



**Minutes of Meeting of The Leadership Team**  
held at 6:20 pm on Thursday 31<sup>st</sup> October 2024,  
at The Robin Hood Hotel, Portrush Road, Norwood SA

---

Chris welcomed everyone to the second to last meeting of the year.

**1 PRESENT**

Peg Argent, Michael Barton, Heather Ford, Rosanne Fuller, Jan Goulter, Wendy Hunt, Keith Holland, Margaret Hurrell, Denise Johnston, Cindy Massey, Gaylene Morgan, Chris O'Brien, Kathleen Rossini, Ros Wyatt

*In Attendance:* Bev McBride

**2 APOLOGIES:** Ann Ewer, Shez Hobbs, Julie Symons, Jackie Harris

**3 MINUTES OF PREVIOUS MEETING**

Subject to the amendment to 5.10 to read 'half-yearly membership' and to the correct spelling of Ally at 7.5, it was agreed that the Minutes of the meeting held on Thursday 26<sup>th</sup> September 2024, be approved.

**Moved: Heather Ford      Seconded: Rosanne Fuller**

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

**5 GUILD BUSINESS – LEADERSHIP TEAM**

**5.1 President (Chris)**

**5.1.1 D2D/QE Clash of Dates:**

The dates for Dare to Differ and QE's 'On the Couch' events in 2025 clash. As the dates for both events are fixed and cannot be altered, it is important to advertise these events carefully to accommodate members who wish to attend both.

Bev attends the Leadership meetings and is a member of the QE committee. After discussing a range of issues it was agreed there may have been a conflict of conversations and all teams are to be more open. Bev mentioned that QE cannot guarantee the prevention of future conflicts. It was made clear that if information is documented and sent to Leadership, other events will be aware of dates and can schedule accordingly to avoid clashes.

**5.1.2 Team Leaders Role Statements:**

A discussion paper on the three major categories of team leaders' roles was distributed. All team leaders' roles are specified in the Handbook job descriptions. After reviewing the paper, it was decided that all teams adopt a transparent approach. Team members in categories 2 and 3 are to take minutes and forward to the secretary for inclusion in the official Minutes. Kathy suggested Finance to be included. Keith suggested the last dot point should be for all. Additionally, it was proposed that the President attend the QE meetings. Bev will take this to the QE committee. Kathy requested that the current role statements be sent to all team leaders for updates.

A copy of the amended discussion paper is attached.

### 5.1.3 ***Ageing Well Community and Research Grants:***

Tea Tree Gully Quilting Group actively seeks grants and a paper on Ageing Well Community was forwarded to Chris. It was noted that the Guild could obtain a \$5k grant for equipment and materials for community quilts. This will be further explored. The application cutoff date is November 22<sup>nd</sup> and must be submitted online. Chris, Rosanne, and Kathy will prepare the application.

### 5.1.4 ***Save the Children:***

Brad Halliday from Save the Children is opening a facility on Port Road and has invited SAQ to conduct workshops there. The room can accommodate 6 machines. Once the facility is operational, 2 or 3 representatives from the Leadership Team will visit.

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

No feedback was received regarding the previously emailed August and September financials.

\$10k was transferred from the Incentive Account to the General Account. There is \$13,600 available in the account to cover payments for the BAS, credit cards, FoQ, and QE Raffles. Keith inquired if any additional payments are due in November. It was noted that an insurance payment of approximately \$15k will be due in December. Membership renewals are expected to commence soon.

Heather received a quote of \$1,500 for a portable PA system. Heather spoke with Sonia from QE who stated they had already bought two microphones. Heather also spoke with Ann who suggested an over-the-head mike would be valuable. Another quote of \$2,990 was obtained, which includes a tripod and supports four microphones and several other accessories. There was a discussion about when to purchase this equipment. Keith noted that using a visa card in late December would defer payment to January. It was advised to confirm the equipment meets all requirements and consider multiple speakers. Heather will research further. **Heather**

Keith envisages a surplus of \$65k. Bev enquired what is done with the surplus and was advised in the past scholarships and grants have increased.

Chris announced the Burnside PA system upgrade. Meetings now have a different entrance posted on Facebook. Peg suggested early entry for members if setup is complete.

Leadership members who attend finance meetings are:

The President; 2 Vice Presidents; Treasurer and Banker; Secretary; Insurance; Team Leader FoQ; Team Leader QE.

