

## **Quilters Unlimited in Tallahassee Policies and Procedures Implementing Section III of Guild Bylaws**

### **I. FISCAL MATTERS**

#### **A. Dues**

1. Annual dues starting calendar year 2016 shall be \$30.
2. Dues for members joining after June 30th shall be 50% of the standard amount.

#### **B. Fiscal Planning**

1. At least once a year, but before the draft budget is presented, the President shall appoint a Fiscal Planning Committee which includes: The President, President-Elect, Treasurer, Immediate Past President, and at least one other guild member. The Fiscal Planning Committee shall present the Steering Committee:

- a) An analysis of the state of the organization's operating funds and reserve funds;
- b) An evaluation of the long-term soundness of the organization's budget; and
- c) A recommendation for the amount to be budgeted as the next year's total expenditures, as a starting point for the budgeting process.

2. If the Fiscal Planning Committee Chairperson is not already a member of the Steering Committee, they will be considered an ad hoc member of the Steering Committee for the length of time needed to compile their information and to deliver the report to the Steering Committee.

#### **C. Handling of Money**

1. When Steering Committee members or other representatives of the guild are in receipt of funds for guild matters, e.g., workshops, travel, dues:

- a) Any checks collected must be given to, or mailed to, the Treasurer no later than five days after receipt, or deposited into the guild's bank account at Farmers & Merchants Bank.
- b) If cash is received, a personal check may be written to Quilters Unlimited for the amount collected, and the cash kept, unless the Treasurer is available during this event to receive the monies.
- c) No committee chairperson shall hold more than \$50 cash on hand.
- d) Every committee chairperson will maintain the following fiscal documents in their Committee Notebook: The Treasurer's home address and email, the current bank account number so they can make deposits in lieu of pre-printed deposit slips and the guild "Check Request Form" available from the guild website.

**D. The Audit Chairperson is an ad hoc member of the Steering Committee for the length of time needed to compile their information and report to the Steering Committee.**

## **E. Allocation of Costs of Workshops, Workshop-Related Lectures, and Classes.**

### 1. Definitions

a) Workshops are taught by a guest teacher, with whom the guild enters into a contract. Typically, the teachers come from out of town and thus require transportation, lodging, meals, in addition to lecture and teaching fees.

b) Classes are taught by members of the guild. Typically, teaching fees may be required, but not transportation, lodging, or meals.

### 2. Workshops

a) Income: All fees collected by the workshop will be credited against the workshop expenses.

b) Expense: The division of the cost of the lectures at the guild meetings by guest teachers, and the cost of the workshops taught by these teachers, shall be made in accordance with Table 1 below. It will be the duty of the Workshop Chairperson to notify the Treasurer of which cost fits into which component of the table for each guest teacher.

**Table 1. Division of cost for lectures and workshops**

Expenses	Lecture	Workshop
Travel Expense (plane, parking, mileage reimbursement)	80%	20%
Baggage/ Shipping	80%	20%
Lecture Fee	100%	0
Workshop Fees	0	100%
Kits	0	100%
Hotel	100% Night of lecture and any before	100% Nights of workshops and any other after conclusion
Meals	All up to and including night of lecture	All days of workshops and beyond
Rental of classroom	0	100%

### 3. Classes

a) Income: All fees that are collected for the class will be credited against the workshop expenses.

b) Expense: Expenses such as teachers' fees and rental of classrooms shall be calculated as a debit against the class income.

## **F. Special Compensation**

1. The tasks of certain committees are such that the members may incur expenses above and beyond that ordinarily incurred by volunteering for these committees.
2. All such reimbursements shall be approved by the President prior to issuance of payment. Request for reimbursement must be filed no later than 30 days after the end of the event, unless the request is for less than \$20, in which case reimbursement for several events may be combined.
3. When calculating the budget for a category, all such reimbursements shall be charged back to the expenses for the particular category.
4. Workshop Committee expenses for a guest teacher may include providing transportation and dining companionship.
  - a) Reimbursement may be requested for travel to the airport, lodging, guild meeting, workshop, and/or dinner. The trips will be reimbursed at the current federal mileage rate for business (e.g. 54.5 cents in 2018). The trips shall be measured by a log of actual mileage or a standardized routing calculated by MapQuest, Google Maps, or a similar source and the starting point shall be calculated from the location of the guild meeting.
  - b) For a companion dinner, a guild member may request reimbursement for the actual cost of the meal and tip on a receipt, but not more than \$20.00. Teacher-requested items such as fruit or amenities shall be covered under the provisions of Policy I.E.2. Meals or as appropriate to those categories.
5. Workshop Committee expenses for classes by guild members may include travel reimbursement for a class supervisor, who is not taking the class and is responsible for opening the class space, setting up equipment, coordination with the venue, dismantling the space, cleaning, and closing the space. The travel reimbursement request shall use the parameters specified in paragraph F.4.
6. The Opportunity Quilt Committee may request reimbursement for travel expenses to display the quilt and sell tickets at a location more than 25 miles one-way from the guild meeting location. The travel must be approved in advance by the President and shall use the parameters specified in paragraph F.4.

