



Minutes of Meeting of The Leadership Team
held at 7:00 pm on Thursday 29th May 2025,
at The Robin Hood Hotel, Portrush Road, Norwood SA

Chris welcomed everyone to the meeting.

1. **PRESENT:** Peg Argent, Ally Baum, Michael Barton, Ann Ewer, Heather Ford, Rosanne Fuller, Jan Goulter, Shez Hobbs, Keith Holland, Wendy Hunt, Margaret Hurrell, Denise Johnston, Bev McBride, Gaylene Morgan, Kathleen Rossini, Ros Wyatt.

In Attendance: Cindy Massey, Chris O'Brien

2. **FORMALITIES:**

- 2.1 Apologies: Jackie Harris, Sue Knuckey, Jill Radcliffe, Julie Symons
- 2.2 Rosanne thanked Chris O'Brien, Cindy Massey, Jackie Harris and Julie Symons for their work on the Leadership team last year, which was greatly appreciated.
Rosanne welcomed Bev McBride, Ally Baum and Tina Robson to the Team.
- 2.3 The following positions were voted in for the Constitutional positions of:
Vice President: Tina Robson proposed, seconded by Shez Hobb, all in favour.
Vice President: Heather Ford proposed, seconded Peg Argent, all in favour.
Secretary: Gaylene Morgan proposed, seconded by Margaret Hurrell, all in favour.
Membership Secretary: Kathleen Rossini proposed, seconded by Wendy Hunt – all in favour.
President, Rosanne Fuller and Treasurer, Keith Holland were elected at the 2025 AGM.

3. **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held 24th April were approved:

Moved: Kathleen Rossini **Seconded:** Denise Johnston

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

4.1 *Victorian Group Affiliation Proposal:*

Margaret advised that it was decided we were not going to proceed with this and that any interstate enquiries are to be directed to contact their state guild.

5. **GUILD BUSINESS – LEADERSHIP TEAM**

5.1 **President (Rosanne)**

- 5.1.1 *President's Challenge* – Theme: "Texture", 13" x 21" portrait piece, preferably faced, but can be bound and made to be 'touched'.
- 5.1.2 *Scams* - in the past when there has been a change of Leadership, scammers have been at work. Rosanne advised that she will call if she needs anything to be purchased. Do not react/respond to emails or texts.
- 5.1.3 *Car Cover Use* (Guidelines document was attached to the agenda). Heather is the contact for bookings.

Team

- 5.1.4 *Update Role Statements:* Gaylene to send out all Leadership positions, which are to be returned by end of June. Heather to send recommended wording. Handbooks to include standard items such as archiving, succession planning and annual reports. **Heather Ann** to send FoQ procedure document to Bev. **Ann**
- 5.1.5 *Annual Reports* are due by the end of January, so that they can be collated and rewritten, if necessary. (Help sheet attached to the agenda). Gaylene is happy for reports to be sent in early, ie immediately after an event. **Team Leaders**
- 5.1.6 *Sharing Teams at Members meetings* – at the next members’ meeting, Rosanne will introduce the Leadership Team, giving details about some of the roles. Each month she will introduce another team, to help members understand what we offer and to make connections. A help sheet is available on presentation guidelines. Rosanne advised the Team that she does have limitations because of her surgery and asks everyone to be understanding and patient.
- 5.1.7 *Retreat:* 29 August to 1 September – Heather will provide details by email soon. This is open to Team Leaders. **Heather**
- 5.1.8 *Storage shed electrical problems.* David returned some frames and got a mild electric shock from the light switch. Heather has contacted Guy Smallacombe. **Heather**
- 5.1.9 *President will be absent* 7 – 17 June, but will still contactable and will work on anything that needs to be done.