The next meeting is scheduled for Wednesday 13<sup>th</sup> November, 4.30 pm, at Keith's office

## 5.3 **Secretariat** (Gaylene)

## 5.4 **Membership** (Kathy)

### **Individuals – Total 549.**

Juniors – 4

Life Members – 35 (4 deceased)

Ordinary Members – 470

Associate Members – 5

Student Members – 1

Shops - 34

### **Groups – Total 89**

Country – 52

City – 37

A query was raised concerning the membership fees for the upcoming financial year.

Chris proposed maintaining the membership fees in 2025.

**All Agreed**

### **5.5 Meetings Team (Wendy)**

Denise will contact Jackie about displaying quilts from the Glenelg Quilters at the next meeting.

Chris congratulated the Meetings Team on their accomplishments.

### **5.6 Meetings General (Raffle – Shez / Welcome – Peg / Guest Speaker – )**

### **5.7 Groups Liaison (Rosanne)**

Riverton Quilters were invited to the October Guild meeting to share their quilted jackets.

Attended the Port Augusta exhibition set up with the judges.

5 of the Leadership team visited Kapunda Quilters 10 to 10 day of quilting.

10 Leadership members attended Rural Roundup to assess if any practices could be adopted by Country Forum for improvement. A checklist of tasks for Rural Roundup has been drafted and forwarded to the two groups interested in hosting in 2026. This document has also been included in the Handbook.

Feedback was sought from one of our member shops which was discussed but no action was deemed to be necessary.

The Group Newsletter is ready to be sent.

### **5.8 Workshops (Ros)**

Reports for Jemima Flendt and Sue Knuckey's workshops, together with the profit and loss statements, were attached to the Agenda.

This year has been a great year for workshops with Lessa and Faye's mystery quilt being very popular. Efforts are being made to introduce new and varied workshops.

### **5.9 Shops Liaison (Peggy)**

5.9.1 The letters regarding Workshop Policy and shops for CF attached to the agenda were discussed. Keith advised that "retail" should be changed to "wholesale" and the amount of \$20 needs to be updated.

**Peg proposed, subject to amending 'retail' to 'wholesale', the letters be approved**

**Seconded: Ros**

**All in Agreeance**

5.9.2 The proposal for a static pop-up shop day at Vermont was discussed. Hall hire is \$110, and 142 attendees are needed to break even. There would be two prizes worth \$30 each wholesale.

**Peg proposed a static pop up shop with the date of 21 June 2025 penciled in.**

**Seconded: ..... Kathy**

**All in Agreeance**

### **5.10 Insurance**

Kathy advised the query from VPQ has been resolved. Margaret to check.

### **5.11 Events (Cindy/Wendy)**

Report of mystery bus trip attached to the agenda. Cindy gave a synopsis of the report which proved to be a successful event and were asked to run another one next year. The team would like to do it again but maybe not as a mystery and a change of month. The event was budgeted well and was kept within budget.

Cindy thanked Heather for organising prizes.

Chris congratulated the team who organised the bus trip – "it was awesome".

### **5.12 SAQ Policy Review 2024 (Julie)**

Chris has provided Julie with all the relevant policies. Kathy will follow up with Julie the policies she has and is available to assist as needed. It was agreed upon to maintain the original format of the documents.

### **5.13 Library (Michael)**

**5.14 Merchandise (Shez)**

**5.15 Assets Register (Gaylene)**

Microphones for QE and replacement banner to be added.

**6 GUILD BUSINESS – GENERAL**

**6.1 Frame Hire (Angela)**

**6.2 Insurance (Margaret)**

**6.3 Judging Panel (Jill Christian)**

Reports from Mannum and Port Augusta Exhibitions attached to Agenda.

Report from the Tea Tree Gully Exhibition attached.

**6.4 Appraisal Panel (Heather)**

**6.5 Website Management (Kathy)**

**6.6 I-Patch (Kathy)**

**6.7 Modern Mix Quilters (Jill R)**

**6.8 Patron**

**6.9 Royal Adelaide Show Contract (Heather)**

**6.10 Bernina Contract**

**7 GUILD PROJECTS:**

**7.1 Australasian Quilt Convention (Chris)**

**7.2 Quilt Australia (Chris)**

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

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

**7.5 Quilt Encounter (Kerryn)**

Chris offered appreciation to Bev for her presence at Leadership meetings. Bev stated that QE will provide financial transparency with spreadsheets, full disclosure, and minutes. Chris said Leadership is able to assist QE as they do for FoQ during the event.

