourage members to be more active.

The Committee is encouraged to contact members who have not renewed YVQG membership to find if the member is healthy and safe, or if there is some problem within YVQG that the Executive Board and the General Membership should be made aware.

The Committee is responsible to provide new members with a membership card, a name tag, and the basic information about YVQG, digitally, whenever possible, or a printed book, if needed. This should include the By Laws, the Welcome to YVQG article, a list of YVQG committees, and how to access the current Policy and Procedure Handbook and the membership data base.

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 shall coordinate with the YVQG Secretary and ensure that the US Mail is checked regularly December through February (she may take position of the Secretary's Post Office Box key, if preferred, during these months), recording new members and ensuring payment is delivered to the Treasurer as soon as possible.

The Chairperson shall have email access to answer queries about our Guild and to keep our Membership records up to date in our YVQG Google Drive.

The Chairperson will extract from the Membership Application data regarding volunteer interest and will share with the respective committee.

Thank you for accepting the position of Membership Chair.

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### **Monies Received for Annual Membership and YVQG Activities**

Annual dues are \$30/year for those 19 to 74 years of age and \$20/year for members 18 and younger or 75 and older.

Dues are for the calendar year--January through December. Dues are payable in January and are considered delinquent at the end of February. Dues for current renewing members are not prorated. Discounted dues may be offered at special events such as the Biannual Quilt Show or the CWS Fair, with prior approval of the Board and the Membership. Dues are considered payment for the current calendar year. There is a YVQG Membership Application form to be completed yearly.

At times there will be opportunities created by the organization for members to participate in Guild activities for a fee. That fee will be priced according to the cost to the Guild for creating that respective activity, plus a small fee to reimburse the organization for overhead costs.

The Treasurer will have a Square capable device available at all meetings and events where a payment might be anticipated. Purchaser pays the Square fee, currently 4% (1/1/26).

Any person wishing to pay with a debit or credit card may do so. The card must be presented in person for payment. Square may be used for membership dues, class fees, retreats, and trunk shows (non-members) as well as items related to a quilt show such as shirts, aprons and flower baskets. Manual or remote entries will not be accepted.

Members shall understand that any personal check returned to the Guild marked "Insufficient Funds" will result in that member being responsible for all resulting fees charged. Further, that member will be required to participate on a "cash only" basis for a year thereafter; a confidential letter will be written to the member directly should this event occur. This letter, signed by the President and the Membership Chair, will become part of YVQG records

**Dues Monies Received:**

A receipt shall be given and a record of member name and amount received will be made when monies are collected. Any time annual dues are received along with the completed Membership Application form, both come first to the Membership Committee Chair. This includes mail at the post office, events such as the fair, or anyplace that we are handing out membership forms and collecting money. At first opportunity, deliver monies to the Treasurer who will give a receipt to assure monies will be credited to the Membership budget line. (Dated membership form can be found in our Google Drive.)

**Yakima Valley Quilters' Guild**  
**Membership Application**  
**Membership Year is January 1st through December 31<sup>st</sup>**  
**Dues Rate: \$30.00/year (ages 19-74)**  
*(\$20 for members 18 and under or 75 and older)*  
**New/Renewal**

Name		Phone Number
Street Address		
City	State	Zip
Email (used only to share important Guild information)		
Snowbird address; Start and End Dates:		
* New Member	*Membership (circle one please) Renewal	
Email Newsletter ( Y/N )	By selecting YES this saves on postage cost, thank you!	
Signature:		Date:
Dues are payable to YVQG. Please mail this form with your payment to: Attention: Membership Chair Yakima Valley Quilters Guild, PO Box 2813, Yakima WA. 98907-2813 or bring to the next meeting.		

The YVQG is a nonprofit organization organized for educational purposes within the meaning of Section 501c(3) of the Internal Revenue Code. Members are encouraged to serve actively on at least one committee each year and participate in the quilt raffle and quilt show. Below, please check any activity in which you are willing to participate.

As a member, I would like to .....

- \_\_\_\_\_ 1. Help in any way I can. Please let me know what is needed.
- \_\_\_\_\_ 2. Chair or co-chair a YVQG committee. (example: raffle quilt, workshops, retreat, membership)
- \_\_\_\_\_ 3. Chair or co-chair a Quilt Show committee (example: guild booth, show set up, publicity, vendors)
- \_\_\_\_\_ 4. Work during the quilt show
- \_\_\_\_\_ 5. Sell raffle quilt tickets
- \_\_\_\_\_ 6. Serve as a YVQG officer
- \_\_\_\_\_ 7. Teach a half or full day class (please specify \_\_\_\_\_)
- \_\_\_\_\_ 8. Give a program at a YVQG meeting (please specify \_\_\_\_\_)
- \_\_\_\_\_ 9. Make phone calls
- \_\_\_\_\_ 10. Other (please specify) \_\_\_\_\_

<b>FOR GUILD USE ONLY</b>			
Date Received _____	Receipt # _____	Check # _____	Received by _____
Card Delivered _____		Amount paid _____	

## **Newsletter-Piece Talk**

**The Newsletter-Piece Talk Committee** is responsible to publish and distribute **Piece Talk** four (4) times a year to Yakima Valley Quilters' Guild members.

The Newsletter-Piece Talk Committee includes the Chairperson/ Newsletter Editor and at least one YVQG member volunteer.

The Committee will ensure that scheduling and budget are coordinated with the Publicity Committee/Chair

The Committee will decide the dates to publish Piece Talk, establish deadlines for submission of pictures and articles by YVQG members, and will announce these dates to the General Membership.

