

## Special points of interest:

- *Meetings are held in the Terrace Room at Thompson Rivers University from 7:00-9:00 pm.*
- *Meetings held every second and fourth Monday of the month.*
- *Only one meeting in December and June and none in July or August.*

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# Sagebrush Quilters Guild

## Orientation Guide for New Members

This guide is designed to assist new members (and returning members) to find their way around the Sagebrush Quilters Guild.

We have a large and growing guild with many committee's that help to make our meetings and special events run smoothly. We present this guide in order let new

members know about the functions of the various committees in our guild. If you are new to our guild, what better way to get to know your fellow quilters, than to volunteer on a committee, help a committee out (ie: hospitality/ community projects) or attend committee organized events such as re-

treats or quilt-ins. If you have a question about any of the committees or wish to volunteer you can contact the current committee chairperson. You can find out who this is from the front of your current Membership Directory or from the guild website.

## Membership Committee

The Committee is comprised of the Chairperson and two or more members. The Membership Committee is responsible for signing up new and returning members. The Membership Committee supplies name tags (first one free) and sells guild logo pins. The committee creates and maintains a Membership Directory every year of all the guild members names and address. The directory is given to every paid up member. At every meet-

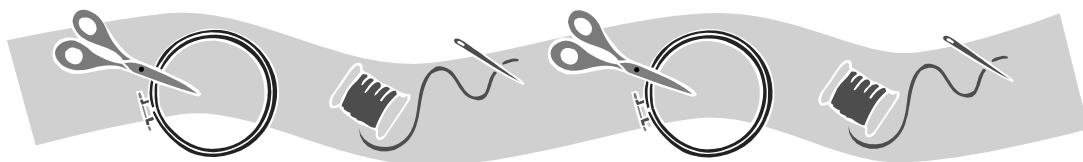
ing there is sign in sheet at the door.

The sunshine person is on this committee, so if you know of someone who needs a get well card, or a bit of cheering up, contact our sunshine person.

The committee also runs the birthday fat quarter club. If you would like to receive a collection of coordinated fat eighths from other guild members on your birthday, drop off your fat

quarter contribution along with your name at the beginning of the year.

Someone, not necessarily, the chairperson should have **Microsoft Access** to maintain the membership database, and email capability to correspond with the Newsletter Committee and the rest of the guild. The Membership Committee also maintains and updates this New Members Guide.



## Quilt Ins Committee

Quilt-Ins are groups of quilters that get together in members homes. There are three Quilt-In groups; Wednesday mornings, Friday mornings, and on the alternate Monday evenings from the guild nights.

The groups are generally small and as everyone is welcome, it is a great way to get to know your fellow quilters. The locations of the gatherings are posted in the Patchwork Press Newsletter. Some of the Quilt-In groups runs actual programs, and give mini lessons,

other Quilt-In groups provide an opportunity to work on your own projects and socialize.



## Program Committee

This committee is responsible for providing organized entertainment, instruction and other quilt related activities once a month at the guild meetings. The committee chairperson and members get together 2 or 3 times a year outside of guild meetings to plan activities and prepare for the various evenings. This committee is always looking for willing volunteers who have good ideas to share, and a little extra time to help get ready for an evening.

## Newsletter Committee

The Newsletter Committee is primarily responsible for producing the guild's newsletter; *The Patchwork Press*. The newsletter is put out five times a year, deadline for submission is determined by the editor. The newsletter is compiled by the editor from submissions from the other committees and also from members-at-large, however the editor may edit submissions as required. As well the Newsletter Committee is respon-

sible for our guild website. The committee requires at least 4 people. One person should be interested in maintaining our website. Also required are people with publishing software, email access, and the ability to communicate with another member with PDF converter software. As well, the committee distributes the newsletter, and helps to maintain mailing lists in consultation with the Membership Committee.

If you enjoy working on the computer almost as much as you enjoy quilting, consider giving this committee a hand.



## Workshop Committee

The Workshop Committee is to provide educational opportunities for guild members outside of the guild meetings. This includes arranging the Quilt till u Wilt (QTUW) days as well. The number of classes and QTUW 's are up to the committee to decide and budget for accordingly. The classes are sometimes booked in the previous year as many of the

instructors are booked far in advance. All members shall have opportunity to register for classes. The QTUW's are open to all guild members and this opportunity has been provided to members at no or very nominal cost to the members. This is a small committee that would require possibly two to four members. The chair of Workshops is responsible for the

Newsletter Reports to be submitted and verbal reports at the Guild Business Meetings.

