



Minutes of Meeting of The Leadership Team
held at 6:30 pm on Thursday 28th March 2024,
at The Robin Hood Hotel, Portrush Road, Norwood SA

Heather thanked everyone for coming and welcomed Sue from Dare to Differ and Bev representing QE to the meeting.

1 PRESENT

Peg Argent, Michael Barton, Heather Ford, Jan Goulter, Margaret Hurrell, Denise Johnston, Gaylene Morgan, Kathleen Rossini, June Yam

In Attendance: Chris O'Brien, Ann Ewer, Sue Knuckey, Bev McBride

2 APOLOGIES: Jackie Harris, Shez Hobbs, Keith Holland, Cindy Massey, Julie Symons, Ros Wyatt, Jill Radcliffe, Kerry Brand,

3 MINUTES OF PREVIOUS MEETING

Subject to the amendment of the spelling to Finness in Item 9.2 to Furniss it was agreed that the Minutes of the meeting held on Thursday 29th February 2024, be approved.

Moved: Denise : Seconded: June

4 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

5 GUILD BUSINESS – LEADERSHIP TEAM

5.1 Finance (Keith/Jan)

5.1.1 Financials:

There were no queries/questions from the February financials emailed on 4th March.
Jan asked if anyone had any accounts for payment for next month to advise Keith asap.

5.1.2 Replacement of Eftpos Machines:

Heather reported two replacement eftpos machines will be delivered to Keith's office next Tuesday 2nd April. On speaking with the Bank Heather was advised they did not have the Guild's ABN. The account was opened in 1984 and a lot of information needs to be updated. Heather will see to this.

5.1.3 Guild Credit Card:

Heather, as president, holds a credit card and proposed when she stands down as President in May she continue to be the holder, due to the length of time it takes to have new signatures put on the card and the new President taking on the role for 12 months.

Moved: Kathy : Seconded: Peg

All in Agreeance

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)

5.5.1 *Suggestions for Guest Speakers:*

Heather explained it should not be up to one person to source all the guest speakers and, for no more than 2 meetings a year, it does not have to be textile related.

It was agreed Wendy's presentation at the March meeting was excellent and very well presented and there should be more like this.

Ann suggested Michele Hill. On watching the You Tube video visit to Michele with Cindy and Jane, there were a lot of quilts not previously seen.

Raffle tickets at the last meeting ran out. It was also reported that counting the money from the raffle sales during the meeting is very off putting and there was no need to do this at all.

5.6 Membership (Kathy)

Kathy updated the list since the Agenda to:

Individuals – total members 536 (including 35 life members)

of that number 37 have not renewed

Final reminder sent on 22 March

19 members have advised they are not renewing and have been removed from the total number leaving 536

20 new members in 2024

Groups – total 89

of that number 3 groups have not renewed:

Gumtree Quilters, Melann's Fabrics, Orange Tree Quilters, Silver City Quilters

Final reminder sent on 22 March

2 new groups in 2024

5.7 Merchandise (Shez)

5.8 President (Heather)

5.8.1 – *Secure Bin:*

It was agreed Heather will order a secure bin after Market Day. All teams to collect any paperwork which needs to be destroyed ready for when the new bin is available

5.8.2 – *A Consistent Font and Size for all SAQ Documents:*

Heather requested that ALL SAQ documents including annual reports and items for I-Patch be in Calibre 11 font, single spaced and to use dot points not double spacing – this will save time on re-formatting.

5.8.3 *Relook at wording in the Awards Documents; Badges for new Award:*

Heather explained the criteria of the service awards. The President, with other key personnel, choose who is to be awarded. A certificate and a Service badge is presented to members with 5, 10, 15, 20 and 25 years of service. Life membership will not be awarded every year. A new service award is proposed for 2024 in the name of one of our long serving members recognising and acknowledging previous accomplishments and her ongoing commitment to SAQ. The new badge will have the wording "[Name of Awarder] Service Award 2024". The Awarder will be advised of this award in her name at the AGM.

