

# Pajaro Valley Quilt Association Policy Manual

## PVQA Activities

**Membership:** Dues are \$30.00 per year for regular memberships, \$25.00 for students and seniors (age 62 and over), \$35.00 for family memberships, and \$40.00 per year for affiliate members. Membership fees shall be paid by June 1st of each year. The fiscal year for PVQA is June 1st to May 31st. New members who join during or after the Quilt Show will have a membership that is effective until May 31<sup>st</sup> of the following year.

**Meetings:** General meetings are held on the second Monday of each month at 7:00 PM at the Beth-El Jewish Community Center, located at 3055 Porter Gulch Rd, Aptos, CA. Guests are welcome to attend twice for free and then become a member. Changes to location and date may be determined by the Board as necessary and with advance notification of the membership.

Monthly meetings include the following:

- Business meeting: Business issues pertinent to the general membership are addressed in the first part of the monthly meeting.
- Guest Speakers: Most of the general meetings feature an invited speaker. Many of the speakers are internationally known quilt artists.
- Show and Tell: Members may share finished quilts after the guest speaker's presentation.
- Annual Flea Market: Only PVQA Members are allowed to sell merchandise at the annual flea market.

Around the room and in the outer room are the following:

- Membership Table: Any member may be asked to show current membership card at the membership table. Visitors may become new members or pay a nominal guest fee. New member registration, packets and rosters are available here.
- Block of the Month Table: Special projects chairperson distributes a new block of the month project and holds a drawing for those eligible for the previous block of the month. Refer to the procedures for block of the month in the Standing Rules and Traditions section.
- Library: The Guild has an extensive library of quilt books and videos. All members are welcome to check out material for one month (meeting to meeting). The library is on display during meetings, except July and December.
- Bargain Garden Table: Donated items for sale.
- Sign-up Tables: Members may sign-up for a variety of PVQA sponsored activities such as workshops at these tables.
- Fat Quarter Table: Members may turn in a fat quarter and receive a raffle ticket.
- Name Tag Table: Members show name tags and receive a raffle ticket.
- Welcome Table: Information for both new and existing members.

The following drawings occur during the business meeting:

- Name tag Drawing: Members who wear a homemade name tag are eligible for special door prizes.
- Fat Quarter Drawing: Fat quarters are collected from members based on the theme of the month (announced at the previous meeting and in the newsletter). A fat quarter is a piece of 100% cotton fabric measuring 18" by 22". Winning bundles usually contain 5-8 fat quarters.
- Block of the Month Drawing: In accordance with the BOM procedures, which are stated in the Standing Rules and Traditions section, participating members are eligible for the monthly drawing.

**Workshops:** Upcoming workshops and speakers are announced during the business meeting. The workshop binder at the general meeting provides information and procedures for signing up for workshops. The workshop policy is stated in the Standing Rules and Traditions section. The opportunity to house speakers is available to all members. A member who provides housing for the speaker or workshop presenter receives a workshop of their choice free of charge. Any member interested in housing a speaker, shall contact the second Vice President.

**Quilting Bees:** The Quilting Bees may be held several times during the year to work on personal or group projects. Sometimes members present skills workshops. The time and place are announced in the newsletter.

**Small Quilt Groups:** Members organize small quilt groups which provide an opportunity to work on small group or individual projects in a more intimate setting. Several small quilt groups make quilts for charitable causes. Each group establishes its own meeting schedule. Some small groups have openings for new members. Members may check with the small group coordinator if interested in joining an existing small quilt group or if interested in forming a new group.

**Community Outreach:** Many opportunities to educate the public on quilting and quilts are presented throughout the year. Quilting demonstrations are presented at the Santa Cruz County Fair in September. PVQA also has small quilt groups dedicated exclusively to making quilts for charitable donations. See the newsletter for locations and times of meetings. See "PVQA Outreach Groups" in the Standing Rules and Traditions section for more information.

**PVQA Newsletter:** PVQA publishes a newsletter ten times a year. The newsletter contains a calendar of upcoming events, association news, a list of affiliates, and more. All members are welcome to submit information to the newsletter at any time. Members shall contact the newsletter editor to submit information and to report any issue not received.

