

## **Minutes of Meeting of The Leadership Team**

held at 6:45 pm on Thursday 30<sup>th</sup> March 2023, at The Goody Hotel, Goodwood Road, Goodwood SA

#### 1 PRESENT

Peg Argent, Heather Ford (President), Jan Goulter, Shez Hobbs, Margaret Hurrell, Denise Johnston, Cindy Massey, Gaylene Morgan, Kathleen Rossini, Julie Symons, Ros Wyatt

In Attendance: Ann Ewer

2 APOLOGIES: Keith Holland; Kerryn Brand; Chris O'Brien; June Yam-Stead; Michael Barton; Jackie Harris

#### 3 MINUTES OF PREVIOUS MEETING

Julie moved, seconded by Jan, it was agreed that the Minutes of the meeting held Thursday 23 February 2023 be approved.

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

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

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

- 5.1.1 Copy of February Financials were emailed on 7 March. There were no questions.
- 5.1.2 Heather enquired of Jan if a cheque for \$1,000 had been received, Jan reported she has not received it. Heather explained Peg had approached her local IGA for a voucher for BMT. The person agreed and advised they would give a cheque for \$1,000, subject to head office confirmation. They were particularly impressed with the charity quilts made by our organisation. It was agreed \$50 of this cheque would be used to purchase a voucher from IGA and the balance would be used for the 'slush fund' for wadding. Well done Peg.
- 5.1.3 A date for a Finance Team Meeting was set for Thursday 20<sup>th</sup> April at 4.30 pm to be held at Keith's Office, Mt Barker Road, Aldgate. Subject to confirmation by Keith
- 5.1.4 Heather reported that there has been an attempted scam between the President and Treasurer. Email generated. \$3570-00 to an account at NAB Munno Para. Heather will never make contact via Email or Text asking for a payment to be made. In addition, Heather would not ask for that size payment to be made without it being approved by Leadership.

## 5.2 Groups Liaison (Cindy)

Cindy reported some members of the Leadership Team visited the Chicago Quilters primarily to thank them for having a display at BMT. They were very keen to ask questions and get information. There was a discussion on many aspects of SAQ and the benefits of being an individual member. It was a very successful day.

A member of the group mentioned not feeling entirely welcome when attending a recent day meeting. There was a discussion on what can be done to help new members attending meetings.

Heather asked if new members could be highlighted on the sign in sheet. Heather also reported

she has had some responses from members asking to ride share. One member has been unable to attend for 12 months because of the inability to get there. Heather has put several people in contact with drivers who are very willing to help. It was suggested this could be mentioned to the new members and will be discussed further at the Meetings Team meeting.

## **5.3 Library** (Michael)

#### 5.4 Mail Distribution (Jan)

## **5.5** Meetings General (Raffle – Shez; Welcome – Peg; Guest Speaker – Cindy)

Shez reported on the mix up with the two new members and their concern with the fat quarter raffle and advised she has no recollection of the incident and advised in future if members bring the wrong colour they will either be inserted in the current bundle or set aside for when that colour is be used.

Cindy reported the speakers for the April meeting are QE projects, QE will be launched at the AGM and the next day meeting is the Unplugged Stitchers.

## **5.6 Membership** (Kathy)

New Membership Card – thank you Kathy

There was a discussion on when to start using the new cards with Kathy reporting that people are getting confused with the two logos and it was agreed to start using them now.

Kathy asked if stickers with the address and logo on them could be purchased. It was agreed to order 250.

There was a discussion on acknowledging members who have a low membership number and agreed this could be something that could be done in the Birthday year.

Shez enquired as to badges with the new logo. Heather advised she will do some research on this and get 2/3 samples and quotes.

Heather

#### **Membership** Update:

Individuals – Total 510 detailed below Paid to 31/12/2024 - 8 Paid to 30/6/2024 - 3 Paid to 31/12/2023 - 394 Life Members – 34 Paid to 31/12/2022 - 62 (expired) Advised not renewing – 7

Groups – Total 89 detailed below
Paid to 31/12/2023 – 80
Paid to 31/12/2022 – 6
Arno Bay has advised that the group is disbanding
Reminder sent on 23/3/2023.