The Newsletter is emailed to all members with emails and will be printed on request. Print copies may be distributed at a meeting or mailed, when necessary.

Many quilt shop owners, long arm quilters and sewing machine shop owners advertise in the Newsletter. An ad the size of a business card is \$35.00 per year. This money is collected before the first issue is published. When the fee is received, give a receipt .... at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Newsletter-Piece Talk budget line. This fee also covers their ad on the Website with the add on option of our Quilt Show program booklet. All YVQG members are encouraged to support the businesses which support YVQG in this way.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget which is to include the anticipated cost of printing and postage.

The Chairperson shall coordinate plans with the Publicity Committee.

The Chairperson/Newsletter Editor has access to our YVQG email and, when possible, serves as a member of the Publicity committee.

The Chairperson/Newsletter Editor will do all budgeted printing at the location currently offering best services, using the non-profit number or a card. Alternatively, the best printing may be done on a member's home printer, as long as the cost is equal to or better than the best commercial location.

Thank you for accepting the position of Newsletter Chair.

## Yakima Valley Quilters Guild advertising form for quilting services 2026

Your Name \_\_\_\_\_ Phone number \_\_\_\_\_

Name of business, if you have one \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

**Please check all services that you offer:**

\_\_\_\_\_ Longarm edge to edge

\_\_\_\_\_ Longarm custom

\_\_\_\_\_ Hand sewn binding

\_\_\_\_\_ Quilt repair

\_\_\_\_\_ Custom quilt made from start to finish

\_\_\_\_\_ Hand quilting

**What would you like the website to say about your services**

\_\_\_\_\_  
\_\_\_\_\_

Questions? Contact [YVQG2015@gmail.com](mailto:YVQG2015@gmail.com)

**Yearly fee January to December \$35 payable to YVQG. Due by January 31<sup>st</sup>.**

**Make check payable to YVQG and mail to:**

Yakima Valley Quilters Guild

PO Box 2813

Yakima WA 98907

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For YVQG use only.

**Paid \$\_\_\_\_\_ Check #\_\_\_\_\_ Adver3sement expira3on\_\_1/31/26\_\_\_\_\_**

Treasurer: please give the form to the website chair and newsletter chair. Give a copy to the quilt show chair during even years if they have paid an additional \$15.

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## **Nominations and Elections Committee**

**The Nominations and Elections Committee** is responsible to present a slate of candidates for President, Vice-President, Secretary and Treasurer, who will serve a one-year term beginning in January, to the General Membership for election at the annual Meeting the first (1<sup>st</sup>) Wednesday in November.

The Vice President (per Article IV Section 2 of our YVQG ByLaws) is responsible to assure proper implementation as described.

The Committee is to report to the Executive Board and General Membership as often as possible with as much information as possible regarding the candidates. They are to present a slate of candidates to the General Membership for vote; and ensure that the nominations and elections are correctly carried out and are honest and safe.

The Committee shall implement in its entirety:

### **ARTICLE VIII NOMINATIONS AND ELECTIONS**

Section 1: The President shall appoint and Executive Board shall confirm the Chairperson and three YVQG members to the Nomination Committee by the first meeting in September.

Section 2: The Nomination Committee shall make a presentation of candidates at the first meeting in October.

Section 3: At the second meeting in October, nominations may be made from the floor as long as permission has been obtained from the person being nominated.

Section 4: The election shall be held at the Annual meeting in November.

Section 5: Election shall be by secret ballot, unless the entire slate of nominated officers is unopposed, then the election shall be by voice vote.

Section 6: The President shall preside over the election; and the President shall ask two members whose names are not on the ballot, to count the ballots. At no time shall the actual number of votes be announced. The ballots shall be destroyed by the President or designee within three days.

If the current President is being nominated for re-election, the most recent Past-President shall preside over the election.

This Committee requires no budget; however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

Thank you for accepting The Nominations and Elections Committee Chairperson.

## **Policy and Procedures Review Committee**

**The Policy and Procedures Review Committee** will determine if any changes need to be made to any committee guidelines or committee chair job descriptions, will determine if some committees should become subcommittees and vice versa, will review all comments and suggestions made by current committee chairs and/or YVQG members, will edit the document(s) to incorporate motions approved by the membership, will make changes if deemed appropriate, and will present a report to the Executive Board for action.

The Vice-President is responsible to assure implementation (see our By Laws, Article IV, Section 2), and should serve as Chairperson, when possible. The committee should include one or more YVQG member volunteers.

The Committee members may take any concerns and/or suggestions from any YVQG member throughout the business year but will not formally act on them until the Committee meets.

The Committee shall meet after the first (1<sup>st</sup>) General Membership meeting in January to review the existing Policy and Procedures, making notes of possible future revisions. The Committee is responsible for keeping an ongoing record of motions that impact the existing Policy and Procedures or the ByLaws, to be updated by year's end.

The Committee will meet again in the fall to determine what changes might be needed by year's end and take appropriate action to ensure our Policy and Procedure document is accurate and ready for membership to review, when possible, by year's end.

If proposed changes will require a motion from the membership, then the committee is to report such to the current Executive Board. If further action will be needed, then the Executive Board is to present the report to the General Board for voting, the first (1<sup>st</sup>) Wednesday in November.

The Committee will continue its work, editing the existing Policy and Procedures document by incorporating motions and approved changes made during the business year. The outgoing Vice President will present the report to the newly elected Executive Board for implementation and distribution, submitting it for publication to our website by year's end. Copies of the document will be made available (via email or requested paper copy) for all members at the first meeting in January of the new business year.

This Committee requires no budget, however, if there are costs incurred for printing or other, a variant request can be presented to the Executive Board and General Membership for approval.