**Example Travel Worksheet -- Not part of Policy**

**Mileages are actual numbers drawn from the Internet with the exception of the “Personal Log” item**

**Hypothetical F.4.-type “workshop weekend”**

Travel	Mileage	Basis	Date
Teacher arrives at airport, guild member leaves from home to pick up teacher; distance calculated from Temple Israel (2215 Mahan Dr) to Tallahassee International Airport	9.3 miles	Calculated *	Thursday, September 32nd, 1983
Teacher taken to Hampton Inn hotel (2979 Apalachee Pkwy) from Airport	9.4 miles	Calculated *	Thursday
Teacher taken to Dinner at “Panera Bread” (101 N Blair Stone Rd) from hotel	2.6 miles	Calculated *	Thursday
Teacher taken to Guild Meeting for Lecture.	1.2 miles	Calculated *	Thursday
Teacher taken back to hotel for night	3.3 miles	Calculated *	Thursday
Guild member goes home; destination considered to be Guild meeting location (2215 Mahan Dr.)	3.3 miles	Calculated *	Thursday
Guild member leaves from home to pick up teacher; distance calculated from Temple Israel (2215 Mahan Dr) to Workshop location for Friday workshop (Woodville Community Center; 8000 Old Woodville Rd)	9.2 miles	Calculated *	Friday, September 32nd, 1983
Teacher taken back to hotel. Teacher is not going out that night	9.5 miles	Calculated *	Friday
Teacher picked up from hotel (distance calculated from Temple Israel (2215 Mahan Dr.) to hotel), swing by Michael’s Craft Store to pick up a necessary item, then go to Workshop location at Chairs Community Center (4768 Chaires Cross Rd)	12.5 miles	Personal log**	Saturday, September 33rd, 1983
Teacher taken from workshop back to hotel (2979 Apalachee Pkwy)	8.2 miles	Calculated *	Saturday
Teacher taken from hotel for an “open-Guild” dinner at Olive Garden Restaurant (1103 N. Apalachee Parkway)	4 miles	Calculated *	Saturday
Teacher will be hosted for the night in Guild member’s home; destination considered to be Guild meeting location (2215 Mahan Dr.)	2.3 miles	Calculated *	Saturday
Teacher taken from Guild member’s home to airport; origination considered to be Guild meeting location (2215 Mahan Dr.)	9.3 miles	Calculated *	Sunday September 34th, 1983
Guild member returns home; destination considered to be Guild meeting location (2215 Mahan Dr.)	9.3 miles	Calculated *	Sunday
<i>Uses 2018 federal mileage rate</i>	TOTAL MILEAGE	REIMBURSEMENT	
	93.4 miles	\$50.94	
* Mapquest, Google maps, similar software; ** Personal logs based on odometer readings			

## **G. Challenge Quilt Finances**

1. Income: All fees collected from the sale of challenge rules shall be utilized to fund prizes.
2. Expense: All Committee expenses shall be covered by the general guild budget.

**II. DIRECTORY. The directory is for use by members only and shall not be distributed to non-members nor names sold or used for commercial purposes.**

## **III. MEETING MINUTES**

**A. Draft minutes of each meeting shall be submitted by the Secretary in writing to the President no later than two weeks after each General and Steering Committee meeting.**

**B. The DRAFT minutes will be available to the SC at least one week before any scheduled Steering Committee meeting.**

**C. Minutes of General Membership meetings (if taken) and of the approved minutes of each Steering Committee meeting shall be submitted for publication on the Quilters Unlimited website.**

## **IV. NOMINATING COMMITTEE**

**A. No later than June, the President-Elect shall appoint one member of the Steering Committee and one member from the general membership to the committee. The committee shall present a slate of officers for the upcoming year at the September meeting, at which time nominations may also be made from the floor. Election of officers shall take place at the October meeting.**

