

COLORADO QUILTING COUNCIL OFFICIAL GUIDELINES

Revision History

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Table of Contents

INTRODUCTION	4
GENERAL DUTIES.....	5
Elected Executive Board.....	7
President	7
1 st Vice President - Membership.....	9
2 nd Vice President - Programs	11
2 nd Vice President Elect.....	15
Recording Secretary	16
Treasurer	17
Non-Elected Executive Board.....	22
Past President	22
Appointed Positions.....	23
Corresponding Secretary.....	23
Parliamentarian.....	24
Nominating Committee.....	25
Bookkeeper	28
Communications Coordinator	29
Standing Committees.....	32
Charity Quilt Project.....	32
Community Education Outreach Committee.....	34
Competition	35
CQC Quilt Collection.....	37
Exhibits.....	38
Games Manager.....	39
Gifts and Grants	40
Grants.....	42
Hall of Fame	43
Heritage.....	44
Historical Documentation	45
Hospitality	49
Library	51
Mystery Quilts.....	53

Newsletter Advertising.....	54
Outreach Awards	55
Photography.....	56
Property	58
Publicity.....	60
Quilt-a-Fair	61
Quilt Trails	70
Raffle Quilt	71
Raffle Quilt Tickets	72
Retreat, Fall	74
Retreat, Spring	76
Shirley Sanden Memorial Scholarship Fund	78
Sit and Sew	79
Ways and Means	80
Volunteer Recognition	81
Zoom/Technology	82
Inactive and Special Committees	83
Block of the Month	83
Capitol Quilt Show	84
Colorado Quilt Show	89
Quilt Colorado	90
Documentation Book	94

INTRODUCTION

This document contains guidelines for CQC officers and committees. The duties, listed at the beginning of the document, apply to all officers and committees. Please read that section, as well as any section that you are specifically involved with. CQC maintains two other documents that define the organization: Bylaws and Standing Rules. Some sections of those documents are incorporated into this document and are marked as such. The Bylaws and Standing Rules must be adhered to; the Guidelines are suggestions. Note also that the Bylaws and Standing Rules must be updated in their respective documents and approved as defined in those documents. At the time of this writing, some sections of the Bylaws and Standing Rules within this document appear to be out-of-date and a review is planned later this year.

The guidelines should be updated as needed to keep the information current and helpful to new officers and committees. It is the responsibility of the Parliamentarian to call for yearly updates of the Guidelines. It is suggested that these be made known to the Parliamentarian in August so that there is time to complete the changes before the end of the year.

March 19, 2025

To my hard-working committee chairs and those who follow in their footsteps, these guidelines are intended to make your life easier and to document how things have been done in the past. You can make the committee your own, and consider these guidelines as best advice.

Thank you for your dedication to CQC,

Pat Smith, President
Colorado Quilting Council

GENERAL DUTIES

- 1) Record all volunteer hours in the volunteer time tracking system and ensure that committee members record their own volunteer hours.
- 2) Officers and committee chairs should submit reports via email by the Friday before each monthly Board meeting. The Recording Secretary combines all reports into the meeting agenda. Officers and committee chairs are expected to read all of the reports prior to the meeting.
- 3) Attend Board of Directors meetings in an advisory capacity or send an alternate. If unable to attend a Board meeting, the Board/Committee member should notify the President and inform them of absence.
- 4) All contracts must have Board approval before being finalized and must be signed by the President and committee chairperson.
- 5) Committees with functions at the General meeting should arrive early and be present during breaks for the benefit of the members (Membership, Hospitality, Library, Ways and Means, Raffle Tickets, Photography/Show & Tell, etc.).
- 6) Advise the President, prior to each General meeting, whether or not the chairperson shall be giving a report which shall be submitted, in writing, to the Recording Secretary before the report is given.
- 7) All items for the newsletter must be sent to the Communications Coordinator according to the current deadlines.
- 8) It is desired that committees are recruit sufficient members so that no one person is overworked.
- 9) Prepare, and submit to the Treasurer, a proposed budget on or before the February Board meeting. All expenditures made by committees which are not previously approved budget items must be pre-approved by the Board of Directors. Any Committee Chairperson may receive, by approval of the Board, a cash advance. Throughout the year, be mindful of all expenditures for your committee. If you are going to exceed your budget, it must be approved by the Board.
- 10) Approve and sign check request forms for the committee. There will be no reimbursement without corresponding receipts. No member receives mileage reimbursement by CQC for travel to General, Board or committee meetings or other CQC functions.
- 11) All committees collecting money must remit these funds to Treasurer as soon as possible.
- 12) Verify expenses against the quarterly financial reports provided by the Bookkeeper or Treasurer and report any discrepancies to the Bookkeeper.
- 13) Advise the Property Chairperson of any CQC equipment in the possession of the committee, or of any equipment purchased by the committee during the year. Include brand name, serial number, if applicable, cost, etc.
- 14) Be responsible for keeping the Communications Coordinator and Publicity Chairperson advised of pertinent information that needs to get out to the public (Program, Hospitality, Exhibits, Raffle Quilt, etc.).

- 15) The 1st Vice President provides a list of volunteer interests based on membership form responses. Contact every person on the list that is interested in your committee.
- 16) Prepare a written annual report with a copy to the President, Recording Secretary and Communications Coordinator by December 1.
- 17) Transfer all committee files for the previous three years, including the Official Guidelines, to the successor chairperson as soon as possible, but not later than the January Board meeting. Any files older than three years, pass on to Property Chairperson for storage.
- 18) Any revisions to the CQC Official Guidelines must be incorporated into the annual update by the Parliamentarian.
- 19) Read and be familiar with the Bylaws. Elected officers should take special note of duties as stated in the Bylaws.
- 20) Retain these Guidelines and keep them as a handy guide.

Elected Executive Board

President

The CQC Bylaws state: Article IV Section 4.7 Duties of Officers:

- a. The President shall:
 - 1) Preside at all Council and Board of Directors meetings.
 - 2) President shall preside at all General meetings.
 - 3) Be ex-officio member of all committees except the Nominating Committee.
 - 4) Appoint the Corresponding Secretary, Parliamentarian, Standing Committees and Special Committees, as needed, by the January Board meeting. Such appointments are subject to the approval of the Board of Directors.
 - 5) Sign all contracts and be a signatory on all bank accounts.
 - 6) Sign checks in the absence of the Treasurer.
 - 7) Prepare a written annual report and provide a copy to the Recording Secretary and Newsletter.
 - 8) The President, Bookkeeper and Treasurer are to serve on the budget committee to prepare the Council's annual budget.
 - 9) Function as the presiding officer of the Budget Committee.
 - 10) Transfer records of the office to the successor as soon as possible, but no later than the January Board meeting.
 - 11) Perform such other duties as may be required or directed by the Board of Directors.

GUIDELINES

For the **January** Board meeting:

- 1) Appoint a chairperson to each committee.
- 2) Meet with the previous Board. Make sure that all notebooks are exchanged. If someone can't attend, see that the book and other records get to the new chairperson.
- 3) Confirm with 1st Vice President that all board members are members in good standing.
- 4) Obtain custody of safety deposit key, extra checkbook(s), (i.e., council and raffle accounts).

For the **January** General meeting:

- 1) Introduce new Board and Committee members.
- 2) Ensure that the Raffle Quilt for that year is presented.

For the **February** Board meeting:

- 1) At the Board meeting, all proposed budgets shall be submitted for later review by the President, Treasurer and Bookkeeper.
- 2) Solicit proposals for the Raffle Quilt Maker(s) two years out.

For the **February** General meeting:

- 1) Ensure that there is a presentation about the Spring Retreat.

For the **March** Board meeting:

- 1) Submit proposed budget for Board approval for publication in the March newsletter.

For the **March** General meeting:

- 1) Yearly budget is approved by the general membership.

For the **July** Board meeting:

- 1) Verify plans for July Birthday Celebration at meeting.

For the **July** General meeting:

- 1) CQC Birthday celebration

For the **August** Board meeting:

- 1) Request guidelines update.
- 2) Report of Nominating Committee to Board.

For the **August** General meeting:

- 1) Report from Nominating Committee will be read.

For the **September** Board meeting:

- 1) Request Guidelines updated.
- 2) Verify Holiday luncheon plans are underway.

There is no September General meeting due to Quilt-a-Fair

For the **October** Board meeting:

- 1) Board votes on Guidelines updates.

For **October** General meeting

- 1) Include Nominations Chairperson on agenda to announce the election results.

For **November** Board meeting

- 1) Invite new Board members to meeting as it will be a combined meeting with new and old.
- 2) Announce that year-end report from all committees is due to President, Recording Secretary and Communications Coordinator in December.

For **December** General meeting:

- 1) Make sure that raffle ticket is drawn at the exact time stated on tickets.
- 2) Acknowledge current Board members.
- 3) Include induction of newly elected officers on the agenda.

1st Vice President- Membership

CQC Bylaws: Article IV Section 4.7. Duties of Officers

B. THE 1ST VICE PRESIDENT SHALL:

- 1) Preside in the absence of, or at the request of the President.
- 2) Be Chairperson of the Membership Committee.
- 3) Prepare a written annual report and provide a copy to the President, Recording Secretary and Newsletter Editor.
- 4) Produce an annual roster and maintain membership list.
- 5) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting.
- 6) Perform such other duties as may be required or directed by the Board of Directors.

Standing Rules: THE MEMBERSHIP COMMITTEE SHALL:

- 1) Receive all applications and dues for Colorado Quilting Council Membership.
- 2) Process membership applications and deposits according to the current processing checklists.
- 3) Accurately record membership information on the CQC Roster. Include name, address, phone number, email address and membership renewal date.
- 4) Maintain alphabetical copies of all current membership forms by membership type: Individual, Business and Guild/Show.
- 5) Notify the CQC Communications Coordinator of any email address changes for new and existing members. Also inform the CQC Communications Coordinator to remove the emails of expired members from the email list and from member access on the webpage.
- 6) Provide deposit detail and checks to the Treasurer at each monthly meeting.
- 7) Provide a newsletter article to the CQC Communications Coordinator by the 1st of the month prior to the newsletter date (October 1 for the November newsletter).
- 8) Provide a list of Premium Members to the CQC Communications Coordinator by October 1 for publication in the November/December newsletter.
- 9) Prepare a Membership Report for the Board prior to the monthly Board meeting.
- 10) Provide updates to CQC Roster, Roster Changes, membership interests, and speaker recommendations to Board members.
- 11) Provide a list of new members with address information to the Raffle Quilt chair.
- 12) Deliver a Membership Report at each General Meeting containing, at least, the number of CQC members and the approximate number of attendees at the meeting including those attending in person and those attending virtually.
- 13) Forward the list of members receiving a printed newsletter to the printer by the 20th of each month.
- 14) Send membership renewal notices (via email) by the 15th of the month prior to renewal. If needed, send a second notice by the 15th of the renewal month.
- 15) Annually, prepare a printed roster of the current CQC membership including a list of Current Officers, Committee Chairs, Past Presidents, Hall of Fame Members, Outreach recipients, Quilt Shop Directory and Current Bylaws

THE MEMBERSHIP COMMITTEE AT CQC EVENTS SHALL:

- 1) Staff the Membership Table at each monthly General meeting. Arrive early at the site and keep the table open until after the break.
- 2) Provide Hospitality chairperson with the in-person attendees' names for door prize drawings.
- 3) At the General meetings, have a sufficient number of Membership forms, Show and Tell forms, name tags, and sign-in sheets.
- 4) All cash and checks received at meetings must be kept secure at all times.
- 5) Distribute CQC Program Bookmarks at all CQC meetings and solicit volunteers to distribute throughout the quilting community. Coordinate with Quilt-a-Fair chairperson the distribution of postcards.
- 6) Staff the CQC booth at Quilt-a-Fair. Prepare tabletop handouts promoting CQC. Decorate the booth as appropriate.
- 7) Supply Membership forms for all CQC events, as requested by the event organizers.
- 8) Provide a complete membership packet to the President, or another designated member, as an emergency measure. This packet should include name tags, sign-in sheets and membership forms.

2nd Vice President- Programs

CQC Bylaws: Article IV Section 4.7. Duties of Officers:

c. THE 2ND VICE PRESIDENT SHALL:

- 1) Be Chairperson of the Program Committee.
- 2) Prepare a written annual report and provide a copy to the President, Recording Secretary and Communications Coordinator.
- 3) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting.
- 4) Perform such other duties as may be required or directed by the Board of Directors.

With the assistance of the 2nd Vice President-elect, the 2nd Vice President shall perform the duties as stated in the Bylaws.

Standing Rules: THE PROGRAM COMMITTEE SHALL:

- 1) Have the 2nd Vice-President as Chairperson.
- 2) Plan and present programs at the regular meetings subject to the approval of the Board of Directors.
- 3) Programs shall be planned at least one year in advance.

PURPOSE

The Program Committee shall be responsible for arranging the program portion of the monthly CQC meetings and for workshops presented by the guest speaker. The Committee is responsible for engaging the speaker, paying their fees, transportation, lodging and meal costs; and preparing registration materials and collecting fees for workshops. The Committee makes arrangements for materials needed at the lecture or workshop sites (tables, Zoom connection, projectors, screen, blackboard, etc.).

GUIDELINES

- 1) Check with the Hospitality Chairperson to see if the necessary equipment is available at the lecture site (outlets, tables, screen, etc.). If slides/PowerPoint are to be shown, be sure the room can be darkened sufficiently for the slides to be effective. Provide the Hospitality Chairperson with room requirements (e.g., room good for slides, etc.) as soon as program is booked.
- 2) For Workshop sites, Program Chair is responsible for arranging the location and physical needs.
- 3) Check with Property Chairperson to make sure any required equipment, such as extension cords, quilt rack or other items as needed, will be at the site.
- 4) Check with the President regarding the agenda. **Do not have lectures that run over 1 hour.**
- 5) Be sure to review the additional guidelines in the notebook.
- 6) Send an email to Property and Hospitality Committee Chairpersons at the beginning of the year giving the lecturer and their specific requirements for the entire year. Resend each month for the upcoming program, as a reminder.

- 7) Set up a spreadsheet for the budget to be completed each month as the year progresses. This will outline the costs associated with each teacher for fees, lodging, transportation, meals, etc.
- 8) Keep a list of expenses submitted into the Treasurer. This will make the annual report easier to complete. Also, keep a list of all the income derived from the workshop fees.
- 9) Checks should be forwarded to the Treasurer as soon as possible and before the workshop. CQC's refund policy is to be followed, unless there are extenuating circumstances (e.g., a death in the participant's family, etc.).
- 10) In order to book a well-known, national speaker, you will need to offer a contract a year or more in advance. For this reason, keep your notebook set up to reflect several years' worth of programs. When a year is finished, save them in the expanded file in a folder titled "Contracts 20XX" (year they are for). Add the years' programs to a running list in the annual reports section of the notebook.
- 11) Make all contacts regarding costs before contract is sent to the lecturer.
- 12) When contracting the lecturer, send complete contracts including costs. The President should sign and return a final contract to the lecturer. Always send the original finalized contract to the Treasurer. Keep a signed contract in a notebook under the scheduled month of the lecture. Be sure to include a self-addressed stamped envelope with the contracts. A lecturer should not be allowed to alter the CQC contract.
- 13) Turn in the Check Request form to the Treasurer with receipts for all expenses to be paid to either Committee Chair or the guest lecturer, depending on who is being reimbursed.
- 14) Expenses for lecturers usually include:
 - a. Lecture and workshop fees.
 - b. Lodging (a reasonable rate). Most teachers prefer a hotel room.
 - c. Meals to be reimbursed up to \$35 per day.
 - d. Transportation costs, which includes airfare, car mileage at current IRS rate, expenses to and from their airport. Transportation costs cannot be reimbursed prior to the travel.
 - e. Shipping fees for returning any boxes to the speaker. (This does NOT include those items which the lecturer has for sale).
- 15) The 1st Vice President – Membership will provide a list of names who would like to host/provide transportation for lecturers. Also, the Communications Coordinator can publish a "call for volunteers" for people to sign up to help with the lecturers.
- 16) If lunch is being provided at the CQC meeting place, the Program Chair can make a reservation and pay for the lecturer's lunch ahead of time, and deduct the amount from the meal allowance.
- 17) Make hotel reservations for the lecturer ahead of time. Use your personal credit card to pay for the room, and fill out a check request for reimbursement. If hotel requires the lecturer to use their credit card, request a copy of the final charges. CQC has a tax-exempt form to use for hotels which must be given to the hotel prior to making a reservation (or call them to let them know you will be providing a tax-exempt form).
- 18) Several weeks prior to the date that the lecturer is scheduled, send an email confirming accommodations (address and phone number), transportation (if by CQC member) to

and from the airport, where any boxes can be sent beforehand and any other pertinent information.

- 19) The 2nd Vice President is responsible for introducing the speaker at the meeting. It may be sufficient to read the biographical information that was provided to the newsletter.
- 20) Make sure the lecturer has a bottle or glass of water. Arrange for people to hold up quilts. If the lecturer is selling merchandise before the meeting, a committee member should offer to assist by collecting money, answering questions, etc. Hospitality should provide a table.