**PVQA Website:** PVQA publishes a website with constantly updated information at [www.pvqa.org](http://www.pvqa.org). The website contains a calendar of upcoming events, association news, and more. All members are welcome to submit information to the website at any time by contacting the website manager.

**February Quilt Show (official title):** This is the main fundraising event of the year. The purpose of the show is to contribute to the appreciation and knowledge of quilt making and the fabric arts. This is the foremost opportunity to display members' work. Also typically featured are a fashion or trunk show, a quilt auction and a merchant mall. Members develop and prepare an opportunity quilt and the winning ticket is drawn at the show. Refer to the quilt show guidelines.

**Quilt Show Opportunity Quilt:** Each July any member or group of members may present design ideas to the Board for consideration as the new opportunity quilt. The approved design is usually completed by a committee and then marketed as a major fundraiser for the Quilt Show 2.5 years in the future. The complete guidelines are stated in the Standing Rules and Traditions section.

**Volunteerism:** Members run each of the above programs. Committee chairs shall provide information and ways to help.

**Thank you Blocks:** Guild members thank the officers each year by making thank you blocks or by donating fabric. The instructions for the blocks are provided in the spring monthly newsletter. The Guild President, 2<sup>nd</sup> Year VP, 1<sup>st</sup> Year VP, Quilt Show chair(s), and the Special Projects chair(s) are eligible for blocks or fabric. Block of the month credit is given for one completed block or fabric donated for each of these officers. Extra blocks, although gratefully received, do not receive credit. Blocks are presented at the June general meeting.

**Very Special Person Award:** Members recognize a super volunteer each year with the Very Special Person Award. Guidelines for this award are published in the newsletter. The complete guidelines are stated in the Standing Rules and Traditions section.

# Pajaro Valley Quilt Association Standing Rules and Traditions

## Board Member Duties

Board Meetings are held monthly except in December.

Section A. The President shall: 1) preside at all meetings of the Pajaro Valley Quilt Association and shall be Chairperson of the Executive Board; 2) serve as Chief Administrative Officer of the Association and shall make a report of the organization at its annual meeting; 3) may appoint the Chairperson of a committee with the approval of the Officers and two members-at-large; 4) be ex officio member of all committees except the Nomination Committee; 5) be authorized to sign checks of the Association; 6) initiate an audit of the Treasurer's records and appoint a member to complete this audit by June 1st.

Section B.1. The 1<sup>st</sup> Year Vice-President shall: 1) schedule speakers for the monthly meetings and workshops for the year following their tenure as 1st Year VP (program year runs July to June).

Note: it is hoped that the 1<sup>st</sup> Year VP will continue as 2<sup>nd</sup> Year VP the following year to serve as coordinator to the Programs she/he has scheduled; 2) supervise the set-up of the sound system and whatever other materials are needed for the program at the general meeting; 3) make announcements for future programs and workshops; 4) organize the quarterly Quilting Bees, skills workshops, July Flea Market and December general program; 5) act as equipment chairperson who will keep an inventory and the location of property belonging to the organization; 6) fill in for the President and 2<sup>nd</sup> Year Vice-President as needed.

Section B.2. The 2<sup>nd</sup> Year Vice-President shall: 1) make arrangements regarding transportation, housing and hospitality for monthly speaker/teachers; 2) Make arrangements for workshop space rental etc. and be available to the teacher at set-up and clean-up; 3) help 1<sup>st</sup> Year VP become oriented to his/her duties; 4) fill in for President and 1<sup>st</sup> Year VP as needed.

Section C. The Quilt Show Chairperson shall: 1) carry out any duties deemed necessary by the President; 2) plan and coordinate all phases of quilt shows sponsored by the Association; 3) make a monthly report of activities and finances to the membership; 4) keep accurate records of quilt show accounts receivable and payable 5) have accounting records audited and turn over profits to Treasurer by April 1; 6) turn over quilt show accounting records to the Association Treasurer by May 31<sup>st</sup>.

Section D. The Secretary shall: 1) record the minutes of regular, special and Executive Board meetings and present them to the general membership through the newsletter. Minutes must contain motions made at any meeting, by whom, seconded and whether the motion passed or not; 3) keep accurate records of attendance at Executive Board meetings; 4) be responsible for all correspondence received from the officers or members of the Executive Board.

