

## NOTES FROM THE SCCQG JULY 9, 2016 LEADERSHIP MEETING – Part 2 of 2

### PROGRAMS

Moderated by Colleen Shier, SCCQG Program Chair

#### **Procedure Book -**

(See SCCQG.org under Program Notes for more information on Procedure Books.)

On the job “surprises” duties and responsibilities that were not included in the original job description:

- Location and planning for parties.
- Storage for electronics.
- Housing and entertainment of speakers.

Things that were a surprise to you, make sure to put them in the Procedure Book for the next chair.

#### **Time line**

- Important for setting up hotel and planning activities for speaker.
- How far in advance is recommended to schedule speakers? E.g. SFVQA – 2019 other guilds this year.

#### **Getting the Right Speaker/Workshop for your guild.**

Get INPUT from your guild:

- Take a group of guild members to “Meet the Teachers”.
- Set up a table at the guild meeting with all of the potential speaker’s flyers and their workshops & speaker information with signups sheets. Ask guild members to sign on the sheets below the speakers and workshops they would attend.
- Pass out surveys to members as they came in the door.
- Check with other guilds for their recommendations and scheduled speakers to possibly share travel expenses.

#### **Getting Members to sign up for workshops**

- Display month by month workshop with signups.
- Create a flyer with dates and workshops for the year.
- Have members pay when signing up for workshops – reduces last minute cancellations.
- Price of workshop depends on guild – some vary price per workshop \$25 up to ‘covering cost’ price, while others have a set price for every workshop – average \$30 -\$45.
- Have workshop attendees bring workshop projects to the next guild meeting for show and tell.
- If your guild website has the capability, make it possible for members to sign up and pay through website.
- Offer Guild member specials - If you hostess the teacher your workshop is free, workshop as a door prize.
- Open up attendance to other guilds that are close by.
- Promote, Promote, Promote!

#### **How precise must the contract be?**

- Housing - On contracts will speaker stay in someone’s house (with pets)?
- Have cancellation for workshops in contract or time limit, 30 days, 60 days?
- Access to speaker’s website
- Samples – some speakers are not sending samples – what to do about it.
- Some speakers require the guild to pay for expensive air flight, parking for their car, rental cars – what is reasonable?
- Have guild create a “program chair” email not personal email on contact that stays with the job, not the person.

- Recommendation for a separate contract for sharing speakers with another guild clearly outlining the demarcation of split travel expenses, time, lodging and resources responsibilities.
  - Make sure there's a financial contingency plan if the program or workshop gets cancelled.

### **Examples of guild organization of Program/Workshop chairs.**

One guild has four program chairs, all voting board members, two year terms, two new and two experienced. Their workshop chair is separate and sometimes is included in the selection of speakers and sometimes not, depending on the president at that time. They copy team members on all emails, one person does contracts, and each chair is responsible for their speaker

One guild instead of 2 year requirement for the job has a three year commitment with three people one new, one in 2<sup>nd</sup> year and one in 3<sup>rd</sup> year. That way someone is always being trained and there's someone experienced in the group.

In some small guilds the Program/Workshop person is the same.

### **Non speaker\* or low cost speaker meeting ideas:**

- Quilter's university rotation based on subject for 20 minute rotation, 4-5 stations with printout of demo. Ideas come from show and tell.
- Teach beginning quilters for 6 weeks a couple times a year 1½ hour before meeting.
- Invite fabric or thread, manufacturers, pop up shop, meeting for vendors, what is new at market, gadgets, quilt ideas, Monica beads shop, Batty Lady now sells threads, Sulky has presentation for guilds, specialty backing for embroidery machine, Pincushion Boutique - Sweet Treats, set up trunk show and store for free, Fabric FQ's.
- Sew mile a minute quilts at a meeting.
- Auction.
- Pat Knoechel – Eleanor Burns Sister – free but sold items.
- Local sewing machine shop owner who can talk/demonstrate tuning sewing machines.
- Local chiropractor - how to sit while sewing.
- Tips and techniques, Tools that members use or wasted money on.

### **Speaker Recommendations from attendees**

Sandy Corbin, Ann Turley, Ann Sonner, Candy Glendening, Becky McDaniels, Candiedfabrics.com  
Check with other guilds for their scheduled speakers to share travel expenses.