NEWSLETTER AND WEBSITE

Following the current newsletter deadlines, provide a newsletter article to the Communications Coordinator each month highlighting the lecturer's background and topic to be presented.

Submit the list of scheduled lecturers/teachers for the following year to the Communications Coordinator for inclusion in any CQC marketing materials. Provide the name of each speaker, website address, lecture topic and workshop title.

For each program, provide a photo of the lecturer, a biographical sketch, title and a short description of the lecture to the Communications Coordinator for the CQC website. For each workshop, provide a picture of the workshop project, location of the workshop and supply list to the Communications Coordinator for the CQC website. This information can be posted for the entire year but must be current for at least the upcoming three months.

If the lecturer has authored any books, a book review could be published in the newsletter for the month their program occurs.

WORKSHOP

- 1) CQC offers a six-hour workshop the day following the General meeting by that month's speaker. Occasionally, this schedule differs if needed to accommodate the speaker.
- 2) Provide the Communications Coordinator with workshop information and registration to be included in the newsletter and on the CQC website. See Newsletter and Website section above.
- 3) A committee member should have a signup sheet at the General meeting when the registration form is published. If possible, have a sample of the workshop project available at the table as well.
- 4) Contract with a local quilt shop or other location that can facilitate 20 people.
- 5) If necessary, coordinate with the Property Chairperson to provide any irons, ironing boards, tables, surge protectors, etc. that would be necessary for a successful workshop.
- 6) Email workshop registrants upon receipt of their check. Include a supply list for the workshop, as well as the address of the location and a schedule for the day.
- 7) The 2nd Vice President or another committee member can be the "assistant to the teacher". The workshop teacher needs someone to take care of all those little matters so they can teach. The assistant does not pay the workshop fee, but can bring supplies and participate as much as possible.

- 8) Make name tags for workshop participants and the teacher.
- 9) Give the instructor a class list.

2nd Vice President Elect

CQC Bylaws: Article IV Section 4.7. Duties of Officers:

d. THE 2ND VICE PRESIDENT ELECT SHALL:

- 1) Assist the 2nd Vice President in their duties as Program Committee chairperson.
- 2) Begin contacting speakers two years out.
- 3) Prepare a written annual report and provide a copy to the President, Recording Secretary and Communications Coordinator.
- 4) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting.
- 5) Perform such other duties as may be required or directed by the Board of Directors.

Guidelines listed for the 2nd Vice President also apply to the 2nd Vice President Elect.

Recording Secretary

CQC Bylaws: Article IV Section 4.7. Duties of Officers:

e. THE RECORDING SECRETARY SHALL:

- 1) Record the proceedings of all meetings of the Council and Board of Directors.
- 2) Send copies of the minutes to the President, 1st Vice President and Communications Coordinator by the end of the current month.
- 3) Prepare a written annual report and provide a copy to the President and Communications Coordinator by December 1.
- 4) Transfer records of the office to the successor as soon as possible, but no later than the January Board meeting. The original minutes of the annual Nov/Dec meeting shall be mailed/mailed to the incoming Recording Secretary and copies sent to the incoming President, 1st Vice President and Communications Coordinator within seven (7) days after the annual meeting.
- 5) Perform such other duties as may be required or directed by the Board of Directors.

GUIDELINES

- 1) A proposed budget is due to the Budget Committee on or before the February Board meeting. Costs usually include postage and photocopy charges.
- 2) Attend and record minutes of each Board meeting and General meeting.
- 3) The General meeting minutes must be sent to the Communications Coordinator by the newsletter close date for publication in the following month's newsletter.
- 4) In addition to preparing the Board meeting minutes, an abbreviated version of the minutes should be prepared. Both the full and abbreviated Board meeting minutes should include a list of attendees. The abbreviated Board meeting minutes must also be sent to the Communications Coordinator by the newsletter close date.
- 5) For in-person Board meetings, it is helpful to pass around a sheet for all attendees to sign. For Zoom Board meetings, the attendee list can be obtained from the Reporting function in Zoom by someone who can log into Zoom.
- 6) Request that all committee and general announcements, which are made at the General meeting and the Board meeting, be submitted to you in writing, preferably in advance.
- 7) Since the CQC meeting is not technically over until after the program, door prizes and show and tell, the General meeting minutes shall read "The business meeting adjourned at" With the time at which the business meeting completed.
- 8) File the General, Board and abbreviated Board meeting minutes in the Secretary's notebook. The Treasurer and Membership Chairpersons should provide a written report each month that should also be filed in the notebook. Have the notebook with you for reference at all Board and General meetings.
- 9) At the end of the year, collect the committees' reports, label with the year of the reports and give to the Property Manager for storage.

Treasurer

CQC Bylaws: Article IV Section 4.7. Duties of Officers

f. THE TREASURER SHALL

- 1) Receive funds, deposit them in the bank, and keep accurate financial records. Make disbursements as authorized by the Council. No disbursements shall be honored without validated receipts. Sign check for authorized disbursements, process credit card charges. At the end of each month, give the Council Bookkeeper all check request forms, deposit slips and copies of the check register for the month. (Council Bookkeeper will prepare the monthly financial statement, reconcile the bank statements to the accounting records, and then return all records to the Treasurer for safe keeping).
- 2) If online banking is used, print the monthly bank statement, reconcile it to the accounting records. If online banking is not used, obtain the monthly bank statement from the Bookkeeper and reconcile it to the check register.
- 3) As CQC Treasurer, all Treasurer functions for Quilt-a-Fair. The Treasurer must be present at Quilt-a-Fair to check Vendors in on Wednesday. She must recruit a group of 3 or 4 volunteers for each day of Quilt-a-Fair to count money from admissions and silent auction. She must be there everyday to oversee and participate with all money related procedures including recording and depositing all income, withdrawing and supplying all petty cash requirements and processing all silent auction sales. The bookkeeper will assist with these requirements and should be present each day of Quilt-a-Fair.
- 4) Obtain bank forms for successor and complete them by the January Board meeting. Go to the bank(s) with any new officers to change authorized signatories for all accounts.
- 5) Reporting: Work with Council President and Bookkeeper to review and finalize the budgets submitted by the Committee Chairpersons.
- 6) Prepare and present a Treasurer's report at each meeting. Submit a Treasurer's report to the Communications Coordinator by the newsletter deadline. (Work with the Council Bookkeeper to do this from the accounting records.)
- 7) State and Federal filing/Tax/Legal/Insurance.
- 8) If there is not a separate Games Manager, obtain annual raffle license and attend appropriate training, submit all necessary reports to the proper authorities, providing a copy to Games Manager. (Work with Bookkeeper to get quarterly reports filed.)
- 9) Provide sales tax rates to all committees that sell items (Ways and means, Spring Retreats, Quilt-A-Fair, etc.) and to the Council's Bookkeeper.
- 10) Work with the Council Bookkeeper to submit the accounting records and financial statements for audit, if requested by Council.
- 11) Work with the Council Bookkeeper to deliver the books and annual financial statements to the Council's tax accountant for preparation of forms 990 and 990T (Tax Returns for Organizations Exempt from Income Tax) around February 15th and any other required Federal and State income tax forms.
- 12) Complete the online filing of the Council's Annual Report with the Colorado Secretary of State by May 31.
- 13) Ensure Council's trade names and logo registrations are up-to-date with the Colorado Secretary of State.

- 14) Work with Hospitality, Event Coordinator (and other committees, as appropriate) and Council's insurance agent to obtain Certificate of Insurance forms, as necessary.

GUIDELINES

January

- 1) Assist President and Bookkeeper in putting together yearly Budget.
- 2) Pay Communications Coordinator (subcontractor, monthly).

February

- 1) At Board meeting, make sure that all committees have submitted their proposed yearly budget.
- 2) Get Sales tax Rates (www.taxview.state.co.us/) from January to June for Ways and Means and the Bookkeeper.
- 3) Confirm timely submission by the Bookkeeper of Sales Tax report for 4th quarter previous year.
- 4) Confirm timely submission by the Bookkeeper of 1099 forms to recipients for anyone paid \$600.00 or more (Communications Coordinator, Bookkeeper, speakers, Fall Retreat Speakers, Quilt-a-Fair Security, Historical Documentation for Data Entry, Subcontractors. Forms are due January 30.
- 5) President, Treasurer and Bookkeeper prepare consolidated budget for publication in the March newsletter and approval by CQC membership at the March General meeting.
- 6) Pay Communications Coordinator (subcontractor, monthly).

March

- 1) Pay Communications Coordinator (subcontractor, monthly).
- 2) Pay Bookkeeper (subcontractor, quarterly).
- 3) Work with Spring Retreat committee to deposit registration checks and process credit card charges.
- 4) Present annual budget for approval at General meeting.

April

- 1) Check with the tax accountant for preparation of Corporate tax returns.
- 2) Confirm timely submission by the Bookkeeper of Sales Tax report for 1st quarter current year.
- 3) Confirm timely submission by the Bookkeeper of Raffle report for 1st quarter current year (must be filed even if no activity).
- 4) Work with Spring Retreat committee to pay bills, teachers, lodging, etc. (Be sure to have enough money in the checking account before Spring Retreat so that the checks written that weekend are covered.)
- 5) Pay Communications Coordinator (subcontractor, monthly).

May

- 1) Insurance renewal – State Farm – Business Liability is due.
- 2) Corporate Tax returns due (IRS 990 & 900-T, plus State. Treasurer or President sign.

- 3) Colorado Secretary of State Periodic Report plus fee (report must be received by 5/31 not postmarked by 5/31 – as of 2006 you can do this on the internet for only a \$10.00 fee. A postcard will be mailed to CQC.
- 4) Pay annual P.O. Box renewal.
- 5) Pay Communications Coordinator (subcontractor, monthly).

June

- 1) Pay Communications Coordinator (subcontractor, monthly).
- 2) Pay Bookkeeper (subcontractor, quarterly).

July

- 1) Get Sales Tax Rates from July to December for Ways and Means and Bookkeeper.
- 2) Confirm timely submission by the Bookkeeper of Sales Tax report for 2nd quarter current year.

August

- 1) File annual non-profit registration online with the Secretary of State, Colorado.
- 2) Pay Communications Coordinator (subcontractor, monthly).

September

- 1) Pay Communications Coordinator (subcontractor, monthly).
- 2) Pay Bookkeeper (subcontractor, quarterly).

October

- 1) Pay Communications Coordinator (subcontractor, monthly).
- 2) Provide 9 month reports for all committees – Review Budget.
- 3) Print and distribute YTD Transaction Report for each committee chairperson to use in preparing committee's year-end report, as requested.
- 4) Confirm timely submission by the Bookkeeper of Sales Tax report for 3rd quarter current year.
- 5) Work with Fall Retreat committee to deposit registration checks, process credit card charges and pay bills.

November

- 1) At the final Board meeting for the year, hand out income/expenses report to individual committees. (Bookkeeper has this info).
- 2) Confirm that Games Manager renews the following year's Raffle License.
- 3) Pay Communications Coordinator (subcontractor, monthly).

December

- 1) Pay Communications Coordinator (subcontractor, monthly).
- 2) Pay Bookkeeper (Subcontractor, quarterly).
- 3) Review Petty Cash transfer with each committee that currently has petty cash (e.g., Membership, Raffle Ticket Sales, Ways and Means committees).

SCHEDULE OF PAYMENTS BY TREASURER

(As of November 2024)

MONTHLY

- | | |
|------------------------------|--|
| 1) Newsletter | Flatirons Marketing and Print |
| 2) Communications contractor | Melissa |
| 3) Meeting Facility | Meeting venue |
| 4) Program Speaker expenses | |
| 5) MailChimp | Autopay through PayPal on the 22 nd of each month |
| 6) Storage Unit (Mary Rush) | Autopay charged to Treasurer's VISA |

QUARTERLY

- | | |
|---------------|------------------------|
| 1) Bookkeeper | March, June, Sept, Dec |
|---------------|------------------------|

ANNUALLY

- 1) WIX website software (Mary Rush)
 - a. January every two years. Debit card 8717, Due December 2024, 2026, 2028, etc.
- 2) Insurance
 - a. April/May Send Copy of Insurance face page to Guardian Storage, Wes Parker Agency 303-772-6467
- 3) Meet with Accountant for taxes
 - a. April, this is usually deferred to later
- 4) Roster Printing
 - a. April/May
- 5) Safety Deposit Box
 - a. April, Autopay
- 6) Secretary of State Annual Filing
 - a. April/May \$10.00 Sue Keck pays this
- 7) National Quilt Museum
 - a. May \$100
- 8) Rocky Mountain Quilt Museum
 - a. May \$180
- 9) Post office box
 - a. May
- 10) Spring Retreat Expenses
May
- 11) Call Boulder County Sherriff's office
 - a. June To schedule security services for Quilt-a-Fair, Carla Weinheimer, undersheriff, 303-441-4894
- 12) QAF fairgrounds payment and security
 - a. July Get check request from QAF Chair, Pay fees separately for venue rental and security deposit. Security deposit get reimbursed.
- 13) Insurance ACORD form for QAF

- a. July (ACORD) Request Insurance vendor send to Rebecca at Boulder County Fairgrounds
- 14) Renew Intuit Quickbooks License
 - a. August This is paid from the 8815 account. Need to insure funds are available on August 1st.
- 15) Renew MS Office License
 - a. August Must have tax filing completed. Bookkeeper has data needed to fill this out.
- 16) QAF Expenses
 - a. September/October Printing, Butler Rents, Security, Office Supplies, Scissors Lift, Postage, Advertising Electric, Scooters
- 17) Fall Retreat Expenses
 - a. October
- 18) Our Volts, LLC (volunteer hours)
 - a. December bills to cqcvolunteer@gmail account. May also send to cqcaction@gmail account
- 19) ZOOM (Dawn Mills)
 - a. December Autopay Charged to Treasurer's Debit Card
- 20) Raffle License
 - a. December
- 21) Sales Tax License
 - a. December every other year 2024, 2026, 2028, etc.

Non-Elected Executive Board

Past President

GUIDELINES

- 1) Attend the Board meetings.
- 2) Serve the President in an advisory capacity.
- 3) The Immediate Past President is a voting member of the Board of Directors and considered an elected officer when voting.
- 4) The Immediate Past President is in charge of coordinating the President's quilt. It is their job to get information to the Communications Coordinator for the July issue explaining the tradition of the President's quilt and urge all members' participation, including the instructions for the block. The blocks should be assembled into a quilt top to be presented to the President at the December meeting.
- 5) Purchase (and have engraved) a gavel for presentation to the incoming President at the January General meeting.

Appointed Positions

Corresponding Secretary

As appointed by the President, the Corresponding Secretary duties include:

- 1) Conduct the correspondence of the Council as requested.
- 2) Send cards (sympathy, get well, thinking of you) as directed.
- 3) Prepare and submit a budget to the President, Treasurer and Bookkeeper at or before the February Board meeting.
- 4) Pick up mail and disperse it to the proper recipients in a timely manner.
- 5) Order envelopes and letterhead when needed and have these available for CQC Board members.

Parliamentarian

As appointed by the President, the Parliamentarian duties include:

- 1) Furnish Parliamentary procedure information to the members upon request.
- 2) Attend the Board of Directors meetings in an advisory capacity.
- 3) Keep Bylaws and Standing Rules current for reference.
- 4) Maintain a copy of the Corporate Charter.
- 5) Forward proposed Bylaws or Standing Rules changes/amendments to the Communications Coordinator for publication prior to a vote by membership.
- 6) Furnish approved Bylaws and Standing Rules changes to Membership Committee for inclusion in the printed Roster.
- 7) On the advice of the President, the Parliamentarian shall review and update the Guidelines on a yearly basis.
- 8) Transfer Parliamentarian records to successor prior to the January Board meeting.
- 9) Perform other duties as may be required or directed by the Board of Directors.

Nominating Committee

As appointed by the President, the Nominating Committee duties include:

The Nominating Committee is governed by multiple sections of the CQC Bylaws.

Sec 4.3

- 1) Appointed by the President by the January meeting.
- 2) Chairperson will form a committee of at least 5 people.
- 3) Committee will report to the membership at the August meeting.
- 4) The committee report and a picture and resume of each candidate shall be submitted to the Communications Coordinator for the September newsletter.
- 5) Further nominations may be taken from the floor at the August member meeting. If the nomination has given written consent to serve if elected.

Sec 4.4

- 1) Election of officers shall be only by printed ballot in the September newsletter.
- 2) Election results will be reported at the October member meeting and the November CQC Board meeting, and shall be recorded in the minutes.
- 3) Officer installation will take place at the December member meeting.
- 4) Ballots shall be sealed, held for 30 days and then destroyed.

Sec 4.5

- 1) The president is not a member of the nomination committee.

