

Cobblestone Quilt Guild Guidelines

Revision: July 14, 2020

These administrative guidelines are a board approved information and procedures document that are within and do not supersede any of the Bylaws. Changes to these guidelines are the responsibility of the Board.

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Purpose

The purpose of these guidelines is to provide guidance for current and future members and leaders in perpetuating the activities of the Guild and have a central document that builds on the foundation of the bylaws. The Board of Directors is tasked with ensuring that future changes to this document are in strict compliance with the bylaws.

About us and our Activities

Cobblestone Quilters Guild (CQG) is centric to the beautiful, historic, Charleston, South Carolina region. Our goal is to promote and preserve the art and history of quilts through education of its members, to inspire community involvement, and have fun.

The activities of the Guild include but are not limited to:

- Monthly meetings with informative and entertaining speakers, as well as "Show and Tell" to spotlight Guild members' work.
- Workshops presented by regional, national and international teachers featuring a variety of quilting techniques.
- Monthly newsletter.
- Website (<https://www.cobblestonequilters.com>) with up to date information about Guild activities.
- Community service and Guild projects.
- Quilt Show.

Guidelines for the above activities are presented in more detail in the following sections.

Meeting Guidelines

General Meetings:

- General meetings are held on the second Thursday of each month, January through October, and December at a location determined by the Board of Directors.
- General meetings include a business meeting to transfer information, to vote on Guild business brought before the membership, to share the joy of quilting, and to learn through an informational program.
- In the event of inclement weather on the day of the meeting, CQG will follow the Charleston area Schools schedule. If schools are closed due to bad weather, CQG will not have a meeting. If the school opening is only delayed, the Guild will meet at the usual time.
- The November and December meetings may be combined in a holiday meal, alternating yearly between lunch and dinner as determined by the membership.
- Retail businesses (shops and/or internet) may not advertise or sell products at Guild meetings unless they are the guest speaker or have been approved by the Board. The Board may approve to cover any instance of the Guild having a function/meeting where having business vendors would support the fund-raising goals of the Guild. (Example is flea market type settings where admission is charged, or the vendors pay for the space sponsored by the Guild).
- Meeting schedules and a listing of speaker's names may be found on the website and in the newsletter.
- Members may rent a table to vend non-commercial quilting related items on a space available basis. Table rental rate is currently \$10 and is coordinated by Ways and Means.

Board of Directors Meetings:

- Business of the Guild is conducted at Board meetings. All Board meetings are open to members, and members may add an item to the agenda by contacting the President prior to the meeting.

Guests and Guest Fee:

- A guest may attend one meeting without incurring a guest fee.
- At the second meeting attended as a guest, a guest fee of \$5 will be assessed.
- After a guest has attended two meetings, they must become a member of the guild to continue attending Guild meetings.

Membership Guidelines

General Membership:

- Annual dues are \$40, due in January. Dues for new members are pro-rated after July 1st to \$20. Persons who have been a member at any time within the previous three years are not considered a new member and are not eligible for pro-rated dues.
- Non-monetary service awards in the form of paid CQG workshops or guild dues may be made to members for service to the Guild. No award may be given that does not comply with the Guild bylaws section 1.04.

Junior Membership:

- CQG junior membership category is open to young persons as defined in the Bylaws.
- A junior member must be sponsored by a Guild member in good standing.
- Annual junior membership dues are \$10; annual renewal by March 1.
- Junior members will be so designated in the CQG Directory.

Responsibilities of Members:

The success of the Guild depends on the participation of each member.

To make the Guild fun and successful, it is an expectation that members participate in at least one of the following activities:

- Participation in at least one Guild activity or Guild service project.
 - Participation in an activity supporting the Quilt Show.
 - Participation in Guild fund-raising activities.
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Community Outreach Guidelines:

The Guild (either as a whole or as individual members) participates in several projects. These projects provide quilts to members of the community, educate the community about quilting and provide special exhibits of members' quilts. Quilts for the community have included Habitat for Humanity, multiple programs at local hospitals, Project Linus, Local Pet Shelters, etc.

