



## Quilters' Guild of South Australia Inc

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### MINUTES of the Meeting of the Executive Committee held at 6:35pm on Thursday 31<sup>st</sup> March 2022, at Robin Hood Hotel, Portrush Road, Norwood, SA

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Heather welcomed everyone to the meeting.

#### 1 PRESENT

Christine Baker, Michael Barton, Jan Goulter, Heather Ford (President), Keith Holland, Cindy Massey, Gaylene Morgan, Jo Reardon, Monique Reed, Kathleen Rossini

*In Attendance:* Chris O'Brien, Ann Ewer, Kerryn Brand

#### 2 APOLOGIES: Peggy Argent, Ann Retallick, Jane Polden

#### 3 MINUTES OF PREVIOUS MEETING

Meeting held Thursday 25<sup>th</sup> November, 2021

**Proposed:** Jo Reardon – **Seconded:** Michael Barton

Zoom Meeting held 24 February 2022

**Proposed:** Kathleen Rossini – **Seconded:** Cindy Massey

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

#### 5 GUILD BUSINESS – EXECUTIVE COMMITTEE

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

5.1.1 – Financial Report:

On emailing the audited financial statements and Auditor's Report no comments have been received. Keith advised Peter Hall has retired but is doing some work from home. Keith explained anyone on the Executive Committee can sign the Statement and Certificate by members of the Committee.

A budget needs to be prepared and a Finance meeting to be arranged when Keith is available.

The President's visa card is not being paid from the working account by an automatic payment. Heather to attend at the Bank to ensure that all three visa's are being paid from the working account

**Heather**

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

##### 5.3 Library (Michael)

##### 5.4 Mail Distribution (Jan)

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

Kathleen advised the next four meetings are on the website

## 5.6 Membership (Kathy)

We have a total of 82 financial affiliated groups:

- 34 city groups; and
- 48 country groups

We have a total of 413 financial members who have paid membership to:

- 15 - to 30/6/2022
- 343 - to 31/12/2022
- 6 to 30/6/2023
- 17 - to 31/12/2023
- 32 - Life Members

6 members have paid membership to 30/6/2023. Kathleen advised she will write to these members to advise them they have paid twice.

## 5.7 Merchandise (Jo)

### ***Quilt Bags***

Jo advised that Sharon from Patchwork on Parade has sold her business to Stitch n Bits in Cowell. Jo has been in contact with her and has received a quote for different quantities of the bags. The Guild logo won't be printed on the bags. Jo has asked for another quote for a larger size bag and is still waiting to receive this.

After discussing prices on different quantities it was agreed to purchase 200 bags @ \$4.70 ea, incl GST per bag, plus freight. **Jo**

Kerryn proposed the bags be sold for \$8 ea – Seconded Jan

## 5.8 President (Heather)

Heather apologised for the paper deluge for items 2, 4 and 5, hoping it would shorten the meeting if everyone could put together some thoughts prior to the meeting.

5.8.1 – Heather acknowledged the passing of Josie Fradd. Josie was member 67 having joined the Guild in August 1985 and was the third President and a life member. Heather and Chris attended her funeral on January 29 to represent the Guild.

### 5.8.2 – ***Quilts for National Disasters***

The guidelines for this document require updating. **Heather**

At this stage no state has approached the Guild to supply any quilts from the recent disasters interstate, and it was agreed it was too soon. It was also agreed not to publish anything in I-Patch/FB regarding sending quilts to disaster areas, some groups are doing their own. When or if the Guild is approached it should come from an interstate Guild officer and will be passed on to a group who would be happy to assist.

### 5.8.3 – ***Sally Mackenzie Emails***

Heather advised she was not passing the buck on this issue and felt there needed to be input from the Exec. A reply had been drafted and a copy was handed out. After much discussion some paragraphs were removed and wording changed to keep it factual and to the point. Heather to email the reply and cc all Executive Members.

#### 5.8.4 – *Life Membership*

Heather read out information received from the Embroiderers Guild regarding their policy.

It was suggested that life membership be capped at 30. Keith suggested previous life members select the new life members or a life membership committee be formed.

Previously the appointment of life members has been very generous and it was agreed to be more conservative and mindful going forward. At the moment the criteria is very bland, it should be on individual merit, incentive and being involved. The President to consult with key personnel on appointing life members.

It was suggested when awarding new memberships at the AGM that past life members be invited on stage to welcome the new life member[s].

#### 5.8.5 – *Guild Storage*

As Kennard's have increased their fee by 25% a month an alternate facility is required.

There is a shed at the Vermont United Church which would be ideal as it has the capacity to hold everything in the one place which is now stored at several locations. Heather handed out a photo and a map of the shed.

Keith enquired as to power and light, this is to be confirmed. The repair/upgrade would be at the Guild's expense, a one off. The items in the shed will need to be disposed of, also at the Guild's expense. It was suggested a garage sale could be held which would offset some expense. There would be a monthly rental fee to be negotiated, which would be at a much lesser amount than is currently being paid, with a long term hire agreement.

All agreed that Heather put this proposal to the Church Council.