GUIDELINES

- 1) There are 5 elected officers on the ballot every year.
 - a. President
 - b. 1st Vice President (membership)
 - c. 2nd Vice President elect (programs) - a 2 year position
 - d. Recording Secretary
 - e. Treasurer
- 2) Officers who choose to continue for another year will appear on the ballot with anyone else who chooses to run for that office. The committee is not required to actively seek competitors and should advise new candidates if the incumbent is planning to be on the ballot.
- 3) The Bylaws call for a committee:
 - a. If a committee can be formed, publish the names of the committee members in the June newsletter.
 - b. If the volunteer pool is too small to form a committee, the chair should notify the President and consult as many current and former Board members as possible to collect ideas on who may be strong candidates for the elected offices.
- 4) The chair should advertise open positions including phone calls, eblasts, newsletters and announcements at meetings.
- 5) Do not mislead candidates as to how much work is involved in these positions.
 - a. It is important that elected officers plan to attend Board and General meetings.
 - b. Encourage candidates to talk to the people who currently hold these positions and ask questions.

- c. Encourage Board members and past Board members to run for office. Holding an elected office is more successful if the person knows something about the workings of CQC.
 - d. Officers must be a member in good standing to be on the Board. This does not include membership through guilds.
- 6) Although the President is not part of the Nominating committee, both the President and this committee are drawing from a similar pool of candidates and should coordinate.
- 7) Keep a list of members willing to help or chair a committee even though they may not want to run for an elected office. This list should be passed on to the new President.
- 8) The committee did a trial run in 2024 of electronic voting for 2025 officers. Since many members do not attend meetings, or don't trust mail-in, it was thought that this would give more access to the membership for voting. This was offered in addition to the paper ballot option. The committee got clear feedback that some of the members prefer paper ballots and some prefer the new option. Electronic voting used a simple survey format that was accessed through the member login on the CQC website, assuring that votes remained anonymous. The committee did not track the electronic votes against paper votes to assure one vote per member. In addition, the committee learned just before voting went "live" that additional votes could be cast from multiple devices (phone, tablet, computer). In this election, there was not more than one candidate per office, so we went ahead with the trial. Future elections may consider purchasing an app to assure one vote for each member to prevent duplicate votes.

CALENDAR

- 1) January
 - a. President appoints a committee chair for nominations.
- 2) May
 - a. Recruit Nominating committee members.
 - b. Prepare article for June newsletter naming committee members and how to contact them.
- 3) May-August
 - a. Invite members to run for office or nominate someone in the newsletter.
 - b. Report progress to Board and members.
- 4) August
 - a. Create a ballot for the September newsletter.
- 5) October
 - a. Announce election results at the General meeting.
- 6) November
 - a. Announce election results at the Board meeting.
- 7) December
 - a. Installation of new officers at the General meeting.

Outstanding issues for Bylaws updates *

- 1) Formation of a committee has not been practical in the years since the membership dwindled. Consider how section 4.3 should be changed to accommodate this.

- 2) The membership formerly received paper copies of their newsletter. This assured no more than one vote per member. Most members read the newsletter online now, and printed copies of the newsletter are not available to the entire membership. In the past few years, additional paper ballots were provided at Quilt-a-Fair, and an electronic voting option was tried. The requirement in section 4.4 that ballots be only those printed in the September newsletter has become obsolete. This section should be amended to allow for new forms of voting.

Bookkeeper

The Bookkeeper shall be selected by the President as provided in Article IV, Section 7a (3). It is advisable that the President obtain resumes and interview interested candidates for the position. Duties include:

- 1) Receive all bank statements from the Treasurer.
- 2) Obtain all necessary records from the Treasurer each month and prepare the monthly financial statements. After preparation of the financial statement, the Bookkeeper will return the records to the Treasurer, along with a copy of the financial statements, as well as listing of any changes the Treasurer needs to make to her records, including bank balances.
- 3) Maintain a file of each month's financial statements and send a copy of the monthly financial statement to the President.
- 4) Receive check register for all CQC checking, savings and money market accounts from the Treasurer.
- 5) Balance check registers to the CQC Treasurer's records and computer records. Return balanced records to CQC.
- 6) Provide monthly bank reconciliation to the Treasurer within 30 days.
- 7) Prepare and file Sales Tax and Raffle Reports Quarterly.
- 8) Provide quarterly financial information to each Committee Chairperson and year-to-date by the November Board meeting and aid them in preparing their year-end report for the Newsletter.
- 9) File all 1099's by January 30 and send copies to the Treasurer.
- 10) Work with the Treasurer to make sure that financial information is turned over to the tax accountant for preparation of income taxes no later than April 15th. Corporate taxes are due May 15.

Communications Coordinator

The Communications Coordinator shall be selected by the President as provided in Article IV, Section 7a (3). It is advisable that the President obtain resumes and interview interested candidates for the position. Duties include:

NEWSLETTER

- 1) Publish 11 issues of the newsletter each year.
- 2) Keep a digital copy of each newsletter.

GUIDELINES

- 1) The Communications Coordinator will remind Board members 7 days before each newsletter deadline to provide their articles.
- 2) In January, give each committee chair a month-by-month listing of items suggested for the newsletter.
- 3) The Newsletter Advertising Chair supplies information and the Business Owner supplies graphics for advertising.

Items to be included in the newsletter:

- 1) Minutes from the Secretary – Abridged Board and General meeting
- 2) Message from the President
- 3) Monthly financial report
- 4) Library book reviews and list of donated books
- 5) Roster update from Membership
- 6) Speaker profile and information about the upcoming Program
- 7) Map, meeting place and address
- 8) Lunch information (if offering a lunch) from Hospitality
- 9) Advertisements (camera ready) and Business Directory updates
- 10) Show and Tell information (e.g., maker and quilt name) and photos
- 11) Door prize winners at General meetings
- 12) Workshop sign-up information
- 13) Committee Updates

Additional information needed for newsletter

- 1) Treasurer: proposed budget in March newsletter.
- 2) 2nd Vice President Elect, Programs: By September of each year, provide a listing of CQC lecturers/teachers for the following year
- 3) Volunteer Recognition: information in occasional newsletter with explanation of what it means.
- 4) Hall of Fame: Publish information about the award, call for nominations and the committee Chairperson's contact information in the February issue (subsequent issues through the nominations deadline).
- 5) Nomination Committee: Slate of officers, along with a biographical sketch and photo of each candidate, must be published in the September newsletter. Biographical sketch can

include: candidate's name, years of CQC membership, qualifications and experience in CQC and other organizations and any other special interests.

- 6) Ballot: Should be published in the September issue.
- 7) Outreach Awards: Publish information about the award, call for nominations and the committee Chairperson's contact information in the February issue (subsequent issues through the nominations deadline).
- 8) Parliamentarian: Any changes to Bylaws or Standing Rules prior to a vote of CQC's membership.
- 9) Quilt-A-Fair:
 - a. Promotional information, including committee members and phone numbers should be published in the Spring issues
 - b. Booth registration form should be published in March and April issues
 - c. Quilt show information
 - d. New information monthly through the end of August
 - e. Print wrap-up articles in October issue
- 10) Quilt Exhibits:
 - a. Start promotional information in Newsletter several months ahead of event, new information each month and online.
- 11) Retreats:
 - a. Need promotional information and registration forms for newsletter several months in advance of the event.

PRINT VERSION

The Communications Coordinator organizes the newsletter's hard copy distribution with the printing company. The Membership Chair provides an updated list of names to the printer and coordinates a person to pick up the newsletters for mailing.

GRAPHIC DESIGN/WEBSITE

The Communications Coordinator duties include:

- 1) Design and produce artwork for all documents, pasters, signs, ins, flyers, brochure covers, forms, etc. as requested by the various committees of CQC.
 - a. Obtain approval of completed artwork from requesting committee chair.
- 2) Maintain digital records of all artwork created for and used by CQC.
- 3) Maintain and update content on the Colorado Quilting Council website as needed.

GUIDELINES:

- 1) Allow ample lead time so that jobs do not become rush jobs unless absolutely unavoidable.
- 2) Be sure all names are spelled correctly and all dates, times and places are accurate.
- 3) Have your copy proof-read before sending it to the graphic designer for final artwork.

WEBSITE MANAGEMENT GUIDELINES

- 1) Update and maintain current information on CQC website.
- 2) Monitor and forward any inquiries to the appropriate committee.

- 3) Update Website access by cross-referencing with the list provided by the Membership chair.

EBLASTS

- 1) Prepare and post twice weekly to the list provided by the Membership Chair.
- 2) Archive expired members provided by the Membership Chair.
- 3) Add new member information provided by the Membership Chair.
- 4) Eblasts contain up-to-date alerts of events, meetings or general information and should be kept brief and concise – meant to be a teaser/reminder and should direct readers via hyperlinks to sources where more in-depth information can be found.

Standing Committees

Charity Quilt Project

PURPOSE

- 1) To involve members of CQC in a charitable project.
- 2) To give quilters the opportunity to do more for others and help their charity of choice.

CHAIRPERSON(S) RESPONSIBILITIES

- 1) Organize the making of blocks and the completion of quilt tops into finished and labeled quilts by members of CQC.
- 2) Maintain records of participants making blocks and completing quilts.
- 3) Select participant(s) to receive and subsequently donate a finished quilt to a charitable organization of their choice.
- 4) Present and report to CQC membership the participating recipient(s) and charity to which the quilt is donated at each monthly meeting.
- 5) Provide information and articles for newsletter and e-Blasts.
- 6) Keep track of budget and expenditures.

GUIDELINES

At this time, the Charity Quilt Project consists of PROJECT WARM HEARTS (PWH).

The committee is responsible for:

- 1) Providing kits and block instruction at CQC General meetings
- 2) Presenting at CQC General meetings
 - a. Announcing pertinent PWH information
 - i. Presentation of new blocks
 - ii. Received thank you notes from awarded recipient(s) of quilts
- 3) Recording/awarding points to individuals completing tasks
 - a. Using Block turn-in form
 - b. Using Points Record spreadsheet
 - c. Recording up-to-date progress of each quilt kit using Quilt Progress spreadsheet
- 4) Choosing and introducing each recipient at the CQC General meetings
 - a. Recipient is chosen by random selection from Points Record spreadsheet
 - b. Recipient is responsible, if possible, for taking donated quilt to chosen entity
 - c. Recipient is asked to provide and speak about the mission of their chosen entity.
Chairperson doing presentation can do this for the recipient.
- 5) Procuring needed materials and record keeping devices.
 - a. Labels, batting, donations of fabric for completion of quilt tops
 - b. Spreadsheets of points awarded and quilt kit progress
 - c. Records and photographs of donated quilts
- 6) Providing articles and block instructions for publication in newsletter and in eblasts
 - a. Provide announcement and recipient information to Secretary before meeting for agendas
 - b. Provide pictures of awarded quilts
 - c. Provide block instructions

Procedures and Basic Process:

- 1) Design and publish a block pattern twice per year, January and June
 - a. Specify size of finished block
 - b. It is helpful if it is a simple design
 - c. Color palette suggestion makes it easier to group into sets for quilt tops.
- 2) Membership creates blocks and turns them in at meetings or other method of delivery to the chairperson(s)
 - a. One point is awarded to creator for each block
- 3) Chairperson(s) set blocks into kits
 - a. Donated fabric is supplied for sashing and borders
 - b. Kits are of 9 or 12 blocks to make a small (approximately 42"x54") quilt
 - c. Kits are numbered and supplied with a Progress Record form
- 4) Distribute kits at CQC General meetings
 - a. Sets of blocks to be assembled
 - b. Assembled tops to be quilted and labeled
 - i. Provide label to be stitched to backing
 - c. Quilted quilts to be bound
 - i. Label to be stitched on if not already done.
- 5) Kits are returned to chairperson(s) at meetings so points can be recorded and awarded for task completed
 - a. Blocks turned in – 1 point per block
 - b. Top assembled – 3 points
 - c. Quilting and label completed – 3 points
 - d. Binding stitched on and down – 3 points
- 6) Chairperson reviews each kit returned and prepares quilt for next step
 - a. Record/award points to person completing task
 - b. Provide materials for next step in the process of quilt completion
 - c. Record quilt kit progress on Progress record
- 7) Completed quilts are stored for distribution
 - a. At each CQC General meeting, at least one completed quilt is donated
 - i. Recipient is chosen by random selection from list of awarded points
 - ii. Recipient chooses not-for-profit entity to receive quilt
 - b. More than one quilt may be distributed if the inventory of finished quilts exceeds six
 - i. Six is arbitrary, and chairperson(s) can determine number to have on hand and number to be distributed at any meeting.

Community Education Outreach Committee

There are no Standing Rules for the Community Education Outreach committee.

GUIDELINES

Competition

PURPOSE

- 1) Provide judging service on behalf of CQC.
 - a. Judges and Scribes must be CQC members
 - b. Train and evaluate competent judges and scribes
 - c. Maintain contact with Judging Venues
 - d. Assign judges as requested by Venue
- 2) Provide education about judging processes to members of CQC and the public
 - a. Offer lectures and workshops as requested

GUIDELINES

- 1) Arrange contracts for judging venues.
 - a. Every January, contact county fairs, quilt guilds, and other organizations which sponsor quilt competitions to let them know about the availability of CQC judges and supply contracts and award information.
 - b. Lead judge submits budget for the Competition Committee by the February Board meeting and maintains budget throughout the year.
 - c. When contracts have been returned, schedule available quilt judges and scribes as requested.
 - d. About the middle of March-April 1st, provide judges with copies of contracts and other information from assigned venues: Quilt Evaluation form, Record of Awards Form, and CQC ribbons (Award of Excellence, First Time Entry, and Judges Choice) for each venue.
 - e. Judges must return Record of Awards Form to the Lead Judge by mid-August, with the name(s) and address(es) of the winner of the Award of Excellence ribbon.
 - f. Award of Excellence is given at the discretion of Judges and receives a 1-year Basic Membership to CQC. The Lead Judge sends the recipient a “coupon” for membership and the Membership Application form. If the recipient does not apply for membership within 30 days, the “coupon” is voided.
 - g. Judge’s Choice Ribbons are awarded at the discretion of the Judge and carry no monetary award.
 - h. CQC First Time Entry Ribbons are awarded only if the Venue has advertised the ribbon in their rules and carry no monetary award.
 - i. The CQC First Time Entry Ribbon is not given if the Venue has their own special division for a First Time Entry.
- 2) Maintain a current Competition Handbook and committee instructions on judging.
 - a. Review and revise the Competition Handbook only if changes have been made.
 - b. Maintain an adequate supply during the summer competition season. Handbooks may be sent to venue and show representatives along with contracts.
 - c. This handbook is copyrighted by Christine N. Brown and the Colorado Quilting Council (CQC). The contents may not be reproduced or transmitted in any form without written permission of the author and CQC. To order extra copies of this handbook for groups or guilds, please send a check or money order for \$3.00 per

copy, payable to: Colorado Quilting Council. Attn: Competition Committee Chairperson, PO Box 295, Wheat Ridge, CO 80034.

- d. Ensure that each committee member understands the requirements, code of ethics and expectations of CQC Judges and Scribes.
- 3) Direct and keep accurate records on Judges, Scribes and committee members.
 - a. Maintain a file of qualified Judges and Scribes and obtain yearly updates on changes and availability.
 - b. Conduct at least two committee meetings per year and include some emphasis on new techniques and judging trends and changes.
- 4) Present seminars and general information on judging to the CQC membership at least every two (2) years.
 - a. Judging workshops are open to the general membership. Guest speakers may be invited, if appropriate, and workshop fees may be charged.
 - b. Submit periodic newsletter articles on competitions and judging.
 - c. Promote CQC through awards, correspondence and goodwill.
- 5) Judges and Scribes log Volunteer Hours into the CQC database.
- 6) Lead Judge maintains current Competition Committee information on the CQC website. (Open/Closed Fairs dates and addresses, current CQC Quilt Evaluation Form, general information on Judge/Scribe requirements, yearly meeting dates and times/judging definitions).

CQC Quilt Collection

Standing Rules: The CQC Quilt Collection Committee shall:

- 1) Act as agent for, and oversee, the disposition and management of any quilt or quilt collection which may come to the Council by gift or purchase.
- 2) See to the storage and care of any quilt or quilt collection which is in the possession of the Council by gift or purchase.
- 3) Sleeve and document such quilts, and get appraisals if necessary, with Board approval.
- 4) Maintain current file of all quilts and blocks owned by CQC, i.e. location, pictures and all pertinent information.

GUIDELINES

- 1) Ensure that all quilts in the collection are properly maintained.
- 2) Oversee the quilt collection loans or gifts to museums and others, with Board approval.
- 3) In the event that a museum is unable to keep a quilt or collection previously given to them by CQC, then CQC shall regain possession and oversee any such quilt or quilt collection.

You might add a bit of information as to where the quilts are stored and how they are stored, boxes, bins etc. this would help the next person with your committee

Exhibits

Standing Rules: THE EXHIBITS COMMITTEE SHALL:

- 1) Be in charge of all Council sponsored exhibits, except special events, for which a separate chairperson has been appointed by the President.
- 2) Maintain a file of all Council exhibits and all information relating to each exhibit.
- 3) Assist local groups wishing to stage an exhibit and special events.

