



## Quilters' Guild of South Australia Inc

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### MINUTES of Meeting of the Executive Committee which were held at 6:55pm on Tuesday 24<sup>th</sup> August 2021, at Robin Hood Hotel, Portrush Road, Norwood, SA

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#### 1 PRESENT

Peggy Argent, Christine Baker, Heather Ford (President), Jan Goulter, Keith Holland, Gaylene Morgan, Jane Polden, Jo Reardon, Monique Reed, Ann Retallick, Kathy Rossini

*In Attendance:*

#### 2 APOLOGIES: Michael Barton, Cindy Massey, Kerryn Brand, Ann Ewer

#### 3 MINUTES OF PREVIOUS MEETING

Monique proposed and seconded by Jane and it was agreed that the Minutes of Meeting held Thursday 29<sup>th</sup> July, 2021 be approved.

#### 4 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

4.1 Kathy advised that the Facebook page setting for Modern Mix is private and therefore cannot be changed to public. Queried whether to close that page and open another but data already on this page would be lost. It was agreed to leave it as it is.

4.2 Kathy has the printing of Bar Codes in train.

#### 5 GUILD BUSINESS – EXECUTIVE COMMITTEE

##### 5.1 Finance (Keith/Jan)

##### 5.1.1 – Financial Report:

Keith advised the income in advance is up from \$14,500 to \$18,000 but this amount reflects some payments for 18 months and payments for Country Forum, Quilt Encounter and Trunk Show.

5.1.2 – A discussion was held regarding payment to David Hart for the setting up of the day and night meetings and for the frame hiring check in/out. It was calculated on the current payments made for each job amounted to approximately \$2,100 pa. A motion was put that David be paid \$50 per week as a regular payment as this would be more efficient and convenient.

**Proposed** by Keith **Seconded** by Peg **Carried**

##### 5.1.3 – Police Credit Union:

Heather reported the Police Credit Union require a copy of the Minutes which states that Chris O'Brien be removed as a signatory and Heather Ford be added as a signatory to this account.

**Moved** by Kathy and **Seconded** by Peg. **Carried.**

### 5.1.3 – *Receipt Books*:

Jan has obtained a quote from Allbiz for the printing of receipt books in triplicate - \$727 for 5 and \$349 for 10. It was agreed to use these books for membership only and a simple general book be used for all other business.

It was agreed to purchase 10 books.

## 5.2 **Groups Liaison** (Jane/Cindy)

## 5.3 **Library** (Michael)

## 5.4 **Mail Distribution** (Jan)

## 5.5 **Meetings General** (Raffle – Jo, Attendance/Welcome – Peg, Guest speaker – Ann R)

5.5.1 – It was agreed that two people are required to put the chairs out at the meetings.

Margaret bought a packet of 50 masks to be used at meetings in the event members forgot to bring theirs. Margaret has supplied the masks by way of a donation to the Guild.

The last day meeting only 68 attended – 49 members and 6 visitors – a loss of \$60.

The lockers at Burnside were checked at the day meeting and re-organised as not everything is needed. The storage room has been deemed as an Occupational Health and Safety issue and the Council will be upgrading this area.

The next Executive Meeting will be held on Wednesday September 22, 2021 at 6.30 pm at the Robin Hood due to the function room not being available on Thursday, 23 September.

5.5.2 – Mrs Le's presentation. Following cancellation of the August 5 meeting, arrangements were made for Chris O'Brien, Kathy Rossini and Heather Ford to attend Government House to thank Mrs Le and present her with the quilt. Photos have been posted to social media. A thank you letter has been received from Mrs Le.

## 5.6 **Membership** (Kathy)

- Individual Members – 479 [including 32 life members – 122 of those now unfinancial and will be taken off the I-Patch list]
- Groups – 94 [27 of those now unfinancial]

Emails were sent to all individual and group unfinancial members on 19 August. A number have responded to say that they forgot and are attending to payment and there are probably more who have paid direct without notifying Kathy and expects to have that information from Jan. Two members have advised they will not be renewing.

A copy of the Members and Group data bases are to be sent to Heather, Ann R, Peg, Monique, Michael, Cindy, Jane, Ann E and Gaylene. These databases are not to be forwarded to anyone else without consultation.

