

Wild Rivers Quilt Guild
WRQG Leadership Team * Thursday, Aug. 17, 2023, 1 pm

Present: Karen, Lynda, Val, Jackie, Lori Quorum met? Yes Approved Date: 08-22-2023

1. Business

- * **Secretary Report: 7/25 Treasurer's Report: 7/31 \$7433.03**
- * **Elections:** finalize slate of candidates
New candidate: *Vice President, Cindy N. Secretary: vacancy*
Volunteers: Program Team (1), Marketing Coordinator, Welcome Table (1-2)
- * **Budget Development:** tabled pending 2023 budget/ spending comparison
- * **Square:** Email change To Treasurer – approved.
- * **Madison Bus Trip:** Scholarship Request. Approved 8/3 unan, vote, via email.
- * **March 2023** member registrations (3) paid at full year rate: Approved for these 3 to renew at half year rate, as each paid full year dues in March.
- * **Discussion** about growth, attrition, participation, and friendship building.

From Jackie:

Open Sew specific instructions – reviewed.

Jackie will forward RSVP list to LTeam each OpenSew
Marketing Coordinator – to publicize guild events to the public utilizing electronic, print, and broadcast media - Approved

Gifts for outgoing Officers – none. Approved: waiver of membership fee for officers.

Gifts for Guild Members

“Hospice” Quilts - Karen H – quilts are offered to individuals/families who are facing an end of life situation.

- * **Newsletter/Website** – send updates to Melanie/Lori by the first of the month.

2. Program Team Update:

- * Team: Jackie L, Connie O, Lynda P
- * Quilt Retreat * Spring 2024: Darcy B & Andrea N
- * **Workshop Registrations:** process, duties, coordination
Mail in registrations to PO Box > keyholder>
Photos > Program Chair & Treas.
Deposits >mail to Treas
Square>email alert to Treasurer. Program Chair to log in.
- * **Bus Trip:** Fri Sept 8 – 3 vacancies yet - \$61 and buy own ticket.
: \$70 Refund approved for person who cancelled prior to the deadline.
: Approved: Guild to pay if deficiency in tips collected for drivers.
- * **Review of 2024 presenters** and budget requested of \$1450. Approved.

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3. Quilt Show Team Update:

- * Team: Cindy N & Karen H, Rose S, Chris V, Jeannine R, Jackie L
- * Fri/Sat Sept. 29-30 at Pine Mountain Resort
- * **Website:** <https://wildriversquiltguild.org/quilt-show/>
- * **Vendors, Classes, Advertising, Racks, etc.** Currently breaking even with expenses and donations. Approved: guild members pay no admission to Show.

4. Open Sew & Service Projects:

- *** **Facilitators:** 9/5 JL 9/19 10/3 10/17
- * Open Sew Facilitator instructions on bulletin board
 - * **Cleanup** after all WRQG building usage: thread bags/ tape, vacuum, cups to dishwasher. Open Sew please clean up your workspace and floor. RSVP
 - * **Storage moved** to kitchen area against back side of fireplace
 - * Saturday Open Sew consideration – revisit w members in September.
 - * **Service Projects** – 1-2 per year, recommend do not schedule during Quilt Show years.

5. Next L Team Date & Agenda items:

- * Thursday, September 21
- * **Old/New L.Team meeting** to be scheduled to review Guidelines, roles, Teams, etc.

6. Next Membership Agenda: Tuesday, Aug 22

- * Ice Breaker /Housekeeping
- * Presentation Topic: Robin Gausbeck
- * Quilt Expo bus trip update
- * Elections slate, vacancy: secretary;
- * Vacancies: Program Team, Marketing Coordinator, Welcome Table, Care
- * Quilt Show
- * Open Sew: RSVP
- * Bus trip - 3 vacancies
- * Care Team – Leader needed – update Care Team members

Respectfully,
Lori Friberg

Wild Rivers Quilt Guild New Member Registration Process

Approved 05/18/2023

* **New Members: process, duties, communication**

- * *Treasurer* or officer accepts payment (at meeting)
- * *President* or officer receives Membership Enrollment form (at meeting)
- * Photo taken of Membership enrollment and sent to all LTeam officers
 1. Treasurer deposits and records in spreadsheet
 2. Pres updates Roster and sends welcome email, cc LTeam
Pres confirms updated Roster posted to Drive.
 3. VP updates Meeting Check in list
 4. Secretary updates Email distribution list

REVIEW:

Note: For **NEW** Registrations received via Square

- 1) WHO has the responsibility of notifying asap Step 2+ above: Sharing info in a timely manner is critical part of being welcoming
Send out Welcome email within 2-3 days
- 2) Should we only process Renewals at this time on Square? **Approved**
We have critical info which needs to be processed for New registrations which cannot be handled on Square
- 3) Square: Emails to Treasurer, Program Team Leader logs in to review

New Member Forms:

DONE: Keep a blank sleeved copy in the Welcome Table Registration box
Stored on Drive in Membership folder

Completed New Member Forms:

Traditionally, scanned and saved to Drive. Necessary?