### **Go to SCCQG under Program Notes for:**

Example of surveys

Examples of contracts

Examples of timelines

\*Ideas for games for non-speaker meetings

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## **RECORDING SECRETARY**

- See - Two handouts – Duties of the Secretary of a Nonprofit Corporation and Sample Minutes Template.
- Minutes are taken at all Board and General Meetings. It is a legal document.
- All minutes need to be approved and kept in a notebook for future reference. Minutes need to be made available when there are questions about past discussions and decisions made.

- The responsibilities of the Secretary should be defined by the By-laws of the guild. Plus, any other duties delegated by the Board.
- The minutes should include accurate documentation of actions at meetings including when, where, how, what, and by whom. The correct wording of motions including the discussion around the motion, who made the motion and seconded it and the action on the motion (carried, failed, tabled, or referred to committee.)The list of officers present or absent and all reports made by whom is recorded.
- It is very helpful is the President forwards the agenda for a meeting to the Secretary to know ahead of time the reports and topics that will be presented.
- The meeting needs to be kept orderly so the Secretary can listen carefully and hear clearly was is being said.
- If there was any reports, by-law changes, treasurer reports, guidelines, or other significant reports acted upon by the Board, they need to be attached to the minutes.
- There was a review about maintaining the minutes, where the Secretary records are saved, and for how long. Guilds should have a clarification as to how they are retained be it in a notebook for each year, posted on a website and/or a possible Cloud account, or other digital sources.
- A question was asked about how to write up the discussion side of items. It was decided that it should be summarized with all significant points and needed details rather than all ideas that was said by everyone. Any absent Board Member or those present should be able to know what was issues were discussed and decisions made at a later time.
- The Sample Minutes template was found valuable as most secretaries were unsure as to how to write them up. Modifications can be made based on the needs and structure of individual guilds.
- The minutes need to be signed by the secretary and dated as to when the minutes the minutes were approved.

## **EVENTS -QUILTS SHOW, TEAS, ETC.**

### **I. Insurance Certificate**

- Before signing a contract for an event venue, find out whether
  - an insurance certificate is required
  - if the facility requires to be named on the insurance certificate
  - immediately order the certificate from SCCQG (\$10 if more than 60 days before the event; otherwise \$25)

### **II. How To Find A Quilt Show Chair**

- Difficult to find a Quilt Show Chair
- Ask previous committee people
- Ask people face to face
- South Bay insists that the Quilt Show Chair have served previously
- If have a neophyte (no previous experience) and well-intentioned volunteer - get a co-chair for them or have them serve on a committee but not a leadership role
- if have co-chairs - have clear division of labor
- Ask specific people in the guild - not just a generic open request to the guild
- Avoid burnout by looking at several past years and asking someone different
- Explain jobs in detail - especially if having co-chairs (San Diego Quilt Show)
- At the wrap up meeting, get a written report to pass on and recruit new people (Orange Grove)
- Quilt Show by Committee - South Bay has 23 people on their committee
- Assess who wants to return at the wrap up meeting and get reports (South Bay)

### **III. Costs Of Setting Up A Quilt Show**

- Discussion re the benefits of using Quilt Show Express which provides sheets and pipes

- Nite Owls Guild has pipes and drapes for hire
- Men folk are getting older and can't be depended on for the hard work of setting up a show

**IV. Promotion and Marketing (San Diego Quilt Show)**

- Do it in house
- Don't hire a firm - the firm went too far outside the targeted area
- Go out to events and other guilds so people put a face to the event
- Publicize quilts on Facebook and/or website

**V. Boutique**

- Have a good inventory and organization re items (Kat Bellue)
- Have sew-in days to make specific items (Orange Grove)
- Request a list of items turned in and indicate on the tags whether the item is to be returned if unsold (TLC)
- Create calendars, checklists and timelines for boutiques (TLC)

**VI. Small guild (Nipomo) having difficulty in getting enough quilts for its show**

- could try cohosting with another small guild (eg, 7 Sisters)
- other small guilds have alternative fundraising events in lieu of a show
  - teas & quilt auctions (Acacia, Orange Grove)
  - tea and tour of 6 sewing studios (Orange Grove)
  - raffles of featherweights
  - raffles of fat quarter boxes

**VII. Quilt Sales - Does The Quilter Make Anything?**

- some guilds assume it is a donation and provide a special show pin for those who donate
- some guilds allow a sign on the quilt in a show indicating it is for sale

**VIII. "EBay" Approach To Silent Auction**

- One quilter reported seeing an "EBay" approach at a Silent Auction
- You could bid in increments or "Buy It Now" for a higher price and get the item immediately