5.2 Finance (Keith/Jan)

- 5.2.1 *Treasurer’s Report:* The financial report has been distributed. The Police Credit Unit Term Deposit of \$100,000 has been renewed at 4.25% interest. Details required of any bills that have to be paid in the next month. **Team**
We could put \$15,000 in the interest saver account, subject to accounts to pay. Second payment due to the Grand for QE – Keith to follow up. **Keith**
- 5.2.2 *Government Grant update:* After several attempts to make contact, Chris received an email re the Vendor Creation amendment form which has been sent. The details of acquittal, etc will be sent in a couple of weeks.
- 5.2.3 *Signatories for bank accounts:* The following changes of signatories were approved:
General Account: It was agreed to remove Heather Ford and add President, Rosanne Fuller. Other signatories, Keith Holland and Jan Goulter to be retained.
Credit cards: Current signatories to be retained, ie: Treasurer: Keith Holland; Librarian: Michael Barton; Vice President: Heather Ford.
A new Eftpos machine is required for the Modern Group. **Keith**
- 5.2.4 *Unknown Deposits:* Recently received 2 deposits of \$100 with insufficient information (QE reference only.)
\$210 was processed through the Eftpos machine and not advised. Jan advised it is essential that any groups, who use the machine, must send Jan a text message advising how much has been processed and confirm what event. **Team Leaders**

5.3 Secretariat – a reminder that the shredding bin is at Heather’s home until June 3. **Team**

5.4 Membership (Kathleen)

Individuals:

525 registered members (27 advised not renewing, plus 50 who have not renewed)

Groups:

81 registered groups

5 advised not renewing plus 1 remains unfinancial – Stitchers in the Hills.

5.5 Meetings Team (Wendy)

The back door to be shut at 6:30pm or when the shop has set up. Any special guests who wish to set up may arrive at 7pm and enter via the main doors.

A sign to be placed on the door at 6:30pm redirecting people. Wendy to organise.

Wendy

5.6 Meetings General (Raffle – Shez / Welcome – Wendy / Guest Speaker – Diane)

5.6.1 *Next Meeting:* Shez will not be at the June meeting but will deliver a slab of water, and some quilt bags to Peg, for the meeting. Need someone to help on the table with Gwen for raffle tickets.

Shez/Peg

Shez has organised for Gaylene to bring the raffle bag. Julie Symons to assist Gwen.

Wendy to ask Julie.

Wendy

5.6.2 QE quilt is confirmed to sell raffle tickets in August.

5.6.3 *Guest Speaker Suggestion:* Bev suggested about getting a rep from the Refugee Association to talk about what they do with the dress fabrics supplied by the Tiger Team. Monique to ask if someone from the Association would be capable.

5.7 Groups Liaison (Rosanne) – refer to items in the agenda.

5.7.1 *Country Forum entry fee* was \$40, now \$20 because of the grant, so everything is going to be resent to the groups.

Rosanne

5.7.2 *Visit to Vine Patch Quilters:* Heather provided Tiger Team fat quarters, and Rosanne did the fat quarter challenge with them. They loved getting the fat quarters and have set themselves the challenge of making a placemat and bringing it to the December meeting.

5.7.3 Rosanne thanked the team members who visited exhibitions at Burra, Northern Yorke Peninsula Quilters and Coromandel Valley Quilters

5.7.4 Rosanne advised there is a space for someone else to visit Inman Quilters on 3 June. **Team**

5.7.5 Invitation to the Leadership Team to attend the Loxton Rural Get Together 26th July, Heather is attending. Anyone interested to advise Rosanne.

Team

5.7.6 Encourage all Leadership Team members to be involved in supporting groups as it is one of the goals of SA Quilters: to encourage the formation and maintenance of quilters' groups within South Australia.

Team Leaders

5.7.7 *Northern Sit and Sew Group:* Discussion took place re a potential group that may be the nucleus to start a group on the 3rd Wednesday or a Saturday in the northern suburbs. Tina to locate a suitable hall, preferably with storage and not too expensive. Suggested reasonable rent is \$200-\$250 for a full day. School halls a possibility.

Tina

5.8 Workshops (Ros)

5.8.1 Two successful workshops held, since the last meeting, with Jill Christian and Sue Knuckey. If anyone buys items for workshops, receipts must be provided to be reimbursed.

5.8.2 A workshop is to be held after QE but we cannot advise at this stage. Kathy to advertise the other workshops. Roz to provide information.

