

WELCOME TO Q.U.I.L.L.T., INCORPORATED (Q.U.I.L.L.T., Inc.)

Q.U.I.L.L.T., Inc. is a group of friendly faces (and busy hands) who get together once a month from September through June to learn about, promote, and share in the art of making quilts. Q.U.I.L.L.T., Inc. is a non-profit organization with a commitment to service. We are a dynamic group that depends on the participation of all its members to remain thus. So, come to meetings and learn all you can. And be sure to share your own expertise with the rest of us. We are Quilts United in Learning Together and the name is very apt, to be sure!

We have prepared this booklet to introduce ourselves and our services to new members and to reacquaint old members with new (and forgotten) policies.

Q.U.I.L.L.T., Inc. OFFICERS AND BOARD OF DIRECTORS

Officers

President	Treasurer
1 st Vice President	Secretary
2 nd Vice President/Program Committee Chair	

Board of Directors

The Board of Directors is made up of the Officers, the retiring President, and the chairs of the Standing Committees. The current list of Standing Committees as established by the By-Laws and Board of Directors is:

Program Committee	Service Projects
Budget	Mini-Mart
Membership	Quilt Show Chairs
Newsletter	Webmasters
Publicity	Education
Hospitality	Fundraising
Historian	Workshop Coordinator(s)
Librarian	

A description of the responsibilities of the officers and committees are available from the President or the Committee Chairs. Guild By-Laws are available from the President. Board meetings are open to all members of Q.U.I.L.L.T., Inc. If you wish to attend, please contact the President for the date and time of the next meeting.

INFORMATION TABLE

An information table is usually available at meetings and contains information on out-of-town quilt shows, correspondence sent to Q.U.I.L.L.T., Inc. from other groups, and other flyers of interest to quilters. This is a place that you may feel free to use for any information that you would like to disburse to our group.

LIBRARY

Library use is a privilege that comes with membership. One must be a member of Q.U.I.L.L.T., Inc. to borrow materials on loan that include the following.

Books and magazines: Books and magazines are loaned for one month (or until the next meeting). Write your name and date borrowed on the library card in the book and leave with library volunteers or in the designated holder. In general, you may take out a maximum of three books plus magazines per month. A late fee of \$1.00 per month per book is charged for overdue returns. Returning books: a special basket with a designated sign will be available for this purpose.

Pattern File: The library has a binder of “patterns of the month” that have been developed over the years. Copies are not to be removed from the binder. Copies may be ordered from the librarian at a cost of \$.25 per copy and will be delivered at the next meeting.

Stencil File and Video File: Stencils and videos are loaned for one month (or until the next meeting). The protocol for signing out and returning stencils and videos is the same as for books and magazines.

Please note:

- All items borrowed must be signed out using the library cards affixed to the item.
- The above policy is to be followed to prevent loss of library privileges.
- All fees collected are deposited with the Treasurer and go into the Library budget to be used for new purchases and/or replacements.

MEMBERSHIP, DUES, AND GUESTS

Membership is open to anyone who is interested in quilting. Payment of the annual dues of \$ 25.00 entitles a member to a Membership Card, voting privileges, a Newsletter subscription, use of the Q.U.I.L.T., Inc. library, access to workshops, and special privileges that may arise. Dues are used for renting the meeting space, printing the newsletter, having guest speakers, and maintaining the Q.U.I.L.T., Inc. library.

Membership cards will be issued when dues are paid. Each card will have a number on it. They are good for the program year, which runs from September through June. Dues paid by new members in April or later are applied through the following guild year. There is a small fee for replacement of lost cards. A membership list will be distributed to all members each fall.

Guests: There will be a donation of \$5.00 for visitors. Some meetings featuring a prominent speaker may have a higher donation or may be closed to non-members.