General:

- Quilts and other Guild projects will be made for charitable organizations and supported Guild projects as deemed appropriate.
- Monies and/or materials are available to individuals and splinter groups to make community quilts under the auspices of the Guild pending approval by the Community Outreach committee chair.
- Any supplies donated to the Guild are to be used for Guild projects only and not retained for personal or other use.
- Any outside organization desiring to solicit our membership for help must make that request to the Community Outreach Chair or Board member.

Quilt Show

The Quilt Show is a judged, non-juried show held (annual or biennial as determined by the Board) to exhibit quilts and to educate and inspire attendees with the tradition, art and beauty of quilts. The competition is open to any quilt maker. More information about entering a quilt is available on the Guild's website.

- The name of the Cobblestone Quilters Guild show is "A Celebration of Quilts"
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Standing Committee Guidelines

Membership Committee:

- Collect registration information from new members and information updates from existing members for inclusion and updating of the Guild roster.
- Introduce all new members and guests at the meeting to the Hospitality committee.
- The Membership chair should communicate any changes to the roster to the Communications chair. The current roster is used by the newsletter editor for information to include in the monthly newsletter (birthdays). The current roster is used by the webmaster to update the roster on the website for the members.
- The guest fees and dues collected at meetings will be passed to the Treasurer.
- The chair should inform the Secretary of the attendance, and the names of new members and guests for inclusion in meeting minutes. It is recommended that this be in written form to the Secretary and not rely on open meeting wide announcements to avoid errors.
- The Membership chair will serve as a moderator/admin on the Guild Facebook Group page (<https://www.facebook.com/groups/cobblestonequilters>), and maintain the privacy of the page for members only.

Communications Committee:

Newsletter:

The Guild's newsletter provides members with news of local and regional quilting activities and a record of Guild business. It is available online.

- Members may submit material for inclusion in the newsletter (articles, photos, non-commercial for sale ads) to newsletter@cobblestonequilters.com
- Members may submit advertisements, for quilting or sewing related items, free of charge for non-commercial purposes.

The newsletter may be used to advertise commercial enterprises when the board approved advertising fees have been paid.

Current Advertising Rates:

<u>Size</u>	<u>Rates</u>	
Business Card	\$10/Mo	\$100/Yr
1/4 Page	\$15/Mo	\$150/Yr
1/2 Page	\$20/Mo	\$200/Yr

- The advertising fees may be paid online on the Guild website.
- The paid advertisements will be included in both the newsletter, and the Guild website.
- The Board may approve compensation for commercial enterprises in recognition of their support to the Guild. Support from commercial entities must be for the benefit of the Guild as a whole, not to individual members. Such compensation may be in the form of discounted or free advertising.

Website:

The Guild's website, <https://cobblestonequilters.com>, provides a wealth of information about the Guild.

You may contact the webmaster directly at webmaster@cobblestonequilters.com

The website will include:

- A list of officers and committee chairs.
- Membership information and forms.
- Listings of all Guild activities, including workshop, meetings, affiliated Splinter groups, and Guild projects.
- By-Laws
- Guidelines
- A means to contact the Guild.
- Local and regional resources for quilters, which may include listings of quilt-related commercial services from members
- Nonmember names and/or links, which are limited to quilt show sponsors contributing a minimum dollar amount to be set by the Quilt Show chair.
- Quilt Show information and volunteer opportunities.

- Archived copies of the newsletter for the previous 12 months at a minimum.
- Catalog of Workshops and a means to sign up and pay fees online (shopping cart).
- A method for members to pay for annual membership dues online.
- The Webmaster will be the liaison to the Board for any new web pages and for most changes.
- All updates and editing changes will go directly to the Webmaster.

Bits and Pieces:

Collect, obtain, and get information that may be of interest to guild members from various sources. Make information available to membership at general meetings and Communications committee

Community Outreach Committee

- The Community Outreach Chair will coordinate the activities of the committee and report to the Board.

Special Committees of Community Outreach:

Appointees/volunteers will serve as chairs or coordinators of these special committees and will be a part of the Community Outreach Committee as advisors to the Community Outreach chair.

Coastal Carolina Fair:

Coordinate with Coastal Carolina Fair to promote the Guild through exhibits, prizes, brochures, membership information, donations, etc. The chairperson will solicit members to volunteer for this multi-day event.