Roz

5.8.3 Chris O'Brien has joined the Workshops team. Roz to advise the date of the next workshop meeting.

Roz

Rosanne thanked Roz for her splendid work in this regard. The workshops are being very successful.

5.8.4 *Shops vs SAQ workshops*: (a complaint from a shop) was received about SAQ selling workshops in competition with the shops. Discussion took place about SAQ running workshops in perceived competition with shops. It was noted that participants need requirements, which benefit the shops. The meeting was reminded that shops are offered 4 free advertisements in I-Patch each year to promote workshops and retreats and Kathy features a member shop each week. All shops have now been promoted, so she will restart from the top of the list. It was agreed that we will not advertise their sales at Members meetings but this may occur on Facebook.

5.9 Shops Liaison (Peggy) – refer to report in agenda

5.10 Insurance (Margaret) – nothing to report.

5.11 Events

5.11.1 International Quilters Day (21 March 2026)

5.11.2 Events Manager: Peg suggested that Jennie Martin be considered for this role.

5.12 SAQ Policy Review 2024 (Heather and Kathy) – Heather reported that she and Kathy have identified a list of policies they will be reviewing. They have developed a template as to how the policies are written. These will be tabled and approved at a Leadership Team meeting. Kathy to send list and template to Ann.

Kathy

5.13 Library (Michael) – thanked the Team for the new laptops. Still working through bugs – the computers are not talking to each other. Michael and Christine to work with the expert to solve these issues.

Michael

5.14 Merchandise (Shez) –

5.10.1 Quilt Bags: 200 quilt bags at a cost of \$1030 (includes \$90 freight) have arrived. Heather advised that the bag supplier has sold the business to a shop in Whyalla. It is understood this shop is not a member.

5.14.1 The calico bags to be given to Heather to be used by the Tiger Team.

Shez

5.15 Assets Register (Gaylene)

6 COMMUNICATIONS (Kathy)

6.1 Communications Team (Kathy).

Kathy to video the Past President (Chris) and President (Rosanne) having a chat. Cindy requested that a meeting be organised. Kathy to send out a request for agenda items.

Kathy

6.2 Website / Facebook / Instagram / You Tube – Web site has been updated as requested by Team Leaders

6.3 Mail In: email from Sew Together, thanking SAQ for their grant for wadding

7 GUILD BUSINESS – GENERAL

7.1 Frame Hire (Angela)

7.2 Judging Panel (Jill Christian) – a report was attached to the agenda.

7.3 Appraisal Panel (Heather) – 10 members going to Mannum tomorrow. The June Appraisal day was cancelled, but one booking was received so this will be done at Retreat. One person has enquired about joining the Appraisal Panel.

7.4 Website Management (Kathy)

7.5 I-Patch (Kathy) – Kathy is editor for June and July, Ally in August. Publisher is being discontinued, so it will be an issue in the future. Scribus is a possibility in future.

7.6 Patrons (Ann)

7.7 Royal Adelaide Show Sponsorship (Heather) The letter has been received giving relevant dates. Vouchers for membership to be provided late July.

7.8 Bernina Contract: Bernina is provided a B325 machine, valued at \$1,599, for Dare 2 Differ. Discussion took place whether it is possible for some events to seek sponsorship from other machine companies. Melann's currently supplies Bernina machines for rental at QE at a cost, they supply 3 machines to Festival of Quilts and one machine to Dare to Differ. There is no written clause which states Bernina has exclusivity at events, but it was a requirement when Otto was the agent, which has been upheld.
Rosanne to get a team together to discuss this. **Rosanne**

7.9 Scholarships and Grants (Ann) – all paid (refer

All grants and scholarships have been paid and relevant recipients have been asked for reports for I-Patch. Aldinga Quilters were paid twice in error and the funds will be reimbursed.

8 GUILD PROJECTS:

8.1 Dare to Differ (Sue Knuckey) 19 September – 19 October 2025

8.2 Festival of Quilts (Ann Ewer)

8.2.1 *Rosters* have been received for SAQ and QE desks.

