



SA Quilters

MINUTES of Meeting of The Leadership Team held at 6:35 pm on Thursday 19th January 2023, at The Goody, Goodwood Road, Goodwood SA

1 PRESENT

Michael Barton, Heather Ford (President), Jan Goulter, Shez Hobbs, Margaret Hurrell, Keith Holland, Denise Johnston, Cindy Massey, Gaylene Morgan, Kathleen Rossini, June Yam-Stead

In Attendance: Ann Ewer, Chris O'Brien, Kerry Brand

2 APOLOGIES: Julie Symons, Jackie Harris, Peg Argent, Ros Wyatt

3 MINUTES OF PREVIOUS MEETING

Meeting held Thursday 24th November 2022

Kerry Brand would like it noted she will be stepping down from the QE convenor's role after the 2023 QE.

With the above amendment being noted it was moved by Shez and seconded by Cindy that the minutes be approved.

4 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

5 GUILD BUSINESS – EXECUTIVE COMMITTEE

5.1 Finance (Keith/Jan)

5.1.1 – Financials emailed to Committee on 4 January 2023

Keith enquired if there were any questions or changes to the emailed financials as they will be going to the auditor very soon in readiness for the AGM. There were no queries.

There is \$11k in the Income Advance account. Money in the bank is less than 2021.

Keith asked Shez for a report of expenses and a list of stock on hand for Merchandise **Shez**

Chris to email Shez stock left over from FoQ

Keith enquired if an invoice has been received from Burnside for 2023, Gaylene to follow up

Gaylene

5.2 Groups Liaison (Cindy)

5.3 Library (Michael)

An audit will be done

5.4 Mail Distribution (Jan)

5.5 Meetings General (Raffle – Shez; Welcome – Peg; Guest Speaker – Cindy)

Cindy reported she is in the process of contacting winners from FoQ as guest speakers for the March meeting

5.6 Membership (Kathy)

Individual members – 488

Made up of the following renewals:

4 to 31/12/2024

2 to 30/06/2024

233 to 31/12/2023

249 are yet to renew in 2023.

Groups – 89 (35 city and 54 Country)

Made up of the following renewals:

29 to 31/12/2023

60 are yet to renew in 2023.

Heather reported membership is nearly back to pre-Covid numbers.

Kathy to advise Keith who has paid to 2024 so adjustments can be made in the financials.

Kathy

5.7 Merchandise

5.8 President (Heather)

5.8.1 Heather advised Otto has donated a huge amount of threads and haberdashery items to the Guild and for this to be noted in the minutes. A huge thank you to Otto for this donation which will be used for prizes at Country Forum, QE and if any left over FoQ. Heather has packaged the threads into lots of three and Margaret has printed stickers to go on the packets to say they were donated by Otto.

5.8.2 An email of thanks has been received from Bronwyn Cant, a copy was attached to the agenda, thanking the life members for donating the prize she received at FoQ. The email was passed on to Wendy to forward to the life members.

5.8.2 A discussion ensued as to whether it is necessary to amend the Constitution to include a registered business name. Kathy to follow up with a lawyer and report back.

Kathy

5.8.3 Heather has drafted the wording to replace Clause 4(b) – 5 year tenure – in the Constitution to be put for consideration at the AGM as follows:

“The Executive Committee proposes that Clause 4 (b) of the Constitution of the Quilters Guild of SA be removed. This clause states that no member of the Executive Committee may serve for more than five consecutive years and shall not be eligible for re-election until the expiration of a period of two years from the date of retirement. ”

Reasons for removal of the clause – in this day and age with fewer volunteers stepping forward it is foolish to not allow willing volunteers to continue in a role.

5.8.4 Heather and Kathy have had discussions regarding changes to all Guild paperwork to reflect what stays as QGSA and what uses SAQ. It was agreed that anything relating to the Constitution remains as QGSA and all forms/ handbook change to SAQ with the new logo. **All in agreement.**

5.8.5 Acceptance of new Logo was discussed. All agreed to use the new logo. Heather will have it on screen at the next meeting and has drafted some talking points to sell it to the members.