Heather proposed this change be made to the awards schedule – Seconded by Kathy

All in Agreeance

5.8.4 *Sponsorship Sequence – Sequence Rokset, Yazzi:*

Sequence Rokset have agreed to sponsor both FoQ and QE. Still waiting to hear back from Yazzi.

5.8.5 Royal Show Proposal:

Heather advised the new SAQ proposal was rejected and read out their reply email. The original proposal stands. They cited several issues but clearly did not grasp what was being proposed. It was suggested Heather contact a higher authority and arrange a face-to-face meeting. **Heather**

5.8.6 Craft Alive/AMQF – What is the position for 2025:

Ann advised Craft Alive/FoQ will be held in July 2025.

SAQ will have a complimentary booth at AMQF, 27-30 March 2025

FoQ will have a discussion at their next meeting about SAQ participation in AMQF 2025

5.8.7 Advertising in I-Patch

A request has been received from Hobby Sew to advertise in I-Patch every month. Kathy advised they have not renewed their membership as an individual. A lengthy discussion ensued on this point and on reviewing the Advertising Policy it was agreed non-members and individual members of affiliated groups wishing to place articles in I-Patch will be required to pay the appropriate fee and the number of advertisements is capped at 4 per person in any one year. Hobby Sew to be advised of this policy. A history of previous discussion in earlier years to be included in the Communications Team archives and President's Information forms.

5.8.8 Public Liability Insurance at QE

As minuted in the November 2023 Minutes, Public Liability Insurance for non-members is to be increased from \$6 per event (minuted as per day) to \$10 per event (minuted as per day). At the November 2023 Finance meeting it was minuted that tutor's public liability insurance, if they do not have their own, remains the same, \$20 per day, and to be emphasised in bold in their contract. Heather has advised Kerry of this.

5.8.9 A note to all - Father's Day falls on the weekend of the volunteer's retreat.

5.9 Secretariat (Gaylene)

As the April Leadership meeting falls on the 25th April, ANZAC Day, it was agreed to move the meeting to 18th April at the Robin Hood.

The Agreement with Burnside Council for the hire of the Hall, kitchen and dining area has been completed and sent in. Confirmation of receipt of the document has been received, waiting on approval. The cost is \$175 pm as from 1st June 2024.

5.10 Shops Liaison (Peggy)

5.11 Meetings Team (Peggy)

5.12 Workshops (Rosslyn)

5.13 Events (June)

5.13.1 Market Day 4th May 2024:

Everything under control. Chris advised Ann Marie is having a clear out and will have items for the Guild table.

5.13.2 Mystery Bus Trip:

Under control. Next week the team will be heading south to visit and secure places of interest.

5.14 Assets Register (Gaylene)

Old Eftpos machines to be taken off

6 GUILD BUSINESS – GENERAL

6.1 Frame Hire (Angela)

6.2 Insurance (Margaret)

6.3 Judging Panel (Jill Christian)

6.4 Appraisal Panel (Heather)

The Appraisal Panel went to Aldinga on 26th March to appraise 13 quilts. The next appraisal day will be held on Friday, 5th April.

6.5 Website Management (Kathy)

6.6 I-Patch (Kathy)

6.7 Modern Mix Quilters (Jill R)

Chris would like it recorded what a brilliant job Jill is doing.

6.8 Patron

Ann confirmed the Governor will be attending the July meeting. Details of her attendance are being worked on and will be passed on as soon as they are settled. The presentations will take place in front of the stage. It is anticipated it will be well attended and extra chairs to be put out. The chairs from the back room [used for the Birthday meeting] to be used for the front rows.

6.9 Royal Adelaide Show Contract (Julie)

Refer Item 5.8.5

6.10 Bernina Contract

7 GUILD PROJECTS:

7.1 Australasian Quilt Convention (Heather) 11th – 14th April 2024

Heather will be attending.

7.2 Quilt Australia (Heather)

Heather explained the procedure of this meeting, now held as a zoom meeting, and the team who usually participate. The next meeting is to be held on May 9th. Ann advised she is unable to attend on this date.