GUIDELINES

- 1) Locate places to display quilts (banks, libraries, galleries, etc.). Be aware of other committees that have special quilt shows, e.g., Quilt-A-Fair.
- 2) This committee should consider some smaller shows. Think of all the possibilities for hanging just one large quilt, or a window display of small items. Who says a quilt exhibit has to be major to be effective?
- 3) It is the purpose of CQC to promote quilting on many levels.
- 4) Check with the Property Chairperson for CQC equipment when needed.
 - a. CQC has rods for hanging quilts. If additional quilt stands or rods are necessary for hanging quilts, they can be rented from Freeman Decorating.
- 5) Notify by postcard or e-mail the acceptance of a quilt for an exhibition.
- 6) Request stationery at the January Board meeting.
- 7) If artwork will be needed, contact the CQC Communications Coordinator.
- 8) Make sure each participant receives a certificate for exhibiting a quilt.

Games Manager

There are no Standing Rules for Games Manager.

GUIDELINES

- 1) Be currently certified as Games Manager in accordance with the laws and requirements of the Secretary of State for the State of Colorado.
- 2) Be responsible for obtaining and maintaining necessary licenses with the State of Colorado in cooperation with the Treasurer and the Raffle Quilt Ticket Committee Chairperson as soon as possible.
- 3) Coordinate with the Raffle Quilt Ticket Committee to design and order the raffle tickets.
- 4) Coordinate with the Raffle Quilt Ticket Committee to obtain a sample voided ticket (ticket #1) for each raffle.
- 5) Submit sample raffle ticket(s) to the Office of the Secretary of State and obtain approval of the ticket(s) format as soon as possible. A voided raffle ticket must be on file with the Secretary of State prior to the sale of any raffle tickets.
- 6) Review the quarterly raffle ticket statements prepared by the Treasurer or Bookkeeper prior to the submittal of the statements to the Secretary of State. The Bookkeeper submits this form online.
- 7) Coordinate with the Raffle Quilt Ticket Committee Chairperson to ensure that a copy of the raffle license is posted at the raffle ticket drawing site in accordance with the laws and requirements of the Secretary of State for the State of Colorado.

Gifts and Grants

Standing Rules: THE GIFTS AND GRANTS COMMITTEE SHALL:

- 1) Administer these guidelines in the event a request is made by a museum, council, institution, association, individuals, etc. for a contribution of Colorado Quilting Council funds.
 - a. Grant of funds should promote the purpose of the Colorado Quilting Council: to preserve the heritage of quilting in the State of Colorado, to promote excellence in quilting and related textile arts, and to communicate new and old ideas.
 - b. Requests for funds must be made in writing by completing the CQC Gifts and Grants application in full.
 - c. Such Committee shall be composed of three members of CQC who will report to the Board of Directors at the next calendar Board meeting. If more time is needed to research the request, it should be made known to the Board and an updated report submitted at the calendar Board meeting. Research on requests should not take more than three months to complete unless otherwise stated. Initial approval will be determined by the Board of Directors at a regular Board meeting.
 - d. If further research into a request is needed, at least two members of the Committee shall be present when information is gathered.
 - e. It is not necessary to give a donation(s) each year. If the Committee deems it appropriate, it shall recommend to the Board of Directors that the request be denied at any request meeting the Board of Directors. Approval shall be presented to the General Membership for a vote, taking into account the Board's recommendation.

GUIDELINES

The process shall go as follows:

- 1) The applicant must contact the Gifts and Grants Chairperson to request a CQC Grant application form or download the Gifts and Grants form from the CQC website.
- 2) The applicant will fill out the paperwork in its entirety. (Failure to do so will result in the paperwork being sent back to applicant for completion.) The application, along with any additional paperwork and a cover letter will be returned to the Chairperson. A verbal request for a grant will not be accepted.
- 3) After review of the paperwork, it shall be brought before the CQC Board at the June or November Board meeting.
- 4) If the Board recommends approval of the request, it shall be brought to a vote by the General membership.
- 5) If the request is denied by the committee or the Board, the Chairperson will notify applicant of the decision.
- 6) If approved by General membership, the Chairperson will submit a check request to the Treasurer and notify the applicant of the decision.
- 7) The Board reserves the right to deny any request, and no reason need be given.

SPECIAL GUIDELINES:

- 1) A gift or grant must qualify as one of four types:

- a. Item
 - b. Education
 - c. Awards
 - d. Other
- 2) No one individual/guild/organization shall receive more than one-fourth of the Gifts and Grants total budget in any fiscal year, unless otherwise approved by the Board.
 - 3) No gift or grant shall be given to a profit-making institution or business. Verify the applicant is a non-profit (e.g., schools, 501c(3)).
 - 4) It is mandatory that proof/documentation be provided that the individual/guild/organization has made an effort to raise this money themselves.
 - 5) Before a partial gift is granted (less than the requested amount), dollar figures must be provided that the individual/guild/organization disbands, dissolves or no longer needs the capital item, it shall be turned over to CQC or the amount of money granted, be returned to CQC.

FURTHER GUIDELINES

- 1) Gifts and Grants requests will be accepted throughout the year, however, these requests will only be considered by the Board at the June and November Board meetings.
- 2) The recommendations from the Board will be voted on by the membership at the June and December General meetings.
- 3) The Chairperson of the Committee shall submit an article at least twice a year for publication in the newsletter explaining the Gifts and Grants criteria.
- 4) An article will also be published in the newsletter stating to whom the money was granted, and for what it was used.
- 5) A record to track grants shall be kept in the front of the Gifts and Grants notebook. This shall show fiscal year, date granted, person/guild/organization, reason and amount.

Grants

There are no Standing Rules for the Grants committee.

GUIDELINES

- 1) A grant writer shall be responsible for collaborating with various committee chairs, the Bookkeeper, Treasurer and President to gather all necessary materials required to write the grant.
- 2) The grant writer is responsible for ensuring that all elements of the application have been adhered to and that all guidelines of the application are met.
- 3) All communications from grantees should be dealt with promptly. At this time, SCFD is the only grantor.
- 4) The grant writer must meet all required deadlines for both the reporting (due around mid-February) and the subsequent grant application (due early March).

INFORMATION TO ENSURE GRANT ACCEPTANCE

- 1) Ensure accuracy of data
- 2) Have excellent writing skills
- 3) Gather all pertinent information beginning in January following the spending period. (For example, if the grant cycle is October 2024 – September 2025, the information needed is from January 2025 – December 2025 (the fiscal spending period).
- 4) All data necessary must be collected in January of the following year. (In this example, January 2026.)
- 5) The President must be the secondary contact and ensure that the requested materials are provided to the grant writer.
- 6) Deadlines are not flexible and must be adhered to for successful applications.
- 7) If County Commissions request explanations or further information, the grant writer will provide answers after conferring with the proper committee chairs, or individuals having access to the requested information.

Hall of Fame

Standing Rules: THE HALL OF FAME COMMITTEE SHALL:

- 1) Consider candidates who are CQC members in good standing.
- 2) Accept candidates recommended in writing, either by mail or by e-mail correspondence, by at least three sponsors, listing role played in CQC (officer, committee chair, volunteer, etc.) involvement in furthering quilting in Colorado and accomplishments.
- 3) Accept names of recommended candidates submitted before the march meeting.
- 4) Recipients can be notified of their acceptance in the hall of Fame at any time after their final review, but not necessarily should this be done before the birthday meeting induction ceremony in July at which all inductees for that year will be announced.
- 5) Limit the number of recipients to 7 or less per year.
- 6) Allow any candidate not accepted to be resubmitted for consideration in following years.
- 7) Award to recipient the following:
 - a. A wall plaque with their name and year selected.
 - b. Pin designating them a member of the Hall of Fame
- 8) The committee shall consist of a chairperson and at least 4 other Hall of Fame members
- 9) Each shall serve on the committee no more than three years consecutively.

GUIDELINES

- 1) The Chairperson must be a member of the Hall of Fame.
- 2) A meeting of the committee is not required.
- 3) Solicit nominees from the General membership through announcements at the General meetings in January and February.
- 4) Write an article for the newsletter outlining the requirements and have it published in the newsletter.
- 5) Biographies of the recipients should be included in the newsletter following the induction.
- 6) Ask a member(s) of the Hall of Fame to present the inductees at the July meeting.
- 7) Instruct the committee to keep the ballot secret.
- 8) Copies of the nomination letters and the secret ballot are sent to all committee members.
- 9) The ballot lists all nominees who meet the requirements as stated in the Standing Rules. Any nominee who does not get at least 50% of the votes is eliminated regardless of the number of nominees.
- 10) In considering the nominees, think first about their role played in CQC, and their involvement in furthering quilting in Colorado.
- 11) Ballots must be submitted in writing, either by mail or email, to the Chairperson. Verbal voting is not allowed.
- 12) The Chairperson cannot solicit additional letters or information to have a candidate meet the requirements for Hall of Fame. Do not feel obligated to get seven candidates.

Heritage

Standing Rules: THE HERITAGE COMMITTEE SHALL:

- 1) Maintain a scrapbook of newspaper articles about the Council and members of the Council, together with miscellaneous photographs, programs and assorted memorabilia of the Council, or other items of interest to Council members.
- 2) Maintain a file listing each scrapbook and a description of its contents and a list of any other items being maintained for Council history.
- 3) Bring Heritage scrapbooks to CQC birthday meeting in July.

GUIDELINES

- 1) Keep the current scrapbook up to date.
- 2) Bring scrapbooks to the birthday meeting in July, and any other meeting or function where appropriate.

Historical Documentation

Standing Rules: THE HISTORICAL DOCUMENTATION COMMITTEE SHALL:

- 1) Encourage the historical documentation of quilts in Colorado primarily through Quilt History Days, and other activities as determined by the committee with Board approval.
- 2) Chairperson will be the Administrator of Quilt History Days.
- 3) Set a schedule of such days throughout Colorado and serve as the liaison between the committee and the local representative.
- 4) Keep records of the quilts documented.

The following guidelines should be reviewed and updated to current practices.

GUIDELINES

There are two chairpersons, one for the Eastern Slope and one for the Western Slope of Colorado. These Guidelines pertain to each of the two committees.

- 1) Historical Documentation handles its own publicity. The chair announces dates via the newsletter and the local coordinator should contact the newspapers serving the area of the documentation.
- 2) Chair should set up a schedule of statewide visits and serve as the liaison between the local contact and the committee.
- 3) Explore areas which have not been visited and establish a contact in that area. The contact could be a local CQC member, quilt shop or a museum.
- 4) Recruit and train volunteers to serve on the committee.
- 5) Schedule an orientation/training session yearly.
- 6) Committee positions should include:
 - a. Registrar (1)
 - b. Oral History (2)
 - c. Document and measure quilt (3 stations consisting of 2 six foot tables, 1 core person (scribe), 2 measurers, a total of 9 people)
 - d. Photographer (1)
 - e. Log Book (1)
 - f. Research (3)
 - g. Runners (2-4)
 - h. People to hang quilts on frame (2)

The runners and people to hang quilts are usually persons recruited by the coordinator. Ideally, there would be 10 core members and 10 additional volunteers, as described above.

- 7) It is important for all committee (core) members to be able to fill any of the positions.
- 8) Event related mileage at IRS allowable rate per mile may be reimbursed if budgeted. The Chairperson is responsible for seeing that the trained core committee members are reimbursed for mileage at IRS allowable per mile. Carpooling is recommended with at least 3 people to a car. However, reimbursement for individual transportation is at the discretion of the Chairperson.
- 9) Advertising flyers can be provided to the local contact for distribution.
- 10) Information should be provided to the newsletter to publicize the event.

- 11) Communicate with the local coordinator regarding the requirements for having a successful documentation. These should include:
 - a. Brief explanation of what documentation is and why it is important to document quilts.
 - b. Room size.
 - c. Volunteers needed.
 - d. Tables needed.
 - e. Arrangement for lunch break.
 - f. Self-addressed stamped envelope for each quilt or if more than 2 quilts, a large self-addressed manilla envelope.
- 12) At documentation, tables need to be available as follows:
 - a. Registrar (1)
 - b. Oral History (2)
 - c. Measuring and documenting (6)
 - d. Photography and log book (1)
 - e. Research (1)
 - f. Holding Quilts (2)

PROCEDURES

- 1) Advertising flyers can be provided to the local contact for distribution.
- 2) Information should be provided to the newsletter to publicize the event.
- 3) On the day of the event, meet early to have the local volunteer orientation and general set up. Allow one hour.
- 4) Provide documentation forms so quilt owners can fill out information about ownership, history, etc. The oral history committee members review and complete the form with the quilt owner's input.
- 5) It is necessary for the quilt owner to give permission for quilt photos to be taken. There is a signature location on the documentation form.
- 6) Set the closing hour at least one hour before you plan to break down. This will allow for last minute issues.
- 7) Quilts to be documented should be provided to the committee before noon on the documentation day with appropriate paperwork (documentation form and self-addressed envelope) and payment.
- 8) Suggest to the local contact that quilts can be dropped off and then picked up at the end of the documentation day. Quilt owners may stay while their quilts are documented, but the wait could be long.
- 9) It takes 30 minutes to 1 hour to document each quilt. Quilts are documented in the order received.
- 10) For each quilt, assign a registry number, take an oral history and research and authenticate the pattern.
- 11) Each quilt owner will purchase a quilt documentation label with the registry information for \$1.00 per quilt. The owner has the option to additionally purchase a copy of the documentation forms and a set of three photographs for a total of \$10 per quilt.
- 12) Copies of the forms will be sent to the owner within 3 weeks of the documentation.

- 13) Checks should be given to the Treasurer within 1 week of receipt.
- 14) Photocopy the original documentation forms. Collate the photos with the forms, then mail the copies to the owners.
- 15) The photos are stored in archival sleeves in a notebook. The forms and notebook of photos are kept with the other documentation forms in numerical order in the CQC storage location.
- 16) Provide a follow-up report to the Communications Coordinator listing the names of the people who worked at the documentation day and the number of quilts documented.
- 17) Follow up with an announcement at the next General meeting to recognize the volunteers.
- 18) The forms used by the committee may need to be revised periodically.

Equipment

Each Eastern slope and Western slope committees have these:

The Chairperson shall be custodian of the equipment used to document:

- 1) Quilt frames (2)
- 2) Research books
- 3) Forms and information sheets
- 4) Sheets to cover tables
- 5) Sheet for photography, if necessary
- 6) Gray cloth
- 7) 4 tape measures
- 8) 3 clip boards
- 9) 18-20 chairs (provided by coordinator)
- 10) Cameras 1 digital
- 11) Tripod

Documentation Photography should:

- 1) Check camera for event, including chip and batteries
- 2) Take log book, color wheel and numbers
- 3) Take three photos of each quilt
 - a. Overview
 - b. Detail
 - c. With color wheel
 - d. (Optional) 1 photo with quilt owner
- 4) Order double prints. This will ensure enough to send to person whose quilt is documented, the other for the archival notebook.
- 5) Have pictures developed as soon as possible.
- 6) The photographs for the customers are processed and sent to the mailing committee within one week to be sent to the owner.
- 7) The official photos are placed in an archival protector and put in a notebook, filed with the original forms and then placed in an accordion file.
- 8) Micro-chip should be filed in archival sleeves and stored in a fireproof box. A CD containing the photo images should be stored with the documentation file.

HISTORIC DOCUMENTATION DATA ENTRY

- 1) Create, enter and update database with the information from the forms obtained at documentation days for easy access.
- 2) Scan photos into a compatible database so that there is a connection that allows forms and photos to be viewed together.
- 3) Make sure that the forms, negatives, photos, log books and any other paperwork are stored in an archival climate-controlled facility.
- 4) Organize the storage locker with the materials after the documentations are complete in Banker's Boxes.

Hospitality

Standing Rules: THE HOSPITALITY COMMITTEE SHALL:

- 1) Arrange for the meeting place of the regular Council Meetings from January through December for the following year. Exceptions allowed with Board approval.
- 2) The committee should confirm meeting venue has Zoom capabilities so that members can attend remotely.
- 3) Send notices to guilds, shops and other appropriate parties with details about CQC monthly meetings and other events. Notices may be hand delivered, mailed by U.S. Mail or emailed.
- 4) Send information to local contacts across the state to further publicize CQC events in their areas.
- 5) Send advanced notice of meetings (and other events) to guild representatives located near the event to have the information announced in newsletters on the web and at meetings.
- 6) Be responsible for collecting and awarding door prizes at the regular Council meetings.
- 7) Be responsible for coordinating a celebration of CQC's birthday at the July General meeting.
- 8) Be responsible for Holiday Luncheon which could include an ornament exchange.

GUIDELINES

- 1) The outgoing Chairperson should have the following year's budget prepared to pass along to the incoming Chairperson.
- 2) The new Chairperson could preview and make any necessary adjustments prior to submitting the budget at the February Board meeting. This will allow the new Chairperson, with possibly no experience at submitting a budget, an opportunity to see how it was presented in the past and learn from the previous Chairperson's experience.
- 3) Provide meeting location information to Communications Coordinator for publication.
- 4) CQC may serve refreshments and water at meetings or a host guild may offer to serve refreshments.
- 5) CQC may provide cake for special occasions: CQC birthday, (July), National Quilter's Day (March), etc. A small quilt-related gift for each attendee at these meetings may be provided instead of cake at the Hospitality Chair's discretion, provided that the total cost of the gift does not exceed the amount budgeted.