Cindy addressed the negativity by city members of QE.

A suggestion was made for guild members to have different rates for attending QE, but it was agreed that this was not practicable. Another suggestion was proposed for members to have a special rate to attend the Trunk Show. Bev will take to the committee.

Heather queried why QE have a sperate bank account – this will be looked into by the Finance Team.

Kathy advised FoQ sponsors are listed on the website but not from QE. The website has been updated in conjunction with Kerryn.

**7.6 Scholarships and Grants (Heather)**

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

**7.8 SA Quilters: Comfort Quilts**

**7.9 Flinders Kids (Chris O'Brien)**

**8 COMMUNICATIONS (Kathy)**

**8.1 Communications Team**

## **8.2 Mail In**

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

# **9 ANY OTHER BUSINESS**

- 9.1** Chris mentioned that some Leadership team members visited Burnside with a Council representative to discuss storage. They were told they were privileged to have the current storage, and upgrades were planned for the room. The representative noted the frame bases were heavy and suggested purchasing lighter ones through applying for a Council grant.
- 9.2** To apply for a grant, the Guild's address must be within the Burnside Council area. The possibility of relocating the PO box was discussed, with several locations suggested. Bev mentioned that QE would like to have a box within that designated Council area and proposed it could be shared. The mail from Kent Town would be redirected to the new address for a temporary period before being cancelled. Inquiries will be made regarding the cost of acquiring a larger box and the expenses associated with redirecting the mail.
- 9.3** Bev thanked the Tiger Team for the fabric donated to QE.
- 9.4** Chris also thanked the Tiger Team for supplying five prizes at the Kapunda 10 to 10 day.
- 9.5** Heather presented a flyer from Tasmania and proposed that we produce similar flyers for distribution. She recommended placing them on shop counters, with SAQ providing stands for display purposes.
- 9.6** Chris has received more email requests to make memory quilts and has had to decline as no one has come forward and offered to take up such commissions.
- Chris received an email inquiring about beginners' classes. Denise suggested the sew-along project. Heather was asked to do another sew-along project and will look into it. It was proposed that Heather conduct a sew-along for CF, and she has taken this on board.

**MEETING CLOSED 9.12 pm**

**NEXT MEETING: Thursday 28<sup>th</sup> November 2024 at The Robin Hood Hotel [5.30 pm Dinner – 6.30 pm Meeting]**

## OVERVIEW OF TEAM LEADER ROLES

SAQ Teams are each represented and administered by a Team Leader. However, the roles of Team Leaders vary, depending on the nature and role of the team.

### TEAM LEADERS: SIT AND SEW DAYS

- Responsible for the unlocking and locking of the premise
- Coordinate the setting up of the required number of tables, chairs, power cords, power boards, ironing boards and irons
- Ensure that all resources are in order and returned to the storage cupboards at the end of the day
- Allocate responsibility for attendance sheet for insurance purposes
- Allocate responsibility for the collection of scheduled fees
- Allocate responsibility for setting up morning/afternoon tea requirements
- Maintain supplies of tea, coffee, milk, tea towels etc.
- Keep records of sundry expenses for reimbursement by SAQ
- Prepare an annual report on the previous year's proceedings for inclusion in the SA Quilters Annual Report Booklet. This report is to be sent to the President and Secretary in January.
- Succession planning for the Team Leader role is the responsibility of the Team Leader in consultation with the SAQ President. Actively determine a succession plan for all roles within the team.

### TEAM LEADERS: SAQ EVENTS AND ACTIVITIES

This category includes Meetings Team, Workshop Team, Finance Team, Communications Team, Judging Team, Appraisal Team, Events Team, Modern Mix Team, Market Day, Bus Trip and any other occasional events.