5.8.6 Ten tickets for the Riverland Get Together have been reserved. There are 7 definitees from the Leadership Group with Jane and Chris to be invited. Heather advised we will sit at different tables to encourage conversation of SAQ and what it can offer.

5.8.7 Heather asked if there would be any resignations pre AGM. Kathy advised she would like to hand over I-Patch, as it takes a lot of time. A person did come forward but has no experience in this field and there has been no further contact. Heather will follow her up.

Kathy also advised she would like to hand over Membership Secretary as at the AGM. Denise Johnston volunteered to take over from Kathy. Thank you, Denise

5.8.8 Heather asked for all sub-committees to do a report and email to Gaylene for inclusion in the AGM Annual Report. Any new committee members who haven't done a report before to email Gaylene to send a copy of last year's report. Also to update their Handbook specifications and email to Gaylene.

5.8.9 It has been noted on the Group membership form to nominate the name of their librarian and whether this was needed. After discussing the point it was agreed it was not required. It was moved by Denise and seconded by Kathy to remove Librarian from the Group membership form

5.8.10 The question was asked if we need to notify the Kent Town PO of our trading name, SA Quilters. It was agreed that it would have the PO Box number on the envelope which would suffice.

5.8.11 Heather advised that all items of storage for SAQ is now located at Camden Park and it estimated there is 8 pallets of area. The first invoice has been received for an amount of \$189, this to be checked with next month's invoice to see if this was for a part month plus a full month or just one month. It has easy access for everyone and will save a lot of time

5.8.12 As agreed last year, Heather will order a secure document bin for mid-February and will be placed at Heather's house for four weeks. Anyone wishing to dispose of old and/or redundant papers to take it there.

5.8.13 The prize of a Yazzi bag for new members who joined in November, December and January will be drawn at the February meeting.

5.8.14 At the last meeting it was agreed the Executive Committee would now be known as the Leadership Group. It was formally proposed by Cindy that in future the Executive Committee would now be called the Leadership Team. Seconded by June.

5.8.15 Heather questioned should the \$30 thank you to sub-committee members be reinstated. Chris agreed it should be reinstated and should be increased to \$40. It would cover the Leadership Group, FoQ, QE, Judging and Appraisal and if a person is on more than one sub-committee they are only entitled to one payment and on condition they have attended a minimum of 6 meetings a year and have been actively involved. The clause to be amended to reflect the conditions for this payment: *This payment covers members of sub-committees conditional on them having attended a minimum of 6 meetings in the one year and have been actively involved. All in agreeance*

5.9 Secretariat (Gaylene)

5.9.1 – An email has been received from Burnside who advised the kitchen and its appliances have had a deep clean, notices and check lists have been put up and the area will be closely monitored to ensure it is being kept clean. Cleaning aids will be supplied. A copy of the email has been forwarded to Carolyn.

5.10 Shops Liaison (Peggy)

5.11 Meetings Team (Peggy)

5.12 Workshops (Ros)

Heather showed laminated flyers of the workshops coming up to be displayed on the workshop desk

5.13 Events (June)

5.13.1 – *Birthday Celebrations, 2024.*

As this is not until 2024 the group is not yet focused on this but need to start planning. Heather advised Ann-Marie is available to help with suggestions.

5.13.2 – *Biggest Morning Tea – 29 April 2023*

Not a lot of donations have been received as yet and need to focus on getting more. Michael will be selling library books with funds going to the Guild. Kathy showed the raffle quilt [made by Cindy and quilted by Kathy] There will also be 10-15 shoe box raffles. Peg is organising food. Arranging tea pots and will have gum leaves and roses to decorate tables. More will be discussed at the Teams Meeting on 23 January.

5.13.3 – *Country Forum October 28, 2023*

More discussion on this at next Teams Meeting. Quotes have been received for the venue. The Church is offering to do morning tea but decided this will be too expensive. The theme was going to be community, this is being reviewed and discussed further at Teams Meeting,

Heather advised Tiger Team picked up some beautiful material and will be cut into fat quarters and meterage and used for prizes at CF and QE.

