

## GENERAL INFORMATION UPDATED NOVEMBER 11, 2017

- 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

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.
- 3. STANDING COMMITTEES** Members are encouraged to participate in as many committees as interested
  - 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) AUCTION.** This committee plans and presents this biennial fund raising event. There is a chair and a co-chair. Usually, the co-chair becomes chair of the next Auction.
  - d) BEE KEEPER.** The Bee Keeper assists individuals in locating Bees and helps to organize new ones. Bee members are not required to be Guild members.
  - e) 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.
  - f) 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.
  - g) LIBRARY SERVICES.** These two committees maintain an extensive 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 and DVDs may be checked out by members for a specified length of time. Fines are levied for overdue items.
  - h) MAGAZINES.** This committee accepts used magazines and books for re-sale.
  - i) MEMBERSHIP.** This committee collects dues, issues membership cards and maintains a membership roster.
  - j) MEMORIAL QUILT.** Memorial blocks are made to remember deceased members. The blocks are added to a special quilt displayed at most guild meetings
  - k) PHOTOGRAPHY.** This chair takes photos of Bring and Brag, and all other meeting activities for publication in the newsletter and on the web.
  - l) BEAUCHAMP QUILT COLLECTION** This is the guild's permanent quilt collection.
  - m) PRESIDENT'S GIFT.** This committee provides a quilt top to the outgoing President.
  - n) COMMUNITY QUILT ANGELS.** This is a committee founded to receive requests for quilts to be made for community outreach.
  - o) 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.
  - p) QUILT PROJECTS FINISHING - QPFC** This committee's works with sets of blocks to make finished tops. Completed projects are for Auction or any other use determined by the Board.
  - q) QUILT SHOW.** This committee consists of a chair, a co-chair and chairs of various show divisions. The co-

chair becomes the chair of the next Quilt Show. They are responsible for planning and presenting the biennial quilt show.

- r) 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
- s) SAVE OUR STORIES. Records oral histories of quilters and their quilts. Photos and transcriptions are forwarded to The Quilt Alliance.
- t) 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 luncheon.
- u) SIGN-IN. This committee maintains the meeting attendance rosters, supplies guests with nametags and guild information. They also collect "missing nametag" fines and introduce guests at the business meeting.
- v) STORYBOOKS QUILTS. This committee maintains a collection of children's storybooks paired with quilts that are made available to schools, libraries, and museums.
- w) SUNSHINE AND SHADOWS. This committee recognizes personal achievements, illnesses, and family losses in the newsletter and via email to members.
- x) WELCOMING. This committee welcomes guests and answers questions about the Guild.

#### **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) HOUSTON BUS TRIP. The Guild charters a bus to take members to the International Quilt Festival in Houston each year. This is a self-supporting activity and is done only when enough members register to fill the bus.
- c) 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 are also special displays, vendors, a silent auction, demonstrations and other activities that promote quilting to the public.
- d) RETREATS. The Winter Retreat is held over a weekend, usually in January. The Summer Retreat is approximately one week long, usually in June or July. Mini retreats are local and can be scheduled as needed..
- e) SPECIAL EVENTS. Participation in these and 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.

#### **5. 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 each regular Guild meeting. Members are encouraged to show their work, finished or in progress. On meetings there is an outside speaker please show only one item. 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 January guild meeting. Updates are published as necessary.
- d) NEWSLETTER. The newsletter is published monthly to provide the membership with information about Guild activities. Read on the website or a paper copy is available by paid subscription as you pay your dues.
- 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 policy & bylaws. The newsletter is published here and provides email access to the guild. Access the web page at: <http://www.sanantonioquilt.org> The guild maintains a Facebook page with general information.