### 5.7 Merchandise

With Stitch n Bits closing Heather has been advised Jo will continue to supply the blue bags and will advise when she will stop supplying them. Shez will count how many bags she has at home and Heather will follow up a time frame to reorder.

Shez/Heather

Judy Wiggins from Oasis Quilting would like to purchase 50 bags. Jan to raise an invoice. To be charged \$8-00 per bag

Jan

## 5.8 President (Heather)

- 5.8.1 –A sewing day at Vermont on Saturday 10th June for the Leadership Team will go ahead.
- 5.8.2 Ride share. I had one person contact me asking for a ride share and have been able to put her in contact with another. Also identified a second person who may like to be involved when life settles down.
- 5.8.3 A picture of the new banner was shown that would be printed. Investigation into printing on canvas and other forms of advertising needs to be done. All agreed with it and it was discussed there may be a need for more than one as it should be at all Guild events and shows. It was suggested that a banner in the form of a quilt of just the new logo be made to hang on the lectern
- 5.8.4 When at Mannum recently Heather approached the owner of the Motel regarding the new payment method and it was put to him that it was not a viable proposition for our groups, already three groups will not be going back. After a lengthy discussion it was agreed to let him know we are unhappy with his new rules and will have to find an alternate venue for the Leadership retreat if he proceeds to implement them.
- 5.8.4 The shredding bin has now been taken away.

## 5.9 Secretariat (Gaylene)

**Archive Report Attached** 

There are still some reports for the AGM outstanding. Emails to be sent.

Communication from Burnside has been received advising that they are aware of the poor condition of the chairs and are in the process of a rolling replacement.

They also advised they have advised the coordinators of programs of the need to check their schedule, which was re-sent to them, to ensure they vacate the room on time.

## 5.10 Shops Liaison (Peggy)

Reported that there are only three months to fill for 2024.

## 5.11 Meetings Team (Peggy)

[Report Attached to Agenda]

## 5.12 Workshops (Rosslyn)

[Report Attached to Agenda]

Kathy has made a 3 flyer for the Beginners Cot Quilt with Sue Knuckey workshop. Kathy will re-jig the flyer and change some of the wording. We have a relationship with AllBiz which will be fostered the more we use them. To satisfy my own curiosity I requested a quote to print 40 full colour copies, standard paper, we would cut ourselves, the cost would be \$30-00 = 75c per page. Kathy can get them done at O/W for 49c per page. Allbiz also would mean either postage or collection. Kathy please get some printed. These are for distribution to places where Antenatal classes are held – Ros to Liaise with Monique and Jill as to where they could be placed. **Kathy/Ros** 

#### 5.13 Events (June)

5.13.1 - Birthday Celebrations, 2024.

Planning is progressing, if you have any ideas about things you think we could do during the year please let me know

5.13.2 – Biggest Morning Tea – 29 April 2023

Special thanks to Peg for her work securing sponsorship. Including \$1000-00 from Metcash and IGA Glengowrie.

Flyers have been drafted with 3 to a page. It was agreed to print 150. Flyers will be for letterbox drop and to be handed out at the meeting. Kathy advised they will be ready for the next meeting.

Logo's of sponsors to go on Facebook.

5.13.3 – Country Forum October 28, 2023

Planning progressing

5.13.4 - Market Day 2024

No date set

5.13.5 - Trunk Show

We have started work with the Grand. Hire of the venue remains at 2022 price \$1500-00. At \$40.00 a ticket, as last time we can make a small profit of approx. \$450-00 when selling 100 tickets.

Kathy advised people booking on-line will be sent an E-Ticket.

## **5.14** Assets Register (Gaylene)

New computer for Jan has been added.

## **6 GUILD BUSINESS – GENERAL**

- **6.1** Frame Hire (Angela)
- **6.2** Insurance (Margaret)
- **6.3 Judging Panel** (Jill Christian)

[Minutes Attached to Agenda]

**6.4** Appraisal Panel (Heather)

Retreat in June.

- **6.5 Website Management** (Kathy)
- **6.6 I-Patch** (Kathy)

Chris and Kathy had a meeting with Ally Baum and Rhoda Ryan regarding the production of I-Patch. They are both able to use Publisher. Chris has passed the I-Patch computer on to Ally.