Thank you for accepting the Policy and Procedures Review Committee Chair.

## **Program Committee**

**The Program Committee** is responsible for planning and implementing the program for the third (3rd) Wednesday YVQG meeting in each month January through June and September through November depending on how Thanksgiving falls on the calendar. YVQG program meetings or social time may be scheduled the third (3<sup>rd</sup>) Wednesday in July and August.

The **Program Committee** includes the Chairperson and at least one member volunteer. When possible, the committee will include the Lectures and Workshops Chair, and the Lotto Block chair. Many other member volunteers will be needed throughout the business year for the success of this Committee and YVQG.

The Program Committee Chairperson needs to be appointed by the newly elected Executive Board as soon as possible after November elections so that planning can begin or continue for a program to be presented at the third (3<sup>rd</sup>) Wednesday in January meeting.

November/December/January: As soon as possible, the Committee Chair will call a meeting for the purpose of researching possible programs for the business year, and to begin the implementation process. The Chairperson will call additional meetings as often as necessary during the Business Year.

The Committee, in cooperation with the Executive Board, is responsible for all the details required for the implementation of the programs for the business year.

The Committee will verbally communicate information to the YVQG General Membership at each meeting and will develop and distribute the marketing /publicity/informational flyers when appropriate to YVQG members through email, Newsletter, Website, and social media platforms. This committee will also call on the assistance of the Publicity Committee when outreach is appropriate.

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.

Thank you for accepting the Program Committee Chair.

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## **Publicity Committee**

**The Publicity Committee** is responsible for ensuring our community knows that Yakima Valley Quilt Guild exists, who we are, and what we are doing.

The Publicity committee will consist of the Chairperson as print and video media Coordinator, and at least one YVQG member volunteer. When possible, the Facebook/Social Media Chair, the Newsletter Chair, the Slide Show chair, and the Website Chair will serve on this committee. One person may assume multiple duties.

This committee is to oversee any articles to be published for community interest, assisting one another as needed to ensure:

1. That print and video media is created for special event advertising for events such as our Biannual Treasurer Trunk (Yard) Sale and any other event requested by the membership.
2. The Facebook administrator is overseeing both Facebook pages, removing inappropriate posts or restricting access as needed, and ensuring that our Facebook pages reflect that we are an active community of quilters.
3. The Newsletter editor is securing timely information from other chairs and the membership in order to print an interesting and informative newsletter quarterly.
4. The webmaster is keeping our web page current, with the assistance of the various YVQG chairs who have information to share with our members or the public.
5. The Slide Show Committee is collecting photos of activities and events that may be useful in all the other publicity articles.

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

The Chairperson is to have access to our YVQG email, communicating with our community as needed.

Thank you for accepting the Publicity Committee Chair.

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## YAKIMA VALLEY QUILTERS' GUILD

### Bi-Annual Quilt Show

#### Committee Chair Job Descriptions

Revised 8/7/2023.

**Show Chairperson** - Organize the show, determine necessary committees, assign people to the committees, oversee the committee chairpersons and manage the funds. Work on the proposed budget comparing cost from the previous show. Present this to the YVQG board January of prior year to the show. Conduct meeting and sub meetings as needed. Meet with convention center as needed. Sign contracts as needed. Show Chair has access to YVQG email.

**Show Co-Chair** - Assist Show Chair as needed, learn for chairing next show, arrange for banner hanging over 1<sup>st</sup> Street and Yakima Ave. Call Eagle Sign Company 6 months prior to reserve the

space to hang the banner on 1<sup>st</sup> and Yakima Ave. Arrange to have them hang the sign the Monday prior to the show and remove the banner the following Monday. Return the banner to the storage shed. Oversee compilation and printing of show program. Distribute yard signs to members at the 2nd meeting in April, sign them out and have members return them in May. The signs are in the storage unit. Sign contracts as needed.

**Admission, Tickets** – Order 1000 wristbands for attendees. Check inventory before ordering. Order January of Show year. Color does not matter. Manage the admission table during the show. You will also be provided a Square for credit and debit cards. Coordinate with hostess chairman for staff for the admissions table and raffle table. Plan for at least four to six from 10 to 12 the first day and the second day. Two can handle the admissions after lunch. Raffle ticket sales are usually just one person. Cash boxes need to be turned in at shift change and the chairman needs to assist with that. The boxes are counted in with the treasurer and each shift starts with a new box.

**Demos** – The vendor chair will contact vendors to see who would like to do demos. The vendor chair will then pass their contact information onto you. Check with vendors on demos prior to the quilt show. Create a time line for demos and pass this information onto the quilt show chair and co-chair so they can add that to the program. Assist vendors with their needs. Guild members can also do demos.

**Featured Quilt Artist/s** – Find a guild member quilt artist to be featured during the show. Prepare sign and arrange for display space. Select a local quilt artist if needed.

**Flowers** –combo Guild Committee and Quilt Show Committee: The contact person for the flowers is Samantha Graf at East Valley High School. Her phone number is listed below.

When it is an off year (2025) contact her around February. Tell her the guild wants to advertise the plant sale for her. Get the sale information so guild members can go out and buy flowers on the off year. Provide the information to the newsletter chair and the website chair.

Early September (2025) before the Quilt Show contact Samantha to let her know that the guild will be purchasing baskets for the Quilt Show (2026). This allows her to order supplies. Also get the expected price of the baskets. The order has been 25 mixed baskets. No personal orders.

During the winter months have guild members pre-purchase the 25 baskets (actual cost only). You and your helpers will need to pick them up and deliver them on Quilt Show Set Up day, April 20, 2026. We hang or place them around the quilt display floor. At the end of the show, everyone that ordered a basket will pick it up and take it home.