**B. The Nominating Committee are ad hoc members of the Steering Committee for the length of time needed to compile their information and report to the Steering Committee.**

## **V. STANDING, SUPPORT, AND AD HOC COMMITTEES**

**A. If the President-Elect determines that, in the President-Elect's year as President, it would be appropriate for a particular committee to function, the committee shall have duties including, but not limited to, the following, and shall be part of the Steering Committee. See Section IX for individual committee Policies and Procedures:**

1. The Annual Capital City Quilt Show Committee shall make all arrangements for the annual show and related Silent Auction.
2. The Equipment Committee shall be responsible for storing, bringing to meetings, and assisting with the setup of the equipment necessary for Program presentations and Show and Tell.

3. The Awards Committee shall be responsible for the selection of participating members of the guild who exemplify the specifics of individual guild awards. The chairperson shall be a person who has previously served on the Awards Committee.
4. The Block of the Month Committee shall design and coordinate the monthly blocks with written instructions for assembly.
5. The Challenge Committee shall establish the rules, coordinate group purchases of materials (if any), set the criteria for voting, and award prizes for the guild's annual quilt design challenge. The challenge is related to the theme of the Annual Capital City Quilt Show.
6. The Door Prize Committee shall coordinate the door prize(s) at each guild meeting.
7. The Helping Hands Committee shall serve as a resource for members who may have questions about a quilting technique or sewing process.
7. The Internet Committee shall be responsible for working with the hired professional web administrator to maintain the Quilters Unlimited website and related email services. The committee shall also oversee the guild's Facebook page and any other social media pages.
8. The Library Committee shall manage a selection of quilting books, to be available to members to check out. The Chairperson shall keep an updated list of books and acquire new books for the guild library.
9. The Newsletter Committee shall oversee the publication of the monthly newsletter, comprised of articles, calendar dates, notices, etc., as submitted by the membership. The chairperson/editor shall work with the Web Coordinator to publish the newsletter on the website, and with the Membership Chairperson for any newsletter mailings.
10. The two Opportunity Quilt Committees (current year and one year in the future) shall design and complete the guild's opportunity quilts. The committee shall assist in organizing promotional activities to solicit donations for opportunity tickets. Opportunity Quilts are created in conjunction with the Capital City Quilt Show.
11. The Philanthropic Committee shall coordinate major guild-sponsored activities for the year. It shall also have the responsibility to gather and disseminate information about philanthropic activities of groups and individuals within the guild.
12. The Program Committee shall schedule and arrange all monthly meeting programs and coordinate with the Workshop Committee regarding visiting teachers.
13. The Publicity Committee shall promote and advertise guild activities and events, using any suitable media (print, electronic, social). It will coordinate with other affiliated organizations, the Newsletter Committee and the Internet Committee.

14. The Quilter's Treasure Committee raises funds for the guild general fund with four Quilter's Treasures for the year; selling tickets and using a percentage of funds to seed subsequent year "treasures" purchases.

15. The Silent Auction Committee shall coordinate quilted donations for the Silent Auction held at the Annual Capital City Quilt Show. The committee shall ensure guidelines for hanging sleeves and labels are followed, take quilted items to museum on drop-off day, monitor bidding process, and deliver quilted items to highest bidders.

16. The Sit-n-Stitch Committee shall maintain a list of all guild-affiliated Sit-n-Stitch groups and facilitate the establishment of new groups.

17. The Special Events Committee shall make all arrangements for the events such as the COCA City Hall Show, Boutiques, Sewing Parties, end of year party, etc.

18. The Sunshine Committee shall send cheer, well wishes, and condolences to guild members.

19. The Travel Committee shall plan and execute trips for guild members.

20. The Welcoming Committee shall arrange for greeters, who shall personally welcome and assist visitors and new members at each monthly meeting. The Welcoming Committee shall also assist in the distribution and collection of any polls or voting slips.

21. The Workshop Committee shall schedule and arrange workshops and classes of interest to the membership. The Workshop Chairperson shall finalize contracts with workshop teachers only after Steering Committee approval.