5.13.4 – *Market Day 2024*

To be held at same venue as Country Forum. Heather requesting an amount of \$56 plus GST to purchase cellophane for wrapping. Chris thought FoQ had a lot and suggested to follow it up with Ann.

Heather

5.14 Assets Register (Gaylene)

Has come to a complete stop – will follow up with further emails.

6 GUILD BUSINESS – GENERAL

6.1 Frame Hire (Angela)

The first booking for frames is early March

6.2 Insurance (Margaret)

6.2.1 – Margaret has been asked by Groups for a copy of the Certificate of Currency and asked if the renewal date could be changed, but that is not an option. The broker has been on holidays and the certificate has now been received and sent to the Groups who have requested it. Keith asked for a copy to be sent to him and copy to Gaylene.

6.3 Judging Panel (Jill Christian)

6.4 Appraisal Panel (Heather)

Heather advised appraisal had \$50 in petty cash which has now been handed to Keith with receipts. Appraisal will no longer have petty cash.

6.5 Website Management (Kathy)

Working on new website, all forms have been updated with the new logo. Still a lot of work to be done.

6.6 I-Patch (Kathy)

Chris will do February edition. Kathy and Chris would like to step down, Kathy is happy to continue if no one is prepared to do it but can't do all the portfolios on her plate. I-Patch needs to be kept at a high standard. Kathy and Chris both enjoy doing it. Denise volunteered to take over the role of membership and will commence after the AGM.

6.7 Modern Mix Quilters (Monique)

Heather reported that Vermont was no longer available on a Sunday. A new venue has been sourced at Cumberland Park which is cheaper than Vermont and is available on Sundays. Heather requested funds of \$300 to purchase 6 O.H.& S extension cords. **All agreed**

There is some equipment at Vermont which can be taken to Cumberland Park. Chis has an ironing board they can use.

6.8 Patron

Heather showed a Christmas card received from the Governor - Filed

6.9 Kym Jones Events Contract

Ann advised the contract is due for renewal after two shows. She has been advised by Kym Jones there will be no show in 2023 and is looking at 2024. Ann will contact Kym Jones after FoQ with respect to the contract going forward.

6.10 Royal Adelaide Show Contract (Julie)

6.11 Bernina Contract

Glyn Singleton is the new Managing Director coming from NZ and will commence in the next 6 months.

7 GUILD PROJECTS:

7.1 Australasian Quilt Convention (Heather)

7.2 Quilt Australia (Heather)

7.3 Dare to Differ

7.4 Festival of Quilts (Ann Ewer)

A debrief meeting was held on 16 December 2022 – Minutes attached. A number of issues were discussed. There was a loss of around \$3k for the 2022 show, expenses were up from the previous show. Reluctant to increase the fee to enter a quilt and feel the Guild need to offer a show to members as a service and shouldn't have to be charged. The Group fee was increased for 2022. It was suggested the proceeds from the raffle quilt go to the Guild rather than a charity. Disappointed with the Yazzi sponsorship, \$50 vouchers. They are given a lot of coverage with no return. The opening was disappointing and it has been suggested to change the time to 10 am on the first day with the show opening at 11 am. The theme for 2023 is Mad Hatters Tea Party and it has been agreed to have the sewing machine as the first prize and the raffle quilt as second prize. Rachel Denney is donating a quilt for the raffle this year and is happy to have it as the second prize. It was agreed to approach a scout group to have uni students help set up and pull down, which will involve a cost.

7.5 Quilts of Love (After Dark Quilters – Jill Clausen)

Purple Patch have donated isolette covers and have been passed on to Jill

7.6 Quilt Encounter (Kerryn)

[Report attached to agenda]

Joyce, Leanne and Kerryn visited E.P. last week and met with the breast care nurse to hand over \$3k worth of equipment. Made a special point of telling her of support from the E.P. shops and Judy Simcock. Now busy making zip bags.