MONTHLY MEETINGS (Programs)

All meetings of Q.U.I.L.T., Inc. will be held at the Delmar Reformed Church at 386 Delaware Avenue in Delmar. Meetings are held on the second Friday of the month unless otherwise stated. Meetings start promptly at 9:45 a.m. This should give us time to complete all the necessary Business portion of the meeting and get on to the program. Sign-in begins by 9:15 a.m. Please come early to give yourself (and others) a chance to get settled, stop at the library and mini-mart table, chat with your friends, and peruse displayed items before the show begins! Everyone will benefit. Meetings run from 9:45 a.m. until about 12:00 p.m.

In general there will be a theme to each meeting. Some meetings feature a speaker and/or trunk show. At other meetings, we may have mini-demonstrations or an auction; a display of quilts made for a guild challenge or holiday challenge, followed by viewer’s choice voting; or time set aside to work on service projects (usually combined with our guild birthday celebration). The morning program generally includes Show-and-Share; the afternoon may include a workshop, work on service projects, or a special session. The afternoon is a good time to bring a quilt for basting or any other project that you may want help with. Bring your lunch and a mug; coffee and tea will be available.

NAME TAGS

Name tags should be worn to each meeting so that we can know who you are, not just who you look like! You may design your own name tag or use one of the name tag patterns kept in the pattern file at the library. The Dutch shoe was our first design.

To encourage everyone to wear their name tag, there will be a drawing at most meetings. The member whose name/number is drawn must be present at the time of the drawing and wearing a name tag to receive the quilting related prize!

NEWSLETTER

Q.U.I.L.T., Inc. publishes a newsletter periodically. The newsletter includes notices about upcoming meetings and local quilt shows, book reviews, policy changes, pattern tidbits to make your quilting (and life) easier/better, and miscellaneous quilt-related information. To make contributions to the newsletter, mail or e-mail items to the Newsletter Editor.

Newsletters will be available for pick-up at the membership table at meetings to save postage. If you are not at the meeting when the newsletter is available, then it will be mailed to you. Extra copies of the current newsletter will be at the membership table to be given to new members.

ORVUS

Orvus is a soap used by conservators and recommended for cleaning quilts. Orvus is available to members at our meetings in 6 oz containers for a nominal fee.

QUILT SHOW

Q.U.I.L.T., Inc. presented its first show in 1988. The show is held every other year in April. Members and others display quilts, clothing and other related items. This is a large undertaking and requires much planning. It requires MANY volunteers. We plan to continue to share our talent with the community. Some of the profits from the show support service projects and community organizations.

QUILTERS' MINI-MART

The quilters' mini-mart is one interesting way we have of making money, as well as recycling quilt-related items that members no longer want. Co-chairpersons will set up tables one hour before the start of most monthly meetings. Items for sale will consist of donations from the membership. Pricing will be done by the chairpersons unless a specific fee is suggested by the donor. Items not sold will be stored after the sale in the Membership Cabinet (if space permits) and resold at the next meeting. If space is not sufficient for storage, items will be donated to local charities.

SERVICE PROJECTS

Q.U.I.L.T., Inc. has many ongoing service projects, and we strongly encourage members to work on these important and worthwhile projects. We make many quilts to donate to organizations such as Ronald McDonald House, Domestic Violence Shelter of Equinox, Head Start, Albany Medical Center Children's Hospital, and the Capital District Rescue Mission. Some organizations request a service project quilt to use in a fund-raising raffle. For our placemat project, we make placemats in the fall to donate to organizations that provide meals to shut-ins, such as Meals on Wheels, Shut-Ins of the Capital District, and church-based groups. We have a placemat competition for those who wish to participate, with prizes given for 1st, 2nd, and 3rd place and most placemats made. Working on service projects is also a great way

to meet new people, have fun and chat. At least one meeting per year is devoted to work on service projects; work may also be done after some meetings or at the homes of members. Members can contribute during service project work days by tying quilts, cutting fabric, or sewing quilts together. Other members take quilts home to machine quilt or apply bindings, and some members make quilts at home and bring them to meetings. Requests from groups seeking donations from Q.U.I.L.T., Inc. may be submitted to the Board for consideration.

