

2023-2024 Halton Hills Quilters Guild Executive meeting – Sept 11 2023

Held at: Ida's home and Via Zoom on HHQG Account*

Present: Ida Jenkins, Donna May, Irene Rushworth, Melinda Noble, Jane Symmes, Margaret Newey, Lisa Rossetti *, Barbara Shein*

Absent: Sheilagh Yuschyshyn

President – Ida Jenkins

-7:05 pm, start the meeting. Welcome Execs.

-Unfortunately, the Living Hope Church does not want to continue hosting the Guild meetings. They are focussing on more church activities. Barbara said that her Church (St. Stephen's Hornby Anglican Church –14946 Steeles Ave and 9th line) has room in the basement for our meetings. There is an elevator, washroom, and kitchen. The church has not rented out space before and wanted to know what to charge. The group felt that \$110.00 - \$140.00 for the evening would be fair depending on if there was any storage offered for kitchen supplies and the library. Barbara would be responsible for opening the door. Melinda mentioned that the optimist club is still an option. Ida noted that the optimist club has never answered any email or voice mail inquires about hosting Guild meetings. The September meeting will be at St. Stephen's. Ida will bring coffee and treats. At the meeting, a sign-up sheet will be circulated for members to participate in helping with the treats.

There was a discussion about fund raising. The 50-50 draw will occur at the September meeting again. It was felt that the inventory of outreach quilts was not at the standard needed to use as raffle quilts. Ida suggested that a quilt that she worked on with Christmas fabric would work for a raffle. Upcoming Christmas Bazaars would be a good opportunity to display the quilt and sell tickets.

- Christmas in Georgetown Nov 12 Christ the King Secondary School Georgetown.
- Acton Christmas Market Nov 25th Royal Canadian Legion

Ida reviewed the duties of each executive position. —*as posted on the web site*

President

- *Preside at General Guild meetings, prepare Agenda*
- *Preside at Executive meetings, prepare Agenda*
- *Collect and prepare Annual Report due May 31 st*
- *Cheque signing Authority*
- *Pick up mail, handle or forward –*
- *Answer member questions and concerns*
- *Hold and keep keys safe*

The mail is now being picked up by the Secretary (Donna) who has a key to the post office box.

Past-President -Will continue to be empty until current president ends her term.

Past President

- *Attend Executive meeting*
- *Head nominating Committee*
- *Pass on information*

Vice president- Still no one is willing to take this roll on. Donna noted that she is possibly interested in future but will be very, very busy working and building a new home for the next year. Once the home is near completion she will reconsider. She suggests that efforts continue to interest other members in the role.

Vice President

- *Assist and replace the President when necessary.*
- *Attend Executive meetings*
- *Participate in Nominating Committee*
- *Prepare to take on President role in Two years*

Secretary – Donna May started 2022

Donna brought two bank statements for Irene and one membership renewal form for Margaret. She will check the mailbox again just before the September Guild meeting. The June Guild meeting minutes have been forwarded to Margaret (to post on the web) and Barbara (to forward to the members in advance of our September meeting).

Secretary

- *Attend Executive meetings*
- *Take all meeting minutes*
- *Responsible for Fall Fair Prize money/ Correspondence and promoting.*
- *Responsible for Telephone/email convener in the event of meeting cancellation*

Treasurer – Irene Rushworth started 2022

- The updated budget will be in September newsletter.

Treasurer

- *Attend Executive Meetings*
- *In charge of Guild funds, receive dues, deposit receipts.*
- *Prepare Budget*
- *Prepare Financial Statements*
- *Report net bank balance at Exec and monthly meetings*
- *Signing Authority*
- *Dealing with Tandia co-op Acton.*

Outreach Convener -Irene Rushworth Started 2023

Irene has picked up the Outreach boxes and has worked to inventory the supplies. There is a need for neutrals and blenders, (white, black, beige solids). Several kits are ready for distribution at the September Guild meeting. An Outreach donation/sale table will be at the meeting. Irene would like to use Survey Monkey to inform herself on just what the members are interested in doing regarding process, and size of project. Ida suggested contacting quilt shops and fabric manufactures to see if they would be willing to donate for Outreach. Northcott has done this in the past for the Brampton Guild. Irene will encourage as many members to participate as possible.

Community Outreach Coordinator

- *Attend Executive Meetings*
- *Responsible for Co-ordination of community outreach projects*
- *Finding appropriate organizations to donate to*
- *Keeping track of HHQG fabric and batting*
- *Responsible for donated fabric (cotton only)*

Newsletter Editor – Barbara Shein started 2022

Paula from “Thimbles and things” wants to advertise—Great! The deadline for submission for the October newsletter is Oct 6th. Please have your submission ready and sent to Barbara by the due date or let her know why you are not ready.