- Responsible for all management issues within the team
- Establish a schedule for regular meetings
- Determine and disseminate agenda items for all meetings
- Organise and lead future planning discussions
- Allocate responsibility for taking and disseminating minutes of all meetings to team members and to the Leadership Team Secretary
- Co-ordinate activities for which the team is responsible
- Liaise regularly with the Communication Team to provide relevant information for inclusion in I-Patch, Facebook and SAQ website.
- Manage finances appropriately and report updates to the Leadership Team
- Keep the Leadership Team informed of key issues and dates
- Ensure that role statements and procedural matters are kept up to date in the Handbook.
- Prepare an annual report on the previous year's proceedings for inclusion in the SA Quilters Annual Report Booklet. This report is to be sent to the President and Secretary in January
- Attend the majority of Leadership Team meetings each year
- Succession planning for the Team Leader role is the responsibility of the Team Leader in consultation with the SAQ President. Actively determine a succession plan for all roles within the team.

## **TEAM LEADERS: MAJOR EVENTS**

This category includes Quilt Encounter, Dare to Differ\*, Country Forum\* and Festival of Quilts Teams

- Responsible for all management issues within the team
- Ensure that the composition of the team reflects the administrative needs of the team
- Establish a schedule for regular meetings
- Determine and disseminate agenda items for all meetings
- Organise and lead future planning discussions
- Allocate key responsibilities within the team
- Allocate responsibility for taking and disseminating minutes of all meetings to team members and to the Leadership Team Secretary
- Set budget well in advance of event and maintain financial records appropriately
- Ensure that the Finance Team is kept informed of anticipated budget and financial outcomes
- Liaise regularly with the Communication Team Leader to provide relevant information for inclusion in I-Patch, Facebook and the SAQ website.
- Liaise with Event Management organization
- Co-ordinate activities for which the team is responsible
- Facilitate relationship with, and publicly acknowledge, all sponsors
- Attend the majority of Leadership Team meetings each year
- Keep the Leadership Team informed of key issues and dates
- Ensure that role statements and procedural matters are kept up to date in the Handbook.
- Prepare an annual report on the previous year's proceedings for inclusion in the SA Quilters Annual Report Booklet. This report is to be sent to the President and Secretary in January
- Succession planning for the Team Leader role is the responsibility of the Team Leader in consultation with the SAQ President. Actively determine a succession plan for all roles within the team.

\*Team Leaders of Dare to Differ and Country Forum have flexibility in meeting the varying demands of Team Leader roles given the nature of their events.

## TEA TREE GULLY QUILTERS INC - MAGIC IN THE BUSH

### JUDGES REPORT OCT 2024

The SA Quilters Judging Panel was allowed to view the Tea Tree Gully Quilters' exhibition held in the Tea Tree Gully Library as a training experience. The organisers of this exhibition did not want to award prizes/best of show at the event, they wanted the results kept private between the Judging Panel and the show organisers. The quilts were already hanging when we arrived and we were given a list of the entrants who were willing to allow their quilts to be judged for our learning experience.

Approximately 35 quilts were available for judging. The judges did a walk through to see each of the quilts for judging and used the scoring sheets to guide us through the judging process. We selected 14 quilts, that we thought would merit the time for discussion in the judging process. This enabled the judges to look and discuss each aspect of the quilt. The scores given to these quilts were very close with our decision as:

Best of Show – No 30 - A Log Cabin Quilt – A very harmonious colour palette with good balance of space.

Beautiful scalloped border with a piped binding, very well done.

Second - No 41 - An Embroidered, Appliqued and pieced Tilda. The embroidery, applique and piecing were well done showing a good colour balance.

Third No 53 – A Hand Appliqued and Quilted Josephs Coat – Good example of a traditional quilt.

Fourth - No 22 – A Pieced and Appliqued Quilt – Bush Magic. This interpretation of 'Bush Magic' quilt showed good use of colour, good workmanship and embroidery embellishments.

Some points from the Judges: When we review our scores many quilts scored higher marks for Eye Appeal, Design and Craftmanship than Quilting and Finish. The average scores were:

7.5 for Eye Appeal – The wow factor

7.5 for Design – Choices made in colour, thread etc

7 for Craftmanship - Accurate piecing, applique

6.5 for Quilting – Even Stitching, good tension, appropriate amount of stitching

6.5 for Finish – Binding filled to the edge and even - although some quilts displayed excellent binding skills.

These scores show that improvements can be made in the areas of quilting and finishing.

There was a nice collection of 'Bush Magic' Quilts designed by Michelle Bouchier. The Quilts presented in were pleasing to look at with some lovely workmanship and all deserving of being in the exhibition.

Carolyn Thurtell, Jill Christian - Judges

Marrett Hancox, Gaylene Morgan – Judges in Training