Contact is (509) 573-444 or refer to the website

[https://eastvalleyhigh.evsd90.org/apps/email/index.jsp?uREC\\_ID=1665365](https://eastvalleyhigh.evsd90.org/apps/email/index.jsp?uREC_ID=1665365)

**Friendship Groups** –January of the quilt show year, send information out to friendship groups before the show. Let the quilt show set up chair know how many booths you need. (No more than 6 and only one booth per group). On set up day place their box of quilts in the designated booth area. Return the boxes to the pick-up area when the show is over. Set up starts at 1 pm.

***Guild Display*** – Seek out items for guild display beginning January prior to the show. Items can include lotto block finished quilts, comfort quilts, program night projects, workshop class projects. Nearly all these items need to be registered, brought and picked up by the person entering them. The registration form has a separate line for the guild display/project table. Thursday prior to the show set up the display about guild activities such as comfort quilts, Chemo Scarves, ice bags and workshop projects. Have guild information to distribute to new members including membership forms. You will also be provided a Square for credit and debit cards. You will have one to two tables as needed.

***Hostess*** – Staff the show for committees needing staff, the show floor exit doors, and vendor breaks (if requested). Begin around March of the show year and have a complete list by early May of the show year. Individual charts for staffing and a master chair are available through the quilt show chair.

***Music*** - Select and play music for the show.

***Publicity/Broadcast Media*** - Manages all the announcements to the various media.

***Publicity/Print*** - Poster and postcard production and distribution. Print postcards prior to Spring in the year prior to the quilt show. Have members take them with them when they visit quilt shows. Start distributing them to quilt shops and local stores after May of the prior year. Members can help with this.

***Quilt Check in and Pick Up*** – Work with registration and set up chair prior to the show. Prepare envelopes prior to check in day. Set up to receive registered quilts the Wednesday prior to the show. Sort and prepare for quilt hangers. Set up for the return of quilts at 4 pm Saturday of the show.

***Quilt setup/Take down*** –Organizes and supervises the quilt hanging and taking down of the show. Decide on the layout. Let your helpers know what time you want them to start set up Thursday prior to the show and tear down Saturday of the show.

***Quilt Show Polo Shirt & Aprons*** - pick out polo/t-shirt color(s). Place order, collect money, distribute.

***Quilters' Boutique (GUILD POSITION)*** – Begin asking for donation in September of the prior year. Obtain items to sell. Have a deadline for donated items. Work with your team to sort and price prior to the show. Set up the boutique Thursday before the show. Staff your boutique. Run the cash register. You will also be provided a Square for credit and debit cards. Supplies will be reimbursed through the guild budget.

***Quilt Registration*** – The year prior to the show check with the quilt show chair to see if there will be updates and changes to the registration forms and letters that are sent out or posted. Review the updated information with the quilt show chair prior to sending it to the webmaster. Send necessary information for registration to the webmaster for posting. Send this information to all guild members and also the invitation list by email. Quilt registration form made, printed, distributed on request. Prepares printed forms that are attached to quilts during show, for the quilt show take in

chair a week prior to the take in date. Registration begins in the show year February 2nd and ends April 4<sup>th</sup>, 2026.

**Vendor Coordinator** – January of the prior year and several more times. Advertises show to potential vendors; sends out, received/accepts application with deposits from vendors. Send vendor information to the webmaster for posting. Prepares vendor area. Liaison between show and vendors.

**Quilt Show Challenge** – Decide on a theme for the challenge. Write up a description with sample and distribute through email and the website. Open to all. Announce the challenge the year prior to the show. Hang the challenge quilts in the designated area.

**Quilting 101** – Set up an area in the lobby. Include information about Quilting 101. One table provided.

**Ribbons** – Hand make the ribbons. 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> place viewer's choice small quilts. 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> place guild challenge.

*Dates adjusted for 2026 show (January 2026)*

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## **Quilter's Academy Committee**

**The Quilter's Academy Committee** is designed to help anyone learn to quilt or to improve their quilting skills. Using the booklet "Quilt Making for Beginners" (Angela Walters) or the book "Quilter's Academy, Volume 1, (Harriet Hargraves), or similar participants will learn to follow a pattern, cut using rulers and rotary cutter, piece with seam allowance accuracy, press for success, and layer, quilt and bind.

The Quilter's Academy Committee includes the Chairperson and at least one YVQG member volunteer.

The Committee is responsible: 1) to arrange classes to be held in two or more sessions at a public location such as the West Valley Library on 72nd Ave. and 2) to arrange for two to three YVQG member volunteers to help teach the classes.

The Committee will contact potential students that may have signed up at an event or through the Website; and will create a publicity action plan including a Flyer; will distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, and social media platforms to encourage others interested in the class to sign up and participate.

The class fee of \$30 is intended to cover Quilter's Academy costs as well as cover the YVQG membership for the current year for each student. Fees may be waved when working in conjunction with the Yakima Valley Libraries as they are absorbing some of our YVQG costs.

Any further variation in fees must be determined prior to class with board approval. The booklet “Quilt Making for Beginners” or similar should be provided at no cost to the student.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval.

The Chairperson is to collect and track participant contact information.

If a fee is charged, when the fee is received, the Chairperson is to give a receipt to the student; record the name and amount collected; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Quilter’s Academy budget line.

Thank you for accepting the Quilter’s University Committee Chair.

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### **Raffle Quilt Crafters Committee**

Bi-Annual Gift for ‘Ohana (MultiCare Breast Center)

**The Raffle Quilt Crafters Committee** is responsible to plan, craft with care and skill, name the quilt, and complete the quilt to be raffled with the proceeds designated for Breast Health Services at MultiCare. In addition, this project provides an opportunity for YVQG members to develop relationships as members work together to craft the quilt.

