



## Quilters' Guild of South Australia Inc

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### **MINUTES of Meeting of the Executive Committee** which were held at 6:40pm on Thursday 25<sup>th</sup> November 2021, at Robin Hood Hotel, Portrush Road, Norwood, SA

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Heather welcomed and thanked everyone for coming and for their continuing hard work and support and welcomed Chris to the meeting.

#### **1 PRESENT**

Peggy Argent, Christine Baker, Michael Barton, Jan Goulter, Heather Ford (President), Cindy Massey, Gaylene Morgan, Jo Reardon, Monique Reed, Kathy Rossini

*In Attendance:* Chris O'Brien

#### **2 APOLOGIES:** Ann Retallick, Jane Polden, Ann Ewer, Kerry Brand, Keith Holland

#### **3 MINUTES OF PREVIOUS MEETING**

Cindy proposed and seconded by Monique and it was agreed that the Minutes of Meeting held Thursday 28<sup>th</sup> October, 2021 be approved.

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

Amendment – 6.1 "U frame" should read "new frame" and 9.2 Peter Hall should read Peter Hoare -  
**NOTED**

#### **5 GUILD BUSINESS – EXECUTIVE COMMITTEE**

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

5.1.1 – Financial Report:  
October Financials emailed to Committee on 3 November

5.1.2 – Quilt Encounter:  
Keith and Margaret still need to confirm some adjustments required for refunds and/or transfers to 2022 (QE and TS) – due to unforeseen circumstances to have this completed by the end of October has been held up, will be done and sorted as soon as possible.

5.1.3 – Country Forum:  
Figures for Country Forum as at 31 October do not include additional income or catering costs.

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

It was discussed at the Meetings Team meeting that Cindy and Jane write a report on Country Forum to be included in the Handbook. This is in train.

**Cindy/Jane**

### **5.3 Library (Michael)**

Michael apologised for the library not being available at the last Guild meeting. A person was organised to fill in but could not attend at the last minute. Michael to organise two extra people to be available to fill in when required. **Michael**

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

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

Jo reported raffles are organised to May/June.

Peg reported all is good with the welcome desk.

### **5.6 Membership (Kathy)**

428 individual financial members, including 32 Life Members and 19 shops.

87 financial groups.

2022 Membership application forms will be uploaded to the web site on 1<sup>st</sup> December.

Heather has researched previous years attendances:

May 2019 Individual 489, groups 106

July 2020 Individual 511, groups 104

April 2021 Individual 458, groups 92

and deduced from our peak this is a drop of 83 members and 19 groups equating to a drop in income of \$6,120-00. Is there any indications as to why members and groups have not renewed?

After much discussion it was determined that there are a lot of other crafts taking hold and we need a new younger generation of quilters. A suggestion we target new parent groups, but this would involve a lot of work, encourage a more younger age group to join, members with grandchildren. Invite participating shops to promote the Guild and workshops with posters and have a link to the Guild on the shop's website. Kathy volunteered to make posters.

**Kathy**

Lovelee Quilts have not renewed their membership and as they are a shop next year this to be followed up with a phone call. **Peg**

Email to shops thanking them for their support and to come on board. Shops are to have continuous membership and for this to be stated in the letter.

### **5.7 Merchandise (Jo)**

### **5.8 President (Heather)**

5.8.1 – Heather acknowledged the passing of Margaret Russell on 2 February 2021. Margaret was a very early and long serving member of the Guild and was made a life member in 2000.

5.8.2 – 2024 celebrations

A discussion with suggestions and ideas. The car quilt was very successful when done previously, quilts on fences in different locations all over the metropolitan area a month before FoQ have been suggested. Heather will be calling for volunteers to be on a 2024 celebrations steering committee so thinking caps on please.

All Patches magazines are presently being scanned and it is proposed a power point presentation of items featured in Patches be shown at the beginning of meetings.

#### 5.8.3 – New banner for 2024.

It was proposed a new/revamped Guild banner be made. In June 2022 Heather will call for volunteers to design and make a new banner (with input from the Exec) and to be completed by December 2023.

### 5.9 Secretariat (Gaylene)

#### 5.9.1 – Constitution

An email was received on 2<sup>nd</sup> November from Business & Consumer Services advising that the proposed alteration conformed with the requirements of the Act and has been registered. Kathy has uploaded this new Constitution on the website

5.9.1 – An email from Burnside Council was received on 19 November with a Covid update with the lifting of border restrictions. They advised that face masks are still mandatory and social distancing of 1.5 metres remain in place. I made a telephone enquiry regarding the sanitising of the chairs and they informed me that this practise should remain in place at this stage.

