



MINUTES of Meeting of The Leadership Team
held at 6:30pm on Thursday 23rd February 2023,
at the Robin Hood Hotel, Portrush Road, Norwood SA

Heather welcomed everyone and thanked them for attending the meeting.

1 PRESENT

Peg Argent, Michael Barton, Heather Ford (President), Jan Goulter, Jackie Harris, Shez Hobbs, Margaret Hurrell, Keith Holland, Denise Johnston, Cindy Massey, Gaylene Morgan, Kathleen Rossini, Julie Symons, Ros Wyatt,

In Attendance: Chris O'Brien,

2 APOLOGIES: Kerryn Brand, Ann Ewer, June Yam-Stead, Shez Hobs

3 MINUTES OF PREVIOUS MEETING

Meeting held Thursday 19th January 2023

Ann would like the minute recorded at 7.4 be deleted and replaced with the following:

Amendment to Leadership Team Minutes of 19 January, Item Festival of Quilts

A debrief meeting was held on 16 December 2022 – Minutes attached. A number of issues were discussed. The 2022 Festival virtually broke even, expenses were contained and AMQF provided many items, for which we normally pay, at no cost. However, in future we will be engaging a removalist to transfer everything in and out of storage and the Committee has decided to approach a scout group to provide uni students to help set up and pull down, as this work has become too much for our volunteers. These services will come at a cost. Ann believes it is necessary to provide our members with a yearly judged show, even if it means an annual cost to the organisation, which may be \$3000-\$4000. Discussion took place re ways of covering those costs. The FoQ Committee is reluctant to increase the fee to enter a quilt, however, the Group fee of \$20 was established for 2023. It was suggested the proceeds from the raffle quilt go to the Guild rather than a charity, however it was felt that ticket sales would not be as good.

The Committee was disappointed with the Yazzi sponsorship because they were given a lot of coverage but winners were required to pay postage of orders under \$100 and only had to 31 December to claim their prize. However we offered, a week before the voucher deadline, a group order be placed. The attendance at the Opening Ceremony was disappointing and it has been suggested to change the time to 10 am on the first day with the Festival opening at 11 am. 2023 theme is Mad Hatters Tea Party. Raffle: history has shown that the sewing machine is the preferred 1st prize. It is proposed that, in future, the sewing machine be the first prize and the quilt as second prize. The Executive agreed with this sentiment. However, Rachel Denny has since offered her Quilters Companion quilt for this year's raffle, so FoQ will discuss this further at their next meeting. (Rachelle has advised that she is happy for it to be first or second prize.)

With the above amendment being noted it was **moved by Kathy and seconded by Julie** 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 – 2022 Financials and January 2023 Financials emailed 17 February

Keith advised the 2022 financials will be sent to the Auditors on Monday 20 February.

There is a surplus of \$20k which is up from last year. It was agreed to extend scholarships and grants.

The Police Credit Union has a balance of \$100k and due for renewal on 27 May.

Keith asked people holding petty cash to let him know amounts. Appraisal have returned their petty cash of \$50 and Kathy advised she has \$100.

\$10,000 required in March for QE for deposit for The Grand.

It was agreed to transfer \$10k to the I-Saver account before Tuesday 21st February to be able to get the bonus monthly interest.

5.2 Groups Liaison (Cindy)

5.3 Library (Michael)

5.4 Mail Distribution (Jan)

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

Peg reported everything was good.

Jan asked that Shez provide receipts for items purchased for the raffle. Peg will follow this up

Peg

Cindy reported having the FoQ prize winners as guest speaks has proved to be quite popular. Projects from previous workshops will be the guest speaker at the next meeting.

5.6 Membership (Kathy)

Individuals – Total of 500 members as at 23 February consisting of:

Life members 34

Paid to 31/12/2024 – 7

Paid to 30/06/2024 – 2

Paid to 31/12/2023 – 341

Paid to 31/12/2022 – 126

116 unfinancial

8 new members since January Leadership Team meeting.

Groups – Total 87

City – 33 – 26 paid to 31/12/2023; 9 paid to 31/12/2022, 7 unpaid

Country – 54 – 32 paid to 31/12/2023; 26 paid to 31/12/2022, 22 unpaid

Another membership reminder will be sent to individuals and groups and will not receive I-Patch.