Called at the Cowell shop to thank her for her very generous donation of fabric and again donated more fabric and haberdashery which will be bundled for QE.

The first meeting is schedule for 8 February. Most of the tutors for this year have been decided and will be discussed at the February meeting. The wording in the local contract will be amended.

7.6.1 – Kerryln advised that in Julie Haddrick's response the facts she stated were not correct but will not be taking the matter any further.

7.7 Scholarships and Country Grants (Julie)

7.8 SA Quilters: Comfort Quilts

7.9 Flinders Kids (Chris O'Brien)

7.9.1 – A quilt featuring embroidered vegetables donated by Adelaide Sewing Centre was shown and Chris asked for suggestions as to what to do with it.

7.9.2 – Flinders kids on hold. 60 will be delivered on Monday and 15 have been rejected. A lengthy discussion ensued regarding the quality, use of colour and workmanship of the donated quilts and what can be done to overcome this problem., the reputation of the Guild is being compromised with these quilts. It was agreed that Heather draft a directive from the Leadership Team and June, Chris and Cindy help finalise it and will be published in I-Patch.

7.9.3 – A further discussion on the need to put labels on donated quilts took place. Chris advised the last order cost \$900 and it was agreed to no longer purchase labels. It was agreed to use the labels in stock but once they have run out labels will no longer be put on quilts for Flinders Kids, Comfort Quilts and Quilts of Love.

8 COMMUNICATIONS (Kathy)

8.1 Communications Team

8.1.1 Heather handed out a copy of the new 3 to a page flyer.

8.2 Mail In

Thank you cards, email, letter and a certificate were received from the Clayton's Committee, Childhood Cancer and Bronwyn Cant

8.3 Website / Facebook / Instagram

9 ANY OTHER BUSINESS

MEETING CLOSED: 8.50 PM

NEXT MEETING: Thursday 23th February 2023 at The Robin Hood Hotel [5.30 pm Dinner – 6.30 pm Meeting]

FESTIVAL OF QUILTS EXHIBITION COMMITTEE, 2021

Minutes of meeting held Friday 16th December 2022 at 9/11-12 North Esplanade, Glenelg North
At 10:00am

PRESENT: Ann Ewer, Dione Gardner-Stephen, Jan Goulter, Wendy Hunt, Helen Ingham, Jill Iveson, Emilie Knight, Chris O'Brien, Anne Marie Serrano

APOLOGIES: Christa Mano

MINUTES –minutes of 22 October were approved

DEBRIEF FoQ 2022:	Action
1. Thank you letters received: numerous letters of congratulations have been received from entrants and sponsors.	
2. Quilt Delivery – worked well, but prefer to deliver at Showgrounds. Ribbons to be removed and tucked in flat. Packers to be instructed on how to fold quilts	Procedure
3. Quilt Pickup – this needs to be spread over all committee. The procedure to be updated to plan for each member to be allocated a date.	Procedure
4. Judging Day <ul style="list-style-type: none"> a. <i>Facilities</i> – not ideal – need to hire a room. Problems with moving of people’s items and not knowing where things are. Also issues with not being able to put the frames in correct locations. b. <i>Entries</i> <ul style="list-style-type: none"> i. Machine Embroidered – Ann to speak with Christina about the continuation of this category. Also to ask her to encourage her members to join the Guild and especially to enter FoQ. ii. Junior – this section is not normally aligned with the theme. – check box to be added to entry form for domestic machine if quilted by someone else. Also, need the include the sponsor’s contact details, ie phone number and email iii. Other comments -we need to highlight that if a professional quilts the quilt, it must be a 2 person quilt. iv. Pieced and Applique – keep educating at Guild meetings and in I-Patch, that there needs to be significant piecing (and applique) to be entered in this category. c. <i>Judging</i> – Julie Haddrick’s report was excellent and a report to be requested every year. d. <i>Special Awards</i> – not enough focus early enough during the judging process. Each judging sheet Scribe to ask if any quilts for special awards. e. <i>Note procedure</i> – the quilt that wins best of show – the 2nd placed quilt is to be considered for the Runner Up selection. 	Ann Ann Entries Manager Ann Ann Procedure Scribes’ Procedure Ann
5. Hanging Procedures <ul style="list-style-type: none"> – display only bags need to be placed with the frame bags. – need to think of space for placing quilts ready for hanging if at AMQF (not in area where frames are to be placed). – note that new frames are 2.7m wide – consider buying 2.7m rails. 	Procedure Ann Ann Frame M’ger
6. Pull down Procedures <ul style="list-style-type: none"> – no committee member may leave until everything is packed up. – Executive Committee to be designated specific tasks. – Need to have contingency people for absentees. 	Procedure Ann Ann
7. Opening Ceremony <ul style="list-style-type: none"> – Need to ensure that the prize list is same as Powerpoint. – Bernina prizes to be grouped together so that Bernina present the ribbons. – Ensure 2nd quilter is acknowledged. – 8:30am too early – suggest 10am with Festival open after that. 	Ann Ann Ann Ann
8. Frame build – the floor plan was confusing as it showed the Committee room, but the Judging room was in position.	Dione

