

RCMQG Officer's Meeting Agenda: April 28, 2019

1. Operations

- a. Spending limit on purchases that require guild wide approval is now \$100
- b. Purchased 10 rulers/tools from a destash. About half were new in their package and can be used for prizes. The other half were in used condition and have been added to the Sewing Saturday box. Total cost \$30.
- c. Mechelle and Robin have requested to show the Heritage "Opportunity" quilt at next month's meeting. HH members have tickets if folks are interested.
- d. Add how to use Google Drive / Forms / Email / etc as part of the onboarding process for new officers and committee chairs.
- e. Inventory List—Who has the trifold board?
- f. We are on the calendar for the 2nd floor display window at the downtown library in November. Brandon will contact us if one of the entrance windows becomes available.

2. Finances (Diane)

- a. April Monthly Financial Report will be finalized once bank statement is received. ([Preliminary Monthly Report](#))
- b. YTD Report ([YTD Report 04/27/2019](#))
 - i. Net Balance is currently \$2873.45
 - ii. It cost us \$130.13 more than we budgeted in Fundraising (will need to adjust for next year)
 - iii. Our Materials/Prizes balance is \$64.30, which is less than half of our \$150 budget.
 - iv. We have spent approximately half of our charity budget.
- c. Redstone online payment was not feasible for the guild. They suggested we look into PayPal. We are currently planning to try Google Pay for online payments.
- d. We have switched to a "digital" receipt system which is still pretty crude at this time.
- e. Category definitions are still in progress.

3. Committee Updates ([Goals for easy reference](#))

- a. Membership (Glenn)
 - i. People are joining during the meeting. Need to add some wording to the agenda to make it clear that they can join during the social time or after the meeting.
- b. Website/Social Media (Trina)
 - i. Added a payments page with details on how people can make payments
 - 1. Google Pay, with a link to a how to and a note that the google payment receipt is the receipt for these transactions
 - 2. Check/Cash with mailing address and a note that they will receive an emailed link. Also note that they may bring checks/exact cash to meetings.
 - ii. Added an "events" page with info on the current events which people might be making payments on (currently the dye workshop and the retreat) which links to both Google Form registration forms and the payment page.
 - iii. Nested the "events" page, "challenges", and "block of the month" under "programming".
 - iv. Glenn has asked for a better way to print membership forms from the website.
- c. Charity (Crystal)
 - i. Supplies needed? (I think I'm good on supplies. No one has come forward looking for additional supplies.)

- d. Fundraising (Amanda)
 - i. Lucky Spool Affiliate Program—No response
 - ii. Quilt Photography Booth—talked to a Photographer friend. Very doable. She could potentially do it but needs to wait until after April to discuss further. Thinking October or November? Will follow up with her this month.
 - iii. Sewing Consignment Sale
 - 1. Booked August 24th at Trinity UMC. \$50 for the day. If we take a 15% commission then \$300 of sales will cover that.
 - 2. On site donation box for UFOs, fabrics, anything that doesn't sell. We can cull through what's useful for the guild and donate the rest to other organizations.
 - 3. I am thinking of opening it up to the following items
 - a. Fabric
 - b. Thread
 - c. Sewing Machines and accessories
 - d. Cutting mats, rulers, rotary cutter, scissors
 - e. Irons, ironing boards/mats
 - f. Quilting/Sewing notions
 - g. Specialty quilting/sewing tools
 - h. Books and patterns
 - i. Basting pins and sprays
 - j. Batting
 - k. Binding, trims, and buttons
 - 4. Open up to sellers outside of the guild, advertise both for sellers and for buyers.
 - a. Fliers at Lowe Mill/shared with other guilds
 - b. Facebook event on the public page for easy sharing
 - c. Add to public events calendars (WLRH and Our Valley Events)
 - 5. Have a “tagging day” to help people get organized? Maybe at Robin’s Sewing Bee?
 - 6. Provide Label templates to the sellers, items are not accepted without labels. Items must be priced in \$1 increments.
 - 7. Accept payments made with checks or cash (would need to be able to make change?) or if folks send payment through Google Pay.
 - 8. Schedule
 - a. Set up Tables 9:30-10
 - b. Drop off items 10-11
 - c. Organize 11-12
 - d. Shop 12-3
 - i. Members shop at 12
 - ii. Consigners shop at 12:30
 - iii. Public shops at 1
 - iv. Shopping ends at 3
 - v. Tear down 3-4
 - vi. Pick up 4-5
 - 9. Offer the option to discount items for the last 30 min -1 hour?
 - 10. Check out in an excel spreadsheet. If checking out backs up, pull tags and do the data entry later.
 - 11. After the sale, sort sales by consigner number, cut a check for 80% (to non members), or 85% (members) of their total sales. The balance becomes guild funds.
 - e. Programming (Sherry)
 - i. Fabric Dyeing workshop—June 8th promote online registration

