



Common Threads Quilt Guild Committee Duties And Guidelines Handbook

Dated: 10/22/2018

**May all your ups and downs in life
be with a needle and thread**

Website: www.CommonThreadsQuilt.org

Facebook: Common Threads Ohio Quilt Guild

Roster: Contact Membership/Welcome Committee

Established 2000

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*update changes noted in red (October 2018)

A. General Information – Applies to All Committee Chairpersons

1. Guild Income and Expenses:

- a. Income: Dues; Activity fees, i.e. Challenge, Mystery Quilt; Bus Trip; Garage Sale; Retreats; Ways & Means (potlucks); Quilt show (raffle quilt and raffle baskets) - after expenses.
- b. Expenses paid from income: Rent; Insurance; Speaker fees (including speaker deposits); Workshop fees; Bus Trip fees; Challenge prizes; Committee fees; Retreat fees; Supplies; Website; President's quilt.

NOTE: All expenses requesting reimbursement must have a completed expense form and have supporting detailed copy of receipts attached.

2. Responsibilities:

- a. Establish a proposed budget for each respective committee by December each year, and send it to the Treasurer for approval from the Executive Board. A reasonable overage amount is permitted to allow for unexpected expenses.
- b. Operate within their approved budget.
- c. All Chairs shall maintain notebooks which contain their job description, committee budget, and these shall be updated as needed. Members holding the chair of a committee must be over the age of 18 and be a member in good standing for at least one year. Notebooks are passed onto next recipient at end of term.
- d. Provide status and updates at each monthly guild meeting; or, ask the President to make a short announcement for simplification.
- e. Be available prior to and after meeting for sign-ups. If you can't be there, assign a delegate.
- f. Review the information regarding your committee on the website, the handbook, and notify the President if corrections are needed.
- g. Provide the Secretary/Historian information to publish in the monthly newsletter concerning your committee each month.
- h. The committee chair is encouraged to name a co-chair to assist with committee activities.
- i. Forward attendee list to the Welcome/Membership chair to verify the attendees are members of the guild prior to the event. All attendees must be paid guild members; if not, they must join the guild prior to the event.

- j. The guild by-laws are available on the website under the “About Us” heading. Please familiarize yourself with them.
- k. Have each participant at guild activities fill out a medical form to be used “in case of emergency” and place under their respective sewing machine.
- l. Communicate all committee activity plans with President.
- m. Forward all funds collected as received to the Treasurer along with a completed deposit form.
- n. Any remaining funds from an event to be deposited into Guild General Fund.
- o. Anyone attending a guild event that requires fees be paid (including event coordinator, committee members, board members) are responsible to pay all activity fees related to an event including but not limited to workshop fees, retreat registration fees, etc.

B. Committees

1. Bus Trip:

The bus trip usually occurs in the middle of July and covers several states either East, West, North or South of us. We usually travel Thursday through Saturday. The trip includes between six to nine quilt shops, good restaurants and quilting fun.

- Responsible for organizing the bus trip.
- Responsible for contacting bus companies.
- Communicate with the bus driver before and during the trip.
- Determine cost of trip by estimating the bus charge, hotel, meals to be included, door prizes and any other expenses to be paid by the attendees.
- Organize resources for door prizes such as donations by quilt shops or members, or include a set fee in the trip cost to cover these expenses. This needs to be done to determine the cost per attendee.
- Collect FULL payment from all members (including event coordinator, committee members, board members) attending ensuring they are a current paid member.
- Forward all funds collected promptly to Treasurer along with a completed Deposit form.
- Communicate trip information and open seats at each guild meeting.
- Maintain waitlist as necessary. Determine date beyond which no refund will be provided unless a substitute is acceptable to roommate.
- Recruit other guild members as volunteers to help complete tasks before and during the trip.

- To arrive at an attendee's costs:
Total the expenses for the bus (gratuity included-per bus company), hotels, any meals provided, door prizes or hand-outs, and other miscellaneous expenses.
Divide the total cost by the number of expected attendees.
- The deposit for the bus is usually paid at the end of the prior year.
- Arrangements need to be made in advance with the Board for any expenses that will occur during the trip (meals ordered in advance, hotel, signatory authority for contracts, etc).
- Any remaining funds from event to be deposited into Guild General Fund.
- Review invoices submitted to Treasurer for payment.
- Follow up with Treasurer to confirm no concerns for invoices submitted.
- Submit budget to Board in December for upcoming year.