## **V. B. Classification of Committees**

### **V.B.1. Standing Committees include:**

Annual Capital City Quilt Show odd years  
Annual Capital City Quilt Show even years  
Internet  
Newsletter  
Opportunity Quilt current year  
Opportunity Quilt for next year  
Philanthropy  
Programs  
Publicity  
Workshops

### **V.B.2. Support Committees include**

Equipment  
Block of the Month  
Challenge Quilt  
Door Prize

Library  
Quilter's Treasure  
Silent Auction  
Sit-n-Stitch  
Sunshine  
Welcoming

### **V.B.3. Ad Hoc Committees**

Audit  
Awards  
Boutique Coordinator  
City Hall Show  
Fiscal Planning  
Nominating  
Special Events  
Travel

### **V.B.4. Steering Committee Participation**

Attendance at Steering Committee meetings is an expectation for officers and chairpersons of Standing Committees. Attendance at Steering Committee meetings is recommended for chairpersons of Support Committees and Ad Hoc Committees when they have items to discuss. Chairpersons of all three types of committees may vote on items before the Steering Committee. Each person shall have a single vote, even if chairing more than one committee. As new committees are created, their classification will be determined.

## **VII. DUTIES OF ALL OFFICERS AND STANDING COMMITTEE MEMBERS**

**A. Officers and committee chairpersons shall maintain records of plans, preparations, decisions, and recommendations related to their activities, to be passed along to future chairpersons. Special events and activities shall be documented within 30 days of the conclusion of the event or activity.**

**B. Officers and committee chairpersons shall review all pages and posts on the website that have references to their programmatic area on a regular basis (at least monthly), in order to assure that there are no errors or duplication, and that the information has been published in a logical place on the Website. If issues are noted, coordination is needed with the Website Coordinator, specifying the page in question by its URL.**

**C. Starting at the election of officers in October, incumbent officers and chairpersons shall commence training of their counterpart for the following year such that the future officer or chairperson has been tutored in the budget matters to be discussed at budget approval meeting in November.**



**VIII. OPERATING TIMELINE. In order for the guild to function in an orderly manner, the following timeline shall be followed.**

**A. Late December–early January:**

1. Audit Committee appointed by the President
2. Fiscal Planning Committee designated by the President

**B. January, end of month:**

1. Annual dues deadline
2. Challenge committee will start selling rules for the year's challenge quilt, usually themed with the Capital City Quilt Show theme.
3. Final statements on accounts for end of calendar year gathered and information provided to Audit Committee

**C. March: Directory distribution**

**D. April 30: Deadline for Audit Report on previous fiscal year.**

**E. June:**

1. June 1st: Distinguished Quilter nominations due
2. President-Elect appoints Nominating Committee

**F. September: Nominating Committee presents slate of officers for voting; nominations can come from the floor**

**G. October:**

1. October 1st: Volunteer of the Year nominations are due
2. Voting on next year's officers.
3. Reports are due to President from current officers and chairpersons

**H. November:**

1. Begin accepting dues for upcoming year

2. Steering committee meeting
3. Proposed Budget presented to Steering Committee for review and approval
4. Joint meeting of current and incoming officers and chairpersons

#### **I. December:**

1. Installation of officers shall be at the end of the December meeting
2. End of Year party

### **IX. INDIVIDUAL STANDING COMMITTEE POLICIES**

#### **A. The Awards Committee.**

1. The committee members shall be: Committee Chairperson, President-Elect, two Steering Committee members, a previous Award recipient, and two members of the general guild membership. No one shall serve on the committee for more than three consecutive years.
2. The awards are Distinguished Quilter Award and Volunteer of the Year Award. The committee will develop guidelines, nomination forms, and due dates for other awards approved by the Steering Committee.
3. The committee will decide whether an award will be presented in any year. A list of past Distinguished Quilters and Volunteers of the Year will be included in the Membership Directory. Additional lists will be included when new awards are added.
4. Committee Procedures for Nomination
  - a) The Awards Committee shall solicit nominations from active Quilters Unlimited members through forms, published on the guild's web site.
  - b) There shall be a nominator and a co-nominator and both shall complete and sign the Nomination Form.
  - c) The Awards Committee Chairperson shall not be a nominator or co-nominator. In the case of any tie votes, the Chairperson shall cast the deciding vote.
  - d) An Awards Committee member, nominated for an award, shall not participate in discussions or voting pertaining to that award.
  - e) The current President is not eligible for the Volunteer of the Year Award.
  - f) The committee will work with the President to find appropriate months to announce recipients of awards.
5. Distinguished Quilter Award Criteria.