DOOR PRIZES

- 1) Door prizes have been gathered through business donations gathered by Pam Ballard. When this supply runs out, the Chair is to purchase prizes.
- 2) Gift certificates from eQuilter are to be used for online/zoom door prize recipients. eQuilter sends these certificates.
- 3) Get the names of the people present at the meeting from membership. Cut apart and put into a container for the drawing.
- 4) Draw the winner's ticket or name and announce the winning name or number for the door prizes. Board members will hand out the prizes to the winners. Winner must be present, either in-person or on Zoom.

- 5) Give the list of donors to the Communications Coordinator to be published in the next newsletter.

ORNAMENT EXCHANGE AT HOLIDAY LUNCHEON

This activity is not being done at this time.

HOLIDAY LUNCHEON

- 1) Prepare the sign-up form for the October newsletter describing the function, with the member cost, location, registration form and deadline.
- 2) Collect the reservation information and payments.
- 3) Arrange for the luncheon to be catered or served at a restaurant, or other site approved by the Board.
- 4) If catered, provide for table decorations.
- 5) Other entertainment such as an ornament exchange or table decorating contest may be included.

MONTHLY GENERAL MEETING PLACES

Committee must arrive early—at least one hour before registration begins.

- 1) E-mail or send out the information letter to the guild interested in having a meeting in their area.
- 2) For all meetings, contact a local person in the guild to assist in making the arrangements. The Hospitality Chair will contact the facility directly.
- 3) Coordinate the facility's requirements with the 2nd Vice President—Programs to determine what equipment is needed.
- 4) See that the furnishings are adequate for the program (i.e., darkening of the room for slides or power point presentations.)
- 5) Arrange for tables and chairs for Door Prizes, Membership, Library, Show and Tell, Ways and Means and any others as requested. Guilds wishing to display and sell tickets for a raffle quilt can request tables. Tables are allocated first to meeting business and CQC committees. If the facility is short on tables, guilds should be asked to bring their own table.
- 6) Plan locations for at least one year in advance of the current (and more, if possible) with Board approval and with the 2nd VP Elect.
- 7) Proposed meeting locations should be submitted to the Board in writing. Board should discuss meeting locations for the following year by July of the current year.
- 8) Maintain and utilize the check sheet for the day of meeting requirements to ensure all needs are met and all steps completed.

CQC BANNER AND TABLE SIGNS

- 1) Carry and display the banner at the entrance to the meeting place each month before the meeting begins.
- 2) Place signs on tables near the entry for Membership, Library, Door prizes, Show and Tell and Ways and Means, and others upon request.
- 3) Pick up all signs and banner when the meeting is over.

Library

Standing Rules: THE LIBRARY COMMITTEE SHALL:

- 1) Maintain the books or other resource material owned by the Council.
- 2) Maintain an online searchable file of all books and resource material.
- 3) Be responsible for lending items to the members of the Council and requesting return of same.

GUIDELINES

- 1) Maintain an online searchable catalog of materials utilizing the library thing app which includes Title, Author, Publisher, Copyright and comments.
- 2) Submit receipts and check request form for purchased items to the Treasurer for reimbursement.
- 3) At the beginning of the year, advise Hospitality Committee of the number of tables requested for each meeting.
- 4) Bring requested and available books to the monthly meetings. These will be at the discretion of the current Librarian.
- 5) Notify member of availability of the requested book prior to the meeting.
- 6) Bring extra books pertaining to the Speaker's subject matter if available.
- 7) Loan out books via computer by loan date, member's name and due date. Track via library thing app.
- 8) Add white card inside envelope stamped with due date and current Librarian's name and address.
- 9) MUST BE A CURRENT MEMBER OF CQC TO CHECK OUT BOOKS.
- 10) Member may check out a total of 5 items for up to 3 months. Those must be returned before any more books may be loaned to that person.
- 11) Remind member of the due date and location of that meeting.
- 12) If no one has requested a book and member is still using a book at the end of 3 months, it may be renewed by phone or e-mail.
- 13) Members will be notified of overdue books by phone or e-mail.
- 14) There will be a \$5.00 fee for each overdue book per month and will continue until books are returned or replaced. All library and future membership privileges will be suspended until overdue book problems are resolved.
- 15) A memorial book should be placed in the library in the name of a deceased member.
- 16) Present statistics to the Board at the March, June and November meetings regarding the number of books purchased, checked out and delinquent books for 90 or more days.
- 17) Books can be retired from the library at the discretion of the Librarian to improve the relevance and usefulness of the library.

FOR NEW BOOKS AND VIDEOS

- 1) Attach a check-out envelope to inside of book.
- 2) Stamp book or video with "Property of CQC".

BOOK REVIEWS

- 1) Provide a review of the speaker's book (if available) or a library book related to the speaker's topic, or another topic at the discretion of the Librarian.
- 2) Book reviews can be written by the Librarian or delegated to another member.
- 3) Book reviews with pictures of Front cover and examples are to be provided to the Communications Coordinator.

USED BOOK SALES

- 1) Sales of donated books and/or books retired from the CQC library are at the discretion of the Librarian.
- 2) Sales will be coordinated with the QAF Committee as needed.

Mystery Quilts

There are no Standing Rules for the Mystery Quilts committee.

GUIDELINES

If a mystery quilt is requested by the President or newsletter editor, then:

- 1) The design can be an original or a purchased design. It can be any size (wall hanging, table runner, large quilt), the committee can decide.
- 2) Check the pattern to make sure there are no mistakes.
- 3) Submit the pattern to be included in the newsletter.
- 4) Can have 3-to-6 month installments or steps to the pattern.
- 5) BE AVAILABLE to the membership, if they have questions or problems.
- 6) Set a date for members to show their finished project at a General meeting show and tell.

Newsletter Advertising

Standing Rules: THE NEWSLETTER ADVERTISING COMMITTEE SHALL:

- 1) Based on the copy of Business Memberships received from the 1st Vice President, Membership, the Newsletter Advertising Chair shall:
 - a. Directory listing – send the necessary information to the Communications Coordinator for inclusion in the next printed newsletter.
 - b. Newsletter Ad – obtain necessary digital information and artwork from the Business requesting the ad and provide to the Communications Coordinator for inclusion in the next printed newsletter.
 - c. Revolving Website Ad – obtain the necessary digital information and artwork from the Business Requesting the ad and provide that information to the Communications Coordinator for posting on the Website.
- 2) Maintain a schedule showing each Business that has selected any form of advertising, including the membership date of the Business and the expiration date of the advertising period.
- 3) When the advertising period has expired, and the Business has not renewed its advertising program, contact the Business in an attempt to have the advertising renewed, and if renewal is not made, inform the Communications Coordinator to remove the advertising from either the printed newsletter or the website.

GUIDELINES

- 1) Advertising rates for the coming year to be approved at the November/December Board meeting of the previous year.
- 2) Business advertising periods are the same as the business membership period.

Outreach Awards

Standing Rules: THE OUTREACH AWARDS COMMITTEE SHALL:

- 1) Consider nominations of any person or organization that has made an outstanding contribution to quilters or quilt making. This area of contribution may be educational, historical, creative, etc. These nominations will be made by a CQC member and must have three concurring signatures.
- 2) Present or mail a certificate and pin (at the July Meeting) by December to selected nominee(s). This certificate is not to be confused with CQC's Hall of Fame.

GUIDELINES

- 1) This committee should consist of three to five members, including the chairperson.
- 2) The committee will consider the merits of each nominee.
- 3) The chairperson shall solicit nominations through announcements at General meetings.
- 4) Write an article for the CQC newsletter and have it published February through May and again in June if there are no nominations.
- 5) Have nominees approved by committee members by July.
- 6) Invite recipient(s) to a General meeting to present award.
- 7) Present award stating purpose of award and recipient's qualifications at the General meeting in July or after – December's meeting at the latest. (The Communications Coordinator has the document file for the Outreach Award Certificate and can create the Award.) Samples are included in notebook. It is to be framed before presenting. Letter of nomination should be given to recipient along with pin and certificate.
- 8) Mail the award to recipient, or present virtually via Zoom, if not possible to present in person. Be sure to include the cover letter stating the purpose of award.
- 9) Write a short article for CQC newsletter announcing winner and stating qualifications.
- 10) Maintain the current list of recipients.

Photography

Standing Rules: THE PHOTOGRAPHY COMMITTEE SHALL:

- 1) Be responsible for and photograph the "Show and Tell" portion of the regular meeting.
- 2) Photograph Council exhibits and other exhibits when the majority of the items are furnished by Council members.
- 3) Photograph other activities of the Council at the request of the Board of Directors.
- 4) Maintain a file of digital images.
- 5) Provide copies of photographs as requested by members at cost plus postage rate or by email, digital images.

GUIDELINES

- 1) Take photos to preserve the record of quilts shown at General meetings. Retain the original unedited image file, the edited image in full high resolution (minor cleanup or straightening without changes to any quilt colors) and a web-sized image that is appropriate for the newsletter.

Monthly:

- 1) Maintain photos in chronological order for the use of the Heritage Committee, Communications Coordinator and archives.
- 2) Make a list of people who show and what is shown.
- 3) Keep file of Show and Tell forms and hand them over to chairs for archival.
- 4) Make copies of Show and Tell forms before meeting. These can be done by scanning.
- 5) Have supply of reprint forms.
- 6) Take an overview and one or more detail of each quilt.

Final report:

- 1) At year end, review files to be sure all pictures are archivally organized and in the proper place.

EQUIPMENT

At this time, photographer uses their own equipment.

PROCEDURES

- 1) It is important to keep things organized monthly. Proper storage of digital files and backups is essential.
- 2) We offer digital files to members.

At the meeting:

- 1) Have forms ready and available.
- 2) Hand out forms as people request them.
- 3) Take photos of Show and Tell, program speaker and a sample of their work.

Use of photos:

- 1) Members: for reprints of their own or other quilts.

- 2) Newsletter and website.
- 3) Other uses as may be required.

Property

Standing Rules: THE PROPERTY COMMITTEE SHALL:

- 1) Maintain an inventory of all Colorado Quilting Council property.
- 2) Have a list showing the members currently in possession of all the property.
- 3) Be responsible for transporting property to the Council meeting as needed.
- 4) Be responsible for the maintenance of the Council storage unit and see that all payments for rentals are made.
- 5) Supply the Treasurer with an exact description and cost of each item or property when purchased.

GUIDELINES

- 1) Forward all invoices to the Treasurer with description and cost of each new item acquired.
- 2) Keep a file of all CQC property with appropriate identifying information, such as serial numbers, date of acquisition, model number (if applicable), cost, etc.
- 3) Keep a current list of items held in storage.
- 4) Provide equipment needed for CQC events as requested by committee chairpersons. (Quilt racks, extensions cords, etc.)
- 5) Keep keys to the storage unit. One key should be held by the President and one by the Quilt Collection chairperson. Others may be held by the Quilt-a-Fair and Documentation chairpersons.
- 6) Coordinate monthly payment of rental fees with the Treasurer and assure that insurance is maintained.

NOTE: Virtually all equipment and supplies now held in storage are no longer on our financial records as “inventory”. All property has been expensed when it was acquired and is stored for use by various committees. We also maintain the archival records of the organization and some legal documents we are required to keep, such as organization minutes, tax returns, and current financial records. Documentation records and the Quilt Collection are under the control of those committees.

CURRENT STORAGE UNIT:

Guardian Storage, Unit 1218
9241 Wadsworth Blvd.
Westminster, CO 80021

CQC Property Policy:

- 1) Items belonging to CQC are available for use by committee members at CQC sponsored activities. Requests for any item should be submitted to the Property Chairperson.
- 2) Assets may only be used for CQC purposes. No personal use allowed.
- 3) CQC members in good standing may request to borrow CQC properties for use at non-CQC events which help to promote quilting if the requested item(s) are not needed by CQC at that time. The request must go to the CQC Board for approval. There is a special

form for the borrower to fill out when taking equipment. This is located on the inside of the storage door.

Publicity

Standing Rules: THE PUBLICITY COMMITTEE SHALL:

- 1) When meeting away from the usual location for the year, send notices to guilds, shops and other appropriate parties with details about CQC monthly meetings and other events in the area of the meeting place. Notices may be hand delivered, mailed by U.S. Mail or emailed.
- 2) Send information to local contacts across the state to further publicize CQC events in their areas.
- 3) Send advanced notice of meetings (and other events) to guild representatives located near the event to have the information announced in newsletters on the web and at meetings.

GUIDELINES

In a timely manner, the Publicity Chairperson will check with the CQC Programs Chair for updates on programs and workshops. This information will be disseminated to the entire mailing list about once a month.

- 1) Notices should be sent to local contacts across the state to further publicize CQC events in their areas. Posting event information as early as possible is likely to get the most coverage and utilize social media such as Facebook, Instagram and other resources to post information electronically regarding CQC events.
- 2) Send advanced notice of CQC meetings (and other events) to local guild representatives (ideally including the President, Newsletter Editor and Webmaster) near the event to have the information announced in their newsletters, on the web and at meetings. This information usually should be sent out about two months in advance to allow time to be added to the guild's publicity.
- 3) Publicize other CQC related events as appropriate (for example, Quilt-A-Fair, Documentation and Competition).
- 4) Share address changes (and shop ownership changes) with the Communications Coordinator and Newsletter Advertising Chairs (and any other appropriate Board members).
- 5) Since leadership can change yearly in most guilds, care should be taken to keep lists up to date.
- 6) All data and notebooks should be passed on to the new Chairperson.

Quilt-a-Fair

Standing Rules: THE QUILT-A-FAIR COMMITTEE SHALL:

- 1) Be responsible for location and arranging, with Board approval, an appropriate building for the next Quilt-A-Fair.
- 2) Serve as liaison between the building management and the Board of Directors for the current year's Quilt-A-Fair.
- 3) Serve as administrator of all subcommittees, such as:
 - a. Registration and set up
 - b. Admissions
 - c. Food Service
 - d. Hospitality
 - e. Publicity
 - f. Quilt Show
 - g. Silent Auction
 - h. Treasurer
 - i. Raffle gallery
 - j. CQC Booth
 - k. Volunteers
 - l. Special exhibit
 - m. Kids Zone
 - n. Others, as necessary
- 4) Prepare a special report describing the activities, participants, and financial report, including itemized receipts and disbursements. By the November Board meeting.
- 5) QAF Director(s) shall attend and present monthly progress report to CQC Board.

GUIDELINES

- 1) It is important that the QAF Director fill the subcommittee chairs. This should be done quickly, as some of the subcommittee chairpersons need to get an early start.
- 2) Subcommittee chairpersons need to work independently.
- 3) Committee meetings may be necessary and the QAF Director(s) need to keep in touch with sub-chairs to see that each aspect of QAF is being taken care of.
- 4) It is a challenge to keep QAF new and exciting year after year. This is possible by adding new ideas.

TIME LINE BY MONTH

JANUARY:

- 1) Select subcommittee chairpersons.
- 2) Establish a phone or email log to keep track of contacts.
- 3) Begin the financial records in coordination with the Treasurer and/or bookkeeper.
- 4) Place a notice in the CQC Newsletter stating that the information packets will be sent to potential vendors and sponsors. Include the QAF email address for anyone else interested in participating.
- 5) Contact the Communications Coordinator to confirm the dates, times and email address of QAF.

FEBRUARY:

- 1) Prepare and submit to the CQC Treasurer, President and Bookkeeper, a proposed budget on or before the February Board meeting.
- 2) Remind Publicity Committee that the ads must be created and ordered.
- 3) Artwork will be needed.
- 4) Email the list of last year's vendors, those on the wait list and interested parties a copy of the information packet.
- 5) The information packet contains:
 - a. Cover letter explaining any changes, etc.
 - b. Copy of the list of acceptable merchandise
 - c. Copy of this year's contract
- 6) In the newsletter, offer other guilds space for their raffle quilt in the Raffle Gallery.

MARCH:

- 1) Submit newsletter article to Communications Coordinator.
- 2) Remind members that there is still time to be considered for vendor space at the General meeting and in the newsletter, and that a wait list is being made available.
- 3) Sign agreement for rental of the Fairgrounds event center, parking space, use of striper to mark parking lot, use of kitchen, picnic tables, electricity and PA system.
- 4) Pay the rent and the security deposit when due. Because of time restraints, this may occur the beginning of April.

APRIL:

- 1) Submit newsletter article to Communications Coordinator.
- 2) Include a blurb about posting a flyer at one of your favorite haunts, e.g., grocery store, church.

MAY:

- 1) Submit newsletter article to Communications Coordinator.
- 2) Raffle Gallery continues to announce space, if available.
- 3) All vendors are to be notified by May 15 as to their status: (this is sent to them via the USPS).
 - a. Accepted in show
 - b. Need CQC membership to participate in show
 - c. Do not meet the requirements to be in the show (items not quilt related)
 - d. Placed on wait list, no more space available
 - e. If did not request the wait list, will be placed on interest list for the following year

JUNE:

- 1) Request volunteers. Make specific assignments, e.g., silent auction 10:00 AM – 10:30 AM. Many volunteers work for the same subcommittee chairperson year after year, make sure that they are contacted for the same position.

AUGUST:

- 1) Arrange security, scissor lift, Butler Rents (pipe and drape)
- 2) Continue to recruit more volunteers
- 3) Subcommittee chairs should follow up with volunteers and then give list to Volunteer Chair so that when the volunteer arrives, they can be guided to the proper spot.