Section E. The Treasurer shall: 1) be the Chief Financial Officer of the Association; 2) have the general care and custody of all securities and funds of the Association; 3) collect and disburse the funds of the Association; 4) present or post a financial report at each meeting of the Executive Board and quarterly to the General Membership; 5) be authorized to sign checks of the Association; 6) present a proposed budget to the Executive Board and to the General Membership for approval at the July meeting; 7) file state tax and corporate reports as required by State law. 8) Archive the financial records for a minimum of five years.

Section F. The Parliamentarian shall: 1) assure that proper procedure is followed at all meetings; 2) be Chairperson of the Nominating Committee; 3) be responsible for the By-laws and record changes approved by the membership.

Section G. The Members-at-Large shall: 1) represent the general membership at all Executive Board meetings; 2) organize, collect and present the Thank You blocks to those Board Members who receive them; 3) conduct such polls or surveys as they are needed to ascertain the general membership's views on any controversies which might arise; 4) collect and present nominations for the VSP to the nominating committee and present the award at the December general meeting.

Section H. The Historian shall: 1) keep a historical record of the Association including photographs, news clippings, newsletters, and other noteworthy publicity.

Section I. The Librarian shall: 1) maintain a reference library for the use of members.

Section J. The Newsletter Editor shall: 1) edit 10 regular monthly newsletters that are sent to members, subscribers, and other Quilt Associations per reciprocal agreements; 2) notify members of regular Association meetings and special events through the newsletter; 3) fulfill the Association's obligation to our Affiliate members.

Section K. The Membership Chairperson shall: 1) keep records of active members, collect dues and renewals; 2) distribute membership cards to members and affiliates in good standing; 3) email Association newsletter to members; 4) greet members and guests at the meeting, give guests name tags, Association information brochures, and ask them to sign the guest book.

Section L. The Special Projects Chairperson shall: 1) be responsible for the Block of the Month directions, information and drawing; 2) keep records of those who have credit in Block of the Month or other special projects.

Section M. The Affiliates Chairperson shall: 1) contact potential affiliates; 2) send billings to existing affiliates for dues by June 1st; 3) notify Newsletter Editor, Web Manager and Membership Chair of paid affiliates.

Section N. The Hands-all-Around Chairperson shall: 1) send cards, flowers, etc. to members or their families who have been ill or have suffered a loss and notify the Newsletter Editor.

Section O. The Education Chairperson shall: 1) act as a liaison between the Quilt Association and the public by promoting a friendly involvement in the art of quilt making. This includes acquiring and sharing knowledge of quilt designs and quilt techniques; preserving and continuing the tradition, culture, and history of quilting; encouraging quilt making and collecting; sponsoring and supporting quilting activities; and providing educational knowledge in the community.

Section P. The Web Site Manager shall: 1) form a committee of volunteers to format and maintain PVQA's web site.

## **Board Appointed Positions**

Section A. Northern California Quilt Council (NCQC) Board Representative shall attend NCQC meetings and disseminate any information acquired to the general membership.

Section B. The Newsletter Mailer shall receive the newsletter from the Newsletter Editor, to be stapled, stamped, labeled and mailed. A business service company may be engaged to perform this activity.

Section C. The Publicity Chairperson shall plan, coordinate and disseminate publicity regarding meetings and special events of the Association.

Section D. The Hospitality Chairperson shall plan, co-ordinate, set-up snacks and beverages for the general meetings and clean up after the meetings.

Section E. The Fat Quarter Exchange Chairperson shall plan, coordinate and promote the exchange of fat quarters at the general meetings.

Section F. The Small Quilt Group Coordinator shall organize and assist members who wish to join small quilt groups.

Section G. The Bargain Garden Chairperson shall collect, organize and sell donated goods during general meetings and manage the department at the annual quilt show.

Section H. The Name Tag Chairperson(s) shall promote the creation and use of a personal name tag to be worn by each member during the general meetings.

Section I. The Social Media Administrator shall maintain a Guild presence on social media (such as Facebook or Twitter) by posting events and other items of interest to members, and responding to messages delivered via social media.