2. **Challenge:**

A “quilty” challenge is a project that lets you use your creativity and imagination. The challenge is presented to the members with a theme and parameters.

- Think of a new Challenge each year.
- Present it to guild in March.
- Plan reveal in November or appropriate month.
- Collect entry fee (generally \$5 per entry) for members that register for the challenge.
- Determine categories for prizes (2 or more).
- No more than 50% of the money collected can be spent on prizes/expenses.
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Any remaining funds from event to be deposited into Guild General Fund.

3. **Dog/Cat Beds:**

Guild members can make dog and cat beds for local Shelters. The beds need to be constructed of a substantial material on the outside and stuffed with fabric and batting scraps.

- Remind members at the guild meetings to make the beds and bring them to the meetings.
- Deliver beds to the Shelter.
- Dog beds can be made for all sizes of dogs.
- Cat beds should be small.
- No pins or sharp objects are to be inserted in the stuffing.
- No loose threads animal could get caught in or choke on.

4. Equipment:

- House equipment owned by Guild.
- Disburse equipment as needed to be used at Guild functions to designated representative/and or location as negotiated.
- Maintain checklist of items disbursed and to what Committee or Event using the equipment.
- Maintain inventory.

5. Facebook:

- Maintain website as a “closed” group
- Add availability for new members to access site when notified from Membership/Welcoming

6. Garage Sale:

The Garage Sale within the guild takes place in the opposite year of the Quilt Show (odd years). Goods are donated to the guild.

- Communicate with the members at guild meetings to bring garage sale items.
- Find someone who can store the items until the sale.
- Members may price goods to be sold, however, it is not necessary to price books, patterns as they will be bulk priced.
- Fabric is sorted and priced by the piece if large, or by bundles.
- Set up sale prior to the guild meeting so as not to cause disturbance during the guild meeting.
- The night of the sale, arrive early.
- Solicit help as needed from other guild members.
- Assign someone to run the “cash register” during the sale.
- Proceeds from sale are announced at the guild meeting.
- Unsold items to be given to local charity (Goodwill, etc.)
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- All proceeds are deposited into Guild General Fund.

7. Membership/Welcoming:

This committee serves as a welcoming committee to greet members and guests as they enter the monthly meetings, be available to guide new members, and answer questions about the guild.

- Arrive at the guild meetings a little early to be there as members arrive.
- Make sure new members and guests feel welcome, answer their questions, and direct them to the website for the Member Handbook.
- Announce guests and new members during the meetings.

- Provide new members with a new member kit which includes: materials to make name badge, information on how to access our website, welcoming committee email addresses, and roster password.
- Initiate and complete the annual membership drive (January & February).
- Collect FULL dues at the time membership is confirmed.
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Make sure that membership cards are printed and distributed.
- Maintain/Update the member data base (per MailChimp).
- Notify Facebook coordinator any new members in order for them to gain access
- Ensure someone is heading up the “social sew-ins”.
- Turn in expense forms requesting reimbursement for:
 - Temporary paper name tags. (members pay \$.25 in jar if they have no name tag at the meetings)
 - Supplies for new member name tag kits.
 - Preparing/printing guild membership cards.
- Optional: provide individually wrapped candies at the Welcome table. Use the “No Name Tag” jar money to cover this.
- Verify activity attendees are paid guild members.
- Attend all monthly board meetings.

8. Mystery Quilt (Occurs during odd years):

This is just what it sounds like, a quilt that is built one step at a time without knowing the result until the last step. The mystery begins in February and ends at the reveal in October or appropriate month. There is a small cost to participate. Members use their own fabrics and follow the directions given at each monthly meeting.

- Determine the pattern for the challenge.
- Present updates at monthly guild meeting.
- Handle member sign-up, and collect entry fee (fee to be determined).
- Provide monthly instructions to each participating member.
- Plan and execute reveal when appropriate.
- Subtract the cost of the pattern fees, then no more than 50% of the remaining money collected can be spent on prizes.
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Any remaining funds from event to be deposited into Guild General Fund.