Ally will produce the April and May editions of I-Patch. And Rhoda will then take over for a turn from June.

Heather Thompson has also expressed an interest in being part of the I-Patch team and we will liaise with her to join once Ally and Rhoda are settled and indicate that they are happy to continue.

We are still looking at options for sending I-Patch to members. I will load I-Patch on to a page on the new web site and send members a link enabling them to download the document to their computer. A personalised email will still be sent but without the document actually attached. We can use this method until we settle on a commercial transmission option. Until we have a members' only page, we will keep editions of I-Patch on the unpublished page which will not appear on the menu thereby not being publicly available to anyone without the link. Of course, some will argue that the link could be shared but that could equally apply to sharing the pdf document sent out now.

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

{Report Attached to Agenda]

Cindy asked for approval to purchase 4 cord covers. Heather advised the last time they were purchased the cost was \$40 each and were of black rubber. Ann advised FoQ had plenty and Modern Mix could have four of them which are held at the storage facility. No need to purchase them. Ann will get them to Cindy at the next meeting.

Ann

## 6.8 Patron

#### 6.9 Kym Jones Events Contract

Ann advised there will be no Stitches and Craft show this year. Working on 2024.

### 6.10 Royal Adelaide Show Contract (Julie)

This has been finalised. First prize – \$150 for a senior category and \$100 for the Best Quilt in the Junior section. It was noted there is no acknowledgement of sponsorship. The President was invited to present the prizes last year and attend a sponsors lunch. It was agreed the Guild should have more of a high profile and be more involved and interested and to promote juniors as they are our members of the future.

#### 6.11 Bernina Contract

Due for review in March 2023.

Ann reported she has negotiated a contract for FoQ for 2023.

#### **7** GUILD PROJECTS:

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

Ann and Lessa attending.

## 7.2 Quilt Australia (Heather)

A zoom meeting will be held on May 11. If there have any issues you would like raised please let me know. It would normally be President, VP and FoQ who sit in, depending what is on the agenda for discussion.

#### 7.3 Dare to Differ

Heather reported Suzanne has resigned as convenor and someone is ready to take over when Suzanne is happy to relinquish the role.

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

[Report Attached to Agenda] Minutes attached.

Ann advised the Patron will not be asked to attend this year's FoQ and therefore there will be no Patron's Award. The prizes will be given at the SAQ meeting the night before FoQ opens

#### 7.4.1 - Ruby theme announcement

Need more notice and will discuss it at the next FoQ meeting to be held on Saturday 1<sup>st</sup> April and will be announced at the next meeting.

- 7.4.2 The retreat is at the end July and enquired the amount of the 'reward'. Heather advised it was \$40 and must have attended at least 6 meetings of the sub-committee. If a member is on more than one committee there is only the one payment to the eligible member. As the payment arrangements with the Mannum Motel has changed a nominated person has been appointed and members will deposit funds into the organisers account prior to the due date for payment and she will pay the funds direct to the motel.
- 7.4.3 There has been no response for a photographer with digital SLR camera advertised in I-Patch. There was a discussion on the digital SLR camera and an I-Phone. It was agreed that an I-Phone would be more than adequate for good quality pictures and no need for an SLR. The Guild own a tripod which holds a phone. Margaret will follow up a contact who may be prepared to take the photos. Peg will approach her grandson.

  Margaret/Peg

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

## **7.6 Quilt Encounter** (Kerryn)

Tutor's and shops contracts all completed and planning well underway for Brochure mail out at end of April – as per normal for our September event. QE official launch is scheduled for the May

night (AGM) meeting at Burnside.

## 7.7 Scholarships and Country Grants (Julie)

There have been applications for 1 scholarship and 6 grants. There was a discussion on the time-frame to apply for another grant. Heather advised it was three years from when the grant was awarded. The forms to be revisited and amend to make it clear.

#### 7.8 SA Quilters: Comfort Quilts

## 7.9 Flinders Kids (Chris O'Brien)

## 8 **COMMUNICATIONS** (Kathy)

#### 8.1 Communications Team

#### 8.2 Mail In

### **Email from Pt Elliott Quilters:**

Good afternoon Leadership Team,

Wow! Wow! Is my reaction to the new logo?