Agreed that we contact a scout group for university students to build and pull down. Dione to make general enquiries. Donation to individual or Scouts.	
9. Sponsorship <ul style="list-style-type: none"> a. Yazzii gift vouchers (and others) – will only accept vouchers unless she is at the show. Ann to send email to recipients and combine in one order to avoid postage. b. Anything available for Early bird prizes 2023 – wool mat, scissors, Olfa cutter, fabric bundles. c. Next year target Groups with a direct letter. d. Life Members to be approached in 3 years' time ie 2025. 	Ann Ann Ann/Wendy Ann
10. White gloving/volunteers – need to be entrants	Procedure
11. Demonstrations – really good – all the demonstrators were engaging	
FINANCE: Financial report for 2022 Event - \$800 loss, but also expended \$750 on capital expenses.	
RAFFLE 2022: Sold out (2,000 tickets) – donated \$3520 to Childhood Cancer Association 2023: <ul style="list-style-type: none"> • It was agreed that in future the 1st prize is the sewing machine and the 2nd prize is the raffle quilt. History has shown that people would prefer the machine as 1st prize. Ann to raise this with the Executive Committee. • We need a quilt – Chris to ask the lady who donates lots of quilts. 	Ann Chris
FOQ 2023	
1. Exhibition Company:- <ul style="list-style-type: none"> – KJEX has indicated that we may collaborate with Craft Alive, however Ann to confirm with Kym Jones in January. – Craft Alive is having difficulty getting dates at the Showgrounds. 1st week November considered unsuitable. August suggested. 	Ann Ann
2. Theme: Mad Hatter's Tea Party <ul style="list-style-type: none"> – Anne Marie has offered to organize the theming, despite not being on Committee – note that we already have fabric/netting suitable for decorations or hats. 	Anne Marie
3. Aprons: we need to replace the pink aprons. Each member to make their own according to the theme. Committee to wear fascinators or hats.	Committee
4. Roles: <ul style="list-style-type: none"> – Committee members to consider whether continuing with their role or wish to change. – The Convenor to ensure that Committee members know that they are totally responsible for their area, ie from set up to pull down. 	Committee Ann
OTHER BUSINESS: <ul style="list-style-type: none"> • Retiring Committee members: Emilie, Anne Marie and Helen resigned from the Committee. • New Committee Members: Jennifer Kempson is unsure whether she will have time to join us due to travel plans. Carmel Loughry, Joyleen Miller, Margaret Hurrell, Cathy Boniciolli to be approached. • Retreat – currently booked for 30th June -2nd July. Wait until new Committee members on board before confirming. • Meetings: confirm future meeting dates at next meeting. 	Ann Ann Ann

NEXT MEETING: Saturday 4th February at 10am at Ann's place, Unit 9, 11-12 North Esplanade, Glenelg North.