9. Quilt Show:

A Bi-Annual Guild Quilt Show is held and open to the public during even years. Guild members bring in their quilts; a committee organizes the space, hangs all the quilts and prepares for the show. A judge (not guild member) is selected to judge the quilts. The judge is to provide constructive comments to encourage members to participate.

Quilt Show Details (occurs during even years)

- Determine date of the show. Be mindful of calendar holidays (religious and non-religious).
- Rent display racks and arrange for delivery and return pickup.
- Schedule volunteers for set up the day before, tear down, and work during the show such as selling raffle tickets.
- Create and print the show program for distribution at the show.
- Collect quilts and entry fees for the show.
- Hire and work with Judge to judge quilts.
- Ensure that security is appropriate.
- Handle sign up for members to create raffle baskets.
- Perform drawing for raffle baskets and raffle quilt night of show.
- Let the Facilities coordinator know what time building access is needed for set up, the show, and tear down.
- Provide number tags for the quilt entries.
- Provide preprinted tickets for raffle chance purchase.
- Provide guidelines to enter quilts and define the quilt categories for each entry, i.e. wall hangings, full size quilts (different categories), small quilts, items other than quilts.
- Entry fee to be determined by Committee Chair. (historically \$5.00 per item; each member can enter a maximum of 3 quilts/items)
- Entry fees collected and raffle basket profits are used to pay the Judge and cover other quilt show related expenses.
- The winner of the raffle quilt does not have to be present to win.
- Winners of the raffle baskets must be present to win, or leave your tickets with someone to collect it for you.
- Tear down is done by volunteers immediately after the show.
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Any remaining funds from event to be deposited in Guild General Fund.
- Review invoices submitted to Treasurer for payment.
- Follow up with Treasurer to confirm no concerns for invoices submitted.
- Submit budget to Board in December for upcoming year of Show.

Raffle Quilt

- A quilt is made to be raffled off during the quilt show.

- Select a pattern, purchase fabric, coordinate the making of the quilt blocks, the quilting of the quilt, and the binding.
- Design, print and distribute raffle tickets to members as soon as the quilt is completed to sell prior to show. Raffle ticket fee to be determined by Committee Chair.
- Collect raffle ticket money.
- Arrange for someone to sell raffle tickets at the Quilt Show.
- The raffle quilt should be made by guild members.
- The cost of the fabric, quilting, binding, etc. should come from the proceeds of the sale of raffle tickets.
- The Quilt Show chair will draw for the winner at the show.

10. Retreats:

In-Town Retreat

An in-town retreat will be held annually, usually in February/March. This retreat may run from Friday to Sunday, or just Saturday and Sunday. The location is local, so no hotel is involved, but one is available if needed. Sewing hours may be: Friday (5pm to 10:00), Saturday (8am to 10pm) and Sunday (8am to 3pm). Sign up for this event is at the January meeting.

- Secure location for the retreat.
- Communicate with the Board.
- Work with location to ensure:
 - Cost is acceptable.
 - Set-up is done for the joint sewing room (if possible by location).
 - Hours are confirmed.
 - Contract is completed and signed by elected officer.
- Key is obtained.
- **Form a committee to help in planning event: set-up, tear down, clean up, food, supplies needed, activities planned, prizes given, who holds key for access to venue and locks up venue, determine who is responsible for and when the equipment (irons, cords, mats) will be picked up from Equipment Manager for event and determine who is responsible for returning the equipment to Equipment Manager after event, etc.**
- Collect FULL payment from all attendees (including event coordinator, committee members, board members) ensuring they are a current paid member.
- Forward all funds collected promptly to Treasurer along with a completed Deposit form.
- To arrive at individual retreat cost:
 - Total the expenses for the facility, door prizes, gift bags and other miscellaneous expenses. Divide the total cost by the number of expected attendees.
- Budget overage for unexpected expenses.
- Ensure that security is appropriate.
- The total number of attendees has been maximum of 45 (facility dictates # of attendees, depending on available space).
- Maintain waitlist as necessary.
- Determine date beyond which no refund will be provided unless a substitute has been found.

- Make sure food arrangements are in place or ensure attendees can get to restaurants easily.
- Any remaining funds from event to be deposited into Guild General Fund.
- Review invoices submitted to Treasurer for payment.
- Follow up with Treasurer to confirm no concerns for invoices submitted.
- Submit budget to Board in December for upcoming year.