- a) The Distinguished Quilter Award will be given to a participating guild member, who: supports the goals and purposes of Quilters Unlimited by promoting knowledge of and interest in quilting and the art of quilting; has outstanding quilting expertise and talent; shares by demonstrations, teaching, or writing; and enters quilts in local, regional, and national quilt shows.
- b) The nominee may also: serve as an officer or committee chairperson, demonstrate areas of expertise in guild (programs, writing, other), and show initiative and/or assume responsibility.
- c) The Distinguished Quilter Nomination Form is due to the Awards Committee Chairperson no later than June 1st of each year. The form is available on the QU website.

#### 6. Volunteer of the Year Award Criteria.

- a) The Volunteer of the Year Award will be given to a participating guild member, who: supports the goals and purposes of Quilters Unlimited by promoting knowledge of and interest in quilting and the art of quilting; shows initiative and/or assumes responsibility and leadership; is willing to help with routine tasks and unexpected needs; stimulates participation in guild activities and community-related activities; and gives unselfishly of their time and effort for the benefit of the guild.
- b) The nominee may also: serve as officer or committee chairperson and demonstrates areas of expertise in guild (programs, writing, other).
- c) The Volunteer of the Year Nomination Form is due to the Awards Committee Chairperson no later than October 1st of each year. The form is available on the QU website.

7. There may or may not be a nominal monetary presentation allowed in the annual budget. Certificates will be presented as created by the Awards Committee.

### **B. Challenge Committee**

1. The Challenge Quilt is related to the theme of the Annual Capital City Quilt Show.

#### 2. Entrant Guidelines

- a) The challenge is open to all current members of the guild. Entrant may also be a Challenge Committee chairperson or committee member.
- b) Entrant must pay \$5.00 entry fee to purchase Challenge Rules. If rules allow two-person teams, each team member must pay \$5.00.
- c) There is only one entry per member. If Challenge Rules allow two-person teams, there is a limit of one entry per team.
- d) Entrants remain anonymous and do not share their project with anyone prior to judging.
- e) If the quilt is not present at the meeting for voting by guild members, it may still be exhibited at the Museum in the Challenge category, providing an entry form was completed by the deadline.

### 3. Quilt Construction

- a) Design: Quilt must be an original design by the entrant and not be a copy of an existing work or the direct result of a class, workshop, or published pattern.
- b) Construction and quilting: Each entry is to be newly constructed and quilted by the entrant for that year's quilt challenge.
- c) Size: The sum of all sides is to be a minimum of 48 inches up to a maximum of 160 inches. If quilt is circular, it should not exceed 50 inches in diameter. If the quilt has irregular edges or items that extend from the edge, the perimeter should not exceed 160 inches, including irregularities when the quilt is enclosed in a simple square or rectangle.
- d) Style: Quilt may be traditional, modern, and/or art style. All quilts must be new and have a quilt top, batting, and backing. Entries may be either machine or hand quilted, but not tied.
- e) Techniques: Entrants are encouraged to try new techniques, which may include hand dyeing, embellishments, fabric manipulations, new ways of incorporating traditional blocks into a more modern style, photo transfer, fabric painting, etc.
- f) Hanging Sleeve: A four-inch, hanging sleeve is required on the back to meet the requirements of hanging at the Annual Capital City Quilt Show. See directions on guild web site under the "Activities/Projects" tab in "Workshops & Classes."
- g) Label: A label must be sewn onto the back:

"Quilt Title"  
Quilters Unlimited Challenge  
"theme of challenge"  
Name of Quilter  
Tallahassee, Florida  
20\_\_

- h) Completion: Quilt must be completed at time of voting by guild members at a regularly scheduled guild meeting.
- i) Entry Form: An entry form for the Annual Capital City Quilt Show must be completed by the deadline. The entry form will be posted on the guild web site under the "Quilt Shows" tab. The form requires accurate quilt dimensions, a photograph of the quilt, and a short statement (50 words) describing how the entry expresses the theme. The quilt must comply with the Museum of Florida History guidelines cited below.

"The Museum of Florida History has final authority in determining what materials are acceptable for display in the Museum Gallery. Entries that contain nudity and subjects that may cause offense to certain segments of the public because they may be controversial, racist, or defamatory in character may be excluded from the Museum show. In addition, the Museum may exclude certain entries due to physical condition or inability to appropriately exhibit the piece."

### 4. Specific Challenge Rules

- a) The Challenge Committee creates yearly rules, which are sold for \$5, and are based on the theme of the quilt show.
- b) There may be specific challenges or elements of surprise related to the theme in the rules.
- c) The Challenge Rules contain categories and criteria for judging.