The Raffle Quilt Crafters Committee includes the Chairperson and at least two member volunteers.

Beginning the **fall** after our quilt show, the Committee will search and choose three (3) quilt patterns that would be suitable for the project. The quilt patterns should be ones that makes you look twice, with attractive colors and be one that all members can work on if they desire to do so. The quilt is usually queen size, but may vary.

The Chairperson will bring copies of the three (3) patterns illustrating designs and colors to the first General Membership meeting in **January**. YVQG members present may make suggestions at that time and will vote on their favorite—majority wins the choice. Due to copyright law, if the chosen pattern is not modified, it is necessary to check with the pattern’s author to make sure you can use their pattern for a raffle quilt.

Monies budgeted for this Committee cover the pattern, fabric, batting, backing, quilting, and printing of the raffle tickets (5000 tickets). Members may be invited to donate fabric for the quilt. Whenever possible, purchase fabric and supplies from local quilt shops.

The committee, in mid-January after the pattern selection, will meet to proceed with plans for the construction of the quilt. The Committee will select and purchase the fabric and all necessary supplies for the crafting of the quilt, staying within the Budget.

Determine, schedule, and organize the crafting of the quilt top. The plan to be executed includes: 1) a venue of sufficient size to accommodate member volunteers, tables and other necessary tools and equipment, 2) the dates and time scheduled for actual construction of the top, 3) where, how the best parts may be distributed to YVQG members to work on at home, and 4) any other organizational details. The quilt top should be ready for display in late spring.

Solicitation of bids for quilting may begin as soon as the quilt top can be displayed. Bids from YVQG members are encouraged. It is expected that the bids include custom quilting ideas and pricing that includes the chosen thread. The Committee will seek input from YVQG members and choose the long arm quilter. The quilt is now ready for the binding and label.

The quilt should be ready for display and photographing in late spring. Ensure that the **Quilt Show Publicity Chair** has the photograph so Quilt Show post cards can be ordered and distributed. Raffle tickets go on sale at this time. By early June, The Committee will present the completed quilt to the **Raffle Quilt Marketing Committee Chairperson** who will be in charge of the quilt from the time of completion until it is presented to the raffle winner at the Quilt Show.

The name of the quilt may be determined any time after pattern selection and could be the pattern name or modified as YVQG members in attendance choose.

The Committee will assist the Chairperson in establishing the Proposed Budget for the upcoming business year, noting that expenses may be incurred in more than one year.

Thank you for accepting the Raffle Quilt Crafters Committee Chair.

*\*\*Crafters---persons with skill in planning and making something (a quilt) in a skillful way using your hands.*

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### **Raffle Quilt Marketing Committee**

Bi-Annual Gift for 'Ohana (MultiCare Breast Center)

**The Raffle Quilt Marketing Committee** is the custodian of our Raffle Quilt, upon completion by the Raffle Quilt Crafter's committee until it is presented to the raffle winner at or after the Quilt Show. This committee is to arrange for the sale of raffle tickets, while maintaining detailed records for ticket sales.

The Raffle Quilt Marketers Committee includes the Chairperson and one or more YVQG member volunteers who will meet to begin arrangements for marketing about a year in advance of the Quilt Show. Many additional member volunteers will be needed for this project's success.

The Committee Chair or appointed committee Member will receive the completed named raffle quilt by early June and will provide safe storage of the quilt when not on display until it is raffled at

the quilt show. The Raffle Quilt Drawing is held at 3:00pm on the last day of the YVQG's Quilt Show.

The Committee will work with the Raffle Quilt Crafter Chair, to research printing sources and choose the vendor on basis of quality, cost, and printing time. Order 5000 tickets, stapled into booklets of 10. Information to be included on the tickets can be found in the Raffle quilt Marketing notebook, to be found in the file cabinet in the guild's storage unit.

### **Selling Tickets:**

The Committee is responsible to make a spreadsheet to enable accurate tracking of the 500 booklets of ten (10) each. These records are necessary to comply with the laws concerning non-profit organization fund-raising. These records, including all ticket stubs and receipts, must be retained for one (1) year in a file in YVQG storage unit.

The Committee will locate the display stand (usually stored in the YVQG storage unit), obtain the money box, locate the folding table and two chairs in YVQG storage unit and gather all other necessary supplies and equipment for the marketing display at the marketing location.

The Committee will search for locations to sell tickets: call local stores to set up times and dates for ticket sales. (All 3 Wray's Markets, Red Apple in Selah have been used.) When working with these locations, arrange for the display to be indoors. Winter Bazaars, the Home Show in the Sun Dome, Harmon Senior Center Bazaar, etc. are other possible locations. When not being marketed, the Raffle Quilt will be on display at MultiCare Breast Center as much as possible or displayed in a YVQG member's shop.

The funds raised through the sale of tickets for our Raffle Quilt benefit MultiCare Breast Center to assist funding Breast Health Services. Sharing this fact with prospective ticket purchasers promotes sales.

The Committee will create a signup sheet for shifts to sell tickets to circulate at YVQG General Membership meetings. Plan to have members always work in pairs.

The Committee will assure the Raffle Quilt, display stand, money box with \$40 in change, the folding table and two chairs, and any YVQG display items are ready to set up for sales at scheduled locations. At the end of each sale day, assure the Raffle Quilt, ticket stubs, and other items are delivered for safe-keeping to the Raffle Quilt Marketing Chair (or their representative) until the next sale.