## **PVQA Opportunity Quilt Guidelines**

The opportunity quilt is a quilt made by a PVQA member or group of members as a fundraiser each year for the quilt show. Tickets are sold and the lucky winner is selected at the close of the quilt show. The process of making the opportunity quilt and selling tickets spans two and a half years.

**The 90/10 Rule:** Construction and quilting costs should be kept at a minimum—state penal code section 320.5 (b) (4) (A) states that “the gross receipts generated by the sale of raffle tickets for any given draw are to be used by the eligible organization for charitable purposes. For example: An organization raised \$100 in ticket sales. It would be required to spend \$90 of that amount to further its charitable purposes, and only \$10 could be used to help pay for expenses or operating costs associated with conducting the raffle.” This is known as the 90/10 rule.

### **Presenting and Approving a Design**

**Selecting a Design:** Designs will be presented at the July board meeting and voted on at the August board meeting. For example, the 2015 opportunity quilt design will be selected at the August 2012 board meeting, and completed by June 2014. The announcement soliciting designs will be made at the May and June general meetings and appear in the May and June newsletters. It is the responsibility of the president to make the announcements at the meetings and work with the newsletter editor on the text for the newsletter. The announcements should encourage members to come up with designs, detail the requirements for submitting a design (items 1–5 below), and describe the responsibilities of the designer. Any member interested in seeing the designs that are submitted to the board should be encouraged to attend the July board meeting for the presentations. They will not be able to vote in August, but can comment on the proposals.

**Guidelines for Submitting a Design to the Board:** There are no specific requirements for style or size. Designers should feel free to present anything they think will make a saleable opportunity quilt. Designers need to prepare the following to present a design:

1. A sample block using fabrics in the proposed color scheme. The fabrics don't have to be exactly what will be used in the opportunity quilt.
2. Block instructions to be handed out to the membership, if the quilt will be a group quilt.
3. A drawing showing what the completed quilt will look like (block placement, sashing, borders, etc.).
4. Dimensions of the finished quilt.
5. Quilting design suggestions.

A design will not be considered if the above items are not presented. If there is only one design submitted, that is the design that will be selected. The board will work with the designer to make any changes that might be necessary so that the design meets the requirements for a saleable opportunity quilt. Designers are expected to perform the duties of the Opportunity Quilt Design Coordinator and see the quilt through to completion.

### **Mechanics of Producing the Quilt**

**Opportunity Quilt Design Coordinator:** The Design Coordinator may be a person or group. This person or group presents the design to the board and shall be responsible for all phases of construction of the quilt. The Design Coordinator may make fabric packets with instructions for making blocks, distribute them at the general meeting, then collect them for construction of the top.

**Credit for Working on the Quilt:** BOM credit shall be earned for each block made. One credit shall be earned for each hour piecing, basting, and/or quilting the top. The hours spent quilting shall receive the same hourly credit whether the quilting is done by hand, machine, or longarm. The number of blocks made and hours contributed shall be recorded and a report submitted to the Special Projects chair(s).

**Cost of Materials:** Expenses for construction of the Opportunity Quilt shall be paid from the current Quilt Show budget.

### **Opportunity Quilt Marketing Chair**

The Opportunity Quilt Marketing Chair may be a person or a group. This Marketing Chair is a member of the Quilt Show Committee and is responsible for marketing the quilt and ticket sales. This Marketing Chair shall be responsible for displaying the quilt at various venues, coordinating ticket sellers and tracking ticket sales. The quilt is displayed and tickets sold until and throughout the Quilt Show in February.

This position is responsible for printing the opportunity tickets and arranging to display the quilt at various locations to sell tickets if allowed by the venue. Packets of tickets shall be made available at the general meetings so that members can sell tickets. Records shall be kept with the quilt show notebooks detailing how many tickets are printed and sold each year as a guideline for the next year. Marketing should begin by July in the year preceding the Quilt Show, and the quilt should be displayed as often as possible to increase ticket sales. The Opportunity Quilt Marketing Chair also submits the entry form and enters the quilt in the County Fair.