What a wonderful updated logo design, I agree the clamshell has served the purpose but has, for awhile, looked somewhat outdated.

It is definitely important, as we move along, to remain relevant to our younger cohort but also for the current members to feel the vibe of freshness and vitality and not bogged down in a rut.

Well done team, keep the changes coming, where they are needed, so that we can all look forward to a bright and energised future.

Kindest regards,

**Caroline Smith** 

Pt Elliot Quilters

Heather reported It is nice to have some positive feedback, we usually only hear the negatives. We, as a team, have made significant changes to the face of the Guild, with more to come, so thank you all.

## **Email from Tumby Bay Quilters**

On behalf of The Tumby Bay Quilters Group I would again like to pass on our appreciation to you for your kind donation. This allowed us to purchase a roll of wadding. We have been able to make 48 quilts which have been given to Back Pack for Kids and Chrissy's Quilts. Below are some photos of the quilts.

Again our sincere thanks to you,

Jane Charlton

On behalf Tumby Bay Quilting Group.

#### 8.3 Website / Facebook / Instagram / You Tube

#### Website

There have been some issues with the current web site which would indicate that it is possible that the site is no longer being maintained by the developers as it has a bug which is not being fixed. It sits on a free open-source platform which is now quite old and leaves us quite vulnerable. However, Daniel (in London) has fixed the current back-end problem so the web site is on track again. Therefore, the option to launch the new site in May is still viable.

The new web site is now populated and up to date except for the establishment of a galleries page to feature all past Festivals of Quilts, however the past three Festivals are linked on the FOQ page and the new galleries page will be up once the previous years' galleries have been formatted and ready for linking. Following cutover, and in due course, we will look at a members' only page

and an online payment system. These options will require added security and a higher level of management with individual passwords etc.

Adam Dobson is hosting the new web site and will need to take over the current URL (web site name) <u>saquilters.org.au</u>. He is away in New Zealand on holidays at the moment but I have left a message for him. He will liaise with Daniel from Wandle (in London) who is the host of our current web site for the URL transfer. In the meantime, the old site also resides on another Wandle URL just as backup in case everything goes socks up. (Sigh!)

#### You Tube

There are 101 videos on the SA Quilters YouTube Channel which has 464 subscribers.

I have also set up a YouTube Channel for Exhibitions SA Quilters where I have uploaded the past three Festivals of Quilts PowerPoints (as mp4 movies) with links to the new web site. This is the site that will be used to store the other past Festivals and other exhibitions (Dare to Differ etc). This way we do not need to establish cumbersome galleries on the new web site and take up space in the media library with hundreds of images.

8.4 An email has been received from Heather Hopkins in which she raised concerns regarding comments made from a private closed Facebook group. Ann read the email out and after a lengthy discussion it was agreed that Heather and Ann would draft a letter in response to the email.

Heather/Ann

#### 9 ANY OTHER BUSINESS

- **9.1.** Cindy asked for approval to purchase supplies to make badges for the sit and sew groups and may also be an option for Country Forum. QE own a badge machine which Cindy has borrowed. The cost to purchase 250 badges is \$58.50. This was approved.
- **9.2.** A query was raised regarding insurance for the BMT. As it is a Guild function the insurance will cover this event. Margaret advised photographs will be taken of the Chicago quilts being displayed.
- **9.3.** A query was raised of cash donations for the Cancer Council being receipted. Kathy advised she has not received the box of items as yet, but thought a receipt book would be included.
- **9.4.** Heather advised she has had a query from the Naracoorte Quilters regarding an award being given to one of its members and if the Guild do this. Heather advised she will advise them that it is up to their group, however they could put a piece in I-Patch and it was suggested the particular member could be interviewed for a story for I-Patch.