Out of Town Retreats

Out-of-town retreats are held twice a year, usually in the spring and fall. In past years, retreats have been held in Berlin, Ohio (Amish country), Coshocton, Newark and Chillicothe, among other locations. Retreats are usually from Friday until Sunday, and are a time for quilters to get together, sew, shop, eat, and have fun. Sign-ups occur about three months before the event.

- Secure location, communicate with Board.
- Ensure that contracts are prepared and signed by elected officer(s). The number of signatories depends upon hotel. Contract is signed usually one year prior.
- Inform Treasurer of deposit deadline (usually 1 year prior).
- Collect full payment from all attendees (including event coordinator, committee members, board members) ensuring they are a current paid member.
- Work with location to ensure:
 - Set-up is done for the joint sewing room.
 - Adequate sleeping rooms are reserved, also released if not all filled.
 - Confirm if there is an ability to use the conference room Thursday afternoon or evening.
 - Special events such as speakers or small projects are scheduled and communicated to attendees.
- To arrive at individual retreat cost:

Total the expenses for the facility, room (priced at 2 persons per room), one-meal provided usually on Friday night, gift bags and other miscellaneous expenses. Divide the total cost by the number of expected attendees.
- Maximum participation dependent on the facility (generally 46-50). Maintain waitlist as necessary.
- Determine date beyond which no refund will be provided unless a substitute is acceptable to roommate.
- Fee based per person for double room occupancy. If single room is desired, the member covers the additional cost.
- Ensure security is appropriate.
- **Form a committee to help in planning event: set-up, tear-down, activities planned, prizes given, determine who is responsible for and when the equipment (mats, irons, cords) will be picked up from Equipment Manager for event and determine who is responsible for returning equipment to Equipment Manager after event, etc.**
- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Any remaining funds from event to be deposited into Guild General Fund.
- Review invoices and submit to Treasurer for payment.
- Follow up with Treasurer to confirm no concerns for invoices submitted.
- Submit budget to Board in December for upcoming year.

11. Secret Pals:

Some years we have an option to have secret pals. If applicable, this program and its guidelines will be announced around October and will start in January.

- Those wishing to participate will complete a form.
- Participants will receive their Secret Pal name by end of December.
- Participants commit to bringing a gift/card at least 4 times during the year.
- Secret Pal reveal will take place at the December Holiday party or January meeting **as determined by Committee Chairperson.**

12. Service:

This Committee shall organize and carry out any service or charitable project chosen by the Guild. Common Threads currently supports the Moms2B program.

- The committee chair should be available to have members sign-out the quilt kits.
- Maintain list/spreadsheet of kits signed out and follow-up, if needed, to ensure they are returned.
- Annual expenses for Service Projects include:
 - Batting, backing and labels.
- Tickets are given to participants for the annual drawing.
- Members do any or all parts of building the quilt. If you don't complete it, bring it back to the next meeting to pass on.
 - One ticket is given for each: piece a top, quilt it, bind it.
 - One ticket is given if you use your own batting/backing.
 - One ticket is given if you participate in a charity sew-in.
- One prize winner is drawn for each service quilt program.
- Moms2Be quilts can be any size.
- Plan charity sew-in days (coordinate with President and Facilities scheduling committee chair) and have supplies ready.
- Ensure tools are available for charity sews (cords, irons, mats, etc.).
- Prepare kits for baby quilts, bring to meetings for members to take home.
- Prepares labels and sews them on when quilt complete.
- Delivers quilts to the Moms2B organization.
- Submit budget to board in December for upcoming year.

13. Shop Hop Caravan:

The trip is for one day. Multiple quilt shops are visited.

- Lay out a one-day trip to Ohio quilt shops.
- Determine a lunch stop, time and place; contact restaurant in advance.
- Notify involved quilt shops in advance as they may arrange special events for our group, such as a hand out, or a discount.

- On day of trip, if not prior, provide written directions and time estimates to each driver to the quilt shops and lunch stop.
- This is a “no cost” activity for the guild.
- Transportation is provided by volunteers.
- Encourage riders to contribute to driver gas.
- All attendees buy/provide their own meals.

14. Social Sew:

This committee serves as a welcoming committee to new members and current members.