### 5.10 Shops Liaison (Peggy)

All shops are filled for next year. If there is a cancellation two little shops will fill in. When sending out the letters to the shops Peg will liaise with Kathy. A separate letter with an invoice to be sent, the invoice to go through MYOB.

### 5.11 Meetings Team (Peggy)

Canvas bags – There were a surplus of bags from Country Forum and were on the merchandise table for \$10, as there was some buyer resistance at \$10-00 it was agreed they should now be \$8,

**Proposed by Peg– Seconded by Kathy – all in favour.** Kathy will update the website.

It was discussed that an Events co-ordinator for individual events be appointed, Christine proposed a group be appointed. Further thought on this required.

Executive to wear hats at the Christmas meeting and to bring wrapped boxes. Jo will bring a decorated tree, Chris will bring a Father Christmas, Heather to contact Glenys Elliott to bring Christmas quilts. Peg has arranged for two extra people to help put up stands.

A discussion ensued regarding the daytime meetings and whether they should continue next year. Should they be put on hold/change the venue/reduce the room size? There were only 12% of members who attended the last meeting. It was agreed to review this again in June.

### 5.12 Workshops (Monique)

Ready to launch 2022 workshops.

### 5.13 Events (Monique)

#### 5.13.1 – Jen Kingwell Trunk Show

Still working out the ticket sales/refunds to give people plenty of notice.

### 5.14 Assets Register (Christine Baker)

#### 5.14.1 – Policy for Disposal of Electronic Equipment

There were no comments and everyone in agreeance with this Policy.

**Proposed by Christine – Seconded by Peg. All in favour**

**Copy attached**

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

**Done**

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

**Copy attached**

After discussion everyone in agreement.

**Proposed by Christine – Seconded by Jo. All in favour**

Christine to send to Kathy. Christine to check all policies and update. The Risk Register to be amended and to be taken off website.

## **6 GUILD BUSINESS – GENERAL**

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

6.1.1 – Portable Frames Policy

6.1.2 – Frame Hire Policy

6.1.3 – Still waiting to hear from Bordertown regarding the lost spigots – the next hirer has also lost one.

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

6.2.1 – Extension of Insurance cover

Cindy has spoken with the broker to extend the insurance for 6 months, advised he will continue to look for price. Need to have the insurance year from January to December. Advised he will cover the insurance from December to December or July to July and there may not be a need to pay the extra July to December. He is prepared to give us a Certificate of Currency for groups for this period. Need to pay July to December 2022 pro rata to end of December. Cindy to follow up if we can do this and then pay from January to December.

6.2.2 – Question was asked of the insurance company if we have any new PL conditions we need to be aware of. There are none, everything is the same as long as we follow Government Legislation directives as they are made available. To be put into I-Patch to abide by State and Local Government directives this to be included in President's report.

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

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

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

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

6.6.1 – November edition sent to 915 recipients.

6.6.2 – Chris O'Brien I-Patch discussion paper

Bron will be taking over as Desk to Publisher from January 2022.

Chris expanded on her discussion paper. A lot of planning is involved getting I-Patch out every month and takes a lot of time. Editor requires a name change – Desktop Publisher and another person appointed to collate articles and pass on to the publisher. Communication team to look at a succession plan that is sustainable. Patches was a commercial arrangement and now it is volunteers.

In 2019, Patches cost the Guild about \$27,000 to produce and distribute 6 issues. Of that, the 'layout guy' was paid around \$5,000 to set up those issues for printing.

After discussion it was agreed that a specification be written up and taken to a third party to obtain a quote to outsource I-Patch.

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

All going well. Two new members – 40 on membership list.

#### **6.8 Patron**

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

See FoQ report which was attached to the Agenda. Have given them feedback and waiting for a response.

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

Contract rolled over to 2022

#### **6.11 Bernina Contract**

The machines for FoQ and Dare to Differ are confirmed, the contract is still being negotiated.

### **7 GUILD PROJECTS:**

#### **7.1 Australasian Quilt Convention (Heather) — 26<sup>th</sup> – 29<sup>th</sup> May 2022, Brisbane Convention & Exhibition Centre**

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

##### **7.2.1 – Hosting QA 2022**

It is proposed that QA be conducted via zoom meeting/s in February or March 2022. We need to select 2 voting and 2 non-voting delegates.

