

## GENERAL INFORMATION UPDATED SEPTEMBER 2024

- 1. MEETINGS** The Board of Directors meetings are held monthly and are open to all Guild Members. The regular business meeting of the Guild is the second Saturday of each month.

### **BUSINESS MEETING AGENDA**

Call to Order  
Approval of Minutes  
Treasurer's Report  
Reports of Officers and Committee chairs  
Unfinished Business  
New Business  
Adjournment

### **ACTIVITIES FOLLOWING BUSINESS MEETING**

Announcements  
Door Prizes  
Bring and Brag  
Programs (occasionally before the meeting)  
Class (when scheduled)

- 2. COMMITTEES** The Executive Board may create and dissolve Standing Committees as needed. The Executive Board may also establish Ad Hoc committees. Each committee reports to a designated board member. See Committee Chair relationships with the list of Executive Board.

**STANDING COMMITTEES** Members are encouraged to participate in as many committees as interested.

- a) AUCTION.** This committee plans and presents this biennial fund-raising event. There is a chair and a co-chair.
- b) BRIGHT HOPES.** This committee provides a community service that supplies quilts to local charitable organizations with the prior approval of the 5<sup>th</sup> Vice President for Community Outreach.
- c) COMMUNITY EDUCATION.** This committee provides information to the public on quilts and quilters by presenting demos, lectures, and other programs to schools, churches, libraries, and at public events.
- d) COMMUNITY QUILT ANGELS.** This is a committee founded to receive requests for quilts to be made for community outreach.
- e) LIBRARY SERVICES.** This committee maintains collection of quilt reference materials. Listings are available at Guild meetings, or at the Guild web site ([www.sanantonioquilt.org](http://www.sanantonioquilt.org)). Books may be checked out by members for a specified length of time. Fines are levied for overdue items.
- f) MAGAZINES.** This committee accepts used magazines and books for re-sale.
- g) MARKETING.** This committee promotes GSAQG activities and events by working closely with the Board and committee chairs to create awareness and increase engagement using various communication channels.
- h) MEMBERSHIP.** This committee collects dues, issues membership cards and maintains a membership roster.
- i) PRESIDENT'S GIFT.** This committee provides a quilt top to the outgoing President.
- j) QUILT PROJECTS - QPC.** This committee is the educational arm of the Guild, directed towards helping members improve their quilting skills. It selects patterns for various levels of quilting expertise, instructs the membership in necessary techniques, composes and distributes block kits, and coordinates the completion of each project. Completed projects are for Auction or any other use determined by the Board.
- k) QUILT PROJECTS FINISHING - QPFC** This committee works with sets of blocks, quilt tops, and other donated materials to make "ready -to-finish" kits for quilts and other projects. Completed projects are for Auction or any other use determined by the Board.
- l) QUILT SHOW.** This committee consists of a chair, a co-chair, and chairs of various show divisions. They are responsible for planning and presenting the biennial quilt show.
- m) RETREATS.** There are two retreat committees, one for the winter retreat in January, and another for the summer retreat in June or July. Mini retreats can take place as needed.
- n) STORYBOOKS QUILTS.** This committee maintains a collection of children's storybooks paired with

quilts that are made available to schools, libraries, and museums.

- o) WELCOMING. This committee welcomes guests and answers questions about the Guild. maintains the meeting attendance rosters, supplies guests with nametags and guild information. Members who forget their nametags make a donation to the general fund for a temporary nametag. They coordinate attendance with the membership chair.

### **3. SERVICE POSITIONS**

- a) ADVERTISING. This committee is responsible for the sale of ads in the monthly newsletter.
- b) ARCHIVIST. This chair maintains the Guild's legal and historical records.
- c) BEEKEEPER. The Beekeeper assists individuals in locating Bees and helps to organize new ones. Bee members are not required to be Guild members.
- d) MEMORIAL QUILT. Memorial blocks are made to remember deceased members. The blocks are added to a special quilt displayed at most guild meetings.
- e) PHOTOGRAPHY. This chair takes photos of Bring and Brag, and all other meeting activities for publication in the newsletter and on the web.
- f) BEAUCHAMP QUILT COLLECTION This is the guild's permanent quilt collection.
- g) SECRET PAL. Members are encouraged to sign up for a Secret Pal each January. Secret Pals honor each other with an anonymous gift exchange each month at guild meetings. Identities are revealed prior to the guild's December meeting.
- h) SUNSHINE AND SHADOWS. This committee recognizes personal achievements, illnesses, and family losses in the newsletter and special email to members.

### **4. CONTINUING EVENTS**

These are recurring events that come under the purview of one of the Standing Committees listed above.

- a) AUCTION. This biennial fundraising event is held in EVEN numbered years. Items are donated by the membership, the Quilt Projects Committees, and the Bees. Money earned is used for the Guild's operational expenses.
- b) QUILT SHOW. This major biennial fundraising event is held in ODD numbered years. It is a judged show open to both members and non-members. There may be special displays, vendors, a silent auction, demonstrations and other activities that promote quilting to the public.
- c) RETREATS. The Winter Retreat is held usually in January. The Summer Retreat is held usually in June or July. Mini retreats are local and can be scheduled as needed.
- d) SPECIAL EVENTS. Participation in other special events is subject to approval by the Executive Board. The Board may, at its discretion, submit invitation and/or proposals for such participation to the general membership for approval.

### **6. OTHER SERVICES.**

- a) GUILD TELEPHONE. The Guild telephone number (210-984-6149) accesses voice mail. Calls are screened by the Secretary and referred to the appropriate individual.
- b) BRING AND BRAG. This is an informal show-and-tell at regular Guild meetings when no speaker is present. Members are encouraged to show their work, finished or in progress. The pictures will be available to view on our web site under the services menu.
- c) MEMBERSHIP DIRECTORY. Published annually by the 2nd VP for Information and lists the membership as of the February guild meeting. Updates are published as necessary.
- d) NEWSLETTER. The newsletter is published monthly to provide the membership with information about Guild activities. Active members will receive an email containing a link to the newsletter which can be accessed on the website. Content to be published in the newsletter is due one (1) week following the general business meeting.
- e) PROGRAMS. Quilt-related programs are presented in conjunction with the business meeting.
- f) INTERNET PRESENCE The guild maintains a WEBSITE. This website provides current information on special events, programs, services and community education. It also contains the guild General Information, Policy Statement, Bylaws and Job descriptions. Access the web page at: <http://www.sanantonioquilt.org> The guild maintains a social media page(s) to publicize general information.