## 5.7 **Merchandise** (Jo)

Greeting cards and merchandise that is not selling to be given to Kathy to send with the letter that goes out to new members. The pins not selling to go into raffles and new members. It was moved that old pins from the Festival of Quilts be disposed of.

Pens to go to Country Forum as a donation

## 5.8 **President** (Heather)

## **5.9 Secretariat (Gaylene)**

### **5.9.1 Key Register:**

Could all members please let Gaylene know if you are holding any keys for the Guild

### **5.9.2 Badge Register:**

Could all members please let Gaylene know what badges you have been given which need to be returned at the end of your service. Not life members

### **5.9.3 Policy for Next of Kin Forms/Emergency Contact Forms:**

There is a form for each of these but there is no Policy recorded regarding these. Christine to draft a policy and add a line for Covid, Quilt Encounter and sub-committees. It was agreed to do away with the medical history part of the form and just have an emergency contact number.

## **5.10 Shops Liaison (Peggy)**

### **5.10.1 Follow up letter to shops:**

41 letters were sent on 6 July with 11 yes replies, 13 no or shop has closed and 6 hopefuls. A second letter was sent last week and have only had 2/3 replies so far. Shops who are no longer members cannot advertise on the Guild website or receive I-Patch.

If no shop available Dianne Giles be asked to fill in.

A discussion was held regarding a mini market at a meeting in lieu of a shop. This to be discussed at the next Team Meeting.

**Peg**

## **5.11 Meetings Team (Peggy)**

### **5.11.1 – Report Attached.**

There will be a demonstration of Inchies at the next meeting with the demonstration being videoed and shown on a screen on the stage to comply with social distancing.

## **5.12 Workshops (Monique)**

13 are booked in for Pam's workshop and is good to go. Waiting to hear from Kerry regarding the Jan Kingwell as to whether her workshop will go ahead.

The Trunk Show may be cancelled but can't do anything until advised as to whether she will be attending QE. A discussion was held if it is cancelled should it be postponed until Quilt Encounter next year or as a separate event and to tie it in with a Guild meeting. Agreed that if the show is cancelled members be given the option of a refund or to hold over their payment.

Workshops for October and November to be advertised.

A meeting was held regarding workshops for next year and tutors have been asked for samples. It is too early to advertise these workshops.

An email to be sent a fortnight before a workshop if not filled and as a reminder for those attending.

## **5.13 Events (Jane)**

Jane advised the cut off date for Country Forum is next week and will go ahead unless there is a Covid lockdown. There are just under 100 people attending, previously it has been 180.

Jane to contact groups after 1 September to see if anyone else can attend. It was discussed if the boundary defining country can be widened to encourage more groups to attend and if local groups can attend to make up more numbers. Bags with the Guild Logo printed on them

have been ordered and any surplus can be used for future events or sold at the merchandise table. Jane to contact groups. **Jane**

Previous committees have reported that there were too many emails going out for workshops and Country Forum. A discussion regarding the sending of emails and the use of social media took place and it was agreed in these times members are accustomed to getting emails and is a good way of keeping in touch of what is happening. Emails should be used as well as facebook, I-Patch and the website. Not to be used for every little occurrence, to be used when there is something substantial to say. The database list needs to be utilised

#### **5.14 Assets Register (Christine Baker)**

Christine has sent out a request for information and encourages everyone to read the privacy policy diligently, members should be very careful what they send to people.

There was a discussion regarding the disposal of equipment, electronics and IT. A back-up should be made, the hard drive removed and sanitised. Some equipment could be donated. Christine to draft a policy. **Christine**

### **6 GUILD BUSINESS – GENERAL**

#### **6.1 Frame Hire (Jo)**

##### *6.1.1 – Update of forms:*

This is still to be done, website to be checked. **Jo**

##### *6.1.2 – Frame check:*

The frames have been checked and David has completed his first check out and is very happy – all went well

Quilt Encounter have taken their 'stuff' and FoQ 'stuff' is temporarily in Heather's brother's shed. A permanent storage location is still being sought.

Updating the Policy for the portable frames was held over to the next meeting

#### **6.2 Insurance (Cindy)**

#### **6.3 Judging Panel (Jill Christian)**

#### **6.4 Appraisal Panel (Heather)**

#### **6.5 Website Management (Kathy)**

#### **6.6 I-Patch (Kathy)**

Going well. Chris O'Brien is the current editor.

