



## Quilters' Guild of South Australia Inc

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### MINUTES of Meeting of the Executive Committee which were held at 6:30pm on Thursday 28<sup>th</sup> October 2021, at Robin Hood Hotel, Portrush Road, Norwood, SA

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#### 1 PRESENT

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

*In Attendance:* Ann Ewer and Kerry Brand

#### 2 APOLOGIES: Ann Retallick; Michael Barton, Keith Holland

#### 3 MINUTES OF PREVIOUS MEETING

Jane proposed and seconded by Jo and it was agreed that the Minutes of Meeting held Wednesday 22<sup>nd</sup> September 2021 be approved.

The President thanked members for sending in reports and minutes to be included with the Agenda – please keep it up

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

The new Bar Codes are now being used.

#### 5 GUILD BUSINESS – EXECUTIVE COMMITTEE

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

##### 5.1.1 – Financial Report:

The September Financial report emailed to Committee on 1 October 2021.

##### 5.1.2 – Notes for Meeting:-

- FOQ will need adjusting once AE has signed off on any adjustments that still need to be made. (Transfer and adjustments to correct accounts)
- FOQ will need to be adjusted for the amount of 'contra/refund' we 'give back' to KJEX. AE has this in hand.
- QE Figures will need adjusting once KB and Margaret S. have signed on any adjustments that still need to be made. (See above re FOQ)
- QE 2021 should be finalised by the end of October 2021 once 'we' have received any other income and made payments for any outstanding Invoices as well as Refunds. Margaret S. and I are currently working through a long list of adjustments/rollovers/refunds for participants who had to cancel (for example Interstate participants) and or had adjustments for classes etc.
- Following on from the previous 'point' I will also need to do an adjustment for QE to 'transfer' numerous payments to Income In Advance (for QE 2022) and 'Donations' to the

Guild where a number of participants have asked for this to be done. **I propose a 'cut-off' date of 31.10.21.**

- CF Most or all of the Income is now in and in October 2021 we will be 'paying' out Expenses
- EVENT (as for QE) there are still refunds to be made in October 2021 and (as for QE) any refunds not requested by the cut-off date (See QE) will be transferred to Income in Advance for 2022.

5.1.3 – There was a discussion regarding the follow up of using non-bank eftpos machines. Kerryn advised it wouldn't work for Quilt Encounter. Jan advised using one machine for taking money in from different activities would be too messy, there is no way of identifying what activity the payment was for. It was agreed not to purchase any of these machines.

5.1.4 – Kathy advised Claims forms are now online under forms

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

Peg, Chris and Heather attended the Clare Quilters exhibition the first weekend in October. Chris and Heather attended the Bordertown Exhibition on Friday and Saturday of the following weekend, both had been invited to speak and open the exhibition. Bron, Chris and Heather attended the Gawler Quilting Circle Exhibition on the Sunday. Peg and Kathy also went. All very lovely exhibitions.

Members of the Executive were invited to attend Salisbury Stitchers venue for a thankyou morning tea put on by Yvonne Brennan of Chrissy Quilts. Yvonne was guest speaker at the September Guild meeting. Since publicity by the Guild of her organisation Tumby Bay Quilters have formed a partnership with Yvonne to help supply quilts to her. She is most grateful to the Guild for the support she has received. Heather, Chris, Peg, Margaret Hurrell and, Gaylene represented the Guild.

Jan attended the Tea Tree Gully exhibition who had obtained a grant, and was a lovely exhibition.

## **5.3 Library (Michael)**

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

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

Jane advised the need for coathangers/skirt hangers and clamps for the hanging of small quilts and art quilts as the frames are too big. Committee members to bring some to next Guild meeting. Peg will bring a tub for storage.

**Peg**

## **5.6 Membership (Kathy)**

Membership – Individuals:

Total 428 financial.

91 to expire on 31/12/2021

17 to expire on 30/6/2022

265 to expire on 31/12/2022

2 to expire in 2023

32 Life Members

69 unfinancial members. Four have advised they will not be renewing.