7.3 Dare to Differ (Sue Knuckey) To be held 2025.

Sue gave a very comprehensive and concise explanation of the documents attached to the Agenda. A submission has been put to Gallery M. A contract has been received and there is an increase from 3 to 4 weeks in 2025 with an increase of \$500. With inflation and a three year hiatus due to Covid, it was thought this was acceptable. Sue will sign the contract on behalf of SAQ and return it. The proposed entry fee will be increased to \$40 per item and \$50 for two items. Sponsorship will need to increase to cover the cost of the exhibition and there will possibly be a shortfall of \$200, depending on the number of entries. Suzanne Gummow and Zara Zenetinio have verbally confirmed they will be judges and have been invited to display one piece of their artwork, not judged. Sue advised she will be attending AQC with Suzanne to get to know people and meet contacts. After the contract has been signed and sent Sue will keep Kathy informed of updates for the website.

Heather thanked Sue, very well organised and to go ahead and sign the contract **All in Favour**

7.4 Festival of Quilts (Ann Ewer)

20 entries received so far with the red and white category making up one third.

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

7.6 Quilt Encounter (Kerryn/Bev)

Bev advised the contract has been received from the Grand with an increase of \$10 in the accommodation, reflecting the CPI increase, the workshop rooms remain the same. QE has a better budget this year. The tutor contracts have been sent out and the brochure is being proof

read and will be sent out on 1st May. The price of the brochures will increase from \$10 to \$12 in 2025. 250 brochures are posted out. QE is managing the Trunk show this year and the Grand is happy to provide coffee but QE will supply the food.

A lot of the workload has gone on-line, saving approximately \$1k and makes it much more manageable. There was a discussion on having the brochures on-line but agreed this would not be feasible. There has been an expression of interest to attend from New Zealand and Canada.

The raffle quilt top was made at the recent retreat at Mildura and will be quilted by Elite at no cost.

The Lessa Seigel Award will remain the same for 2024 but would like it changed to 2 days/3 nights accommodation in 2025 for two applicants.

The Handbook is currently being worked on.

7.7 Scholarships and Grants (Julie)

There have been 4 country and 1 city application with another country application received today. This is usually dealt with at a finance meeting but suggested to review the applications at the April Leadership meeting and not call for a finance meeting just for these applications. **All Agreed**

7.8 SA Quilters: Comfort Quilts

7.9 Flinders Kids (Chris O'Brien)

Chris advised the three groups, Quilts of Love, Comfort Quilts and Flinders Kids have labels to put on the donated quilts with the cost of the labels borne by the Guild. Quilts donated are finished but a label needs to be attached which is time consuming. Chris spoke with the Director at Flinders who informed Chris she receives feedback from the parents who are very appreciative, Chris informed her this is not forwarded to SAQ. The director suggested making up a laminated card in lieu of a label. Chris suggested the hospital should not have to do this and suggested SAQ make up a blue on white card with the SAQ logo. Once the format/style has been settled on Kathy will organise to have them printed at Vista.

Chris proposed business cards be printed and used in lieu of labels – Seconded: Peg

All in Agreeance

8 COMMUNICATIONS (Kathy)

8.1 Communications Team

8.2 Mail In

Heather received a phone call from Sally Watson of the Christadelphian Ladies Group Victor Harbor donating \$100 to SAQ's charity Groups. Jan confirmed this has been received and allocated to the community quilts. Jan advised the receipt and a note of thanks has been sent.

Heather read out an email from Chris Cootes of the Clare Quilters thanking SAQ for a wonderful March I-Patch.

8.3 Website / Facebook / Instagram / You Tube

9 ANY OTHER BUSINESS

Chris put a proposal for a policy that the Sit 'n Sew convenors should not have to pay for these sessions. Heather will advise the convenors of this new policy. Angels helping at workshops do not pay as they are able to sit in on the workshop. **Heather**

Kathy also proposed that the President attending any SAQ function should not have to pay and to claim any out-of-pocket expenses.

Proposed: June : Seconded: Peg

MEETING CLOSED 8.05 pm

NEXT MEETING: Thursday, 18th April 2024 at The Robin Hood Hotel [5.30 pm Dinner – 6.30 pm Meeting]

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President

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Date