#### **6.7 Modern Mix Quilters (Monique)**

##### *6.7.1 Badges:*

Badges have been ordered at a cost of \$186.56, \$200-00 was budgeted.

There were a lot of apologies for last Sunday's get together, this was put down to the wearing of masks. Looking at more plans. Monique to check website and advise Kathy of changes

**Monique**

#### **6.8 Patron**

##### *6.8.1 Invitation to become Patron:*

It was discussed whether it should be considered asking for a joint patronage, the Governor and spouse. It was decided to invite both to be Patron. Nicola Spurrio's name was put forward

as a candidate.

At the farewell presentation to Mrs Le she encouraged us to keep the connection with Government House.

#### **6.9 Kym Jones Events Contract**

See Exec minutes 29 July, 2021 for information. Heather and Ann E have sent a proposal as instructed to pay \$3,000 for this year and queried the promotion of the exhibition. To date we haven't heard back. A copy of the contract proposal is held by the Secretary.

#### **6.10 Royal Adelaide Show Contract (Ann Retallick)**

The last contract we have is dated 31/1/20. Payment for 2021 has been made and it is proposed that we will roll this over until 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) – 2021**

#### **7.2 Quilt Australia (Heather) – 2022**

7.2.1 – Hosting QA 2022

#### **7.3 Country Forum (Cindy/Jane) – 30<sup>th</sup> October 2021**

#### **7.4 Dare to Differ (Suzanne Gummow)**

#### **7.5 Festival of Quilts (Ann Ewer)**

A copy of the last meeting attached

FoQ advises that the Sydney Quilt Show is scheduled for 30 June to 3 July 2022 and that the advertised dates of 1-3 July 2022 for FoQ will need to be changed. The dates have been taken off the website until new dates are established.

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

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

#### **7.8 Scholarships and Country Grants (Ann Retallick) 2021**

#### **7.9 Southern Comforters (Mary Heard) – 4<sup>th</sup> 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**

#### **8.2 Mail In**

#### **8.3 Mail Out (President)**

#### **8.4 Website / Facebook / Instagram**

#### **8.5 Zoom meeting**

A date for a practise zoom meeting has been set for 23 September at 7pm. Kathy to host and send out invitations and code.

## 9 ANY OTHER BUSINESS

### 9.1.1 – Archives – digitising paperwork:

Tim Polden has volunteered to scan our archives and we will start with Patches. A scanner to be purchased. Tim will obtain some quotes.

### 9.1.2 – Showground Storage:

Heather met the removal man at the showgrounds on Thursday 5 August. All goods were removed. The cost was \$400-00 for almost 3 hours work. Frames are at Kennards and the rest is in temporary storage. Multiple storage suggestions have been followed up. The request via social media and at meetings has been made.

Please bring your 2020 Presidents Challenge quilts “Line” for show and tell at the September meeting

**NEXT MEETING: Wednesday 22 September 2021** the Robin Hood Hotel [5.30 pm for Dinner/6.30 pm Meeting]

**PENDING:**

**CURRENTLY INACTIVE:**

Teachers Forum (Heather Ford – contact)

**MEETING CLOSED: 9.15 PM**

**FOR INFORMATION –**

### **QGSA Dates for 2021**

**Executive** (March, April, May, July, September, November)

**Agenda Deadlines** (Sunday prior to Executive meeting)

**Retreat:** 27-29 August 2021

**Guild Meetings** (first Thursday of month except January)

**Day Meetings:** (3<sup>rd</sup> Wednesday of February/May/August/November)

**Sit and Sew Days:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month

**Modern Mix Quilters Group:** 3<sup>rd</sup> Sunday of the month

**I-Patch Deadlines:** 10<sup>th</sup> of each month

**Australasian Quilt Convention** – Postponed until 2022

**Country Forum** – 30<sup>th</sup> October 2021

**Dare to Differ** – 2022

**Festival of Quilts Judging Day** – To be advised

**Festival of Quilts/Sewing Stitching & Handcraft Show:** To be advised

**International Quilters Day:**

**QuiltAustralia** – April 2022

**Quilt Encounter:** 12-17 September 2021

**Rural Roundup:** 2022