



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

1 PRESENT

Peg Argent, Ann Ewer, Heather Ford, Rosanne Fuller, Jan Goulter, Shez Hobbs, Keith Holland, , Denise Johnston, Gaylene Morgan, Chris O'Brien, Kathleen Rossini, Julie Symons, Ros Wyatt

In Attendance:

2 APOLOGIES: Michael Barton, Jackie Harris, Cindy Massey, Wendy Hunt, Margaret Hurrell, Sue Knuckey, Kerry Brand, Jill Radcliffe, Bev McBride

3 MINUTES OF PREVIOUS MEETING

It was agreed that the Minutes of the meeting held on Thursday 18th April 2024 be approved.

Moved: Jan Seconded: Ann

All Agreed

4 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

5 GUILD BUSINESS – LEADERSHIP TEAM

5.1 Finance (Keith/Jan)

The April financials were emailed on 1st May and were correct as at the time of emailing.

The Police Credit Union account was renewed in order to secure the bonus interest - \$600.

\$5k was transferred to the Incentive account which has a balance of \$24k/25k.

FoQ advised payments of \$9k will need to be made. There were no other requests for large amounts to be paid.

Heather moved that as there will be a change of president in 2025 that she hold the Credit Card for the Merchant account and to stay as a signatory for the next 12 months and the change of details be updated in 2025. **Seconded: Denise**

All Agreed

5.2 Groups Liaison (Rosanne)

Chris welcomed Rosanne to the Team and for taking on the positions of 1st Vice President and Group Liaison Officer and advised that Chris, Heather and Rosanne are working together. Rosanne informed the team that she was excited to be working with the groups and to build up connections with them. Rosanne prepared a draft newsletter to go out to the groups, a copy of which was attached to the Agenda. There needs to be some adjustments/amendments made, a photograph and links to be inserted and the form to be adjusted. Kathy and Rosanne to get together to discuss and send.

Heather advised Rural Roundup will be held on 26th October at Barmera. Chris, Heather, Cindy,

Wendy, Ann, Peg, Margaret, Julie, Rosanne and Jan will attend. **Heather proposed** SAQ pay \$400 to cover the entry of \$40 for each member attending. This was **seconded by Kathy**.

Kathy asked that a video be done of the day – Chris and Rosanne will do this.

5.3 Library (Michael)

At the Meetings Team Meeting it was discussed and agreed that Jackie would be more pro-active as to what is happening in the library. She will present a short segment on the library's activities, any new books obtained and books that may be of interest. She will also write a short review for I-Patch. Kay Hammill is available to help at any time.

5.4 Mail Distribution (Jan)

Correspondence has been received from the Cancer Council regarding the Biggest Morning Tea fundraiser. All agreed not to do this in 2024.

An email has been received from the Hughes Gallery regarding an exhibition by Laura Gent of imprinted landscapes in June. As this is not textile related it was agreed not to take any further action.

5.5 Meetings General (Raffle – Shez / Welcome – Peg / Guest Speaker)

In Wendy's absence Peg advised at the last Meetings Team meeting it was agreed to have 2 sets of forms for the meeting, two sets of raffle tickets, prizes and bags of fat quarters to be kept in the locker at Burnside for emergency situations. This has been done.

Peg advised Diane has arranged for Mike from the RAA to attend the August meeting as guest speaker. She has also spoken with Michele Hill and confirmed she will be the guest speaker for November.

Shez advised the stock of paper bags for the raffles needs to be replenished. Keith advised Shez to purchase them.

5.6 Membership (Kathy)

Individuals Members: 511 financial.

A total of 75 did not renew from 2023 and they have been removed from the membership list and the I-Patch list. Of those, 32 did advise they would not be renewing. The remaining 34 have not renewed despite two reminders – I have left them on the door list in case they show up at a meeting.

Groups: 89 financial.

Kathy to email Rosanne a copy of the individual and group membership list.

Kathy

5.7 Merchandise (Shez)

Seven quilt bags were sold at Market Day and **Shez** still has plenty. There are approximately 20 calico bags with the old logo available. Heather advised she also has a tub of them and has been using them for distributing material etc received by the Tiger Team to take to the groups. There is also a few pens still available.