When Heather next sends an email to groups she will remind then regarding their membership

Heather

Peg reported some shop owners have not renewed their membership. Kathy to send an email to the shops and state that they must have continuous membership and to be in the owners name, not the shop's name. Jan to send an invoice from MYOB. Invoices for the shops were sent in November 2022.

Kathy/Heather/Jan

At the last meeting Denise volunteered to take over the Membership portfolio. Kathy advised that she will continue with this for ease of communication. Thank for volunteering Denise.

5.7 Merchandise

5.8 President (Heather)

5.8.1 – It has been confirmed through follow up from a lawyer that the Constitution does not need to be amended to reflect our use of the registered name of “SA Quilters”

5.8.2 – Rural Roundup

Cummins advised a month ago that they are now unable to host the 2024 Rural Roundup. It has been advertised in I-Patch for another group and Heather has rung several groups. There was a discussion as to why it is not held in the South East. Cindy was asked if McLaren Vale would be interested, she will mention it at their next meeting and report back. **Cindy**

5.8.3 – A secure bin is now located at Heather’s place for one month for disposal of outdated and no longer required Guild documentation.

Keith has a box of papers which needs to be kept and will get to Heather to be put in storage.

5.8.4 – Documentation from the Mannum Motel regarding the Leadership Retreat in August has been received. It is under new management and has been a change of rules. There was a discussion on these rules and on refunds. It was agreed, as Heather will be away, that Keith’s credit card can be used. Heather to make enquiries regarding a refund policy and to challenge the payment rules. It was mentioned a new venue may need to be looked at. **Heather**

5.8.5 – Following Heather’s visit with Mary Hall, President of the Embroiderer’s Guild –

“The Embroiderers’ Guild of SA Inc. Special Purpose Fund” is a tax deductible fund listed on the register of Cultural Organisations under Subdivision 30-B of the Income Tax Assessment Act 1997” – suggest we look into this.

In an ensuing discussion on this it was pointed out funds are held in a Trust Account and cannot be used for bricks and mortar. Keith reported it is gettable but is not simple and will look into it. Funds are used for things such as a computer system, camera and screen for teaching. Chris enquired if it could be used for sponsorship. It was agreed it is worth looking at. The Government is about to implement a new system and was agreed to hold off at this time. Keith requested Heather get more information from Mary Hall. **Keith/Heather**

5.9 Secretariat (Gaylene)

An email received from Burnside after the last meeting regarding a tea bag left in the kitchen sink and the tables in the dining area not wiped down. After speaking with Carolyn she assured me there was nothing left in the sink and advised a person was in the kitchen doing washing when she left. As there is no food in the dining area and the shops have most of their merchandise in tubs on or on fabric the tables do not require wiping down. At the teams meeting it was mentioned the chairs are in poor condition. It was also reported at the day meeting the previous organisation was late in leaving their allocated time. Gaylene to email Burnside regarding these issues.

Reports for the AGM are very slow coming in, a reminder to get them in asap.

5.10 Shops Liaison (Peggy)

It was reported one shop had not paid for the current year. Peg will follow this up with her. Emails to 9 shops have been sent to participate in 2024. Two shops for Country Forum are confirmed.

Peg asked if anyone is interested in taking over this portfolio.

5.11 Meetings Team (Peggy)

[Report attached]

5.12 Workshops (Rosslyn)

Everything is really good. Heather's Ruler Bag workshop on 4 March has one vacancy to break even and was offered to the Leadership Team at half price.

5.13 Events (June)

5.13.1 – Birthday Celebrations, 2024.

In June's absence Heather reported this is moving on.

5.13.2 – Biggest Morning Tea – 29 April 2023

Heather reported everything is in place. Two days have been set aside for pricing and wrapping and a roster of helpers has been prepared in 2 hour shifts.

5.13.3 – Country Forum October 28, 2023

Heather advised there is a change of venue. The usual venue of the Western Community Church is not viable and has sourced another venue, the Church of Trinity, 318 Goodwood Road Clarence Park. There is a car park with capacity for 55 plus cars, a big Church with 200 seats, a slightly raised stage, a hall for food and an overhead projector. The cost would be \$400 with no additional costs and they have advised they can help with set up and pack up. We would be able to set up the night before. They are happy to work together

5.13.4 – Market Day 2024

5.14 Assets Register (Gaylene)

No more details have been received. Equipment at Cumberland Park needs to be added and what was moved from Vermont to Cumberland Park to be amended.