Ann Ewer proposed that Heather has authority of up to \$2k to approve the upgrade.  
Seconded by Christine

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

##### *Burnside – New Covid Rules*

An email received from Burnside advising that density restrictions have been lifted as per the Government's recommendation. All other restrictions are still in place, the mandatory wearing of masks, QR Code check in and the sanitisation of equipment used and chairs.

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

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

Since the report attached to the Agenda a new QR Code has been issued.

The meeting on 7 April will be held in the usual room.

It was agreed if any members attending the meeting were not fully vaccinated, or could not show proof of vaccination, they would not be able to attend the meeting.

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

All workshops have been re-booked and advertised with the new dates.

Chris O'Brien's Machine quilting - May 14<sup>th</sup> - fully booked but accepting a wait list for cancellations

Rachelle's Blooming Delightful - June 18<sup>th</sup> - 2 Spaces available

Wonky Houses with Suzanne Gummow - June 11<sup>th</sup> - spaces available

Embroidery on Felt and Denim with Jill Christian - July 2<sup>nd</sup> - spaces available

Jen Kingwell Hand piecing - Thursday 15<sup>th</sup> September - spaces available

Jen Kingwell Applique - Friday 16<sup>th</sup> September- spaces available

### 5.13 Events (Monique)

**Trunk Show** - Jen Kingwell has confirmed she will do the Trunk Show on Saturday 24<sup>th</sup> September when she is here for QE. The Grand Hotel has rolled over the deposit to this new date and will send out a new contract in the next week.

### 5.14 Assets Register (Christine Baker)

After a lot of research by Christine a quote has been received from Pro AV Solutions for a lighting setup equipment (\$1,703-00). The quote includes bags suitable to carry the equipment. Keith requested Pam have a look at the quote and make any comments and to report back at next meeting **Keith**

## 6 GUILD BUSINESS – GENERAL

### 6.1 Frame Hire (Jo)

#### 6.1.1 – *Portable Frames*

An email has been received from Rosie Player for the hire of the portable frames by the Salisbury Stitches in June.

Heather advised she has contacted Rosie and advised her that the portable frames are no longer been hired out. Kathy to take this off the web site. **Kathy**

Jo to advise Salisbury Stitches the frames are not available in June **Jo**

### 6.2 Insurance (Cindy)

Cindy advised she has spoken with the Insurance Broker who is still looking into the insurance for the 18-month period. He advised that for six months of this period it will be at the original figure.

Cindy enquired when groups hold an exhibition are the quilts exhibited by the group covered and if there are quilts by non-members are they covered. Groups are members of the Guild and are therefore covered but non-members who exhibit their quilts are not covered. Jan advised that Groups take out exhibition insurance

### 6.3 Judging Panel (Jill Christian)

### 6.4 Appraisal Panel (Heather)

Appraisal will happen Friday April 8, with 5 quilts to be appraised, new members in training

### 6.5 Website Management (Kathy)

### 6.6 I-Patch (Kathleen)

Kathleen advised Bron is doing a good job and is keen to continue

### 6.7 Modern Mix Quilters (Monique)

The steering group has met and mapped out a calendar of activities for the remainder of the year. The group has been working on their group quilt blocks over the break. We have continued engagement with the group via an email/online challenge activity for March and April (no meeting due to Easter and Anzac). Gatherings will be starting back at the hall in May.

### 6.8 Patron

Kathleen advised the new patron has been put on the website.

**6.9 Kym Jones Events Contract**  
FoQ has this in hand as reported in Minutes

**6.10 Royal Adelaide Show Contract** (Ann Retallick)  
Contract rolled over to 2022

**6.11 Bernina Contract**  
See FoQ February Minutes

## **7 GUILD PROJECTS:**

**7.1 Australasian Quilt Convention** (Heather) — 26<sup>th</sup> – 29<sup>th</sup> May 2022, Brisbane Convention & Exhibition Centre. Chris O'B will attend in place of Heather to represent the Guild.

Heather moved the Guild pay Chris' airfare, 2 nights accommodation and dinner. Seconded by Michael. **All in Favour**

**7.2 Quilt Australia** (Heather)

7.2.1 – **Hosting QA 2022.**

Heather advised QA is moving to zoom meetings, the next meeting to be held on May 12.

**7.3 Country Forum** (Cindy/Jane)

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

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

Ann advised she has approached Helen Godden to exhibit her quilt and advised there will be a fee and is waiting to hear back regarding this cost.

Ann showed a small feather to be used at FoQ and requested if members could be asked to make these at the July meeting, this was agreed.

4 executive members will help man the FoQ stand at the Master Builders Home Show. Ann explained what is entailed.

Ann advised she will order the frames previously approved, using the funds from the sewing machine sale

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

**7.7 Quilt Encounter** (Kerryn) – 18<sup>th</sup> – 24<sup>th</sup> September 2022

QE to be launched at the June meeting.

An email will be sent next week to all registered persons advising the brochures are not ready to be sent out as we do not want a repeat of last year with the pandemic issues, the brochures will be posted in mid-May.