5.8 President (Chris)

5.8.3 – Chris welcomed the new and returning members to the team and shows what a great team we have with all previous team members re-nominating.

5.8.1 – Therese May, convenor for the Saturday Stars, will be away from August to October and has asked for permission for Erolyn and Jen to have the key to Vermont in her absence. **Approved**

5.8.2 – Secure Bin: Heather advised the bin will be delivered next Friday, 7th June, and will be at her premises for 4 weeks.

5.8.4 – Teams Review: A discussion ensued as to what is working well and what improvements can be made to the management structure. The Finance Committee meet on an ad hoc basis, and it was felt that this committee should meet more regularly, quarterly was suggested. The team should consist of the President, 2 Vice- Presidents, Secretary, Keith and Jan, QE and FoQ, Insurance if on the agenda, if not then there is no need to attend. Ann has been asked to take on the role of Team Leader.

Kathy advised a form for Self-Assessment Review for the ATO for non-profit organisation with an active ABN has been put out. Keith advised not to do anything at this stage.

5.8.5 – Role Statements: Heather has updated the role list and will email it to Kathy, Gaylene and Candy. If any member has a new role advise the secretary and request a copy of that role's statement. The statements should be updated as necessary and forwarded to the secretary. If there is no role statement for a particular role which has been assigned one is to be created.

Heather

5.8.6 – Documents: There was discussion on reviewing our documentation on a monthly basis to ensure policies and procedures are up to date. There are only 6 policies on the website. The folder of policies has gone astray. Gaylene to check if anything on the computer and advise Chris.

Gaylene

5.8.7 – Badges: Anyone holding badges that are no longer relevant to them please return to the secretary to reallocate at the next meeting.

5.8.8 – Reports: Team leaders were reminded that it is incumbent on them to send reports to the Leadership Team via the secretary.

5.8.9 – Chris' Absence: Chris advised she will be away from 21st June to 19th July and Heather will stand in her stead at the June Leadership meeting and the 4th July Meeting.

5.9.10 – President's Challenge: Chris set this year's challenge of one word "SPOT", to be 20 inches square and to be bound, not faced.

5.9.11 – Confidentiality: It has come to Chris' attention that what is discussed at the Leadership meetings is not staying in the room and reminded everyone of the confidentiality of the Leadership Team.

5.9 Secretariat (Gaylene)

5.10 Shops Liaison (Peggy)

The shops are all organised for the rest of the year with only December to be filled which will be done closer to the time.

5.11 Meetings Team (Wendy)

In Wendy's absence, Peg advised wranglers have been organised for the guest speaker and show and tell at the next meeting. Another table will be set up in the corridor next to the library for books to be set out.

5.12 Workshops (Ros)

It was reported workshops are going well with a lot of people coming forward. The "Spinning Spokes" workshop on 29th June has a few vacancies and is open to Leadership.

5.13 Events (.....)

5.13.1 – Market Day:

- Heather advised a Market Day debrief has been held where some issues were raised and

addressed.

- The Bedford kits raised \$1,220 which will be donated to Kick Start for Kids.
- There were 35 tables at \$40 ea, SAQ had 5 tables, 3 tables cancelled at late notice.
- 287 people attended.
- \$3638 was taken on the day.

Kathy asked Heather to write a report for I-Patch

Heather

5.13.2 – *Mystery Bus Trip:*

The date of 8th October has been set. Peg advised a meeting place has been settled on with a cost of a gold coin donation per car.

5.14 Sit n Sew (Cindy)

Kathy reported there has been rumblings on the cost of these days. The matter was discussed, other facilities either not charging or have a minimal charge - these facilities would not pay for the hire of the premises. If the cost was to change it would need to be for all sit n sews and it was agreed to retain the \$10 per day. A question was asked if there was a ruling on morning tea and advised it was at attendees own discretion. On special occasions they may be asked to bring something to share.

5.15 Assets Register (Gaylene)

6 GUILD BUSINESS – GENERAL

6.1 Frame Hire (Angela)

It was reported frames have been booked for Brighton Dunes and Mannum Shared Stitches. There was a discussion on the hiring fees. Chris to contact Angela for input.

Chris

The policy on David Hart's contract and fees to be discussed at the next meeting.

