



1 July 2020

Letter to all Group Coordinators

Dear Group Coordinator,

We have received a number of enquiries regarding groups meeting again and payment of Group Affiliation/Insurance fees. It is up to each Group and their venue to decide if they may meet again, with the view to meeting Government COVID-19 regulations of social distancing and disinfecting requirements.

With respect to Guild Affiliation fees, may we remind you that these are now due at a cost of \$50 per group if paid *before* 31st August 2020.

Effective from 1<sup>st</sup> September 2020, the Group Affiliation Fee is \$60 per group.

Regarding insurance, the following is a list of tasks the Group Coordinator/Treasurer is required to do to meet Guild insurance requirements:

- Identify all members who will definitely be returning once the group meets again.
- Contact all other possible members by phone or email, to confirm their attendance.
- Prepare list of names and addresses of all members (including Guild members and their membership number).
- Pay the affiliation fee plus \$5 for each non Guild member
- Complete (including payment details) the Group membership form, available on the Guild web site:

<https://www.saquilters.org.au/groups.htm> (the Word document is recommended)

- Email (please do not post) the form and the membership list to the following people. If the person responsible does not have access to email, then please ask someone in your group who has access to email the form. (This ensures that all relevant Guild personnel have the most up-to-date information):

Treasurer: [banker.saquilters@gmail.com](mailto:banker.saquilters@gmail.com)

Membership Secretary: [membership.saquilters@gmail.com](mailto:membership.saquilters@gmail.com)

Insurance Liaison Officer: [insurance.saquilters@gmail.com](mailto:insurance.saquilters@gmail.com)

Registrar: [registrar.saquilters@gmail.com](mailto:registrar.saquilters@gmail.com)

- When new members join, updated information (and insurance payment to be made if non Guild members) to be sent as soon as possible to the above email addresses.

- Sign in sheets must be completed for every meeting to not only meet Guild insurance requirements, but also current COVID-19 requirements for contact tracing. Please note that the Guild is not liable for any COVID-19 claims. A recommended sign-in sheet is attached and members are to be alerted to the disclaimer statement at the top of the form.

Kind regards

A handwritten signature in black ink, appearing to read 'Chris O'Brien', with a stylized, cursive script.

Chris O'Brien  
President  
Quilters' Guild of SA Inc