## **Block of the Month**

Each month the Special Projects Chairperson chooses a quilt block design and puts together kits that include the design and directions on how to make the block. Usually at least one fabric will be included which will be common to all the blocks. The exception to this is a "scrappy" block.

### **How to Participate:**

PVQA members, wishing to participate, pick up a kit at the regular meeting, sign the participation list, make the block according to directions and return the completed block, with the return slip, at the next regular meeting. If anyone is unable to complete the block, it may be returned the next month. Anyone who takes a kit and does not return the completed block or the kit within 2 months will be penalized one credit.

### **Who Gets the Blocks?**

A drawing is held at each meeting from the names of members who completed blocks that month to determine the winner or winners of the blocks. The number of drawings and members eligible is at the discretion of the Special Projects Chairperson, determined by the number of blocks turned in, and other methods that the Special Projects Chairperson deems appropriate. The chairperson keeps a record of who takes a block each month and who returns completed blocks (or incomplete kits).

### **Eligibility:**

To be eligible for the drawings a member must have completed 6 blocks, and after winning must "replace" the number of blocks she or he won. In other words, if a member makes 6 blocks to be eligible and then makes blocks for 6 more months without entering the drawings, the credits would equal 12. If this member then wins 20 blocks, she/he would be required to make 8 more blocks before becoming eligible to win again. A member who has 6 BOM credits, but did not make the current month's block, cannot participate in the drawing. Members with 50 or more credits can participate in the drawing without submitting that month's block.

### **It's Not Your Favorite Block?**

Once eligible, members may choose whether or not to participate in the monthly drawing for blocks. Members always receive credit for the blocks completed whether participating in the drawing or not.

### **Comments:**

Participating in this project is a learning experience and a practical way to try new techniques. Quilts made from the blocks are especially treasured at "show and tell" and the quilt show and occasionally may be featured in a program at a regular meeting.

Traditionally there are pieced and appliquéd blocks during the year and "scrappy" blocks with no limit on how many one can turn in. This gives an opportunity to those who wish to "replace" their winnings in a quick fashion. Additional BOM credits can be earned by completing "thank you" blocks or special projects.

The BOM chair shall keep a record of member credits. Members are encouraged to keep a personal record of their BOM activity.

## **PVQA Outreach Groups**

PVQA Outreach Groups provide quilts to the community in accordance with PVQA's purpose, as stated in the Bylaws. PVQA funds the quilting activities of groups formed expressly for the purpose of community outreach, such as children's adoption quilts, quilts for disadvantaged children, the elderly, and disabled veterans. These groups shall be known as "Outreach Groups."

Each Outreach Group is required to:

- Write a statement of purpose, to be recorded by the PVQA Secretary.
- Maintain open membership.
- Establish and maintain an annual budget and submit it to the PVQA Treasurer.
- Submit income and receipts for expenditures to the PVQA Treasurer.
- Provide a quarterly report to the PVQA Treasurer of the number of quilts made and the community organization that received them.
- Assign a non-voting member to the Board who will act as the group's representative.
- Use their funds expressly to make quilts that benefit the community.

The PVQA Treasurer is required to:

- Deposit in the PVQA general fund any income donated to or earned by any Outreach Group; allocate the use of those funds for that group's activities, as long as those activities comply with the guidelines of a 501(c)(4) organization.
- Carry over each group's unspent funds from one fiscal year to the next.
- If an Outreach Group disbands or is unable to fulfill its stated purpose, its remaining funds shall be allocated to other Outreach Groups.
- Written consent from any Outreach Group is required to transfer their allocated funds to the PVQA general fund, which then may be used for support of the activities of the organization.
- Provide a quarterly financial statement to each Outreach Group's representative, showing their budget activity and current balance, to include their group's income and line item expenses in the Guild's operating budget.
- Contact the Outreach Group's representative if expenses are over budget and report it to the Board.
- Ensure that 100% of the money earned by Outreach Groups through donation of quilts to the Quilt Show Auction or silent auction is deposited into the group's income on PVQA's budget.

The Quilt Show is required to:

- Allow any representative of a PVQA Outreach Group to select items in the Bargain Garden, free of charge, for the sole purpose of creating community outreach quilts.