SHOW-AND-SHARE

We encourage all members and guests, whether beginners, intermediates or advanced quilters, to share their work with the group. Show-and-Share is one of the highlights of our meetings, so step forward and tell us about your quilt and give others a chance to admire your work.

SUGGESTION BOX

There will be a suggestion box at each meeting. We are all so full of ideas for programs, speakers, ways to improve meetings, etc. that we tend to bombard officers with suggestions during meetings. This is a hard time for them to keep track of all that has to be done without the added responsibility of remembering new ideas that are offered to them. So, please write down your suggestions on the paper provided at the suggestion box on the information table. The President will designate a Board member to be responsible for putting out the suggestion box, retrieving the suggestions, and making sure they are given to the correct Board member. This way the officers will have an opportunity to review your ideas after the meeting is over and give them the full consideration they deserve.

TRIPS

Bus trips are generally organized a couple of times each year to points of interest to quilters. Past trips have included quilt shows and museums. Members are encouraged to suggest possible destinations to the Bus Trip Coordinator.

WEBSITE

The Q.U.I.L.T., Inc. website is <http://www.quiltinc.org> and includes much information on guild activities including programs and workshops, quilt show, guild contact persons, challenges, special events, etc. If you join the website, you will be able to access additional content, including newsletters.

WORKSHOPS

Q.U.I.L.T., Inc. schedules several workshops per year on a variety of quilting techniques. Attending workshops is a good way to learn new techniques, to get to know the teachers in a small group, and to make new friends. Workshops are not supported by Q.U.I.L.T., Inc. membership dues; those members who register for a workshop pay a fee to cover the cost of the workshop. Workshops have limited registration, which is usually done by mail.

Members of Q.U.I.L.T., Inc. will be given priority for workshop registration and are encouraged to register early. Workshops will be publicized in the newsletter and at monthly meetings. If a workshop is not fully enrolled, it may be opened to members of other guilds as the date of the workshop approaches.

Registration procedure: Workshop descriptions and coupons are printed in the newsletter. **PLEASE READ INFORMATION ON EACH WORKSHOP CAREFULLY.** To register, complete the coupon and mail it to the workshop coordinator with a check made out to Q.U.I.L.T., Inc. for the requested amount and a **self-addressed stamped envelope (one for each workshop)**. Please write “workshop” on

the front of the check. The envelope is used to mail the workshop supply list; if you do not include one with your registration, you may not receive your supply list on time. It is acceptable to give the workshop coordinator a “mail ready” (except the outside stamp) registration package in person at the monthly meeting, but **YOU MUST STILL ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE FOR EACH WORKSHOP**. It is not fair to expect Q.U.I.L.T., Inc. to pick up the tab for those who do not follow instructions.

If you register for a workshop and do not attend, your registration fee will be forfeited unless another person fills the space. Spaces can usually be filled if there is a waiting list for the workshop and adequate notice has been given for the cancellation.

Waiting list policy: The workshop coordinator will keep a waiting list when necessary. If you are placed on the waiting list, you will receive the following letter:

“Dear Quilter: The workshop you have signed up for is FILLED. However, I have placed your name on the waiting list. Enclosed is the supply list for the workshop. I am holding your check in case we get an opening. In the event of an opening, I will phone you; if you cannot be reached within a reasonable time, I will call the next person on the waiting list. If there is no opening, your check will be returned to you.”

Workshop rules:

- Members of Q.U.I.L.T., Inc. will be given priority for workshop registration.
- Follow the directions for registration carefully.
- Only those who have registered and paid will be allowed into a workshop.
- If you cannot attend the workshop, call the workshop coordinator since there may be a waiting list. If you register for a workshop and do not attend, your registration fee will be forfeited unless another person fills the space.
- Come on time and be well supplied.
- Remember to wear your name tag.

REGISTER CAREFULLY, FOLLOW THE RULES, AND ENJOY THE WORKSHOPS!