Monies collected should be given to the Treasurer as soon as the sale day is completed. Retain a receipt for monies of each sale day with your records.

Check that all ticket stubs have at least a name and telephone number, including area code. Record ticket stubs and monies collected on the spreadsheets. After the ticket stubs are recorded, remove the staples and store in a safe place until the drawing at the Quilt Show.

After the Quilt Show and the Raffle Quilt is delivered to the winner, the Committee will make sure all equipment and supplies are put away and returned to storage.

Each YVQG member is encouraged to sell at least one \$10 booklet of tickets. The member will pay for the tickets upon receiving them to simplify record-keeping. The member may re-sell the tickets or put their own names on the stubs.

Thank you for accepting the Raffle Quilt Marketing Committee Chair.

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## **Retreat Committee**

**The Retreat Committee** is responsible to plan and complete two (2) YVQG Retreats yearly. Retreats are an opportunity for YVQG members to meet as a group for several days of sewing, learning, and socializing through sharing meals and quilting activities. Retreat time is generally spent working on individual projects, talking, sleeping, eating, and exploring outside. All participants need to bring lots of projects, sewing supplies, personal items, snacks, and the necessary items for preparing and serving their assigned meal. Retreats are open to all YVQG members on a first come first serve basis with a maximum of 16.

The Retreat Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee is responsible for securing the location and setting a date for the retreats, generally at least one year in advance. Most recently our YVQG retreats have been at Camp Dudley on Clear Lake. The preferred dates are Wednesday morning through Sunday afternoon, beginning the 2<sup>nd</sup> Wednesdays of March and October. Dates and locations may change, subject to venue availability.

The Committee sets the cost in cooperation with the venue and collects the money from retreat participants. The cost is based on the rental fee for the lodge or facility and any additional retreat related costs. Meals, snacks and beverages are provided by the participants, with each attendee expected to share the cost of their assigned meal. When the fee is received, offer a receipt, recording the name and amount collected; at first opportunity deliver monies to the Treasurer. Get a receipt from the Treasurer to assure monies will be credited to the Retreat budget line.

The Committee will circulate the sign-up sheet for attendance and meals. Breakfast and dinner meals are prepared and served for the group by 2-3 participants working together. The cooks clean up after their meal and everyone cleans before leaving the lodge or venue.

Prior to the retreat, the previous (retreat) Lotto Block winner is to write up a list of materials needed for the project. The Committee will distribute the list of materials needed to those who wish to participate.

At the conclusion of the retreat, attendees meet to discuss successes or changes needed. A volunteer is appointed to bring table decorations to the next retreat. The new Lotto Block winner is asked to bring a Block to the next retreat.

This Committee is budget neutral (I/O). Payments by Retreat participants cover all costs. No YVQG monies are used for Retreats, however the Treasurer does keep a record of income/expense.

The chair will keep a wait list of interested non members. Friends of YVQG are welcome to the Retreat, when space is available. If there is space available, the wait list friends are to be contacted to confirm they have been moved to the sign up sheet.

Thank you for accepting the Retreat Committee Chair.

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## **Secret Sister Committee**

**The Secret Sister Committee** is responsible, during the YVQG Business Year, for sharing with YVQG members different methods of Secret Sister gifting, for implementing the method chosen, and for assisting YVQG members wishing to participate.

The Secret Sister Committee includes the Chairperson and at least one YVQG volunteer.

The Committee will investigate different methods of conducting Secret Sister gifting and share with the General Membership, who will then choose by vote the one to be implemented. There could be more than one method presented during the Business Year and a new theme and rule could be implemented after a General Membership vote.

The Committee will create the necessary tools to implement the chosen method with themes and rules, including the creation of the document needed to obtain participant information for exchange. Documents from previous years are in our Google Drive for your reference.

The Committee should consider various possible ways for the exchanges. This could include changing up participants quarterly to allow the inclusion of new YVQG members, using quilt blocks or fat quarters as gifts, gifting with a theme or color in mind, or new ideas in keeping with the wishes of the participants. The specific reveal time is to be determined as each season of gifting begins, but could be at any pre-determined point during the year.

Thank you for accepting the Secret Sister Committee Chair.

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## **Sew Along Committee**

**Sew Along Committee Purpose:** To schedule, plan and implement a project for YVQG members to create variations of the same quilt over a pre designated period of weeks or months.

The Sew Along Committee includes the Chairperson and at least one YVQG member volunteers.

The Committee will present pattern or project ideas, cost, and any other pertinent information to the Executive Board for approval.

The Committee will determine which time frame would work best on the calendar for YVQG members and will research any necessary copyright permissions of pattern(s) used.

The Committee will create a document that includes the Sew Along time line, rules or guidelines, and any other information deemed necessary, and will distribute the document to YVQG members at General Membership meetings, through email, YVQG Website, Piece Talk, and social media platforms as appropriate

The Committee will circulate at YVQG General Membership meeting the sign-up sheet for participation; and will provide participants with a list of supplies that may be needed.

Thank you for accepting the Sew Along Committee Chair.

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## **Sew Day Committee**

**Sew Days Purpose:** To schedule, plan and implement Sew Days for YVQG members to sew together for the day, at the same location. Sew days can be for many reasons, some of which are sewing for the raffle quilt, or on personal or charity projects or special guild projects, to name a few.

Sew days aren't held routinely, however, when we do have them, all members are invited to attend. A noon potluck may be enjoyed, or members may prefer to bring their own lunch. July and August meeting nights are traditionally a Sew Night with a potluck. Members contribute items for a meal, and the Guild provides plates and utensils.

The Sew Days Committee includes the Chairperson and at least one YVQG volunteer.