#### 5. Voting and Awards/Prizes at Quilters Unlimited Meeting

- a) Voting will be held at the guild meeting preceding the Annual Capital City Quilt Show. Votes will be tallied by guild members who did not enter a challenge quilt.
- b) Using printed ballots, guild members will vote on the quilts based on the categories and criteria in the rules.
- c) One quilt will not receive more than one award. If a quilt receives the most votes in two or more categories, the Challenge Committee Chairperson will look at the number of votes received by second-place quilts in those categories and determine the award recipients. The chairperson will also vote to break any ties.
- d) After voting is complete, entrants will stand by their quilts and announce their names and the titles of their quilts. If there is time, they may be asked to describe how their quilts express the theme.
- e) Money collected from the sale of rules is utilized to fund awards. Committee expenses are covered by the general guild budget under Challenge Committee.

#### **C. Door Prize Committee**

1. The Door Prize Committee coordinates the door prize(s) at each guild meeting. The purpose of the door prizes is to encourage members to get to the meeting on time and to wear nametags.
2. In order to be eligible to receive a door prize,
  - a) The person must be a guild member; guests are not eligible;
  - b) The member must be wearing a name tag.
3. The designated time for members to sign up for a chance to win door prizes is from 6:30 p.m. to 7:00 p.m., before the regular meeting starts. At the beginning of the meeting, names will be drawn at random and winners will be announced. At that time, they will go to the door prize table and select their prize.
4. The Door Prize Committee is authorized to accept donations from the guild of new quilting-related items such as thread, rulers, kits, books, and notions. They are also authorized to accept fabric yardage and fabric cut in fat quarters, charm squares, or sets of jelly roll strips.

#### **D. Internet Committee**

This Committee is comprised of three co-chairpersons, one of whom shall attend the Steering Committee meetings on behalf of this committee. These Chairpersons are:

1. The Website Coordinator. The Website Coordinator shall coordinate with the paid Web Administrator and provides editorial oversight of the guild's WordPress account.
2. The Social Media Coordinator(s). The Social Media Coordinator(s) shall make posts to Facebook. No posts to sell items will be permitted on the guild Facebook page.
3. The Email Coordinator. The Email Coordinator shall work with the Membership Vice President to keep the MailChimp "email blast system" updated with the addresses of new members and changes to addresses for existing members. All requests for "E-mail Blasts" shall be submitted through the President or through the Email Coordinator. The Email Coordinator will also assist QU users of the @quilttallahassee.com email accounts as needed.

## **E. Newsletter**

### 1. Administration

- a) The Newsletter Chairperson is responsible for printing and mailing any hard copy newsletter mailings. The Newsletter Chairperson also ensures that the newsletter is posted to the website by the guild Web Coordinator or by the paid guild Webmaster (Web Administrator).
- b) Members desiring a mailed newsletter must provide a letter-size stamped self-addressed envelope to the Newsletter Chairperson at least 30 days in advance of the publication date. Mailings shall only be made to paying members, whose status is verified by the Membership Vice President.
- c) A limited number of black and white copies of the newsletter shall be available for guests and new members at each meeting. This is handled by the Membership Vice President.

### 2. Newsletter printing modes and reimbursement billing

- a) The version of the newsletter published on the guild website shall, to the extent possible, use color mode for images such as Block-of-the-Month and workshops, and may be black/white for the remainder.
- b) The version of the newsletter for mailing to members and for handouts to guests or new members at the meeting shall be printed in black and white. When possible, the newsletter shall be printed in double-sided mode.
- c) The Newsletter Editor shall, when submitting a reimbursement request for printing costs, include:
  - i. A log identifying, on a per-month basis, how many pages were printed, whether these were printed double-sided, and sheets stapled/collated.

- ii. An identification of the basis of the reimbursement billing, i.e.,
  - printing/collating/stapling at a commercial printer and payment to that entity,
  - printing on a personal printer detailing cost per sheet of paper plus cost per of ink per piece of paper plus labor for collating and stapling
  - printing on a personal printer but using a commercial entity’s website cost calculator for the specific job.

d) The Newsletter Editor is authorized to request reimbursement on a monthly basis, or other timeframe, but shall submit at least one for the current year no later than five days after the December guild meeting of each year, in order to facilitate the closing of the yearly books by the Treasurer.