- All guild members are encouraged to attend.
- Communicate and connect with new members joining the guild.
- Schedule sew-in day and facility.
- **Notify Equipment Manager date of event and who is to pick up and return necessary equipment to them.**
- Work with the Membership/Welcoming committee to obtain information on new members joining the guild.
- Communicate with Membership, President, Facilities concerning dates scheduled.

15. Sunshine:

The purpose of the Sunshine chair is to send cards to members when illness, family situations occur, or encouragement is needed for our members.

- Members need to notify the Sunshine chairperson when they are aware of a situation that would lend to sending a card.
- Send cards to members when appropriate.
- Use your own judgement when a card is sent.
- Buy cards and stamps, as needed, and turn in receipts to the Treasurer along with appropriate Expense form for reimbursement.
- Submit budget to Board in December for upcoming year.

16. Swaps:

CTQG offers a variety of small group activities for its members. All activities are voluntary. Some activities require an annual commitment; others are monthly in which anyone can participate.

- Determine guidelines for swaps and schedule.
- Collect entries and re-distribute as scheduled.
- Submit budget to Board in December for upcoming year.

17. Ways and Means:

This committee shall organize and carry out fund raising activities as defined by the Executive Board. Such activities may be limited to be membership only, or may reach out to include the wider quilting community.

Potlucks/Annual Picnic

- Plan dates for potlucks.
- Confirm Annual Picnic date with President.
- Notify Workshops/Facilities coordinator proposed dates so they can notify location of additional tables (and type of tables) be set up as needed.
- Coordinate volunteers for potlucks and picnic.
- Set up and tear down of potluck and picnic.
- Submit budget to Board in December for upcoming year.

Other fund-raising activities

- Determine other fund-raising activities
- Communicate with Board for prior approval
- Execute plans
- Submit budget to Board in December for upcoming year.

18. Website:

- Maintain website with current information from “MailChimp”
- Work with direction from President, Membership/Welcoming with any changes or suggestions.
- Work with Secretary as historian on monthly newsletter.

19. Workshops/Facility Scheduling:

Workshops

Each year the guild sponsors several workshops provided by quilting celebrities from local experts to nationally renowned instructors.

The workshops are determined by the President-Elect of the previous year. Early in the year the current President will provide a form(s) for members to sign up for the workshops. There is a charge for each participant (costs and supplies vary by workshop). Costs should be documented on the workshop form.

- At the meetings announce the upcoming workshops - communicate the workshop subject, instructor, date and costs. Encourage members to participate.
- Have members complete the workshop sign-up forms ensuring they are current paid members. Collect cash or check for the entire workshop fee at one time.

- Forward all funds collected promptly to the Treasurer along with a completed Deposit form.
- Maintain waitlist if needed for a specific workshop as necessary. Determine date beyond which no refund will be provided unless a substitute is available.
- If no one signs up, may need to cancel. Notify the President. Usually the contract will state a cancellation charge if there is one.

Facilities Scheduling

Locations need to be secured for Common Threads monthly meetings, workshops, social and charity sews.

- Contracts are required for Bexley UMC. In September, get contracts established and signed for the next year's monthly meeting location. (Try to maintain a 2-year contract.) Review with President and Treasurer. President, President-Elect or Treasurer will sign.
- As soon as workshops dates are firm, schedule a location for each workshop and complete contracts if required. Contract to be signed by elected officer(s).
- Schedule locations for charity and social sews in conjunction with committee chairs.
- Ensure a key is available if needed, or doors are unlocked.
- Prior to each scheduled event, call or email and confirm our reservation.
- Currently monthly meetings are held at the Bexley United Methodist Church, 2657 E. Broad St. Bexley OH. (room charge applies).
- Provide Church office with seating & table arrangements prior to each meeting.
- Usually accommodate seating for 80 with tables in the back for Committee chairs and tables in front for Speakers.
- For Potlucks, tables with chairs for eating need to be set up as well as a food service area. **Contact Ways and Means for proposed dates and type of tables needed.**
- Notify Treasurer to write checks for the facility.
- **Determine location for Workshops.** A charge for room rent applies. Note: Since Instructors usually sell their wares, this isn't permitted in the Libraries.
- Smaller gatherings such as Charity and social sews are held at various Columbus Public Library locations. (no room charge, NO RED drinks and no money transactions allowed)
- Submit budget in December for upcoming workshop and meeting facilities rental.