The Committee will determine which days would work best on the calendar for YVQG members. They will research possible locations for the current business year, taking into consideration availability, budget, and accessibility.

The Committee will present findings including location(s), dates, length of day, cost, and any other pertinent information to the Executive Board prior to committing to venue.

The Committee, when date and location are selected, will create a publicity Flyer that includes the date, location and any other information deemed necessary, and will distribute the publicity Flyer to YVQG members at General Membership meetings, through email, YVQG Website, posting of Flyers, and social media platforms.

The Committee will circulate at YVQG General Membership meeting the sign-up sheet for attendance; and will provide attendees with a list of materials and supplies that may be needed. Friends of YVQG may be welcomed to the Sew Day, subject to space available.

Thank you for accepting the Sew Days Committee Chair.

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## **Show and Tell Committee**

**The Show and Tell Committee** is responsible for helping YVQG members and any guests display their Quilt Art to the audience at General Membership Meetings.

The Show and Tell Committee requires only a Chairperson.

At least two (2) volunteer members in attendance at General Membership meetings will be necessary to assist the Chairperson.

The Chairperson is responsible to have the drop cloth (so as to keep the quilts off the floor and clean) which can be found in our cupboard at the Harmon Center and a microphone available.

The Chairperson, when the YVQG President requests, will ask for volunteer helpers, will ask the members to line up, will lay the drop cloth on the floor, and make sure the microphone is on.

It is important for the General Membership to be able to hear as the 'artist' tells name and describes their Quilt Art as the volunteers hold the item(s) up for viewing.

The Chairperson is responsible to ensure the signup sheet goes to YVQG Secretary and to put away the drop cloth.

This Committee requires no budget; however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

Thank you for accepting the Show and Tell Committee Chair.

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## **Slideshow Committee**

The Slideshow Committee is responsible for developing and presenting slideshow(s) using photos submitted by YVQG members of members participating in various activities, classes, or events.

The Slideshow Committee includes the Chairperson and at least two (2) YVQG member volunteers.

Scheduling and budget are to be coordinated with the Publicity Committee/Chair.

The Slideshow Committee requires a separate email account.

The Committee will receive digitally submitted photos from members, will archive, and will generate and present slideshow(s). The Committee will receive from YVQG members all photos in JPEG format. Photos received will not be returned to the YVQG member. All photos received will be kept in a cloud AND a physical digital storage device for historical, archival purposes. The Slideshow Committee reserves the right to choose what photos will be used in generating the slideshow(s).

As the Committee develops and presents slideshow(s), anticipate the following:

1) photos presented are utilized; 2) a slideshow file on a computer will be needed; 3) a computer compatible with slideshow free application templates that the Committee chooses is required; 4) this Committee is responsible for scheduling with the Venue for setups, hooking up, and equipment placement for the regular meeting(s); and 5) they will be asked to generate slideshows for other scheduled events.

When possible, the Chairperson shall serve as a member of the Publicity Committee, coordinate plans with the Publicity Committee, and report to the Executive Board.

Thank you for accepting the Slideshow Committee Chair.

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## Summer Challenge

**The Summer Challenge Committee** is intended to educate, entertain, and challenge Yakima Valley Quilt Guild members during the busy but different summer months by encouraging members to try something new, something portable, or something skill building that is suitable for summer's lifestyle.

The Summer Challenge Committee includes the Chairperson and at least YVQG volunteer.

The Committee will contemplate possible projects sufficiently so it can be presented at the 2<sup>nd</sup> meeting in May. The Committee will provide written instructions or guidelines, as needed, including setting a reveal date early in the fall. If timing permits, submit an article to PieceTalk to encourage participation.

Scheduling is to be coordinated with the Program Committee/Chair and/or the Executive Board.

Thank you for accepting the Summer Challenge Chair.

## **Sunshine Committee**

**The Sunshine Committee** is responsible for gathering information about: 1) YVQG members who may be ill, hospitalized, have suffered a death in their immediate family, or who may have similar circumstances calling for Guild support; **and** 2) honoring of YVQG members on a special wedding anniversary, a special birthday year, the birth of a child or grandchild, or other special celebratory occasions.

The Sunshine Committee is asked to express support and remembrance on behalf of YVQG in the form of cards, flowers, and other appropriate methods. From time to time, the Committee may be asked to circulate cards at a General Membership meeting for member signatures before mailing.

The Committee is responsible for gathering information about members from other members, from the Website or Facebook page if posted by a member, from the newspaper, or other sources. YVQG members will need to be encouraged to inform this Committee when “sunshine” is necessary.

The Sunshine Chair is to ensure that someone from YVQG will deliver flower(s) in a vase to a deceased YVQG Member’s family. This is to be one rose when a current (non officer) member passes or 3 roses for a past or present executive officer.

Thank you for accepting the Sunshine Committee Chair.

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## **Treasure Trunk/Yard Sale Committee**

**The Treasure Trunk/Yard Sale Committee** is designed to be a fundraiser for YVQG held in the years that there is no quilt show.

The Treasure Trunk/Yard Sale Committee includes the Chairperson and at least four (4) YVQG member volunteers. Many member volunteers will be needed for this project’s success.

The Committee will encourage YVQG members to start saving their unwanted cotton quilting fabrics, tools, patterns and so forth. Donated items that may not sell can be given to YVQG members or to an organization that has use for the items.

The Committee will provide YVQG members with a price list, and YVQG members will price their items before bringing them for sale.

The Committee will set the DATE, and secure a location venue with enough space to accommodate sale items, shoppers, and sales people (YVQG members). The location must also have adequate parking.