Two members on the list are deceased. One Life Member and one current member.

Membership/Application forms have been updated

Kathy suggested Membership forms be available at Country Forum. This will give people the

opportunity to join now for \$60, to be effective from 1<sup>st</sup> December

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

Calico bags will be available for sale at Country Forum and at meetings

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

#### **5.9 Secretariat (Gaylene)**

I have received an email from Consumer and Business Affairs advising they are happy with the change to Clause 17 of the Constitution but do require a signed copy of the minutes of the Special General Meeting where this clause was voted on. **Gaylene**

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

Peg advised shops for 2022 have all been allocated and one shop has been locked in for a day meeting in 2022

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

#### **5.12 Workshops (Monique)**

Have had a Lot of traffic on email, everything going well. The workshop held last weekend was full. Two places are available for Sue Knuckey's workshop. Have been talking to tutors for first half of next year. Still waiting to hear from Jen Kingwell for her Sunday workshop.

#### **5.13 Events**

##### *5.13.1 – Trunk Show*

Monique advised there will be a big push next year for the Trunk Show. Receiving a lot of emails enquiring if it is going ahead. Flyers will go out to shops in January.

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

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

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

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

5.14.4 – The two notice boards recently found in the storage room, both belonging to the Guild, to be included on the second tier of assets.

### **6 GUILD BUSINESS – GENERAL**

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

##### *6.1.1 – Portable Frames Policy.*

##### *6.1.2 – Frame Hire Policy*

##### *6.1.3 – Frame Hooks*

Ann E advised FoQ have a bucket of hooks

Jo advised after the Bordertown exhibition 2 connectors/spigots were missing,

Ann E to borrow 2 full sets of U frames –Ann to pick up from Jane after Country Forum

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

Still waiting to hear back from the Insurance Broker regarding the extension of Insurance cover. Cindy will follow this up.

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

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

The October appraisal day was cancelled. Three applicants with 6 quilts pulled out at the last moment which left us with two quilts. They have been rolled over to December

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

Keeping an eye on it.

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

Kathy and Chris will be visiting Jan's sewing room. Receiving good regular articles. Chris has advised she will continue doing I-Patch until December. Will need someone to continue from February, there is no edition in January. Kathy happy to take it back if necessary.

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

All good.

#### **6.8 Patron**

Letters of acknowledgment of our request received, to be dealt with in due course.

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

Ann E advised she has received the proposed new contract. FoQ team have discussed and advised some items need discussing and amending. Need to push for plus GST and a guarantee we are mentioned in every ad. Heather advised clause 3 is not a problem.

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

Contract rolled over to 2022

#### **6.11 Bernina Contract**

Still on hold but sewing machines for FoQ and D2D have been approved.

Suzanne will draft a letter to Brother regarding the change of sponsorship, having sent it to the President first for comment. Suzanne to ask Greg to open D2D.

**Suzanne**

### **7 GUILD PROJECTS:**

#### **7.1 Australasian Quilt Convention (Heather)**

New dates 26<sup>th</sup> to 29<sup>th</sup> May, 2022 at Brisbane Convention and Exhibition Centre.

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

7.2.1 – Hosting QA 2022. Heather to follow up with Val Jackson in Melbourne regarding this.

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

Ready for Saturday. 154 registrations and various helpers and Demonstrators. Food being delivered.

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

7.4.1 – The 2022 flyer and 2022 conditions of entry have been uploaded to the D2D page on the Guild web site. Kathy advised Adam has provided the access codes for the D2D and FoQ online entry form so she can make the necessary changes for 2022.

7.4.2 – As reported at the last meeting Bernina have agreed to sponsor DtoD with the supply of a sewing machine. Otto will set up a Bernina display at Gallery M. Cynthia's Ark at Mallala and Quilters Quarters have both agreed to sponsor the production of the brochure - \$100 cash each. Four other shops who do not sell sewing machines will be asked for a further \$100 cash each, this means the cost of the brochure will be totally sponsored.

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

The retirement of Anne-Marie Serrano from FoQ was noted. A huge thank you from the Exec and previous Exec committees to Anne-Marie for her work.