Program Committee

The Program Committee will:

- Plan all meeting presentations, classes, workshops, and speakers.
- Negotiate all contracts with presenters, teachers, and speakers and ensure contracts are within the Guild annual budget limits for programs.
- Secure the space/venue for the workshops.
- Be responsible for setup and close of the workshop space/venues.

- Be responsible for the inventory, maintenance, and storage for the Guild owned audio-visual equipment.
- Inform the Communications committee for program inclusion in the newsletter, website, and Guild calendar.
- Manage the signup lists for all classes and workshops.

Special Committees of Programs:

Appointees/volunteers will serve as chairs or coordinators of these special committees and will be a part of the Programs Committee as advisors to the Program chair.

Block-of-the-Month program coordinator.

Choose and coordinate Block-of-the-Month project, sign ups, collection of monies as necessary, publicize at general meetings and media.

Un-Finished Object (UFO) program coordinator.

Coordinate program for membership regarding unfinished projects, sign ups, and publication at Guild meetings/media.

Quilters-Day-Out program coordinator.

Coordinate the sewing day, announce at general meeting/media, secure location and manage sign-ups, choose pattern and provide supply list of needed materials, and cost to members.

Annual Beach Retreat coordinator

Responsible for securing location, collection of monies, publication of information regarding retreat to membership via Communications committee, sign-ups, publicizing event at general meetings/media and coordination of the event.

Scholarship coordinator

Provide scholarships to guild members in need of financial covering so that no member will do without. There are scholarships available for both workshops/classes. All scholarships are strictly confidential between the member and the scholarship coordinator.

Hospitality Committee

The Hospitality Committee will:

- Provide new members with Welcome Packets.

- Provide guests with informational brochure about the Guild.
- Recruit guild members to be Ambassadors to help guests and new members feel welcome at the meetings.
- Recruit guild members to assist new members as they become acquainted with the Guild and answer any questions that may arise.
- New members will be assigned a mentor, if desired.

Special Committee of Hospitality:

Appointees/volunteers will serve as chair or coordinators of these special committees and will be a part of the Hospitality Committee as advisors to the Hospitality chair.

Tea and Sympathy

Mail greeting or sympathy cards as appropriate to members and/or family of members in the event of death, birth, illness, or any other event deemed necessary.

Ways and Means Committee:

The Ways and Means Committee is responsible for raising funds to support the annual budget of the Guild.

General:

- Fundraisers at the Quilt Show such as Silent Auction, cookbooks and other fundraising ideas should be considered and coordinated with the Quilt Show Chair.
- The Ways and Means Chair should consider the viability and productivity of each fundraising idea.
- Silent Auction, cookbooks and other fundraising ideas are being used as examples only. All suggestions and ideas should be brought to the table and considered.
- It is recognized that opportunities will change from year to year.

Special Committee of Ways and Means:

Appointees/volunteers will serve as chair or coordinators of these special committees and will be a part of the Ways and Means Committee as advisors to the Ways and Means chair.

Quilters Treasures

Quilters Treasures is Responsible for collection of donations, gathering money for tickets, selling of raffle tickets, selection of winning tickets and treasures. Items will be displayed at meetings. Money collected will be given to Treasurer for Scholarships. Cost of raffle tickets will be determined as needed.

Opportunity Quilt Coordinator

- It is the responsibility of the Ways and Means Chair to recruit the Opportunity Quilt Coordinator(s) (OQC) to oversee the Opportunity Quilt Project(s).

Opportunity Quilt Guidelines:

- The OQC will see that the Opportunity Quilt is appraised prior to its first public showing.
- It is suggested that the Ways and Means Chair and OQC interface with the Quilt Show co-chair to understand the theme of the following year's quilt show so that a design reflecting the theme of the show might be considered.
- The OQC will check for copyright/publishing issues, especially if the design is from a kit/book/pattern/block of the month etc., before starting quilt. If permission from the design source is required for the Guild to make a profit from this item, publish images, etc., the coordinator will be responsible for obtaining required permissions in writing.
- The Vice-President, when putting together her/his budget, should confer with the Ways and Means Chair, consider past expenditures, and incorporate expenses for the Opportunity Quilt into the budget, keeping in mind the current costs of machine quilting a bed size quilt. The Ways and Means Chair and the OQC must be diligent in working within the budget and be aware of the options of donated fabric, etc.
- The Opportunity Quilt Coordinator(s) should be diligent in securing donated supplies, if possible, to be used in quilt fabrication, etc. Any donations received and/or services received should be given recognition in the Quilt Show Program and on the CQG Website as "Opportunity Quilt Donor."
- When considering machine quilting services, please note: Cobblestone Quilters Guild, Inc. By-laws Article I, Section 1.04 states: *"No part of the net earnings...shall inure to the benefit...of its members except...to pay reasonable compensation for services rendered."*
- The Opportunity Quilt is the property of the Cobblestone Quilters Guild. Possession should be maintained for promotional availability, i.e. exhibiting in local quilt shops, selling tickets at area quilt shows when allowed. The Ways and Means Chair and the OQC should diligently search for exhibiting venues. The quilt may be photographed, and that image used as advertising for the Quilt Show.
- In the instance where the Opportunity Quilt is left at a venue such as a quilt shop, gallery or tourist center and out of control of the OQC and the CQG, an agreement should be signed by the OQC and the director of the venue. The agreement will state how long the quilt will be exhibited, the range of

numbers on the tickets left at the venue, and how the ticket sales dollars are to be collected. The agreement will also state that, as the quilt is left in the charge of this venue, the director and venue operators are to be diligent in the safe keeping of the quilt. The agreement may also include information about insurance coverage.

- The OQC will submit all expenses as directed by Ways and Means Chair. The option of direct submission to the CQG Treasurer with a copy to the Ways and Means Chair should be considered.
- The size of the quilt should be determined by the OQC and the Ways and Means Chair. It is suggested that lap to small queen be seriously considered as historically they are best received by the public.
- The Opportunity Quilt Coordinator will have the honor of naming the quilt. If the theme of the quilt show is reflected in the Opportunity quilt, the name of the quilt might also reflect that theme. A label will be secured onto the back of the quilt with Quilt Name, names of designers and fabricators, names of Opportunity Quilt Donors and, if machine quilted for a fee, "Professionally quilted by:" ". A hanging sleeve in keeping with the rules and regulations of the Quilt Show will be attached to back of quilt. The Opportunity Quilt will be presented to the Ways and Means Chair by a deadline negotiated between the OQC and the Ways and Means Chair. The Ways and Means Chair will have tickets printed and sorted for distribution at this time.

Quilt Show Committee:

- Selection of the Quilt Show Chair:
 - (a) The Quilt Show Chair will be a multi-year commitment: first as co-Chair, second as Chair and third as Advisor.
 - (b) The co-Chair will assist the Chair in the planning for the next show. Following the show, the co-Chair will become the Chair for the next show, the outgoing Chair will continue in an Advisory role, and a new co-Chair will be chosen.
 - (c) The co-Chair is to be selected by a committee chaired by the Vice-President. It is recommended that the committee members include the current co-Chair and a previous Quilt Show Chair.
- A list of potential candidates to be the Quilt Show Chair shall be compiled by the committee.
- The Quilt Show Chair's term is to be from the end of the previous show to the end of the next show. If the show is biennial, this is a two-year commitment, if annual show, a one-year commitment.
- The Quilt Show Chair is responsible for establishing and following the timeline in the production of the Quilt Show.
- The Quilt Show committee will include the immediate past Quilt Show Chair. The Quilt Show Chair is strongly encouraged to call on former chairs for advice and information to maintain consistency in standards.

- The Quilt Show budget is included in the Annual CQG Budget as a separate line item. The Quilt Show budget shall show an income that is greater than expenses.
- The venue for the show must be affordable and within the Quilt Show budget.
- In general, sponsorship money up to the advertised amount of prize money should be distributed as prizes at that year's Quilt Show. Sponsorship money in excess of the advertised amount may be utilized to cover other Quilt Show expenses.
- The Guild may budget prize money for the Best of Show quilt, should the funds be needed.
- Any changes in fees - quilt entry fees, Quilt Show admission fees, commission fees - require approval by the Board of Directors.
- CQG members that work on any show committee will receive free admission to the show.
- CQG members that work at the show for a minimum of two hours will receive free admission to the show on the day that such work is accomplished.
- The quilt entry fee for CQG members will be \$10 per quilt. The quilt entry fee for non-members will be \$20 per quilt.
- Fundraising efforts by outside groups are not allowed at the Quilt Show unless approved by the Board.

