

2017 Westerville Quilt Guild
Presidents of the Month and Committee Chair Information
January 2017 (Rev. 5/17)

Goal:

Prepare 2017 WQG leadership for their roles and responsibilities by discussing expectations, sharing examples, and addressing questions.

Program of Work

- Determine your committee's annual activities or President of the Month meeting program. As soon as possible, submit to the Executive Committee.

Website

- Provide title and description of your program. Send to Sharon Cowans, (sfcowans@wowway.com), Webmaster. (See previous newsletters posted on the website for examples.)
- If a full description is not available, **e-mail as much information as available.**

Facebook

- Communicate with Melissa Grawe, (mgrawe2434@att.net), Facebook Chair on updated activities, pictures, etc.

Publicity

- Send an updated announcement (similar to the above) to Sue Meek, (susan.meek614@gmail.com), Publicity Chair. **E-mail immediately following prior month's meeting.**
- Determine, beyond Westerville and Sunbury newspapers, if additional publicity is warranted. Work with Publicity Chair on strategies.

Newsletter

- Develop an overview of the monthly meeting or committee activity. Keep the membership informed of planned and concluded activities. E-mail to Lisa Smith, (smith1028@columbus.rr.com), Newsletter Editor, **no later than two weeks prior to the meeting.**
- Lisa can also send out special announcements in an e-mail notification to members, if necessary. Please allow several days lead time.
- Newsletter goes out to the membership via e-mail on the Tuesday prior to the meeting date.
- In order to keep the membership informed of planned and concluded activities, the newsletter will include "Sneak Peeks" of upcoming meetings or activities if information has been submitted.

Financial

- The standard budget for the monthly programs is \$25.00 which includes any expense associated with the program. As a rule, we do not pay speakers, but can allow them to sell books, patterns, etc. to the membership. The committee appropriations vary (see amount allotted in the annual budget). Average attendance at meetings is 35-50. If an internet connection is needed for any program, the WIFI password is: 6148910171 (also posted in the building).
- If the cost will exceed the approved amount, (such as bringing in a special speaker) the President of the Month or Committee Chair must communicate with the Executive Committee for approval.
- If a speaker is to be paid the night of the meeting, communicate this information to the Treasurer prior to the meeting.
- To seek reimbursement, the **receipts with clearly identified costs are to be provided** to Melissa Grawe, Treasurer. Include a cover with name of committee, chair, date, description of costs, and how the check should be written. Make a copy for your records.

Meeting Room Setup

- Bill Laidley, Facilities Manager, Westerville American Legion has been very helpful with room set up. For a lecture style meeting the room will be set up with:
 - 2 tables, microphone, 4 chairs, and podium in front
 - Seating for 60 - Center aisle with 3 or 4 rows of chairs (to accommodate seeing and hearing).
 - 4 tables in back with 8 chairs - 1 for registration and 3 for display/collection
 - 2 tables along the side for Show and Tell items.
- **For a lecture meeting, there is no need to submit a new floorplan.**
- If a change in layout is needed, Bill has requested that we have one "point person" to send him the layout of any changes each month. Please call or e-mail your request to Melissa Grawe, no later than **two weeks prior to the meeting** and Melissa will forward to Bill.
- Unless requested, kitchen access is not available.
- **Always use the microphone!! (and remember to turn it off at the end of the night)**
- **Please request that members assist with stacking the chairs at the end of the meeting,**

- Each President of the Month will be passed a key for easy access to the building for set-up. Melissa Grawe also has a key. You will be responsible for making sure the building is locked. Be sure to pass the key to the next President of the Month before the next month's meeting. Please contact Melissa or another member of the Executive Committee for assistance.

Meeting Agenda

- Review/print the agenda example found in the "Links" section on the Westerville Quilt Guild website. Modify/rearrange as needed, but include these basic components.

WESTERVILLE QUILT GUILD Basic Meeting Agenda

Meeting begins at 7:00 p.m. and we must be out of the room by 9 p.m. sharp!

- **Welcome** by President of the Month
- **Program (programs generally last 45-60 minutes)** The Executive Committee recommends that the program be given first as a courtesy to our presenters.
- **Committee Reports:** (It is helpful if each committee chair notifies the President of the Month if a report will be given so that time is allotted.)
 - Exec Committee
 - Treasurer's Report
 - Membership Report
 - Newsletter Report
 - Workshop
 - Sunshine
 - Service
 - Westerville Arts Council
 - Fun with Fabric
 - Special Event (Retreat, Quilt Show, etc.)
 - Publicity
 - Hospitality
- **New Business**
- **Old Business**
- **Show & Tell**

Thank everyone for coming and adjourn meeting!

2017 Executive Committee Members:

Lisa Smith – (614) 519-0504

Sue Meek – (614) 794-9978

Exie Lundquist – (614) 895-3764

Melissa Grawe – (614) 901-8467

Joan Lally – (614) 898-0032

Carol Cleaves – (614) 882-8409

Amy Korn – (614) 891-8008