The Orphanage was born under the Workshop umbrella and could be carried on as the committee decides.

## Library Committee

Sagebrush Quilters Guild has amassed a range of books, magazines, multimedia (e.g. CD, videotape, DVD) and equipment that members may borrow. These items are stored on-site at the Guild meeting room, and are displayed at each Guild meeting.

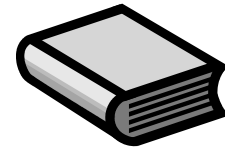
Two members share the Library duties. The Chair looks after setting a budget, renewing magazine subscriptions and buying new resources throughout the year, based on member needs or suggestions. A committee report is

given at each business meeting, and a written report is submitted for publication in the Guild newsletter. At year end, an inventory is done to account for all library materials, and an updated inventory list is printed.

At each meeting, the Library Committee members set out the books and magazines on display, check in the books that have been returned and check out the books that members borrow. They may assist members in selecting books to borrow, and may

take suggestions for new books or materials to buy. At the end of the meeting, the books are re-packed for storage.

Optional activities include sale of outdated books and materials, summer sign-out of library materials, on-hold system of book reservations and book review contest.



## Historian's Committee

The duties of the Historian are to record the "happenings" of the Guild throughout the Guild year. In 2004 the Guild purchased a digital camera that allows us to take photos of all the events of the guild such as business and program meetings, Quilt "Till You Wilt, Christmas pot-luck, Scrap Days, special events such as our own quilt shows or Gathering of the Guilds, and Guild Retreats. Most photos are of quilts

made by members and as a member service are available to members for purchase if they so



desire. Many of our photos are posted on our Sagebrush Quilt Guild web site in the Gallery. At the end of the year a scrapbook is compiled of our activities. Members who like digital photography and scrap booking are encouraged to join this committee. The committee chair attends Executive meetings and maintains the budget of this committee.

## Hospitality Committee

The Hospitality committee is responsible for ensuring there is coffee, tea, and goodies at each guild meeting. At the first meeting in September a list is passed around with the date of every guild meeting held. Under each date four members will write their name and telephone number, each member is responsible for

bringing three dozen goodies for that night. They are also expected to help with the set up and take down of the coffee etc. The hospitality committee is also responsible for phoning the guild members and reminding them of their turn, buying the milk for the coffee and all the supplies which are needed for that evening. The

committee is also responsible for the Christmas and spring banquets. This consists of finding a menu, which the guild agrees upon, ordering that meal from TRU and collecting the money for the banquet.



## Community Projects Committee

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Members will be encouraged to prepare a quilt for distribution by the Community Project Committee. Guild members will have the option of using their own material or materials donated or purchased by the Guild. The committee for Community Projects will decide upon the distribution of the projects made by the Guild members. All of the quilts made are given to these agencies to distribute.

The Guild decided that if members have personal requests for quilts or requests for raffle quilts are made, that the member make other arrangements with friends or their own quilt stash to obtain quilts.

**Sizes for the quilts** were set as follows:

**Cancer Quilts...72 inches x 48 inches...**This is so that the chest of the patient is covered while

having their treatment as they feel the cold.

**Lap Quilt**            **60 in. x 40 in.**

**Twin Bed**            **75 in. x 63 in.**

**Double Bed ..... 92 inches x 80 inches.**

The distribution of the quilts is an on-going process during the year.

## Retreats Committee

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This committee has one chairperson and two or three members to help with the retreat organization. The committee organizes two quilting retreats per year. These are held at Sorrento Centre and are in the spring and fall of each year. Prior to each retreat the committee members collect a deposit for the retreat, with the

remaining fees collected about 6-8 weeks before the retreat. The fall retreat is the "frills" retreat which may include door prizes and goodie bags which the committee buys and puts together. The spring retreat is a "no frills" one. The committee works with the Registrar at Sorrento Centre with regards to menus for the re-

treats to menus for the retreats, room arrangements, etc. to ensure a wonderful weekend for our participants. The chairperson gives a verbal report at the Guild business meeting if there is anything to report, submits a written report of activities or upcoming events for the Patchwork Press and looks after the financial end of the retreat.