Workshop Guidelines:

Registration:

- Members may sign up for workshops beginning three months prior to the workshop by any of the following methods:
 1. Mail the registration form, available on the Guild website, with payment of the workshop fee to the Workshop Chair.
 2. Present the registration form and payment of the workshop fee to the Programs Chair at a Guild meeting.
 3. Pay for the workshop fee and register online via the guild website.
- When the registration fee has been paid, the participant will receive confirmation of the workshop location and other pertinent information. The supply list for each workshop shall be available on the Guild's website under "Workshops".
- If a workshop is not filled by the end of the first month of registration, the Programs Chair may advertise and accept registrations from non-members. There is an additional charge of \$15 per day for non-Guild members.

Cancellation Options:

- When a workshop participant is unable to attend the class:
- If the Workshop Chair is notified at least 14 days prior to the class, the workshop fee will be refunded.
- If notice is given to the Workshop Chair within 14 days of the class, the workshop fee is not refunded unless a replacement can be found, using the following priority - 1. From the wait list that the Workshop Chair maintains, or 2. If there is no wait list, from a referral by the participant who is cancelling.

Workshop Scholarships:

- Scholarships may be granted to members in good standing. The scholarships are to be completely confidential and negotiated between the Scholarship coordinator and the member only.
- Members who wish to apply for a scholarship may submit a request for consideration to the Scholarship coordinator.
- A member who wishes to nominate another member for a scholarship may present a request to the Scholarship coordinator. Scholarship nominations on behalf of another member will be confidential between the nominator and the Scholarship coordinator.

Splinter Groups

Splinter groups meet regularly; see the Guild website and newsletter for details.

- The Guild acknowledges affiliated Cobblestone splinter groups and will continue to extend, as a courtesy, recognition in newsletters and social media.
 - The Guild can provide financial and/or property items to support a splinter group project that promotes the CQG goals. A splinter group should contact the board for consideration.
 - Membership in a Splinter group does not in itself constitute membership in the Guild. Guild membership is open to all and is governed by section 2 of the bylaws.
- It is expected that greater than 50% of their group will be members of the Guild.

- Splinter groups and the Community Outreach Committee may assist each other in support of local charitable groups and projects.

Current Affiliated Splinter Groups:

Duck Ditch Quilters (Summerville - daytime): The Duck Ditch Quilters normally meet the third Tuesday of each month. Contact: Sheila Moore (smoore1320@yahoo.com), Marcie Vyse, (843) 906-8375, or Correen Rooney (gardenloon@aol.com)

Friendship Quilting Group (Hanahan - daytime): Meets at the [Hanahan Senior Center](#), 3100 Mabeline Road, Hanahan, from 11:15 to 5pm EVERY FRIDAY, except holidays when the center is closed. For more information, Contact Enid Edgeworth, 843-747-5370

Night Heron Quilters (Kiawah & Seabrook – daytime): Meets the 1st Thursday of each month from 1:30 – 3:30 p.m., rotating among our members’ homes on Kiawah and Seabrook Islands throughout the year. For information, please email, putting “Night Heron Question” in the subject line. Kathy Cassidy, KMCassidy@comcast.net, 843-768-4658

Indigo Quilters (Mt Pleasant – evening): Usually Meets on the third Tuesday evening at 7 pm. We always have fun with Show and Tell, and usually have a brief presentation of a technique, tool or quilting idea. If you are new to the East Cooper area and looking for a splinter group that meets at night, keep us in mind. We meet on the 3rd Tuesday of the month at the Heritage Trust Credit Union on Coleman Blvd. Katy Sheehy, 843-881-0404 or ksheehy@comcast.net

Patchwork Gals (Mt. Pleasant – daytime): We normally gather on the 3rd Thursday of each month from 10:00 - noon-ish at the Longpoint Subdivision amenity center ([251 Mount Royall Drive, Mount Pleasant](#)). We usually have a short demo. Members are encouraged to bring their Show N Tells as well as any new projects to share. **NEW!!!** Sew Days at the new Wando Mt. Pleasant Library ([1400 Carolina Park Boulevard](#)) on the first Thursday of the month from 11 to 3pm. Bring your own project and sewing machine. Quilters and “wanna-be” quilters are welcome! For more info, please contact Patti Gramling, pgramling22@comcast.net, 843-367-6970.