Heather to advise all sub-committees of the proposed conference and call for topics for agenda items to be compiled and forwarded to Heather by 25<sup>th</sup> January 2022. **Heather**

SA has already paid the \$50-00 contribution to the jewellery item for the winner mentioned in the email. It has been held over from 2019/20?

One suggested agenda item for discussion was “How do other Guilds attract new younger members”

#### **7.3 Country Forum (Cindy/Jane)**

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

The Dare to Differ committee have advised that the letter to Brother advising of the change of sponsor should come from the Guild. **Heather**

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

- The 2019 Best of Show quilts will be judged at AQC, which is being held in Brisbane 26-29 May 2022.
- The Best of Show quilts from 2021 will not be judged at that show and it is unknown, at this stage, what will be done with these. Exec agreed that FoQ committee should work with the winner and Bernina to sort this out.
- I will know on Monday when we can release the new dates for FoQ and will advise update for the meeting. Please note dates have been released.
- The Entries Handbook will not be printed this year and the online version is currently being prepared. Entries will open in March.
- At the March Guild meeting, can the program committee please include Dione Gardner-Stephen, FoQ Committee to speak on Copyright, which will be in addition to the Convenor launching entries. **Jane/Ann R**

- I confirm that we will launch and sell tickets for the Guild quilt raffle at February meeting **Jo**

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

**7.7 Quilt Encounter** (Kerryn) – 18<sup>th</sup> – 24<sup>th</sup> September 2022 Contract for 2022 being negotiated.

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

An enquiry has been made if scholarships have been reinstated. At present they are still on hold.

**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**

8.2.1 – A thank you card and Certificate of Appreciation from Chrissy Quilts for Cancer

8.2.2 – Resignation of Bron Atkinson from the Insurance team as at 31/12/21. President to send Bron a card of thanks. The Guild notes with grateful thanks the many years of service Bron has given to the Guild as Insurance Liaison officer. Bron took over Insurance from Nola Pearce in 2006. **Heather**

8.2.3 – Email from Stitching Matters Group enquiring of the Guild's stance on Covid vaccination **Heather**

8.2.4 – Email from Burnside Council regarding refurbishment in February and requesting a meeting to discuss an alternative venue and storage. Heather to arrange meeting- Heather, Peg, Jo and Michael will attend the meeting. **Heather**

**8.3 Mail Out** (President)

**8.4 Website / Facebook / Instagram**

**8.5 Zoom meetings**

Christine to write a reply to Val Jackson (QA) via Heather

**9 ANY OTHER BUSINESS**

**9.1 Peter Hoare – Guest Speaker**

Ann has spoken with the photographer Peter Hoare, he did not believe he could offer anything by way of a speech as he uses an expensive camera and special lighting and equipment.

**9.2 Purchase of Equipment for Demonstrations on Screen.** Kathy to contact Tracey Browning Christine to look into pricing **Kathy/Christine**

**9.3 Alternative location for Workshops, Sit n Sew and Modern**

The Vermont Church will continue as is for 2022. In 2023 it will become the Fijian Uniting Church, we will then deal with the new Church council as far as bookings go. I have indicated to the Cosgrove Hall committee that we would like to hire the rotunda at \$50-00 per month for storage of all Guild "stuff".

**9.4 Covid-19 – A copy of the guidelines statement re covid requirements for members has been included in I-Patch and previously circulated to all committee members.**

**NEXT MEETING: Thursday 27 January 2022** at the Robin Hood Hotel [5.30 pm for Dinner/6.30 pm Meeting]

**PENDING:**

**CURRENTLY INACTIVE:**

Teachers Forum (Heather Ford – contact)

**MEETING CLOSED: 9.30 PM**

**FOR INFORMATION –**

**QGSA Dates for 2021**

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

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

**Retreat:** 25<sup>th</sup> – 28<sup>th</sup> August 2022

**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** – 26<sup>th</sup> May – 29<sup>th</sup> May 2022 – Brisbane Convention and Exhibition Centre.

**Country Forum –**

**Dare to Differ** – 2<sup>nd</sup> – 25<sup>th</sup> September 2022

**Festival of Quilts Judging Day** – 10<sup>th</sup> August 2022

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

**International Quilters Day:**

**QuiltAustralia** – April 2022

**Quilt Encounter:** 18<sup>th</sup> – 24<sup>th</sup> September 2022

**Rural Roundup:** 2022

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