



Quilters' Guild of South Australia Inc

MINUTES of Meeting of the Executive Committee which were held at 6:30pm on Wednesday 22nd September 2021, at Robin Hood Hotel, Portrush Road, Norwood, SA

1 PRESENT

Peggy Argent, Christine Baker, Michael Barton, Heather Ford (President), Keith Holland, Cindy Massey, Gaylene Morgan, Jane Polden, Jo Reardon, Monique Reed, Kathy Rossini

In Attendance: Ann Ewer

2 APOLOGIES: Ann Retallick; Jan Goulter, Kerry Brand

3 MINUTES OF PREVIOUS MEETING

Jane proposed and seconded by Peg and it was agreed that the Minutes of Meeting held Tuesday 24th August, 2021 be approved.

4 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Barcodes:

Kathy reported there is about half a sheet of library barcodes remaining. Currently, the membership numbers do not match the barcode numbers. She has spoken to Gian from Datamanbarcode, who supplied our original barcodes in September 2008. He is able to supply sheets commencing at a number of our choosing, say 5001, which we can then match to future membership numbers. The cost of 1,000 would be \$77 plus \$11 postage – total \$88. It was agreed to order 1,000 and start with number 5001 to coincide with the member number. The new number system will apply to new members only, existing members will stay the same.

5 GUILD BUSINESS – EXECUTIVE COMMITTEE

5.1 Finance (Keith/Jan)

5.1.1 – Financial Report:

Reports sent. The last couple of weeks refunds have been made for Quilt Encounter cancellations, some participants were happy to have it rolled over for next year. The Bank balance at end of year will be quite large, this will include subscriptions paid for 18 months and money held over for the trunk show. Tutor fees for QE are still to be paid, some outstanding money still owing to the Stamford Grand. The surplus from QE is being tracked.

5.1.3 – Police Credit Union:

Completed

5.1.3 – President's BankSA credit card:

Received

5.2 Groups Liaison (Jane/Cindy)

Cindy reported she has contacted a new group at Ardrossan who are coming to CF. Five from this group have joined as individual members. Videos are being done for Clare and Gawler Exhibitions. Heather and Chris O'Brien will be attending the Bordertown Exhibition.

5.3 Library (Michael)

Will be having a table at Country Forum to sell books.

5.4 Mail Distribution (Jan)

5.5 Meetings General (Raffle – Jo; Attendance/Welcome – Peg; Guest Speaker – Ann R)

Everything going well. Ann E commented that the last night meeting had a good feel to it, but the day meeting was average, needs to be more interesting.

5.6 Membership (Kathy)

5.6.1 Update Group Renewal Form

The provisions in the checklist, the return of paperwork and address to send the application need updating. We need to encourage the return of paperwork online as it is much quicker.

The individual member form also needs to be updated.

Kathy

With December being the end of the financial year, a discussion ensued regarding fees if applications are received to join the Guild in say October. It was agreed anything after 1st December goes to next year. New forms are to be updated on the website on 1st December

Kathy

400 financial members including 32 Life Members.

I have removed 84 members who have not renewed and will no longer receive I-Patch or appear on the meeting door list.

85 financial groups.

I have removed 8 groups which have not renewed and their contact or affiliated members will no longer receive I-Patch.

5.7 Merchandise (Jo)

5.7.1. Heather and Jo had a discussion and agreed to have a special of lanyards, pens and torches.

5.8 President (Heather)

The Guild President, Heather Ford and First Gentleman Brenton Ford attended a State Dinner on Friday September 3 at the Convention centre. The dinner was to acknowledge and honour the service of His Excellency the Honourable Hieu Van Le AC, Governor of SA and Mrs Lan Le. Mr Le was patron of some 270 organisations and Mrs Le was patron of 70, including our Guild. 730 people attended the dinner, many from the political and corporate world. It was indeed an honour to represent the Guild and for the Guild to be selected to attend.

Heather encouraged all sub-committees and team leaders to send a written report to Gaylene by the Sunday before the Exec meetings so they can be included with the agenda. This will give others time to formulate any questions they may have and save discussion time at meetings. I know you all send minutes of your meetings but a written report would be helpful if there are no minutes.

5.9 Secretariat (Gaylene)

5.9.1 Incident Report – Ben Shipley

A report from Ben regarding an incident at the last Guild meeting has been received. This has been forwarded on to the Burnside Council. A reply from the Council has been received advising this has been passed on to the relevant department and the door in question will be repaired

5.9.2 Key Register:

No further replies have been received.

5.9.2 Badge Register:

No further replies have been received.