6 GUILD BUSINESS – GENERAL

6.1 Frame Hire (Angela)

6.2 Insurance (Margaret)

6.3 Judging Panel (Jill Christian)

Heather reported since sending emails to the groups last year Jill has had a much better response from the Groups. With more groups participating it is a good learning experience for the trainee judges. There was a discussion regarding sponsorship for Country Groups exhibitions.

6.4 Appraisal Panel (Heather)

A training retreat at Mannum in June

6.5 Website Management (Kathy)

Working on the new website and the FoQ page. Previous power point presentations are being converted to movies and linked to the website. Cindy advised the new website is amazing.

The new logo is on the website. The banner is being changed on a regular basis.

6.6 I-Patch (Kathy)

6.6.1 – February I-Patch sent to 988 recipients – 499 individuals, 89 groups, 300 affiliated groups. Keith queries the shortfall. Kathy advised affiliated some members opted to have their own sent to them as their co-ordinators are not forwarding it on to their members.

6.6.2 – Unfinancial members and groups have been sent February I-Patch but will be removed from the list in March.

6.6.3 – New Team member

Ali Baum is joining the team, she is young and keen. Chris produced February and will do March, Ali will do April with help from Chris and Kathy.

I-Patch was going to be sent out via Mail Chimp but as they are now going to charge Kathy reported another organization called Mail Poet has been sourced enabling 5000 free emails per month.

6.7 Modern Mix Quilters (Monique)

Modern Mix have their first meeting in their new venue this coming Sunday. Monique met a representative from the Council to look at the venue and reported to Heather she was very excited, it was gorgeous and loved it.

6.8 Patron

6.9 Kym Jones Events Contract

Have been released for 2023. Consultation will need to take place for 2024.

6.10 Royal Adelaide Show Contract (Julie)

6.11 Bernina Contract

Due for review in March 2023.

7 GUILD PROJECTS:

7.1 Australasian Quilt Convention (Heather)

7.2 Quilt Australia (Heather)

7.3 Dare to Differ

A person has come forward to take on the position of Convenor. At this stage taking it slowly and smoothly. Susan will be available to help with transition.

7.4 Festival of Quilts (Ann Ewer)

[Report Attached]

Melanns are providing the Best of Show Runner Up Bernina machine or a voucher to the value of \$1,100 to spend on a Bernina machine, whichever the recipient prefers.

CraftAlive have confirmed they will provide a complimentary booth to SAQ.

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

7.6 Quilt Encounter (Kerryn)

An extensive report published in I-Patch.

7.7 Scholarships and Country Grants (Julie)

Agreed to push this at the next meeting. Julie to write a piece to go in I-Patch and Kathy to put on Facebook.

Julie/Kathy

7.8 SA Quilters: Comfort Quilts

7.9 Flinders Kids (Chris O'Brien)

7.9.1 – Letter of thanks from Flinders Medical Centre Paediatric Unit

Heather read out the letter. Chris will post it on Facebook and put it in the next edition of I-Patch.

7.9.2 – Flinders kids taken off hold

Chris advised the quilts recently picked up were good.

7.9.3 – Purchase of labels – quote from Cash's

Jill has received a quote from Cash's. Thermal printed labels – 23c ea – 1,000 / 15c ea – 2000

After discussing the issue of labels, as some in favour of thermal, some prefer woven and whether to keep using them, Chris proposed convenors of Flinders Kids, Comfort Quilts, Quilts of Love and Purple Patch get together to discuss. **Agreed**

7.9.4 – Heather has received an email from Flinders Kids with a request for batting and proposed to spend \$260. **Agreed**

There was a discussion regarding fabric for backing and it was agreed to look at this another time.

8 COMMUNICATIONS (Kathy)

8.1 Communications Team

8.2 Mail In

8.2.1 – Email from Catherine Butterworth – thank you to Life Members for 1st prize in Pieced Professional Category at FoQ

8.3 Website / Facebook / Instagram

Kathy suggested for the year of the 40th birthday that the banner be changed regularly on facebook and to be shown at meetings to reflect previous old banners Kathy to speak to Candy regarding old photos. **Kathy**

9 ANY OTHER BUSINESS

Meeting Closed: 8.30 pm

NEXT MEETING: Thursday 30th March 2023 at The Robin Hood Hotel [5.30 pm Dinner – 6.30 pm Meeting]