## **PVQA Workshop Policy (August 20, 2018)**

### **General Information**

Profits from the PVQA annual quilt show combined with membership dues allow the Guild to offer members relatively low-cost workshops. However, space is limited (generally 15-20 participants) and workshop attendance is on a first-come, first-served basis. The Guild's goal is to offer members unique opportunities to learn new techniques and improve their quilting skills with some of the top local and international quilters. Some workshops will emphasize learning new techniques and others will focus on a specific project that the instructor has designed. Workshops may last 1 or 2 days.

### **Registration Information**

- Registration for specific workshops will open at the Guild general business meeting 3 months prior to the class. Following the business meeting, either on-line or mail registration is acceptable.
- Payment in full is due at the time of registration.
- PVQA Membership must be current at the time of registration. Non-members will be placed on a waiting list.
- Members of PVQA have registration priority. Non-members will be taken from the waiting list if there are no members on the waiting list.
- Workshop supply lists will be provided to registered and wait listed students a minimum of 30 days prior to the workshop.
- Workshop fees will be higher for non-members.
- A materials/pattern/kit surcharge may be added at the instructor's discretion and will be collected prior to the beginning of the workshop.
- Participants are encouraged to arrive no later than 15 minutes but no more than 30 minutes prior to the start of the workshop.

### **Cancellations and Refunds**

- Full refunds will be provided for all workshops cancelled by the Guild.
- Full refunds for other circumstances will be made if the workshop organizer is able to find another individual on the wait list to take the place of the original participant. The workshop organizer will fill open spots from the waiting list.
- If a registered individual cancels and there are no entries on a waiting list, the registered individual has the option to find a replacement and request reimbursement from the replacement. The workshop organizer must be notified in advance of all changes.
- No-shows will forfeit the workshop fee in its entirety.
- If a member believes that a cancellation was caused by special circumstances that warrant a refund, they may bring the matter to the Board's attention and request a refund.



## Very Special Person Award

The Very Special Person Award was started by a vote of the membership in 1985. The award gives special recognition to PVQA members for their notable services to PVQA. The guidelines are:

1. Nominations are to be submitted to Members-at-Large board representatives. Any active members except members of the selection committee may make nominations. The Selection Committee members, the current quilt show chairperson(s), and past VSP recipients are not eligible for the award.
2. The Selection Committee is comprised of: president, vice presidents, secretary, and the two members-at-large.
3. Nominations shall be given in writing to the members-at-large representatives at the October and November meetings. The award presentation will be made at the December meeting.
4. The written nomination must contain: name of nominee (must have been a PVQA member for at least two years), name of the person submitting the nomination, date, brief statement as to why the nominee should receive the award, and a suggestion of the appropriate award.
5. The award will be tailored to the recipient. Cost will be determined by the board. The Members-At-Large representatives will procure the award.
6. There is no limit to the number of nominees. Generally, the committee should strive to agree on one recipient per year; however, should the committee find they have two outstanding nominees and cannot decide between the two the VSP award may be given to two people.

Members who have received the VSP Award are:

1985 Lavina Ferreira	2002 Mike McNamara
1986 Betty Whitman	2003 Laurie Brixner
1987 Janice Brown & Cleda Ross	2004 Janice Scharman
1988 Nina Miller	2005 Louise Goodenough
1989 Agnes Edward	2006 Lori Miner
1990 Ardis Normanly & Nora Wilson	2007 Nancy Goudarzi & Karen Phillippi
1991 Barbara Gilbert	2008 Diane Hoxeng
1992 Billie Street	2009 Roz diNatale
1993 Betty Sampson	2010 Kristie Shulman
1994 Lois Bruce	2011 Sandy Helin
1995 Pam Crooks	2012 Brenda Cornell
1996 Shauna Moulton	2013 Cathie Colson
1997 Rita Mockus	2014 Alex Burke
1998 Joanne Allen	2015 Rosa Kitchen
1999 Carolyn Miller	2016 Iris Frank & Jan Sturtevant
2000 Mary Rose Hellenthal & Linda Long	2017 Laura Barnett & Cara Lamb
2001 Jean Prosser & Jan Martin	2018 Alexa Bolas & Nadine Duerksen