8.2.2 *Making a quilt display* – it was decided not to remake the quilt in this old display, but to use some of the boards to display, how a quilt is made, in the Craft Alive area this year.

8.2.3 *Cord covers* – 3 to be obtained from Vermont prior to FoQ. **Ann/Heather**

8.2.4 *Tear drop banners:* FoQ asked if these banners are suitable for displaying in the street. The Showgrounds is being asked if we may have these displayed in the street and the car cover used in the forecourt. Heather advised these are being considered/ordered. **Heather**

8.3 Quilt Encounter (Bev)

8.3.1 *Event planning sheet* is on track. 13th June is closing date for registrations. Ann to send FoQ procedure document. **Ann**

8.3.2 *Brochure* is out: Kathy recommended that "SA Quilters Presents" be added at the top of brochure in future. **Bev**

8.3.3 *Raffle funds* going to Uniting CountrySA to create a safe play area for women and children in their crisis housing in Port Augusta, including buying toys and furniture.

- 8.3.4 Early indications are that people are coming, but for less days.
- 8.3.5 Cut off date for committing to Grand contract is early August.
- 8.3.6 One new committee member: Robyn McDonald
- 8.3.7 Lessa Seigle Scholarship – considering changing some of the conditions, eg self-nomination.
- 8.3.8 Next meeting to be held 13 June.

8.4 Country Forum (Rosanne) 25 October, 2025 – see minutes attached for meeting held 28 May.

8.5 Modern Mix (Jill Radcliffe)

- 8.5.1 Kathy asked about future dates for promotion. Cindy
- 8.5.2 Kathy requested that a number of photos be taken of each person to ensure that the images are complimentary. Cindy

8.6 Sit and Sew

- 8.6.1 Sew it's Wednesday (Cindy)
- 8.6.2 Unplugged Stitchers (Jackie)
- 8.6.3 Saturday Stars (Therese)

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

8.8 *SA Quilters: Comfort Quilts (in recess)*

8.9 Flinders Kids (Chris O'Brien)

8.10 **Tiger Team** – see report in agenda. A person enquired about leaving all their quilting items to SAQ, in their will. Heather is preparing a document to assist this type of request that details who to contact etc.

9 NATIONAL EVENTS

9.1 Quilt Australia (Rosanne) Zoom meeting – Rosanne's notes were attached to the agenda. Qld does not insure their groups, WA doesn't have any groups, Tasmania not able to insure as it is too expensive. Victoria – do their own thing. SA and NSW are the only guilds who insure their groups, hence the reason for the enquiries.

10 OTHER BUSINESS

- 10.1 **Badges** (Rosanne) – This matter to be deferred to the next meeting. Kathy to remove 40th birthday badges column from the door lists. Kathy
- 10.2 **Save the Children Op Shop craft space** (Tina) – deferred to next meeting.
- 10.3 **June meeting President's Challenge:** do something with orphan blocks. Cindy is preparing a display of orphan blocks using a sample. If you have orphan blocks to share with members bring them to the June meeting. People take a block and bring it back at the July meeting. Committee

11 ANY OTHER BUSINESS

NEXT MEETING: Thursday 26th June 2025 at The Robin Hood Hotel [5.30 pm Dinner – 6.30 pm Meeting]

MEETING CLOSED: 8:54pm

Country Forum 2025

Planning meeting minutes 10.30am, 28th May 2025,
Vermont Church Hall
576 Cross Road, South Plympton

Present: Rosanne Fuller, Peggy Argent, Gaylene Morgan, Heather Ford, Margaret Hurrell, Di Bessell, Jennie Martin, Ros Wyatt