1. Supplies needed (who will purchase/provide? Who purchased last year? Sherry can purchase and be reimbursed)
 2. Sign ups close at May Meeting supplies will be ordered after final head count.
 - a. Need to purchase good ziploc bags for this class quart and gallon (name brand NO generic)
 - b. Canopies and fans would be nice to have outside along with a cooler of water(ask in Members FB group for canopies)
 - ii. ECMQG has responded working out details ~ no new updates
 - iii. Gees Bend Trip Update Carpool down Friday June 21, stay in Selma drive to Gees Bend Sat morning June 22 (Ms. Pettaway will be there from 10-) visit Black Belt Treasures and Quilt Trail and head back Saturday.
 - iv. Retreat - promote online registration
 1. Currently have 16 deposits, Red Rooster has 22 beds, can fit 24 people if we put 2 people in the 2 full beds.
 2. Planning update -contacting vendors for door prizes starting in May. Anyone wanting to help with making small gifts contact Sherry.
 - v. June Program Update Charlene Wagoner @waggonswest on IG will share about Project Quilting
4. Display for 2019 Quilt Con Charity Quilt with NASA?
 5. Potential Workshop with Sherri Lynn Woods—she has booked a show in Cincinnati, will keep us in mind for 2020, she is consider going on tour based on the interest she received.
 6. Quilt Con 2020—rooms will likely open shortly.
 - a. 5 responses
 - b. 3 interested in sharing a room
 - c. 3 interested in carpooling
7. Meeting Table Organization
 - a. Currently have
 - i. Membership
 1. Sign in
 2. New Members
 - a. Welcome Letter
 - b. Community Guidelines
 - c. New Member Bag
 3. Visitors
 - a. Visitor's handout
 - b. Temporary nametags
 - ii. Sew and Tell project sign ins
 - iii. Charity Project sign
 - iv. Presentation board with Monthly Finishes
 - v. Challenges (forms?)
 - b. Tablet to allow folks to complete the new member survey at the meeting?
 8. RCMQG Community Standards Response
 9. Instagram Workshop

- a. Set up a small group to teach how to use Instagram? Maybe even within the social time before the meetings? Or a standalone event?
 - i. Month 1: installing IG on your phone and basics like how to upload a photo, follow people, leave comments.
 - ii. Month 2: hashtags, challenges, saving posts
 - iii. Month 3: how to edit photos/make collages
 - iv. Month 4: how to repost things from the guild account
 - v. Month 5: how to bid on IG auctions and share posts
 - vi. Month 6: IG stories (how to watch them, how to create them)
- b. Might help people be more comfortable before the auction?

10. Communication Protocols

- a. When to use what to ensure consistency
 - i. Website
 - ii. Email
 - iii. Facebook Page (public)
 - iv. Facebook Group (private)
 - v. Instagram

11. Guild Goals

- a. Revisit the goals we outlined last year to see how we are doing and put a road map in place to “connect the dots” between our current capabilities and the BIG long-term goals we outlined. (June 2nd Officer’s Meeting?)
- b. Present back to the guild our status (June Meeting?)

12. May Meeting

- a. Curve Challenge Issued (reveal in August)
- b. Non-Quilted Item Challenge Issued (ongoing through October meeting)
- c. Announce Sew Together Bag Sew Along (social media)
- d. Continue accepting retreat deposits (opens to nonmembers the next day)
- e. HH Opportunity Quilt
- f. Dye Workshop sign ups
- g. Design Wall Program member driven will send email and FB post
- h. Add info about #onethingwithamy