The Committee will develop and distribute a publicity flyer to YVQG members, as well as coordinate advertising with the Publicity Chair, reaching out to the larger community through email, YVQG Website, posting of Flyers, and social media.

The Committee will create and circulate a signup sheet for sale set up along with the sale day. The sign up sheet should include the shift schedules, as well as space for name and phone number of member. Encourage members to sign-up for all necessary duties related to the sale.

The Committee will arrange for tables and chairs, cash box, any necessary display fixtures, and will be responsible for setting up the venue for the sale day.

**Sale Day Monies:** As the items are sold, record the amount collected. At first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Treasure Trunk /Yard Sale budget line. When possible, the Treasurer will serve as the primary cashier for the sale in cooperation with the Chair.

Thank you for accepting the position of Treasure Trunk Chair.

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## Website Committee

**The Website Committee** is responsible for creating, maintaining, and modifying content of the YVQG website to keep it up to date.

The Website Committee includes the Chairperson and at least one YVQG volunteer.

The Committee will ensure the website includes information about current events, photos of guest speakers and their quilts, upcoming workshops, and any other YVQG events.

The Website committee will work closely with the Chairpersons of other YVQG Committees to promote new and ongoing projects and activities.

The Committee will ensure that charity information and events of interest to YVQG members, both in and out of the area, as well as all forms and contact information for YVQG leadership and other key individuals are kept current.

Advertising purchased by shops and other businesses will be kept current. All advertising is purchased for both Newsletter and Website with the add on option of our Quilt Show program booklet. Advertising funds are collected by the Newsletter chair and are credited to that budget line.

The Website Chairperson shall have access to YVQG email, coordinate plans with the Publicity Committee, and when possible, serve on the Publicity committee.

Thank you for accepting the Website Committee Chair.

## **ELECTED OFFICERS' RESPONSIBILITIES AND EXECUTIVE BOARD DUTIES**

*(copied from our ByLaws)*

Section 1: The President shall preside over all YVQG Executive Board, General Board and General Membership meetings; shall establish the agenda for General Board and General Membership meetings; shall appoint all Committee chairpersons; shall be authorized to co-sign checks and financial documents; shall be the official spokesperson for YVQG; and shall perform all other duties incident to the office.

Section 2: The Vice President shall act in the absence of the President or any officer; shall be authorized to co-sign checks and financial documents in the absence of the either the President or the Treasurer; shall give oversight to the Audit Committee, the Nomination and Election Committee, and the Handbook: Policy and Procedure Review/Update Committee.

Section 3: The Secretary shall maintain accurate written and/or digital records of all YVQG Executive Board, General Board, and General Membership meetings and shall distribute written and/or digital records to members; shall be responsible for preservation of all YVQG books, documents and written and/or digital communications; shall be responsible for all official YVQG correspondence.

Section 4: The Treasurer shall receive and deposit all checks, cash, and credit/debit card income into YVQG's checking and/or savings accounts held in the YVQG approved financial institution; shall receive expense invoices and make disbursements by means of a check co-signed by two of the four Executive Board members authorized to sign; shall maintain financial records in sufficient detail to show the source and purpose of all income and expenses; shall prepare and present to the Executive Board, General Board, and General Membership a simple monthly financial report; shall prepare and present an annual/end-of-year financial report to the Executive Board, General Board and General Membership; shall present all the financial records for review to the Audit Committee and shall be present when financial records are audited; shall maintain on file for seven years to be available upon request by the Internal Revenue Service or the State of Washington the Annual/End of Year Charitable Works and/or Donations Data Report, and shall file the IRS Annual Reporting Requirement Form #990-N for tax exempt organizations.

Section 5: Immediate Past President shall give oversight to YVQG By-Laws for Review and Amendments; and may be available to the Executive Board, the General Board and/or the General Membership for experiential and historical information and advice.

Section 6: The Executive Board shall receive, approve, or reject all Committee Budgets by the first Wednesday of November for inclusion into the YVQG Annual/Yearly Budget; shall receive and approve or reject for payment Committee submitted expenditure invoices; shall approve or reject Committee Budget variation requests.

Section 7: The retiring Executive Board in cooperation with the newly elected Executive Board shall prepare and the newly elected Treasurer shall present at the first General Membership meeting in January the Annual/Yearly Budget.

## **Executive Notes**

After the new board is elected in November, the new and old board are to meet to draft the budget for the new year prior to January's first meeting.

December:

The outgoing Treasurer is to file the State of Washington 501C3 filing along with payment by December 31st.

The newly elected President is to schedule the year's meeting dates with our chosen venue and inform the Treasurer when payment is expected.

The Secretary and Membership Chair coordinate who will be picking up the mail December through February to ensure Membership forms and payments are processed quickly.

The outgoing Secretary is to provide the Bank with the minutes which include our authorized signatures (election results).

January:

The Audit committee, along with the outgoing Treasurer and new Vice President meet to ensure all of our banking records are in order, when possible, prior to our first January meeting,

With the assistance of the outgoing Treasurer, the new board gathers at our bank to update signatures.

February:

The Audit committee presents its report to the General Board for approval.

The President is to carry one of the keys for our storage unit on Castlevale. The 2<sup>nd</sup> key is generally with the Quilt Show Chair. A 3<sup>rd</sup> key is shared between the Fair Chair and the Quilt Show Boutique Chair.

The Secretary (or representative) is to pick up the US mail regularly March – November. Back up PO key is with the President.

The Treasurer, when possible, is expected to serve as cashier at our Bi-annual Treasure Trunk Sale and, when possible, expected to be present for both Quilt Show Days to empty cash boxes, count intake, run change, and make deposits as needed.