Apologies: Carmel Baxter, Jan Goulter, ~~Carolyn Thurtell~~,

Item:	Action:
<p>1. Venue, Adelaide West Uniting Church, Contact number: 0450 234 119 Mon, Tues, 10:00-3:00, Office@awuc.org.au</p> <p>Booked AV person from AWUC for the day, 9.15am -4.15am to be funded through the grant.</p> <p>Still need to practice using our system with two mics after we tried it at IQD. The person with the mic needs to stand out as it was a little disconcerting not knowing where they were.</p> <p>2. No updates on investigating possibilities of other venues for 2027. Suggested look at Blackfriars Priory School, 17 Prospect Road, Prospect SA 5082 and Cabra</p>	<p>Use it for Rosanne's August Members meeting talk.</p>
<p>3. Jobs/roles planning updates: Catering, morning/afternoon tea and lunch: (Peggy catering officer (prep work before the day))</p> <ul style="list-style-type: none"> We have about \$5000 to spend on food Peg provided a lot of sample options of morning tea and lunch Morning Tea decided to go with: ¼ cheese and gherkin sandwich, 1 small hot item, muffin, biscuit, cut up fruit on an individual plate and some nuts for the table, ~\$7.00 per person Lunch decided to go with a BBQ and salad ~ \$14.00 per person <p>Finance / Registrations: (Jan with support from Ros)</p> <ul style="list-style-type: none"> Registrations sent out with Groups News newsletter Changed the fee to \$20 to account for grant Limit groups to 5 attendees until 31st Aug, then offer to those that want extra places Letter now has grant info included, we will include bio a bio of the presenters and demos with the letter (second page) Resend everything in the June I-Patch email send out <p>Quilt Raffle /Charity group: (Margaret)</p> <ul style="list-style-type: none"> Pink and White quilt pieced by Heather and Chris is quilting it Buy 8 raffle books Tickets \$2 each or 3 for \$5 <p>Media: (Heather/Rosanne) Private Facebook group</p>	<p>Peg</p> <p>Heather Rosanne</p>

<p>Country Forum ad</p> <ul style="list-style-type: none"> Drafted <ul style="list-style-type: none"> To include Sponsorship the shops donate 4 prizes each to the value of \$20 wholesale <p>Hospitality, tables/flowers: (Ros, Marg, Di, Gaylene) Tablecloths, everyone to bring greenery/flowers (Heather has jars)- Done</p> <p>Comment to remember for when we hold this event at a venue that has everyone seated at a round table for the day. Renmark IQD had lots of different coloured bright tablecloths with hearts hanging on sticks in a jar centre piece</p> <p>Goody bags/ gift: BOLD still needs to be organised/purchased</p> <p>So far have:</p> <ul style="list-style-type: none"> Goodie Bag- Heather Needle holder – done Gaylene Card holder – done Margaret Redwork Book – we have these Bottle of water- still to purchase BOM style quilt for attendees to come after CF Heather showed us a plan so far- Heather Fabric - Fat quarters –Heather 5 x 5” squares in cello bag – done Heather SA quilters promotional material; include Sister Groups info- Rosanne <p>Extra items:</p> <ul style="list-style-type: none"> Instructions on making a card holder Program and other SA Quilters info / flyer Shops promotional material, Peg to ask all of SA Quilters shops for this Sponsors flyer A little \$4-\$5 gift, a little screw driver <p>Gaylene is making a flower to go on all the Goodie Bags.</p> <p>Shops (Peggy) / Library book sales:</p> <ul style="list-style-type: none"> Inform shops we will include their promotional material in the goodie bags Strath Sewing and Sew Focus to attend, are booked Michael is organising a book sale <p>Speakers / Trunk shows / demos: (Heather and Rosanne)</p> <p>Heather to put together a bio of all the presenters and demos to be used for publicity</p> <p>Speakers: First - Bronwyn Sayers- Booked Second – Wendy Hunt- Booked</p> <p>Trunk show: Jackie Harris- Booked</p> <p>Demos: Cindy – shopper docket scraps- Booked (staying with this) <i>Have since found out Cindy is going to be away</i> Monique - Gaylene – postcards- Booked Margaret Hurrell – Binding magic- Booked</p>	<p>Rosanne</p> <p>?????? Rosanne Peg</p> <p>Peg</p> <p>Rosanne Heather Heather</p> <p>Team</p>
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<p>Carmel Loughry – Epplifex EPP- Booked Di Bessell - Making card holders- Booked</p> <p>Displays: Modern Mix Initial challenge - Booked Appraisal Team 2024 red and white timed pieces- Booked</p> <p>Setup: (Rosanne)</p> <ul style="list-style-type: none"> • David Hart, (Brenton Ford, Dale Martin and Chris Wyatt helpers, all to get paid \$160 through the grant to set up and do the BBQ) • Plan the event space • More details of what needs to happen <p>Sponsorship:</p> <ul style="list-style-type: none"> • Heather to look for gifts for speakers \$70 and demonstrators \$50, funded through the grant • Acknowledge the sponsors through: <ul style="list-style-type: none"> - Flyer in goodie bag - Country Forum ad - In the presentation on the day <p>Lucky Door Prizes: (Heather has misplaced them, does anyone know where they are) Gaylene has the gift basket, Di has the prizes, need to check we have enough.</p> <ul style="list-style-type: none"> • 30, 15 in each session, • Shop prizes to be drawn separately and to be done by the shops. 2 from each in morning and afternoon • Runners giving them out instead of winners moving to the front 	<p>Heather</p>
<p>4. Planning/organising:</p> <p>Need to check the eating Hall wall to see if we can hang things on it for the demonstrators to use Printing:</p> <ul style="list-style-type: none"> - Program of the day - Explanation that printing was through the grant - SA Quilters promotional material - Sponsorship page - We talked about what signage we could get done for the event that we could use after the event - Stickers to go on grant sponsored items - Guest presenter bio's - Country Forum Facebook and Sew along info - Feedback form <p>Jobs on the day that need filling: (Heather has put together a draft roster that she will send out when confirmed that everyone is available to help out on the day.)</p> <ul style="list-style-type: none"> • Welcomer- Heather • MC- Rosanne • Photographer- Kathy • Stage assistant- • Quilt Wranglers- • Roving Mics • AV in dining hall • SA Quilters booth 	<p>Marg</p> <p>Jennie and Rosanne to look into this</p>