New contract with Kym Jones Enterprises is for \$12,000 for 2022. Looking for \$3,000 from the Guild.

Peg proposed the Guild contribute \$3,000 from the budget, seconded by Monique

There will be three quilters in residence for 2022.

Brighton High School has been approached for junior entries – any quilted creation working around the theme of recycling of denim. Brighton HS has proposed it in their programme for next year. They have asked if they can become a group member.

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

## **7.7 Quilt Encounter (Kerryn) – 18<sup>th</sup> to 24<sup>th</sup> September, 2022, Stamford Grand Hotel**

There were no queries from the Minutes.

Kerryn reported there were a lot of positive reports and only two negative reports who were both first timers.

Negotiating a new contract with the Stamford Grand for next year. The cost of the room will increase by about 5%. There will be a cancellation clause in the contract. Keith is keen to shut down the QE account, going into the general account, but this is creating so much work.

Next year will be a live-in event only and extended for one day, 6 days. It is planned to have 4 day and 2 day workshops, the balance will be to fit in other people. Participants to organise their own accommodation.

Peg congratulated Kerryn and her team.

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

Heather has received notification from Jenny Dowling that she will attend AQC in 2022 to use her scholarship.

## **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**

8.1.1 – See Discussion paper attached to the Agenda. Heather proposed we postpone discussion on this until the next meeting to give everyone ample time to look at and form an opinion on this subject. It was agreed to hold this over to the November meeting,

8.1.2 – Group Renewal Form – changes have now been completed, thanks Kathy.

8.1.2 – Heather suggested a new quick look guide on the website for the contacts and payments pages to include the email addresses to the Executive list and the downloadable team structure document. It was agreed that email addresses be added to these documents on the first page and then the downloadable document.

## **8.2 Mail In**

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

#### **8.4 Website / Facebook / You Tube**

#### **8.5 Zoom meeting**

A zoom meeting was held on 23 September 2021. Will work well for an item needing urgent discussion and requiring a decision before the next meeting.

### **9 ANY OTHER BUSINESS**

**9.1** There was a discussion regarding the purchase of equipment for demonstrations on screen. Christine to make enquiries with Pam and/or Rachelle and to look into the cost of purchasing the necessary equipment. **Christine**

**9.2** Two guest speakers at one meeting - \$100 ea instead of \$150  
Heather suggested one guest speaker per annum which is not quilt related.

Christine suggested Peter Hall on taking photos of quilts as a guest speaker. Ann will contact him **Ann E**

The Brighton HS economics teacher was also suggested

**9.3** An Invitation has been received for the President and one other to attend the launch of The History of the Renmark P's & Q's on 9<sup>th</sup> December. Heather and Cindy to attend. A copy of the book will be purchased for the library.

**9.4** It was agreed to follow the State guidelines on vaccination requirements to attend Guild functions, but may need re-addressing in the future.

**9.5** Notification has been received that the Vermont Church will be closing and we will need to find an alternate facility for Workshops, Sit n Sew and Modern. Looking at RSL, Scout and Church halls, checking storage facilities at these premises at the same time. Cosgrove Hall at Clovelly Park may have storage and hall hire opportunities. Looking at having a new facility for start of new year

**9.6** Current Fee schedule and affiliate member attendance at meetings was addressed. It was agreed not to make any changes at this stage.

**9.7** Shops at Guild must be a financial member as at 1<sup>st</sup> January, it is not fair to renew just before the meeting they will attend as a shop. It was suggested that the finance/membership secretary send an invoice to the shops in December using the same format as advertising in I-Patch. If shop is not financial a letter be sent advising payment is required now if you want to keep your spot as a shop at the Guild.

**9.8** There are 7 commercial rubber electrical cord covers in storage which can be used by QE and FoQ.

**NEXT MEETING: Thursday 25 November 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: 9.00 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:** (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> – 29<sup>th</sup> May 2022 Brisbane Convention and Exhibition Centre

**Country Forum** – 2022

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

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

**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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President

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Date