5.10 Shops Liaison (Peggy)

5.10.1 – Shops for February, March and April have been allocated. Have enough shops on the list for 12 months. It was agreed to have a mini market of four tables if a shop cancels at the last minute. Peg and Jane to approach some members to ascertain if they would be interested in this project. It will not be advertised. **Peg/Jane**

5.11 Meetings Team (Peggy)

All going well.

5.12 Workshops (Monique)

Workshops have minimum numbers plus at the moment. Participants for the Jen Kingwell workshop are happy to roll over to 25 March 2022. Once Jen Kingwell confirms what projects she will do for workshops they will be advertised. Planning for next year is in progress with Rachel agreeing to do a workshop. The next six months are set. Working on having 3 day workshops at FoQ using sewing machines with the theme of denim.

5.13 Events

5.13.1 Trunk Show (Monique)

The trunk show has been rescheduled to Friday March 25, 2022 and the Stamford Grand has been booked. Most people are happy to have their tickets rolled over, there have been a few requests for a refund.

5.14 Assets Register (Christine Baker)

5.14.1 – Policy for Disposal of Electronic Equipment

A query was raised as to who deems what equipment is to be disposed of. It was agreed that the Asset Manager put it to the Executive Committee and that it either be destroyed for recycling or sanitised and given to a charity/education, it will not go to any member.

5.14.2 – Second tier of assets for equipment under \$250

Heather suggested that there are a number of items held by the Guild and a register should be made to itemise these items and where they are kept.

5.14.3 – Policy for Next of Kin forms/emergency contact forms

Christine advised of the Privacy Policy regarding the re-drafting of these forms and forms to be destroyed after the event. There should be a clause on the form to opt in/out for I-Patch, Affiliated groups need to opt in. Visitors just to have their name and email address and to become a member after three visits. Peg keeps a register of all visitors and advises Kathy if

they have been three times. Next of kin and other medical conditions to be taken off the Emergency contact form with the exception being for QE and overnight workshops. Christine to re-draft and email.

Christine

6 GUILD BUSINESS – GENERAL

6.1 Frame Hire (Jo)

6.1.1 – Update of forms:

The form has been updated and is on the website. There is no form for the portable frames as they are no longer being hired.

6.2 Insurance (Cindy)

Insurance cover to be extended for 6 months. Margaret liaising with groups, the paperwork is being sent on-line where possible. The receipts are scanned and emailed. The Certificate of Currency is being emailed where possible as the post is too slow. We need to encourage the return of paperwork online which will mean groups are not calling for the Certificate of Currency as they are now. Cindy to liaise with the broker for an extension to December 2022.

Cindy

Proposed Kathy – Seconded Peg

6.3 Judging Panel (Jill Christian)

6.4 Appraisal Panel (Heather)

6.5 Website Management (Kathy)

6.6 I-Patch (Kathy)

Going really well. As mentioned in Membership, all unfinancial members have been removed from the list to receive I-Patch which will now be sent to 400 financial members and 85 groups.

Anyone who is on the Communication Team can partake in the editorial of I-Patch.

6.7 Modern Mix Quilters (Monique)

A meeting was held on Sunday, 16 people attended. A steering meeting was held after. It was decided a group quilt be made by the regular members and exhibited at FoQ. There was a discussion as to how this would be entered. A request for \$200 from funds generated by the Group for the purchase of fabric, backing and wadding. The quilt to be appraised. Everyone was in favour of the request for funds. Monique to purchase the requirements and give receipts to Keith for reimbursement.

Monique

6.7 Patron

Invitation to the Governor elect and her husband Mr Rod Bunten to become joint Patrons has been sent. Awaiting further developments.

6.9 Kym Jones Events Contract

See Exec minutes 29 July, 2021 for information. A copy of the contract proposal is held by the Secretary.

Ann E reported she has been in contact with Kym Jones who advised the contract should be received in the next fortnight.

6.10 Royal Adelaide Show Contract (Ann Retallick)

Contract rolled over to 2022

6.11 Bernina Contract

The last contract on record is for 2018-2020. Claire from Bernina has been contacted and advised she has taken this on board but for the moment sponsorships are on hold.

7 GUILD PROJECTS:

7.1 Australasian Quilt Convention (Heather)

Is now scheduled for December 2021 to be held at Jeff's Shed.

7.2 Quilt Australia (Heather) – 2022.

7.2.1 – Hosting QA 2022

7.3 Country Forum (Cindy/Jane) – 30th October 2021

Have 147 people attending with 22 helpers. Everything in place and ready to go.