SEPTEMBER:

- 1) Follow up on all arrangements made in August.
- 2) Put the sign on the fence of the Fairgrounds 1 week before QAF.

WEEK OF QUILT-A-FAIR:**MONDAY:**

- 1) Set up according to the booth registration contract.
- 2) The set-up or taping of the floor takes place on Monday afternoon before the show.
- 3) Because of the bending and stretching needed for this job, we no longer ask volunteers to do this.

TUESDAY:

- 1) At 9 am, Butler Rents arrives to install the pipe and drape and the tables and chairs. This will take most of the day.
- 2) At 10 am, the scissor jack arrives to hang quilts.
- 3) The Quilt Show chairperson and volunteers hang the quilts.

WEDNESDAY:

- 1) This is vendor set-up day. Vendors enter the building and sign in.
- 2) Give entry badges to vendor. This includes two free badges plus any additional that they ordered.
- 3) Give a Registration Packet to vendor, which includes:
 - a. A copy of the show brochure
 - b. Tax information and forms
 - c. Tax rate sheet
 - d. A welcome and a list of what we can do for the vendors as well as a list of what the vendor can do for the show
 - e. Vendor has until 6 pm to finish their booth set-up. At that time, the building closes down.
 - f. Instructions for tear-down

THURSDAY: QAF DAY

- 1) Check booths. Be sure that all of the vendors are in place with the Registrar.
- 2) Provide contact information for the QAF Director and security officers to each vendor.
- 3) Check for fire code violations throughout the event.
- 4) Remind vendors that there is no early takedown.
- 5) Open Quilt-A-Fair. Presently the show is open 9 am - 4 pm Thursday and Friday and 9 am -3 pm on Saturday.
- 6) Two Silent Auctions are planned, and the Treasurer and volunteers take care of the money and credit cards.

FRIDAY: QAF DAY:

- 1) This is a repeat of Thursday.

SATURDAY QAF DAY:

- 1) This is a repeat of Thursday.
- 2) At 3 pm, begin tear down.

POST QAF:

- 1) Request all reimbursement forms and final subcommittee reports.
- 2) Follow up article for newsletter.

OCTOBER

Write and present final report to the CQC Board.

QUILT-A-FAIR SUBCOMMITTEES**Booth Registration**

- 1) Email information packets on February 1 to all of the vendors of the previous year, the wait list and interested persons.
- 2) Vendors are accepted on a first come, first served basis. All of the vendors that have a postmark of May 1 will be considered at one time.
- 3) All vendors will be checked for CQC membership.
- 4) Often what they want for a booth is no longer available, and substitutes need to be offered, and because of the mail service, we usually do not start placing until the middle of the month so that all of the same postmarks will be in our hands to consider.
- 5) We do not deposit the checks as we get them, but rather when the vendor is accepted to avoid having to issue refunds if they are not in the show.
- 6) The CQC Booth is near the entrance and staffed by the CQC Board members.
- 7) The Registration Packet should contain not only booth assignments but a current tax sheet. Information regarding the parking should be included, as well as emergency phone numbers of the location.
- 8) Two name tags need to be included in the Registration packet and also a closing time must be conveyed. It must be clear what time they need to be packed up and out of the building.
- 9) Each vendor is required to "donate" an item of their choice for the Silent Auction as part of the booth fee. The Treasurer shall a receipt for the Silent Auction item if requested.

Food Service

- 1) Select a local restaurant or other non-profit organization to provide food and beverages.
- 2) We use the kitchen for ice and water.

Quilt Show

- 1) Solicit entries for the show from CQC members. This can be a group, an individual, or the general membership.
- 2) Clearly state size requirements in the registration form.

- 3) Curator will supply the information sheets to the members of the presenting group for each quilt shown. If there is no curator it will be necessary to publish an entry form in the newsletter which would contain information about each quilt (if you are obtaining the quilts from the general membership), this should be done in July/August.
- 4) The Chairperson or a curator, if one is appointed, will compile the information given about the show to the Registrar to use in the brochure by Sept 1.
- 5) Write an article for the June newsletter if you are calling for items from the general membership. Develop an entry form to use with collections. Check with the Director to be sure all information is asked for. Omit this article if using a curator.
- 6) In August, at the General meeting, announce the quilt show and solicit items. This step must be done if the quilt show is to be of quilts from the General Membership, not a group, guild or other organization.
- 7) The Chairperson requests help with hanging the show.
- 8) The Chairperson and Curator are responsible for:
 - a. **September**, make arrangements to get the quilts.
 - b. Compile the information for the brochure.
 - c. Make sure each quilt is identified with a label, and assign a number to each quilt.
 - d. Let the Director know how many numbers you will need for the tags.
 - e. Each quilt should have a number tag, and it should be pinned to the lower right corner, large enough to read from the floor.
- 9) The Chairperson and Curator are responsible for:
 - a. Getting quilts to the fairgrounds, coordinated with the Quilt Show Display Chairperson.
 - b. Quilts must be ready to be hung on Tuesday AM before the Set-up day.
- 10) The Chairperson and Curator are responsible for:
 - a. At the end of the show: Help with the taking down of the quilts and arrange to return to owners.
- 11) A scissor jack is rented to hang and remove the quilts on the wires that are set up at the fairground for this purpose.

Silent Auction

- 1) The Silent Auction has very little to be done prior to the Set-up Day, except place a request with Registration for tables.
- 2) Confirm that the Volunteer Chair has a list of volunteers and times assigned.
- 3) At Set-up, the tables need to be arranged and covered with table skirts.
- 4) Use the vendor list to check off the donations from each vendor.
- 5) Select which donations will be in which of the auctions.
- 6) Reserve a table for the Treasurer and helper so that they can collect the money.
- 7) At the end of the event, ensure that the Silent Auction area is clean and all QAF property is returned to the plastic tubs for storage.

Publicity

- 1) In order to attract more people to QAF, it is important to advertise.
- 2) Chairperson may work with CQC Publicity Chair.

- 3) We also depend on our members and the local newspapers for publicity.

Publicity Timeline

- 1) FEBRUARY: Get information out to the national publications and create postcards.
- 2) MARCH: Have information at CQC meetings for members and shops. Ask members to take postcards to save on postage costs.
- 3) APRIL: As soon as the flyers are ready, mail copies to each quilt shop with a telephone number and email address to contact to get more as needed.
- 4) MAY: Replenish shops with postcards as needed.
- 5) JULY: Have information at CQC meeting for members and shops.
- 6) AUGUST: Continue to have members pass out postcards to friends.
- 7) SEPTEMBER:
 - a. Replenish shops with postcards as needed.
 - b. Advertise in local newspapers/TV/radio.

Admissions

- 1) Recruit a minimum of six volunteers for the first two-hour shifts each day, three to handle money and three to stamp hands. Two to four volunteers for each shift after that is usually sufficient.
- 2) Supply a list of names and time slots to the Volunteer Chairperson for sign-in.
- 3) Be sure that you have ink pads and stamps; these are in storage and should be available from the Director. Each day a different type of stamp should be used.
- 4) Be sure that the price of admission signs are on the table.
- 5) Each day is an individual entrance charge. No admission will be charged after one hour before closing.
- 6) Be sure to stamp any attendee leaving the building that plans to return that day.
- 7) Be present at the Admissions table at each shift change to make sure that all volunteers are present and that they know what to do.
- 8) Make sure your volunteers can make change. It is important to have a sufficient number of cash boxes with start-up money.
- 9) Check in occasionally to make sure that the cash boxes are not overflowing. If they are, contact the Treasurer or the Director.
- 10) The vendors need to bring their own petty cash, or ask the Director to take their money to the Treasurer to get change.
- 11) At the end of the show, clear off tables and fold tablecloths for storage.
- 12) If new ink pads will be needed for next year, inform the Director.

Hospitality

- 1) Provide a seating area with tables.
- 2) Provide water for the vendors.
- 3) Provide coffee in the provided area for the vendors and volunteers. Make one large pot each day. Prepare it the night before. Security will turn the pot on in the a.m.

- 4) Tables needed: card tables and whatever picnic tables are present. Cover tables with tablecloths and arrange chairs around them. After the show each day, replace the tablecloths and straighten up chairs.
- 5) The following will be available from storage:
 - a. Coffee pot
 - b. Water Cooler
 - c. Water Cart
- 6) You may need to get:
 - a. Coffee, creamer, sugar stirrers
 - b. Styrofoam cups for coffee
 - c. Paper cups and lids for water
- 7) Ice is available in the kitchen, use as needed.
- 8) Check with Director as to what is in storage from last year.

For Hospitality, in MAY:

- 1) Let the Volunteer Chairperson know how many volunteers will be needed and for what timeslots.
- 2) If non-CQC members have volunteered, provide the Volunteer Chairperson with a list of names and the time slots. They need to check in at the Volunteer Desk.
- 3) Two people are needed to distribute water to the vendors (2 hour time slots is best).

HOSPITALITY CHAIRPERSON is responsible for:

- 1) WEDNESDAY:
 - a. Setting up the hospitality area: tables, tablecloths, set up coffee for the next day.
- 2) THURSDAY and FRIDAY:
 - a. Keep tables clean of litter during the day.
 - b. Keep water cart functional and circulating.
 - c. Check to see that coffee pot is cleaned and set up for the next day.
- 3) SATURDAY:
 - a. Do the same jobs as day before.
 - b. At the end of QAF, clean up your area and take down tables.
 - c. Take tablecloths to designated collection area for cleaning. Do not put soiled linen in the tubs for storage.
 - d. If any equipment needs repair or replacement, inform Director.

Treasurer

- 1) The Treasurer is responsible for making all deposits, credit card transactions and writing expense checks for reimbursements and payments.
- 2) The Registrar may send refunds for booth space if this is arranged with the Treasurer.
- 3) The final bill for the rental company should be approved by the Director before it is paid.
- 4) Provide the Bookkeeper with sales tax report given to Vendors for sales tax filing.
- 5) Count money at the show and make deposits at local bank.
- 6) Fill the cash boxes for Admissions, Silent Auction and any other CQC booth requesting cash.

- 7) Collect all money (cash, check and credit card transactions) for the Silent Auction.
- 8) Send sales tax money collected and the sales report to the Bookkeeper within 10 days of the show. Bookkeeper needs to file sales tax report within 20 days of the event.

BEFORE THE DAY OF QUILT-A-FAIR

- 1) Have copies of appropriate sales tax charts (obtain from Colorado Department of Revenue). The sales tax information is available on the website and should be included in the vendors' registration packet.
- 2) Sales tax is collected on all auction items.
- 3) Sales tax report showing: Merchandise sold, tax received and total revenue to be turned in to the Bookkeeper no later than October 5th.

BE SURE TO HAVE THE FOLLOWING EQUIPMENT (kept in storage):

- 1) CQC credit card reader.
- 2) Cash boxes (8 for admissions, 1 for Silent Auction)
- 3) Zippered bank bags (6)
- 4) 2 adding machines
- 5) Hand held calculators (2-3)

PREPARING THE FOLLOWING FORMS:

- 1) Cash box transmittal form
- 2) Cash box cards listing opening change and transmittals during the day to the Treasurer
- 3) Receipts worksheet

DAILY OPERATIONS

- 1) Arrange for an assistant treasurer or two to help count money and prepare deposits.
- 2) Deposit proceeds on a daily basis at a local bank.
- 3) Keep collected monies in a continually monitored safe place.
- 4) Talk to Ways and Means, Membership and Raffle committee(s) to provide any assistance in form of cash boxes, change, sales tax charts, etc.
- 5) Distribute the cash boxes and introduce yourself to the people in charge of each of the areas.
- 6) Make hourly pickups of Admissions cashboxes.

OPENING TIME TO CLOSE:

- 1) Treasurer should make pickups for receipts from various areas, prepare deposits for the bank and track all money.
- 2) At the close of the Silent Auction:
 - a. Arrive at Silent Auction are about 15 minutes before the close of each auction with calculators, cash box and credit card reader.
 - b. Assist the Silent Auction personnel by acting as central cashier to make change, collect checks and make credit card sales.
 - c. Reconcile cash box and receipts to the total of the bid sheets.

AT END OF EACH DAY:

- 1) Pick up all cash boxes.
- 2) Finish all deposit preparations, currency, checks and charges, and any reconciliation and receipts worksheets.
- 3) Pay any check requests that have been submitted by the chairpersons.
- 4) Report to the Director the day's attendance numbers.

Volunteer Chairperson

- 1) Assist other chairpersons in recruiting volunteers to work at the show.
- 2) Check with each chairperson to see that they have enough volunteers. Use the volunteer interest list from the Membership chairperson. Also, using last year's volunteer list, inquire if any would like to help again.
- 3) Two weeks before the show, provide each Chairperson with a list of their volunteers.
- 4) Time slots are normally 2.5 hours.
- 5) Chairpersons that will need volunteers:
 - a. Admissions
 - b. Silent Auction
 - c. Hospitality
 - d. Set-up
 - e. Quilt hanging
 - f. Volunteer Booth
 - g. Raffle Quilt
 - h. Ways and Means
 - i. Kids Zone
- 6) Prepare an organized listing of volunteers for each assigned function so that volunteers can be directed easily. This listing should include the name of the Chair and the time the volunteer is expected to work.
- 7) Have a volunteer check-in near the entrance.
- 8) It is not necessary for the Volunteer chair to remain at the Volunteer check-in all day, but should ensure that others at this booth are familiar with the volunteer list.
- 9) At the end of the show on Saturday, clean up the booth, fold the table covering and place it in the collection area.

Raffle Gallery

- 1) The Chairperson of this committee will send an invitation to Member Guilds to display their Raffle Quilts in the space provided by QAF.
- 2) Publish invitation in March, April and June newsletters of the Colorado Quilting Council.
- 3) As the responses are received, confirm membership in CQC, and if there is still space available, inform the guild that they have been accepted.
- 4) Because of space restrictions, up to six quilts will be on display.
- 5) Each group will be provided with one table and two chairs. Only two members of that Guild are to be at the table to sell tickets. Nothing else may be sold at the table. Guild volunteers pay \$5.00 at the Volunteer check-in table to work their shift.
- 6) It is the responsibility of the Guild President to inform their workers of the guidelines that are in place for the gallery.
 - a. Each guild volunteer must pay \$5.00 admission fee.
 - b. No other items are to be sold in the gallery
 - c. There should be someone at the table at all times.
 - d. The workers are to stay until the end of the show each day.

Quilt Trails

There are no Standing Rules for the Quilt Trails committee.

GUIDELINES

- 1) Maintain a web page on the CQC website which indicates trail names, block names and block locations. This replaces the old printed flyers which once existed, saving printing costs and providing an easily updated format.
- 2) Periodically update the website with new text and pictures.
- 3) Provide contact information on the website to report any new blocks to the Quilt Trails Committee.
- 4) Keep contact information on the website up-to-date.
- 5) Contact the owner of any block which is a candidate for the Quilt Trails to obtain permission before posting any new block locations to the website.
- 6) Keep track of block names and contact names for each of the blocks or trails as applicable.
- 7) If a shop with a CQC-owned block is going out of business, check with the owner to retrieve the block, if possible. CQC-owned blocks are marked on the back. The idea is to keep the blocks in circulation. However, the closing of a shop is a time of emotional stress for those involved. If collecting the block causes hardship or the block is not in good enough shape to reassign to another place, we do not have to enforce our rights.
- 8) Periodically inventory the trail locations, hopefully at least once every five years. The next wholesale inventory is recommended for 2027.

RESOURCES

Lois Knight and Glenda Brown are great resources to find the block names. If they are no longer doing it, check with the documentation committee. EQ8 Encyclopedia of Block Names (Brackman, 2020) is also a good source.

Raffle Quilt

Standing Rules: THE RAFFLE QUILT COMMITTEE SHALL:

- 1) Be responsible for the designing of the quilt with Board approval.
- 2) Coordinate construction of the quilt by the set deadline.
- 3) Establish guidelines for maintaining Council standards of workmanship and quality for each raffle quilt.

GUIDELINES

- 1) In September/October, find a maker/Chairperson for the raffle quilt two years in the future.
- 2) The idea for the Raffle quilt must be presented to the Board for approval before the project is started.
- 3) Allow a year for the quilt to be made, i.e. the quilt for next year must be started in the preceding year.
- 4) Name the quilt.
- 5) Ensure Raffle Quilt has a 4 inch sleeve sewn to the top back.
- 6) Make sure there is an appropriate bag made/provided for the quilt.
- 7) Provide and attach a label to the back of the quilt listing the design source, participants and quilter.
- 8) Have the quilt appraised.
- 9) Have the Council photographer take pictures for the website and QAF postcards along with inserts for the ticket packets.
- 10) Have the quilt documented by the Documentation Committee.