Meeting closed 9.30 pm

President	Date	
NEXT MEETING: Thursday 27 April 2023 at The Robin Ho	ood Hotel [5.30 pm Dinner – 6.30 pm Meeting]	
NEVT NACCTINIC. Thursday 27 April 2022 at The Dahim He	and Hatal [F 20 mm Dimmon C 20 mm Manting]	

## **SA Quilters**

# **FESTIVAL OF QUILTS EXHIBITION COMMITTEE, 2023**

Meeting held Saturday 4th March at 9/11-12 North Esplanade, Glenelg North

PRESENT: Ann Ewer, Margaret Hurrell, Jill Iveson, Jennifer Kempson (on video call), Carmel

Loughry, Dione Gardner-Stephen (on video call), Jan Goulter, Chris O'Brien, Ann

Shuttleworth, Christa Mano.

**APOLOGIES:** Wendy Hunt

**MINUTES:** of meeting held on 4<sup>th</sup> February were approved.

CIVI	ANCE	
	had advised the Leadership Team that future Festival of Quilts events may need	
	ncial support. A budget has been set with a projected loss of \$3,000-\$4,000.	
RAF	· <del></del>	
•	Jan advised that the approval for the major raffle was finally received yesterday.	
	Ann mentioned that, in future, if it is a Major raffle an appraisal will be done with the	
	certificate provided to the Lotteries Commission.	
•	Jan will have raffle books out asap. Jan did get a quote from AllBiz for raffle tickets and the amount is \$450.	Jan
	·	
•	Ann has left a message for Rachelle Denneny re taking possession of the quilt. Chris	Ann
	mentioned that Rachelle had been away teaching so a response may come soon.	AIIII
•	Sales of raffle will be held at May day and night meetings. Jan will co-ordinate raffle	
	books to all groups. History shows that sales at Sit and Sews have been good.	
•	Adelaide Sewing Centre, Widebacks, Melann's, Penny Lane shops are all usually very	Jan
	supportive at selling raffle tickets for Festival of Quilts. These to be asked to take raffle books.	
•	Jan will organise promotion on the website and Facebook pages.	
	- 0 b	Jan
		Jan
FOC	2023	
1.	Venue	
•	Ann is expecting a floor plan shortly. Entry at top section of Goyder South Pavilion –	
•	space allocated is about 1,000 square metres (more than AMQF).	Ann
•	Judging rooms were to be upstairs but Ann is checking if downstairs is available as lighting upstairs is an issue.	Ann
•	Collection will be at the Goyder South CraftAlive Entrance in Duncan Gallery from	
	the Rose Terrace end.	
2.	Theme: The Mad Hatter's Tea Party	
•	Carmel showed her hat which is a fantastic idea and committee members could all make their own. Carmel will check her supplier to assist.	Carmel
•	Carmel and Ann will meet with Anne Marie to discuss theming.	Ann & Carmel
3.	Entries	
•	Chris reported that we had hoped to be open for entries on Thursday night but	Committee
	Adam is fitting us in around other responsibilities. He has requested putting the	
	entry date back a bit. Chris requested that all committee members enter again and	
	be very critical of everything including the letters which come back to us.	
•	Ann will contact Wendy Hunt regarding the Early Bird prize.	
_	Ann is not available for the next SAQ meeting. Chris will announce the entries	Ann
•	<del>_</del>	
	information and draw the Early Bird prize.	Chris
•	Ann to prepare notes for Chris	
•	Wendy to be responsible for bringing 3 prizes.	Ann
•	Chris suggested that when people drop off their quilts, they receive a prize of	Wendy
	threads (from the stocks received from Otto) and a pin.	