### 3. Classified Ads

a) Ads are published solely as a courtesy to members, and may or may not be published in each issue of the newsletter, even if timely requested.

b) The Newsletter Editor shall have sole authority setting requirements for Ads, including but not limited to submittal deadlines, and limitations on number, file type, and size of any accompanying photographs.

c) A new request is required to be submitted each month for publication about an item advertised in a previous month’s newsletter.

d) Ads shall only be published for members. If a member desires to have a “public benefit” item posted “on behalf” of another person, the member must be the listed contact person.

## **F. Opportunity Quilt Suggested Timeline: Annual Capital City Quilt Show**

1. Make adjustments to dates if show opens earlier in year than August.
2. Suggested completion date for Opportunity Quilt is January of year of quilt show.
3. Two years before Annual Capital City Quilt Show opens in August:

October – guild officers voted in and new committee chairpersons selected  
– meet with previous committee chairperson to go over notebook

November – decide on quilt design and fabric related to show theme  
– write newsletter announcement requesting donated fabric

- December – design kits for individual blocks or sections of quilt
- collect donated fabric at December guild meeting

4. One year before Annual Capital City Quilt Show opens in August:

- January – make kits for blocks
- February – guild members sew blocks
- March & April – work on construction of quilt top from sewn blocks
- May & June – complete construction of quilt top
- make decision about machine/hand quilting
- July & August – prepare quilt sandwich with batting and backing
- long-arm quilting completed; add hand quilting, if needed
- September & October – hand quilting completed
- sew on binding, sleeve, and label
- November & December – create marketing plan and order tickets

5. Year of Annual Capital City Quilt Show opening in August:

- January – display quilt at quilt shops, quilt shows, and retreats to sell tickets
- ticket price is \$2.00 per ticket and \$5.00 for three tickets
- February – take quilt to Museum to be photographed
- March – fill out form for quilt show entry
- April, May, June, July, August (until show opens) – sell tickets before each QU meeting from 6:30-7:00 pm

**G. Quilter’s Treasure**

1. The Quilter’s Treasure committee shall consist of a chairperson, co-chairperson and as many members as they determine are necessary to create the four Quilter’s Treasures for the year, sell tickets before each guild meeting and make deposits each month.
2. The current committee creates the January QT for the incoming committee. That will give the new committee time to organize and create their four QTs, which will include a January QT for the next committee.
3. Of the money collected during the previous year, 25% may be used to purchase items to round out donations and the rest will remain in the guild treasury.



4. Drawings will be part of the agenda during regular membership meetings in March, June, September, and December.

## **H. Silent Auction Committee**

1. The Silent Auction occurs in conjunction with the Annual Capital City Quilt Show held at the R.A. Gray Museum. It usually begins in August and lasts about eight weeks.
2. The maximum number of donated items, depending on sizes, is 42.
3. Items to be auctioned are donated by guild members. No quilt show application form is needed for these items.
4. Any sewn or quilted item is acceptable; i.e., quilts, wall hangings, clothing, bags, purses, pillows, potholders, place mats, table runners, notebook covers, necklaces, ragdolls.
5. Donated items should be brought to a regular monthly guild meeting. The deadline is the last meeting before the scheduled turn-in day at the Museum.
6. Quilts and wall hangings must have a four-inch hanging sleeve and may have a label on the back with a title, quilter or guild name, and date of completion.
7. Bid forms with item identification numbers will be placed on the board before the opening reception. No minimum bids will be placed on bid forms before the opening reception or during the show.
8. Visitors to the quilt show will write bids and contact information on bid forms. Bidding ends about an hour before the show closes on the last day of the show.
9. High bidders may pick up their items at the Museum on the scheduled pick-up day, usually the Saturday after the show ends. Florida sales tax is collected on final bids.
10. The participant responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year's QU dues gratis. This is based on a single donation, not the total of any one person's donations.

## **I. Sunshine Committee**

1. The Sunshine Committee will send cheer, well wishes, and condolences to guild members.
2. Guild members are encouraged to make the Sunshine Chairperson aware of any events that warrant a response from the guild.
3. All cards are to be sent from Quilter's Unlimited.
4. For the death of a guild member or a former guild member, a sympathy card will be sent to the member's family.
5. For the death of a guild member's spouse, child, or parent, a sympathy card will be sent to the member.

6. For the hospitalization, surgery, or extended illness of a guild member, a card will be sent to the member.