It will be a requirement that all participants and tutors are fully vaccinated and would like the Guild's support on this stance, this was agreed to.

This year QE will be for live-in only

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

**7.9 Southern Comforters** (Mary Heard) – 4<sup>th</sup> Thursday of month

Heather has spoken to Mary who confirmed that she and Kay will be retiring in June and will visit the group when they next meet in May to obtain some background.

**7.10 Clayton's Committee Report** (Lessa Siegele)

### 7.11 Flinders Kids (Chris O'Brien)

Chris advised just short of 70 quilts were delivered last week.

## 8 COMMUNICATIONS (Kathy)

### 8.1 Communications Team

Heather advised Kathleen that the AGM paperwork will be sent to her next week for sending to all members. It was agreed not to put it in I-Path

### 8.2 Mail In

### 8.3 Mail Out (President)

See 5.8.3 – Email to Sally Mackenzie

### 8.4 Website / Facebook / Instagram

### 8.5 Zoom meetings

## 9 ANY OTHER BUSINESS

### 9.1 Exec Vacancies

Heather thanked those who are retiring from the Committee at the AGM - Ann, Christine and Monique after 1 year of service, Jane after 3 years of service and Jo after 5 years of service. All positions have been filled as per Constitution requirements plus a minimum of 5 others, we have 7. Unfortunately, neither Vice Presidents wish to take over as President and we still need to fill Guest speaker/Community Quilts and Groups Liaison (Country Forum) Heather will seek nominations at the April Guild meeting and in I-Patch. Merchandise/Raffles and Frame Hire will be done off committee.

### 9.2 Tenure - 5 years on Executive Committee should we revoke this?

It was discussed whether to continue with the 5 years on/2 years off policy for committee members. The general view was this should be changed with a few different scenarios, members of sub-committees have unlimited tenure. This would require a change to the Constitution and will need further discussion over the next few months and added to the 2023 AGM Agenda.

Christine moved that at the 2023 Annual General Meeting of the Guild that a proposal to repeal Item 4b from the constitution be put to the membership.

Seconded by Kathleen. **All in favour**

### 9.3 Succession Planning – See 9.9

### 9.4 Volunteers for Home Show – Refer to item 7.5

### 9.5 Volunteers to hang quilts at Burnside for display in June

Portable frames will be required to hang quilts on June 1 and take down on June 30.

Kathleen has done a flyer and will arrange printing. It was suggested that they could also be used at FoQ. An A4 sheet with Guild information to be printed and displayed. **Kathy**

### 9.6 Asset Register – to be maintained by Secretary in the future - Agreed

### 9.7 Re-naming of Registrar portfolio

The duties under this this portfolio have been allocated to members who deal with these items and the Registrar portfolio to be deleted.

- 9.8** Review of what individual members get for their membership. Since everyone gets I-Patch it's time to have another look at maybe increasing the premium non-members pay for things like workshops, sit and sew and the like, there needs to be more of a difference.

Everyone agreed to increasing the premium for non-members.

Christine moved that the benefits of membership, with a view to increasing the difference between members and non-members, be put on the Agenda for the next Finance Committee meeting.

- 9.9** Handbook - Succession planning.

There needs to be something in all the job descriptions for team leaders that succession planning for their team be part of their job. It should not be up to the President to find all the new committee and team members and it was agreed to add to each portfolio in the handbook.

- 9.10** Quote from ProAv Solutions – See item 5.14

- 9.11** Rural Roundup – Saturday October 29, 2022, host Cleve Country Quilters

Heather has been approached to open the day. Several members were planning on attending last year and payments have been held over. When confirmation of a date for registration is received it will be publicised on FB and in I-Patch. Carmel from Cleve Country Quilters be asked to supply a list of questions and what they require. They have indicated they would like someone to come and video the event.

- 9.12** Annual Report

Heather advised that this year's Annual Report will go back to the original layout of A4 with detailed reports from sub-committees. From an archival view it is better to have all the reports in one place.

- 9.13** Heather advised the Millicent Geltwood Festival will be held in October. Opening Friday 14<sup>th</sup> October, workshops Saturday and Sunday 15<sup>th</sup> and 16<sup>th</sup>, conference on Monday 17<sup>th</sup>. Heather has requested information so it can be advertised on FB and in I-Patch.

**MEETING CLOSED: 9.55 pm**

**NEXT MEETING: Thursday 28<sup>th</sup> April 2022** at the Robin Hood Hotel [5.30 pm for Dinner/6.30 pm Meeting]

**PENDING:**

**CURRENTLY INACTIVE:**

Teachers Forum (Heather Ford – contact)

**FOR INFORMATION –**

**QGSA Dates for 2022**

**Executive** (March, April, May, June, July, August, September, October, November)

**Agenda Deadlines** (Sunday prior to Executive meeting)

**Retreat:** 25<sup>th</sup> – 28<sup>th</sup> 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> May – 29<sup>th</sup> May 2022 at the Brisbane Convention and Exhibition Centre.

**Country Forum –**

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

**Festival of Quilts Judging Day** – 10<sup>th</sup> August 2022

**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:** Saturday October 29, 2022

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President

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Date