- Bedford Quilts sales
- Library- Michael, Denise, Christine
- Door/welcome- Emilie, Jan G
- Raffle Quilt table- Jan H and Ruth
- Water table
- Catering Team
- Car Park Attendants (not needed at this venue)

Jennie to put together a video loop to be displayed on dining hall screen, will get photo's from Kathy and info from Candy

Other equipment to organise:

- Flags/banners
- Car cover
- Bin liners
- Tea towels

5. Budget, expenses:

An idea to think about for other events is spending the grant on getting a cleaner in after the event to do the cleaning.

We were successful in getting the \$8500 grant:

Budget Line	Amount
Venue hire	\$2,000
Catering	\$5,000
Presenter gifts	\$150
Presenter fees	\$300
Printing	\$400
Attendee gift bags	\$1,000

Leadership suggest spending:

Proposed income:

- Grant: \$8500 – (less GST, \$7650)
- @\$20/ attendee x 170: \$3400 -less GST, \$3060
- TOTAL: \$10710

Expenses:

- Cost of venue: \$1069.75 (Grant)
- Cost of AV person \$68 x 7 hours: \$476 (Grant)
- Set up \$160 x four: \$640 (3 will be through grant)
- Gifts for presenters and demonstrators: \$70 x 3, \$60 x 4: \$450 (Grant)
- Catering: morning tea, lunch: 220x \$23/head \$5060 (increase of \$3, through grant)
- Printing: \$400, Could get more tear drop banners with this money
- Incidentals, raffle: \$40
- Goody bags: \$1000 (\$880 through grant)

Total expenses: \$9135.75 \$1574.25 in the black ~\$9 / 170 attendees

Next meeting: Wednesday 23rd July, 2025. 10.30am at Sit and Sew. Vermont Uniting Church, 576 Cross Rd, South Plympton

Other Dates:

Rural Roundup 2026: Saturday 24th October hosted by Inman Quilters (Note: This is a change of date)

Heather, Cindy, Margaret and Peg will be away Sept 28 to October 15, 2025