Raffle Quilt Tickets

Standing Rules: THE RAFFLE QUILT TICKET COMMITTEE CHAIR SHALL:

- 1) Be responsible for providing necessary license and raffle ticket information to the CQC Games manager and for maintaining records in accordance with the State of Colorado regulations.
- 2) Coordinate publicity for the quilt.
- 3) Coordinate ticket sales and required record keeping.
- 4) Conduct a fair and impartial drawing to determine winner at each Colorado Quilting Council MEETING IN DECEMBER in accordance with instructions from the Games Manager

GUIDELINES

- 1) Raffle license must be obtained by the Games Manager.
- 2) In December, request a copy of the license for the upcoming year from the certified Games Manager.
- 3) Once a copy of the license is obtained, tickets can be ordered by the Games Manager.
- 4) The license number MUST be printed on the tickets.
- 5) Each ticket must be numbered. The number is to be printed on each side of the perforation. That is, the stub for the buyer's name and information should have the ticket number and the segment with the quilt information should have the same ticket number.
- 6) Other requirements to have printed on the ticket are:
 - a. Date, time and location of drawing
 - b. Size of quilt
 - c. Name of quilt
 - d. Price per ticket
 - e. Price for ticket multiples
 - f. Include the phrase: "Winner need not be present to win"
- 7) The ticket color should be different from the previous year.
- 8) A sample ticket must be submitted with the application for the Raffle License by the Games Manager and the first raffle ticket must be sent by the Games Manager to the Secretary of State's Office for their files.
- 9) Obtain estimates from several print shops for the cost of printing tickets.
- 10) Order a sufficient number of tickets to send each member 18 tickets plus enough for sales at various show venues. Refer to last year's sales for estimated amount.
- 11) Include a picture of the quilt in the envelopes with the tickets.
- 12) Compose a note to the members encouraging sales and give contact information address.
- 13) Collect ticket stubs, money and unsold tickets at membership meetings.
- 14) Plan to have the tickets available for attendees to pick up at the January and February General meetings.
- 15) Mail any unclaimed tickets after the March General meeting.
- 16) Each envelope should contain your note, one photo and 18 tickets in consecutive number order.

- 17) Obtain the mailing list from the 1st Vice President, Membership. Two copies are needed, one formatted for mailing labels, the other on regular paper. The labels are to be affixed to the envelopes. The regular list is to be used in recording which ticket members are distributed, which are sold, and which are returned.
- 18) Set up your records to track the following information:
 - a. Record the number of tickets, ticket numbers and the recipients of the tickets.
 - b. Record tickets returned by members and keep a list of those requesting that no tickets be sent in the future.
 - c. Record checks and cash for purchased tickets and arrange with the Treasurer to deliver funds in a timely manner. For each deposit given to the Treasurer, list member name, tickets sold, money received and check number, if appropriate.
 - d. Record expenses for end of year reports, request payment for expenditures from the Treasurer.
- 24) Checks should be deposited as timely as possible. Coordinate with the Treasurer for protocol and what is needed to deposit raffle proceeds into the correct account.
- 25) Arrange with Property to sign out a quilt rack for the year and have it available for shows, etc.
- 26) Publicize as much as possible. Show quilt at CQC meetings. Have standing order with Hospitality for a table to sell tickets and collect stubs, funds and unsold tickets.
- 27) If quilt has not already been appraised, arrange to get the quilt to Cindy Brick for appraisal. Cindy does this as a service for CQC and she is very easy to work with. Ask Cindy for three copies of the appraisal; one for the winner, one for the committee's records and one for the committee/person who made the quilt.
- 28) Have the quilt documented by the Documentation Committee. You will need two copies of their report, one for the winner and one for your records.
- 29) Committee is responsible for showing, coordinating and recruiting volunteers for any outside venues for selling raffle quilt tickets (Rusty Barn, Colorado State Fair, county fairs, etc.)
- 30) Find places to sell raffle tickets. Example: contact quilt shop owners requesting to display quilt and sell tickets outside of store during shop hop.
- 31) A reference copy of the Raffle License must be available at the sales site.
- 32) Coordinate with Newsletter Advertising for shop contacts.
- 33) Staff booth at Quilt-A-Fair.
- 34) Arrange with Property to secure the drum for drawing.
- 35) The person drawing the winning ticket(s) must be at least 21 years old.
- 36) A copy of the license must be displayed at the raffle drawing location.
- 37) See Games Manager for the current State requirements for the raffle drawing.
- 38) Raffle stubs, both sold and unsold, must be retained for six months after the quarter in which the raffle drawing was held (state requirement).
- 39) Winning ticket is turned over to CQC Treasurer to keep with Raffle Report and for filing purposes.

Retreat, Fall

Standing Rules: THE FALL RETREAT COMMITTEE SHALL:

- 1) Be responsible for locating and arranging, with Board approval, the site and guest artist for the retreat two years succeeding.
- 2) Make final arrangements for the site and the program for the current year, including: transportation for the guest artist, room assignments, supply list, publicity, special retreat events, etc.
- 3) Make final arrangements for classes, room assignments, supply lists, publicity and all retreat events.
- 4) Keep accurate records and Guidelines, and pass on to next Chairperson.

GUIDELINES

All contracts must have Board approval before being finalized and must be signed by President and Chairperson.

SUGGESTED TIMELINE:

JANUARY

- 1) Secure site for the year's retreat by making deposit as required.
- 2) Get brochures from the site to include with the confirmation letters.
- 3) Send out artist inquiry letters for two years in advance.

FEBRUARY BOARD MEETING

- 1) Obtain Board approval for all expenses. This includes retreat venue, guest artist fee, lodging and travel arrangements, as well as lodging and meals for retreat participants.
- 2) Set a participant fee to cover all costs incurred by the committee, full and retreat-only.
- 3) Select committee members and assign responsibilities. Hold meetings as required.

APRIL AND MAY

Prepare newsletter article regarding upcoming retreat (a teaser).

JUNE

Prepare full article and registration form for newsletter.

JULY

- 1) Select guest artist for two years in advance and submit for Board approval.
- 2) Registration fees may be accepted in installments.
- 3) Deposit checks within one week of receipt. Coordinate with Treasurer for protocol.
- 4) Send out retreat packets as registrations are received.

AUGUST

Prepare final "update" for newsletter.

SEPTEMBER – JANUARY

Select next year's retreat site and submit to Board for approval.

OCTOBER

Retreat Weekend

- 1) Ensure all bills are paid.
- 2) Keep door prizes unwrapped.

NOVEMBER

- 1) Recap retreat to Board and make suggestions for additions and/or changes.
- 2) Change the plans every year to keep interest high (alternate techniques, i.e. machine/hand).

Retreat, Spring

Standing Rules: THE SPRING RETREAT COMMITTEE SHALL:

- 1) Be responsible for locating and arranging, with Board approval, the site for the retreat two years succeeding.
- 2) Make final arrangements for the site and the program, for the current year, room assignments, supply list, publicity, special retreat events, etc.
- 3) Be responsible for acquiring the site for subsequent years of retreat.
- 4) Make final arrangements for room assignments, supply lists, publicity and all retreat events.
- 5) Keep accurate records and Guidelines, and pass on to next Chairperson.

GUIDELINES

- 1) All contracts must be approved by the Spring Retreat Chairperson and CQC President.
- 2) All bills and expenses must be approved by the Chairperson and submitted to the CQC Treasurer for payment. Receipts are a requirement for submissions.

TIMELINE:

- 1) Ensure all bills are paid
- 2) Procure date and site for next year's retreat
- 3) Make deposit and arrange contact person for next year's retreat
- 4) Compile "wrap up" for CQC Annual Report
- 5) Suggest a successor to the President
- 6) Hold meetings as required

AUGUST/SEPTEMBER/OCTOBER

- 1) Prepare articles for inclusion in CQC Newsletter, advertising dates.
- 2) Coordinate with Retreat venue, arranging for accommodations, special electrical needs and classrooms.

NOVEMBER

- 1) Start planning budget for Board approval.
- 2) Registration fees for the following year may need to be adjusted to accommodate increased costs.

JANUARY

- 1) Submit budget to CQC Board
- 2) Ensure article is submitted for the February newsletter to include: Class descriptions, fees, registration form
- 3) Determine any theme, games, exchanges (blocks/strips/made items)

FEBRUARY

- 1) At General meeting, make presentation.
- 2) Obtain brochures from Retreat venue for inclusion with confirmation letters
- 3) Order or obtain any souvenirs, door prizes, pins, clothing items, etc.

MARCH

- 1) Begin accepting registration from members. Do not accept before established date.
- 2) Ensure checks are deposited in a timely manner in accordance with the Treasurer's guideline.
- 3) Provide copy of forms for Treasurer to process credit card payments.
- 4) Send in new membership information to Treasurer and Membership Chairperson.
- 5) Be available at the General meeting to answer any questions.

APRIL

- 1) Begin processing registrations and sending confirmation letters. Registrations should be processed in the order received.
- 2) Make room/roommate assignments.
- 3) Prepare nametags for all participants.
- 4) Make arrangement with Property Chairperson to have necessary property obtained and brought to the retreat – e.g., extension cords, irons and ironing boards, quilt racks, etc.
- 5) Arrange for rental of extra tables and equipment (if necessary), and the delivery and pickup of such items.

SPRING RETREAT WEEKEND

- 1) Bring necessary items such as: extension cords, games, prizes, displays, forms.
- 2) Arrange for individuals to be available to register participants upon arrival and distribute room keys.
- 3) Ensure all bills are promptly paid (retreat site, gratuity if included in contract, etc.).
- 4) Collect Retreat Evaluation Forms, room keys (to be returned to venue).

MAY

- 1) Recap Retreat to the Board and include suggestions for next year.
- 2) Select next year's date, site and Chairperson for the Board's approval.

Shirley Sanden Memorial Scholarship Fund

There are no Standing Rules for the Shirley Sanden Memorial Scholarship Fund committee.

GUIDELINES

- 1) Facilitate the activities for the Shirley Sanden Memorial Scholarship Fund (SSMSF).
- 2) Advertise in the newsletter concerning the SSMF.
- 3) Give all monetary donations to CQC Treasurer to deposit and designate donations to be used for scholarships.
- 4) Send a thank you letter for all donated items received that can be used as a receipt for tax purposes.
- 5) Coordinate money making events to keep the Fund viable, so that scholarships can continue in future years.
- 6) Coordinate scholarship applications and selection of recipient of scholarship.

THE FUND

Criteria for Funding

- 1) The Chairperson will approve funding from the SSMSF.
- 2) The applicant must be a current CQC member in good standing and a member for at least six months.
- 3) The scholarship is limited to \$75.00 per class.
- 4) A maximum of 6 scholarships will be given each calendar year, no more than 2 per quarter for a maximum amount of \$500.00 or as the Chairperson and funds allow.
- 5) If more applications meet the qualification of the fund, then a lottery will be used to select the recipient.
- 6) Scholarship is limited to tuition only. It cannot be applied to registration, entrance fees or kit fees.
- 7) The class must be quilt related. Description of class and purpose for taking the class is to be clearly stated.
- 8) Description of how the knowledge from the class will be shared with others will be included in the request.
- 9) Requests must be made at least 30 days prior to the class start date to allow for approval and funding.
- 10) Payment will be made to the vendor for the class, not the individual. In the event that payment must be made with the class registration, a confirmation of enrollment and payment received must accompany the application and check request.

Sit and Sew

There are no Standing Rules for the Sit and Sew committee.

Sit and Sew allows CQC members and non-members to meet, work on projects in the comfort of their homes and socialize about quilting or other topics of interest to attendees. The committee coordinates and hosts these sessions, currently using Zoom.

GUIDELINES

- 1) Facilitate the activities for Sit and Sew.
- 2) Obtain CQC login credentials for Zoom from the Technology Committee Chairperson, President or former Sit and Sew Committee Chairperson.
- 3) Become familiar with basic Zoom features, such as admitting people from the waiting room, muting and removing an attendee.
- 4) Schedule Sit and Sew meetings using the Zoom application and advertise in the normal channels used by CQC such as newsletter, website, eblasts and meeting announcements.
- 5) Start the virtual Zoom meeting a few minutes before the scheduled time and admit people from the waiting room throughout the scheduled duration of the meeting. The suggested way to initiate the meeting is to use the advertised Zoom link and click the host sign-in link. Members and non-members can join Sit and Sew.
- 6) For times that you cannot attend the meeting, find a substitute to host the meeting and ensure that the substitute can log in and perform the host tasks.
- 7) It is not necessary to create an agenda or specific items to discuss but having a few questions in mind can facilitate some discussion.

NOTES ON USING ZOOM FORMAT

- 1) Zoom recognizes the device when logging in. Although at least 6 people have successfully been using the CQC Zoom credentials on separate devices, we have seen that later login attempts by others have not worked. Presumably others will have to, also, get the corresponding gmail account credentials to obtain an access code. This might only be needed one time, check.
- 2) It is best to schedule recurring meetings in Zoom because the ID and links do not need to be updated in the newsletters, websites, eblasts, etc. Likewise, edit the meeting series to extend the schedule rather than creating a new meeting. This must be done prior to the occurrence of the last meeting.
- 3) When there are different days/times for Sit and Sew, they must be scheduled separately. We have marked one as “placeholder only/wrong meeting ID” so that the time is reserved in the Zoom calendar but as host, start the meeting that has the ID used on the website.
- 4) If you have to create a new meeting in Zoom, notify the Communications Coordinator to change the link on the website, newsletters and eBlasts to the new meeting link.

Ways and Means

Standing Rules: THE WAYS AND MEANS COMMITTEE SHALL:

- 1) Purchase items, quilt-related, to be sold at meetings.
- 2) Set up a table at each meeting including, Quilt-A-Fair, for sale of items.
- 3) Account for all funds received, by item, and forward such funds to the Treasurer with sales tax information.

GUIDELINES

- 1) Purchase items for sale as a service to our members.
- 2) Calendars and books have been ordered from AQS.
- 3) Pins, t-shirts, patterns and books can be pre-ordered by members to so there are no leftovers.
- 4) Bumper stickers, individual patterns, decals, books, calendars, mugs and logo trinkets have not sold well.
- 5) A credit card reader is available from the Treasurer. Treasurer can instruct on its operation.
- 6) Be on a constant vigil for unusual merchandise, etc. and bring to the Board for approval.
- 7) Turn over all money collected to the Treasurer for deposit.**
- 8) Prepare an annual inventory after the December General meeting.

Volunteer Recognition

There are no Standing Rules for the Volunteer Recognition committee.

GUIDELINES

- 1) Obtain Track It Forward login credentials from the former Chairperson.
- 2) Put a notice in the January and February newsletter informing the members to pick up their volunteer pins.
- 3) Put a notice in the February newsletter explaining the Volunteer Recognition Program and the use of the Track It Forward application.
- 4) The Chairperson is responsible for approving new accounts in Track It Forward.
- 5) Remind the members to volunteer throughout the year.
- 6) Decide on color of the pin with Board approval. The Communications Coordinator can help with color combinations.
- 7) The pins are distributed at the January, February, and March meetings. The remaining pins are mailed no later than April.
- 8) Conduct a drawing one each quarter at the General Meeting to reward prior year volunteers. Winner receives a CQC workshop gift certificate valid for one year.

Zoom/Technology

There are no Standing Rules for the Zoom/Technology committee.

Inactive and Special Committees

Block of the Month

At this time, Block of the Month is not an active committee (3/19/25).

GUIDELINES

- 1) Choose a theme for the year.
- 2) Select a block to fit the theme for each month.
- 3) Write pattern directions for each block and submit to the newsletter by the deadline.
- 4) Demo block at appropriate General meeting.

Capitol Quilt Show

THE CAPITOL QUILT SHOW COMMITTEE SHALL:

- 1) Be responsible for arranging and conducting the show every other year beginning 1989 (odd numbered years), with Board approval.
- 2) Contact accessory personnel at State Capitol building for permissions, contracts, etc.
- 3) Arrange with decorating company for putting up and taking down of show.
- 4) Arrange for storage of quilts before and after show.
- 5) Be responsible for brochures, collecting quilts, announcements in Newsletter.
- 6) Keep accurate records and guidelines and pass on to next Chairperson.

At this time, Colorado Quilt Show is not an active committee (3/19/25) but these Guidelines can be of value to any quilt show that CQC wants to produce.

GUIDELINES:

These Guidelines are based on the Capitol Quilt show occurring during the summer season.

Timing of these actions are determined by the actual show schedule.

Checks for show entry fee should be deposited within one week of receipt.

Prepare a written annual report and provide a copy to the President, Secretary and Communications Coordinator by December 1.

See additional information in the Chairperson's notebook.

Spring:

- 1) Decide on dates to hold show.
- 2) Contact the appropriate Capitol representative to gain permission to conduct the show. During the last decade the Manager of Visitor Service has been the liaison. This process can require a few visits to the Capitol.
- 3) A written proposal will need to be delivered in person to the Capitol Building Advisory Committee to request approval. Assistant Director – Administration is another strategic individual that can guide through this formality.
- 4) Keep in mind that the dates you select need to be adjusted to comply with the decision of the (CBAC) Capitol Building Advisory Committee.
- 5) The show has most often been held in summer. When held in the springtime, during legislative session and school spring-breaks, CQC received positive recognition.
- 6) Typically the show is hung on a Thursday, opening reception is on the next day, Friday, and the quilts are taken down on a Friday.
- 7) Photo Day is held before the hanging. Historically the Photo Day has been conducted at the St. James Episcopal Church in Wheat Ridge. Contact CQC Photographer to coordinate.
- 8) Entry forms are due approximately 6 weeks before hanging day, the quilts are due 3 weeks before hanging day.