Quilt ‘N’ Friends (Summerville - daytime): Our meetings are **Wednesdays from 10 AM to 3PM** at [Stallville Methodist Church 255 Stallville Loop, Summerville, SC](#) - behind the BI-LO store between Trolley Rd. and Bacons Bridge. All quilters, new or experienced are welcome to join us for fun and fellowship. No officers or dues, just fun and fellowship plus doing good things for the community. For more info, contact: Kathleen Higbee, higbee1995@gmail.com or 843-771-9342

Financial Policies and Procedures:

General:

- There are no IRS rules concerning the amount of funds a non-profit 501(c)(3) organization can maintain in its accounts. The Guild's funds must be used for charitable and educational purposes as stated in the By-laws Article 1, Section 1.03.
- Compensation for Guild members is detailed in the Guild bylaws Article I, Section 1.04.
- Whenever a check made out to the Guild is returned unpaid, the person who wrote the check shall be responsible for reimbursing the Guild for any returned check charges incurred by the Guild.
- Only CQG members in good standing may handle CQG funds at Guild events including the Quilt Show.
- Expenses not included in the Annual Budget and exceeding \$500 are to be approved at a general membership meeting.
- Expenses not included in the Annual Budget and less than \$500 may be approved by the Board.

Financial Year for the Guild:

The financial year for the Guild is January 1- December 31. All monies budgeted in a fiscal year are available for the entire year. An audit will be completed by February 1 of the new fiscal year. All accounting records are available to members with reasonable notice to the Treasurer.

Office of Guild and Registered Agent:

The current registered agent for the Guild is Karen Kendo, 743 East Main Street, Harleyville, SC 29448

Per Diem for Speakers, Workshop Leaders, and Judges:

- Per Diem for lodging, meals, and mileage will be at the current rates designated by the IRS.
- The host/hostess may be compensated at the same rate as the guest for meal expenditures when dining out and for any direct expenses incurred in support of the scheduled program or class. The host/hostess will submit the current reimbursement request form to the Program Committee for accounting in the Programs budget. The Program chair will submit the reimbursement request to the Treasurer.

Annual Budget Guidelines:

- The Annual Budget is prepared by the Budget committee in accordance with section 5.08 of the bylaws. The resulting budget will be submitted to the Board for discussion and approval.
- The Treasurer will provide the Guild financial information to the Budget committee to assist in the formation of the annual budget.
- Following approval by the Board, the Annual Budget is presented for review by the membership in the newsletter and for approval by the membership.

Guild Support:

Historian:

Maintains the historical records of the guild such as documents and photos.

Miscellaneous:

The Guild PO Box is physically located at the US Postal facility on Cross County Road. The President and the Membership Committee chair have the keys to the PO Box.

Recommended Timeline

January

- Financial Audit-of all Guild funds
- Annual Budget Created
- Turnover Board Meeting
- Renew PO Box

February

- Budget approval-vote by membership

March

- Officer Insurance Policy due
- General Membership Insurance Policy due
- Quilt Show

April

- Taxes filed

May

- Non-Profit status renewal

June

July

August

September

- Form Nomination Committee

October

- Present Slate of Officers for upcoming year to the membership.

November

- Election of New Officers

December

- Installation of New Officers
- Book meeting location/venue for upcoming year

2020 Board of Directors

(18 members)

Elected Officers

President	Vice President	Secretary	Treasurer	Past President
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Standing Committees

Membership <ul style="list-style-type: none">• Chair	Community Outreach <ul style="list-style-type: none">• Chair	Programs <ul style="list-style-type: none">• Chair• Block of the Month• UFO challenge• Scholarships	Quilt Show <ul style="list-style-type: none">• Chair• Co-Chair	Ways and Means <ul style="list-style-type: none">• Chair• Quilters Treasures	Communications <ul style="list-style-type: none">• Newsletter• Webmaster	Hospitality <ul style="list-style-type: none">• Chair
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