•	Christa (not Carmel as stated at the meeting) will organise the pins, Wendy will organise the threads.	Christa
4.	Quilter in Residence Wendy Whellum has accepted and will be Quilter in Residence. Ann will ring Zara to advise she will be kept on the list as she is very busy this year. Ann will check stocks of 'I'm an Entrant' and 'I'm a Winner' ribbons. Festival pins, for gifts, to be organised by Christa, at a later date.	Ann Ann Christa
5. •	Judges Deborah Laurie, from NSW, has accepted and her response was very positive and accommodating. Ann will book accommodation for Deborah. Local judges will be Jill Christian and Emilie Knight.	Ann
6.	Sponsorship  Bernina contract has been accepted but the raffle machine is a Bernette.  Ann to investigate Rotating (not Rotary) mats.  Melann's has confirmed and is offering a Bernina 3 series or \$1100 cash to be spent on a Bernina machine of the winner's choice.	Ann
•	Database update – Annie will meet with Wendy to discuss the database and updates.	Wendy/Annie
•	Sponsors' letter and benefits to be prepared by Wendy and Annie, ready for distribution.  Wendy and Annie will also prepare a groups' letter. Ann to send the updated Groups list when available.	Wendy/Annie Wendy/Annie
7.	Retreat 28-30 July  The Retreat is confirmed for 28-30 July and rooms need to be finalised and booked.  The Mannum Motel requires full payment 7 days beforehand.  A deposit of \$50 on all rooms, is required 30 days prior.  Annie will send an email to confirm booking details and advise committee members of their amounts owing and due dates.	Annie Annie
	Promotion: Article March iPatch – entries info and raffle in will send the text to Jenny for an article in March I-Patch to promote the Festival of lts. Ann to copy in Editor of iPatch so that Jen has the address.	Ann Jenny
9.	Awards Presentation Ceremony (at SAQ meeting. Burnside) The Presentation Ceremony will be 6 <sup>th</sup> July at SAQ meeting. It was agreed that we invite the Governor and car parking, etc, will need to be organised.	Ann
•	Discussion regarding hanging of the BOS/Runner Up quilts for the Awards Ceremony ensued. Ann to discuss with Anne Marie.  It was decided to hand winners their 'I'm a winner' ribbon and the actual ribbons	Ann
	will be attached to the quilts Thursday. Carmel offered to do this task.	Ann
10.	Special Exhibits  Monique from the Modern Mix group and Lyn from Riverlea were asked if they sould arrange a special exhibit and were both years both.	Carmel
•	could arrange a special exhibit and were both very keen. Lyn indicated that she would have large Japanese quilts available if required.	Ann
OTI 1. 2. 3.	HER BUSINESS SAQ Desk A complimentary booth has been confirmed by CraftAlive. Coat rack purchased: Ann has purchased a coat rack for \$10 which is in a small box. Photography Members of the SAQ to be asked if anyone is a keen photographer and has an SLR camera to take the photos. Demonstrations Jill Christian will do wool felt embroidery.	Ann

<ul> <li>Jill Radcliffe will do Kawandi. Heather is happy to do rulers and storyboards.</li> <li>Kay Hamill is happy to do English paper piecing with silk ties.</li> <li>Pip Porter to be approached to demonstrate free motion quilting.</li> <li>Cindy to be approached to do another session on scrap work. Carmel will follow up.</li> <li>Carmel Carmel</li> <li>ANY OTHER BUSINESS</li> <li>The kitchen box is still missing. We have a jug, Christa has a water carafe but all the other equipment is missing. Ann to investigate further.</li> <li>SAQ Ruby Anniversary: Next year is the Ruby Anniversary of SA Quilters. The President has established a quilt challenge and will have red fabric available for binding quilts. Mini quilts will be made for a 'travelling show' and these will hang at Festival of Quilts. Red fabric will be available later this year for purchase.</li> <li>Staffing for Setup/Pull Down: Dione reported on communication with the Scout organisation regarding assisting with setup and pull-down. Ann to approach a Lions Club to assist.</li> <li>NEXT MEETING This will be 1st April 2023 at 10am and will conclude at 12 noon.</li> <li>Christa advised she will be away in the Barossa for that weekend.</li> </ul>		
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NEXT MEETING:	Saturday 1 <sup>st</sup> April at 10am
DROP-OFF DAYS:	Wednesday 21 June at Vermont Uniting Church
	Tuesday 4 <sup>th</sup> July at Showgrounds
JUDGING DAY:	Wednesday 5 <sup>th</sup> July
FRAME BUILDING AND HANGING DAY:	Wednesday 5 <sup>th</sup> July
HANGING DAY:	Thursday 6 <sup>th</sup> July
AWARDS PRESENTATION CEREMONY:	Thursday 6 <sup>th</sup> July at SAQ meeting
COLLECTION DAYS	Wednesday 12 July at Vermont Uniting Church
(apart from Showground):	Thursday 3rd August at SAQ meeting
RETREAT:	28 <sup>th</sup> – 30 <sup>th</sup> July 2023