6.2 Insurance (Margaret)

6.3 Judging Panel (Jill Christian)

6.4 Appraisal Panel (Heather)

The retreat/training session to be held this weekend, 31st May to 3rd June with training to be held on Friday afternoon and Saturday.

6.5 Website Management (Kathy)

Adam's invoice has been forwarded to Keith for payment.

6.6 I-Patch (Kathy)

It was reported Kathy produced the March, April and May editions and will do June and July, Ali will do August. As Cindy and Jane are both unwell Chris and Kathy hope to be able to interview Lyn from Riverlea this week.

6.7 Modern Mix Quilters (Jill R)

6.8 Patron

6.9 Royal Adelaide Show Contract (Heather)

Nothing has been received to date.

6.10 Bernina Contract

7 GUILD PROJECTS:

7.1 Australasian Quilt Convention (Heather)

It was agreed to re-nominate the same 2024 nominees for the 2025 Rajah and Lut da awards, updating the documentation sent for 2024.

7.2 Quilt Australia (Chris)

It was reported QA was originally a two day conference in Melbourne, but due to Covid this was changed to two zoom meetings a year with each state taking turns to host the meeting. A zoom meeting was held on 9th May with Chris, Heather, Jill and Gaylene representing SAQ. The secretary of QA advised she is retiring at the end of this year and has asked for someone to take over. The question was raised regarding the future of QA, what direction it should take, the relevance of the meetings and the reluctance of some states to share information. Chris informed that SA is ticking along nicely and is very proactive, whereas some of the other states are struggling. Chris suggested that SA could be set up as a mentor state to help guide those who are struggling. The next zoom meeting is scheduled for November but it was agreed to hold an interim meeting on 11th July to discuss what direction each state want to take. Rosanne will join this meeting. If anyone has any thoughts on this please send to the team.

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

7.4 Festival of Quilts (Ann Ewer)

The report attached to the Agenda was reviewed. Heather will chair the meeting in Chris' absence;

Ann went through the process for the award presentation. The Governor will address the meeting for 5 mins, which Ann will prepare, from the lectern. The prizes will be handed out in front of the stage. The patron's award will be the first prize given;

Ann will do reserved signs, including the logo, for the official party;

It was agreed the winners, with a guest, will have free entry;

Julie will pick up the quilt from Pennylane and bring to Thursday's meeting. Kathy will take the quilt after the meeting and take it to Jack and Jade.

It was agreed there will be no library at this meeting. Peg to advise Jackie. **Peg**

Photos of all the quilts entered will be taken and put onto a USB and will be for sale for \$10ea.

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

7.6 Quilt Encounter (Kerryn)

Heather advised that all the prizes and flyers have been received from Yazzi, one of the sponsors and is entitled to two free ads.

Margret Sampson is getting the replies to quilt encounter and so far we have lots of lovely feedback and replies coming in,

7.7 Scholarships and Grants (Heather)

7.8 SA Quilters: Comfort Quilts

Chris reported this group is not as organised as it could be and is in need of some strong leadership. It is hoped that the new leaders will develop more confidence.

7.9 Flinders Kids (Chris O'Brien)

90 quilts were delivered. Chris was advised that this ward is full all the time and the quilts are very welcomed.

Chris advised the business cards to go with the charity quilts in lieu of labels have been printed, received and distributed between Quilts of Love, Comfort Quilts and Flinders Kids.

8 COMMUNICATIONS (Kathy)

8.1 Communications Team

Chris asked that it be minuted what an awesome job Kathy does for this team.

8.2 Mail In

8.3 Website / Facebook / Instagram / You Tube

9 ANY OTHER BUSINESS

Storage: Guy Smallacombe, the owner of the storage facility, has advised he will be rearranging the storage area. He has been advised that all our frames will be out the week of FoQ and this may be a good time to rearrange. Keith advised the finance records need to be kept for 5 years and has two tubs to go in. The car cover and two tubs of original Patches to be stored. Ann to liaise with Heather.

Orphan Block Quilts: Members will be asked to take one or two quilts to be hung on their property, not on council property, prior to FoQ

Keith advised he will be away from 20th July to 21st August.

MEETING CLOSED 8.55 pm

NEXT MEETING: Thursday. 27th June 2024 at TBA [5.30 pm Dinner – 6.30 pm Meeting]

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President

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Date