Newsletter Editor

- *Attend Executive and Guild Meetings*
- *Requested and Receive Submissions from contributors*
- *Create, Edit and publish a monthly newsletter for the Guld membership*
- *Send Newsletter out about two weeks before Guild meeting*
- *Send updated Membership Lists to members at appropriate intervals*
- *Forward messages and resources to members*
- *Solicit Newsletter Advertisers and send invoices, copying Treasurer*
- *Work with Treasurer to obtain advertising payments*

Program Convener – Melinda Noble 2022

-Melinda noted that there is no speaker for the September meeting. Melinda reassured the group that there is a plan for the meeting. She asked Ida to please demonstrate resizing blocks. The favorite fabric swap blocks are due to return, and their display and discussion will form a portion of the program. Melinda is planning some games. There was a discussion about which months were to have speakers. The budget given for program demands that less speakers be hired. November will not have a speaker and instead there will be an outreach work evening. Jan, Feb, and March meetings will be over zoom. June is the AGM so no speaker needed for that meeting.

Ida noted that ideally the plan for program, speaker names and contact information for September, October and November should be ready by the June executive meeting. The program plan for January Feb and March should be ready by the November executive meeting and the program for April, May and June should be ready by March. The information is needed by the President (to ensure things are on track- and field general questions from members), Treasurer (to collect contracts and make payments) Website Administrator and Newsletter editor (to add the information to the website and newsletter).

Program Convener

- *Attend Executive and Guild Meetings*
- *Source and Book guest speakers and arrange payment.*
- *Submit Program Speaker Bio to Newsletter Editor monthly*
- *Do walk-through on zoom with speaker and zoom host*
- *Organize Guild Activity Night ie: Round Robin*
- *Organize and manage June AGM activities*
- *Help set up room/equipment for meetings*

Block of the Month: Laurie Mascarin

Laurie has had 5 members so far express an interest in the “Heartfelt” block of the month project. This would mean a cost of \$60.00 for each participant. Ideally a cost of \$20-25 dollars would require 12-15 participants. Laurie will need time at the September meeting to speak to the members about the project.

Membership Convener – Margaret Newey

Margaret thanked the other executives for their patience. It has been a very difficult 16 months for her. There were 48 members last year and to date, only 23 members have renewed. Margaret plans to send a reminder to previous members to rejoin. Only current members will get access to the private part of the website and the newsletter.

Membership Convener

- *Attend Executive meetings*
- *Excel spread sheet knowledge*
- *Keep up-to date records of all members*
- *Obtain and keep records of media releases*
- *Arrange for publication of membership list*
- *Distribute membership cards and name tag*
- *Arrange Fat Quarter and membership Draws*

Website Admin/Historian Margaret Newey

Ida asked if the executive position duties are on the website. Margaret was able to find them and forward the information during the meeting. *They are noted in this document in italics.*

Website Admin/Historian

- *Attend Executive meeting meetings*
- *Grant access to members area*
- *Post minutes, newsletters, workshops, programs, etc.*
- *Pay fees for Wix.com (website host—must use credit card)*
- *Pay fees for Blacksun.ca (DNS -registration of domain name, www.hhqg.ca must use credit card)*
- *Tec specs:*
 - 1- *Familiar with web design/WIC*
 - 2- *Need to have high speed internet, min 150 meg down & 50 meg up*
 - 3- *Windows PC or Apple MacBook Pro with Intel I-5 or better, min 8GB Ram & 500 GB Hard drive*

Librarian Convener – Sheilagh Yuschyshyn 2020 (absent-no report)

Jane has volunteered to take over library from Sheilagh. This will be discussed with Sheilagh and put to the guild for discussion at the September meeting. The measurements of the book storage were given to Barbara so she can find out if St. Stephen's has the room to store the library.

Librarian

- *Attend Executive meetings*

Workshop – Jane Symmes-2023

Jane will offer the “Cathedral Window by Machine” workshop in November, (possible dates, Saturday Nov 18th with Nov 4 and 25 as alternates) Location will likely be the Trinity Church in Acton. Cost \$10.00 per person. Jane will not be doing any zoom workshops.

Workshop Convener

- *Attend Executive Meetings*
- *Plan workshop block or Technique*
- *Book Date*
- *Organize location or Zoom*
- *Send out emails to members*

Publicity Converer-Lisa Rossetti 2022

Lisa has been having difficulty completing the bookmark project. She wanted a JPEG file of the Logo for the bookmark. Margaret was able to forward that to Lisa during the meeting. Lisa will amend the Independent announcement indicating the change of venue for the September meeting.

Publicity

- *Attend Executive meetings*
- *Putting notices in local papers and online media*
- *Post brochures at libraries and other public places*
- *Act as a liaison between the Guild and the Community*
- *Arranging occasional public awareness events when possible*

Ida adjourned the meeting at 9:12 pm. The next executive meeting is Nov 6th , 2023 at 7:00pm.

Minutes submitted Sept 16 2023

Donna May