Summer:

- 1) after obtaining approval of the dates to hold the show put an article in the CQC newsletter so that people can start planning for the show.

- 2) Check with the CQC Publicity Chairperson to find out if there are any publications requiring longer than 6 month lead time for publication of show information. Capitol staff will be very helpful to relate the information to the local newspapers.

TIMELINE:

Fall:

- 1) Contact Freeman Decorating Company for a proposal. 4493 Florence St., Denver CO 80238, (303) 316-3740, www.freemanco.com (periodically obtain competitive bids) Make sure that any restriction on hanging that the Capitol has set out are communicated to Freeman, and are included in the proposal (e.g. no use of wires). Contract must be signed by the CQC President.

Winter:

- 1) With the help of the CQC Publicity Chairperson, send out publicity to national and international publications. Check with the Tour Desk Coordinator (303) 866-4747 to confirm hours of Capitol building and dates of closure to put in publicity.
- 2) Determine quilt drop-off sites, contact those locations for permission. This information must be included in the entry form and criteria sheets.
- 3) At general meetings start reminding people about the show. Make announcements regarding the required size quilt bag and sleeve size for entries.
- 4) Prepare a written annual report and provide a copy to the President, Secretary and newsletter Editor by December 20.

SHOW YEAR (Odd-Numbered Years)

JANUARY:

- 1) Reserve the Old Supreme Court Chambers for the Opening Reception from the President of the Senate's office (303) 866-3342.
- 2) Get Communications Coordinator on board to begin designing artwork needed. Logo design is necessary to create the show pins and publicity. A database for the brochure and invitation should be available to use.
- 3) Capitol Quilt Show Committee should be responsible to create a database to track entrants by addresses, by their quilts and by the site of quilt drop-off and return. INCLUDED in this database should be the quoted monetary value of each quilt. This is very important to supply for insurance requirements! See Milne & BNC Insurance Services below.
- 4) Draft entry form and Criteria sheet. CQC newsletter Editor has template. Continue to get input from the CQC Board as this schedule goes forth.

FEBRUARY:

- 1) Get permit form from the Governor's office (303) 866-4572. The permit needs to be approved 30 days prior to hanging and requires a certificate of insurance (liability). Obtain a certificate of Liability Insurance from State Farm @ (303) 772-6466. Obtain quilt show insurance for coverage for transport of quilts, hanging of quilts, duration of show and return of quilts from Chris Johnston, CIC, from Milne & BNC Insurance Services @ 1-800-688-7472.
- 2) Alert CQC Newsletter Editor to publish Entry Form and & Criteria sheets in March and April newsletters. Send article regarding sleeve construction to Newsletter Editor as well.

- 3) Line up photographer (CQC Photographer) and location to photograph quilts.
- 4) Check with Communications Coordinator for timeline in ordering pins.

MARCH:

- 1) Check the maps for hanging quilts, walk the Capitol with the maintenance & Security personnel from the Capitol with the maps.
- 2) **ADDITIONALLY, this would be the best time to coordinate with Freeman to avoid any unforeseen hanging glitches.**
- 3) Obtain volunteer lists from Membership Chairperson, for both years. Start contacting volunteers. Get as many as possible for Photo Day (need about 25), Hanging Day (need about 60) and Takedown (need about 40). Get commitments for helping with quilt pickup from designated locations, preparation of quilts prior to Photo Day, transportation of quilts to Photo Day, storage of quilts after Photo Day prior to hanging, transportation of quilts to the Capitol, and transportation of quilts back to the designated (pickup, drop-off) locations.
- 4) Communicate with Freeman to go over hanging/takedown procedures.
- 5) Start planning brochure format with the CQC Graphic Artist. All the data needed to create the brochures is within the entry forms collected.
- 6) Don't forget to make up two (2) sets of numbers for each quilt entry. One is to be pinned onto the quilt for display. The other is to be attached to the quilt's respective bag.

APRIL:

- 1) Continue to coordinate sending out local publicity. Plan to put poster in Colorado Quilt shops. Make announcements regarding the Capitol Quilt Show at all general meetings to stimulate interest.
- 2) Hold meeting with volunteers at the April General meeting.
- 3) **ADHERE TO ENTRY DEADLINE, SEND BACK ENTRIES THAT ARE NOT IN COMPLIANCE WITH CRITERIA.**

MAY:

- 1) Database should be completed three weeks after the deadline sooner if possible. As soon as database is completed, get list of quilt by size, by entrant, by entry number.
- 2) If there are more quilts than can be hung, use show criteria to do preliminary jurying of quilts (i.e. by size, visual impact). It will not be possible to determine if all show criteria is met until the quilts are approved by the Committee Chairperson; (i.e. is entry accompanied with **Photograph**, is it quilted sufficiently, hangs straight, sleeve adequate, properly marked, in proper bag, payment for entry included, etc.). **The number of quilts cannot exceed 240 due to changes in Capitol Security & hanging restrictions.**
- 3) Set the show. It is handy to put the entry forms in order of size, work from the largest down to a point, then working from the smallest up when placing quilts.
- 4) It may be helpful for you to set the show with some consideration given to size, color, style, subject, techniques used, etc.

- 5) Send out invitations for opening reception. Use labels from entry form mailing list. Be sure to extend the welcome to appropriate Government officials & any other additional guests.
- 6) Collect the quilts (oh those wonderful volunteers!). Determine storage site(s).
- 7) Designate someone to prepare box for Viewer's Choice (there is one in the storage locker) and another box to hold recycled programs. Prepare ballots for Viewer's Choice voting (i.e. cut up slips of paper), get small pencils (like miniature golf scorecard pencils).
- 8) A final draft of the brochure should be in the hands of the chair(s) at least two weeks prior to the opening of the show to allow for proofing, editing, changing and printing.
- 9) Communications Coordinator will arrange for printing of brochure and distribution of the same throughout the show. At least 1,500 are needed for the last 10 days of the show, with 200 being needed on the last day! The total number of brochures printed and distributed in 2007 was 10,000.
- 10) Have another volunteer meeting at the CQC General meeting prior to show installation.
- 11) If it is possible to get into the photo site the day before, the Photographer will set up her equipment the day before.
- 12) Contact volunteers for the Photo Day to give them last minute information and make sure they are still able to come. If they are helping hang, give them the lowdown on that as well. You may wish to use e-mail to facilitate this.
- 13) Have a committee member make arrangements for lunch for Hanging Day.
- 14) Make arrangements for parking at Capitol, if possible, with State Patrol at Capitol (at least for quilt transporters and key people).
- 15) Arrange to get the equipment from the storage locker: orange mesh quilt carriers with PVC pipes to carry the orange mesh, wooden blocks, sheets for staging quilts, Viewer's Choice voting box.
- 16) **During the 2007 Capitol Quilt Show we used laundry carts to move the quilts within the Capitol.**
- 17) Have entrant's appreciation certificates prepared. It is a good idea to have the certificates with pins already in a mailing envelope for distribution at the Opening Ceremony. The remaining certificates will be included with their quilts when returned.
- 1) PHOTO DAY: Transport quilts to the designated site. Assign number. Pin one number onto bottom right-side corner; attach the second same number to corresponding bag. Form teams to put quilts on poles, hang, and (click!), take down, re-fold and sort by floor (Capitol) for transportation to the Capitol. The quilts are then loaded into waiting vehicles and taken to the designated storage site(s). This takes approximately one day and requires about 25 volunteers.
- 2) Use white gloves when handling quilts, volunteers should wear minimal makeup, jewelry and comfortable clothes.
- 1) CAPITOL HANGING DAY:
- 2) Before hanging: Contact Hanging Day volunteers; remind them about lunch availability, parking provisions. WHAT TIME TO BE AT THE CAPITOL.
- 3) **The day before the show call the decorator to make sure they are ready to go the next day!**

- 1) TAKE-DOWN: Set up staging area in basement. Have volunteers start placing bas under quilt for take-down.
- 2) Set up check-in/check-out system for quilts coming from the floors. No quilt should leave the basement unless signed for.

Have Take-down Volunteers put the unclaimed certificates/pins with their respective quilts.

Colorado Quilt Show

Standing Rules: THE COLORADO QUILT SHOW COMMITTEE SHALL:

- 1) Act as liaison between the location and the CQC Board.
- 2) Be responsible for collecting quilts and opening reception.
- 3) Arrange the judge(s) and award the prizes as agreed to by the CQC Board.
- 4) Keep accurate records and guidelines and pass these on to the next chairperson.

These Guidelines are written as reflecting the Colorado Quilt Show held at the Colorado Springs Pioneers Museum. It is possible to have the show at other locations in the state.

At this time, Colorado Quilt Show is not an active committee (3/19/25).

GUIDELINES:

- 1) The relationship with the Colorado Springs Pioneers Museum: the show is to be held at the Pioneers Museum but is sponsored by CQC. The Woodworkers and/or the Friends of the Pioneers Museum will be the co-sponsors. Once the quilts are judged, the Museum may but not always have total responsibility for the quilts and hanging of the show.
- 2) Meet with the Museum staff. They will provide timelines and publicity.
- 3) Type entry form and give copies to museum staff for review and approval.
- 4) Entry form is submitted to the newsletter Editor for inclusion in that publication.
- 5) Contact the judge.
- 6) Entry forms and entry fees are sent to Chairperson(s) by due date.
- 7) Copies of entry form are given to the Museum by determined date.
- 8) Entry fees are given to CQC Treasurer.
- 9) Quilt entries are accepted at the Museum.
- 10) Judging is conducted as this is a JURIED SHOW.
- 11) Notify entrants to pick up quilts not juried into the show.
- 12) Plan opening reception with Museum, CQC traditionally provides the food.
- 13) Prizes are awarded at a ceremony at the reception.
- 14) Museum opens show to the public.
- 15) The Museum takes care of the ballots and the box for the People's Choice Award. When the show closes, the Museum notifies the Chairperson(s) of the winner. The Chairperson(s) notifies the winner and then presents the award at the December CQC General meeting.
- 16) Help with take-down of the show so that quilts are arranged in logical order for return to owners.
- 17) Quilts are picked up at the Museum or mailed to those who have paid for that service along with insurance fee.
- 18) Exhibitors are given labels for their quilts.
- 19) Event related mileage expense may be reimbursed, if budgeted.
- 20) Prepare a written annual report and provide a copy to the President, Secretary and newsletter Editor by December 20.

Quilt Colorado

THE QUILT COLORADO COMMITTEE SHALL:

- 1) Be responsible for arranging and conducting the symposium every other year beginning in 1994 (even-numbered years), with Board approval.
- 2) Be responsible for appointing subcommittee, and overseeing subcommittee activity.
- 3) Keep accurate records and guidelines, and pass on to next chairperson.

At this time Quilt Colorado is not an active committee.

GUIDELINES:

The Chairperson must attend and present monthly progress reports to the CQC Board every month.

The Chairperson must budget the following:

- 1) Registration – program Booklet – Ad/Program Booklet
- 2) Quilt Show – Quilt Entry fees – Prize money
- 3) Opening Reception
- 4) Merchant's mall
- 5) Merchandise to sell – totes, clothing, pins, and other misc. items
- 6) Admissions – block drawing
- 7) Advertising – Publicity
- 8) Program Sampler
- 9) Programs – Teachers, Classes, Travel, Transportation, Banquet Programs, and lectures
- 10) Volunteers
- 11) Treasurer
- 12) Secretary
- 13) Graphic Artist
- 14) Security
- 15) Raffle Quilt and Ticket sales
- 16) Facilities

COMMITTEES AND THEIR DESCRIPTIONS

PROGRAM

- 1) Contacts teachers and speakers by writing and inquiring about their classes, their prices and availability to come to Quilt Colorado.
- 2) Prepare presentation for CQC Committee to help select teachers and classes.
- 3) After teacher selection, prepare contracts to be signed by CQC President and Program Chairperson.
- 4) Continue to work with teaching staff arranging transportation, supply lists, and liaison for teachers.
- 5) Work with graphic artist preparing the Registration Booklet.
- 6) Do a presentation at the January CQC meeting of the symposium year.

REGISTRATION:

- 1) Distribute all registration materials.
- 2) Receive and process participant registrations.

- 3) Fill classes as noted (also lectures and dinners)
- 4) Send confirmations
- 5) Handle registration at symposium
- 6) Acquire teacher helpers for each class.

VOLUNTEER

- 1) Solicit all Quilt Colorado volunteers as needed by each committee.
- 2) Make arrangements for work schedules
- 3) Have a volunteer check-in center
- 4) Solicit prizes to be given to all volunteers.

GRAPHIC ARTIST

- 1) Work with committee to prepare and facilitate printing of advertisements, registration booklet, program booklet, quilt show information and signage.

TREASURER

- 1) Handle all monies
- 2) Maintain financial records, of income and expenditures.
- 3) Promptly deposit checks and pay bills.
- 4) Send all information to the CQC Treasurer/Bookkeeper and Quilt Colorado Director

QUILT BLOCK DRAWING AND ADMISSIONS

- 1) Design block and pattern.
- 2) Supply printed pattern to registration.
- 3) Determine how and when blocks will be turned in and be responsible for collection and distribution
- 4) Collect admission fees for Merchant Mall and lectures.

MERCHANTS MALL

- 1) Send advanced literature inviting retailers and business to sell at Quilt Colorado.
- 2) Arrange spaces and determine how many booths we can handle.
- 3) All contracts must be signed by CQC President and Committee Chairperson and then issues.
- 4) Determine cancellation procedures and deadlines.
- 5) Determine hours to be open
- 6) Work closely with Quilt Show Chairperson

ADVERTISEMENT AND PUBLICITY

- 1) Purchase advertising for Quilt Colorado in national magazines, local papers, TV, etc.
- 2) Announce upcoming events at general meetings.
- 3) Contact and sell advertisements in the program guide.

RAFFLE QUILT SALES

- 1) Make sure that the Raffle Quilt committee has a place to display and sell raffle tickets

JUDGING QUILTS FOR QUILT SHOW

- 1) Facilitate quilt entries and juried selection of quilts for quilt show
- 2) Arrange for pickup and delivery of quilts
- 3) Select judges and prepare contracts for their services
- 4) The contract will be signed by CQC President and Chairperson
- 5) Coordinate judging of the quilts for the Quilt Show
- 6) Be responsible for insurance coverage

QUILT SHOW PRIZES

Contact possible sponsors and collect monies for Quilt Show Prizes.

HANGING QUILT SHOW

Be responsible for acquiring quilt hanging supplies and volunteers to hang quilt show.

MERCHANDISE

- 1) Order and sell merchandise before and during symposium.
- 2) Maintain good sales records, including sales taxes and good inventory records.

PHOTOGRAPHER

- 1) Take pictures during Quilt Colorado
- 2) Prepare picture boards
- 3) Distribute pictures as needed

FACILITIES

Coordinate the classroom setup and sewing machine check-in.

DIRECTOR'S NOTEBOOK

- 1) Each committee maintains a notebook of information specific to that committee.
- 2) Quilt Colorado Committee meetings are held starting in Fall in the year prior to Quilt Colorado
- 3) Meetings will be held every other month the year prior to the event and every month the year of the event
- 4) Please see the suggested timeline for Quilt Colorado

YEAR PRIOR TO EVENT

- 1) Selection of location for next event and facilities to be used
- 2) Committees should start preparing their timeline and budget
- 3) Master budget and timeline prepared and distributed
- 4) Selection of classes
- 5) Merchants Mall information distributed to Vendors
- 6) Start preparation of registration book
- 7) Start advertisement of event with teacher information
- 8) Selection merchandise including totes, shirts, etc.
- 9) Proof read registration book and prepare for January CQC meeting
- 10) Prepare a written annual report and provide a copy to the President, Secretary and Communications Coordinator by December 1.

YEAR OF SYMPOSIUM

JANUARY

- 1) Registration Booklets distributed to CQC membership
- 2) Requested booklets mailed to non-members
- 3) Presentation of teachers and classes at General meeting

FEBRUARY

- 1) Directors meet with location for event
- 2) Registration date for mail-in deadline

MARCH

- 1) Sampler teachers selected
- 2) Start preparation of program booklet

- 3) Block drawing information
- 4) Registration

APRIL

Graphic signage requests

MAY

- 1) Teacher helpers to program
- 2) Class lists to programs for classes which there are no teacher helper volunteers

JUNE

- 1) Program booklet to printer
- 2) volunteer lists to chairpersons
- 3) Timeline for activities on site

AFTER THE EVENT IN JUNE:

- 1) Directors will meet with the Committee Chairs of Quilt Colorado and President to obtain suggestions for improvement
- 2) Directors will meet with the City representative and facility representatives.
- 3) Agenda will include ways that we can improve in the future, and getting commitment to reserve for the next event.
- 4) Directors – selection and notification of committee chairs
- 5) Hold first Quilt Colorado committee meeting
- 6) Inquiry letters to teachers for next event
- 7) Selection of Logo – ordering of stationary
- 8) Selection of teachers

Documentation Book

A special temporary committee that produced a book of Colorado Quilts.

At this time Documentation Book is not an active committee.