7.4 Dare to Differ (Suzanne Gummow)

Dare to Differ will be held on 2 – 25 September, 2022 at Gallery M. Heather had a discussion with Suzanne and it was decided to try and negotiate a cheaper production of the brochure. Costs reduced from a projected (based on the figure from last time) of \$1300 to \$600 for 500 copies (Allbiz). Also, that Bernina be approached to provide sponsorship, currently sponsored by Brother. Dare to Differ funds to purchase brochures.

7.5 Festival of Quilts (Ann Ewer)

The revised dates are 12 to 14 August, 2022 at the showgrounds and will be a stand-alone event. The theme will be "Done to Demin". The launch of entries to be in March and the raffle in November. A meeting is being held on Saturday when a decision will be made as to whether FoQ will attend Country Forum. Ann to advise Jane of decision. FoQ 2022 dates not for publication as yet.

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

The website has been updated.

7.7 Quilt Encounter (Kerryn) – 12 to 17 September, 2021, Stamford Grand Hotel

After discussion with Kerryn re PA system for use at QE (which can also be used at any other Guild function) A portable PA system was purchased for \$150-00 and used successfully.

Quilt Encounter concluded on Friday – wonderfully successful week of workshops, comradery, good food & fully supported by the great staff at the Stamford Grand Hotel in Glenelg. Will have further to report after our de-brief meeting on the 13th October – several of our Committee girls are heading away for a well-deserved break now. Also once we have had a chance to finalise the "money" side of things with final invoices paid and refunds of cancelled ladies sorted.

Kathy requested photos and a spiel to go with them for website/social media.

The dates for 2022 QE are 18-25 September. Kathy to put on website.

Kathy

7.8 Scholarships and Country Grants (Ann Retallick) 2021

7.9 Southern Comforters (Mary Heard) – 4th Thursday of month

7.10 Clayton's Committee Report (Lessa Siegele)

7.11 Flinders Kids (Chris O'Brien)

8 COMMUNICATIONS (Kathy)

8.1 Communications Team

8.1.1 – Group Renewal Form to be updated. Remove “self addressed envelope” **Kathy**

8.1.2 – We have been made aware that our “teaser” videos for the Sewing Room visits are illegal because they distract the driver in a moving vehicle. All of these videos have been removed from our Facebook page. They were never uploaded to our YouTube channel. Cindy and Jane to come up with a new way of recording teaser videos.

We have had two links in the comments section on videos on our YouTube channel which take us to a very graphic pornographic web site. The latest this week on the video visiting Jane at home. I receive notification when any comments are posted on the channel and am able to delete them immediately. I have also blocked the subscribers, but that doesn't prevent them from commenting under another name. Unfortunately, there is nothing we can do to prevent this except remain vigilant.

8.2 Mail In

Heather has received a thank you letter from Yvonne Brennan, Chrissy quilts

8.3 Mail Out (President)

8.4 Website / Facebook / Instagram

Comments on social media

8.5 Zoom meeting

A Zoom Meeting Room in the name of Quilters' Guild of South Australia. Username saquilters@gmail.com password SAQuilters1984. I have sent out invitations to the Executive Committee plus Chris O'Brien for a test Zoom meeting on Thursday, 23 September 2021 at 7pm. Hopefully it works.

9 ANY OTHER BUSINESS

NEXT MEETING: Thursday 28 October 2021 at the Robin Hood Hotel [5.30 pm for Dinner/6.30 pm Meeting]

PENDING:

CURRENTLY INACTIVE:

Teachers Forum (Heather Ford – contact)

MEETING CLOSED: 8.30 PM

FOR INFORMATION –

QGSA Dates for 2021

Executive (March, April, May, June, July, August, September, October, November)

Agenda Deadlines (Sunday prior to Executive meeting)

Retreat: 27-29 August 2022

Guild Meetings (first Thursday of month except January)

Day Meetings: (3rd Wednesday of February/May/August/November)

Sit and Sew Days: 2nd and 4th Wednesday of the month

Modern Mix Quilters Group: 3rd Sunday of the month

I-Patch Deadlines: 10th of each month

Australasian Quilt Convention – 2nd – 5th December 2021

Country Forum – 30th October 2021

Dare to Differ – 2nd – 25th September 2022

Festival of Quilts Judging Day – To be advised

Festival of Quilts/Sewing Stitching & Handcraft Show: 12th – 14th August 2022

International Quilters Day:

QuiltAustralia – April 2022

Quilt Encounter: 12th – 17th September 2022

Rural Roundup: 2022

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President

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Date