



# Heart Of The Hills Quilter's

## Guild Meeting Agenda

February 10, 2025

February

| G  | M  | T  | W  | T  | F  | S  |
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| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

### ❁ New member recognition

Any new members?

### ❁ Update to bylaws – Vote on Change

#### Article III - Membership

This organization shall consist of individual memberships. Individuals interested in quilting shall be eligible to become members. The members shall set dues for such members annually.

The cost of membership is \$25.00 annually and is due the first meeting of each New Year in January. The membership year shall run from January 1 to December 31. Membership at any time in the year is \$25.00.

#### To this:

This organization shall consist of individual memberships. Individuals interested in quilting shall be eligible to become members. The members shall set dues for such members annually.

The cost of membership shall be determined annually by the members and is due at the first meeting of each New Year in January. The membership year shall run from January 1 to December 31. Membership at any time in the year is subject to the annual fee set by the members.

### ❁ New Committees and Chairs

#### Communications Director – Lori Comer

The communications Director is responsible for the following:

- Email Management: Serve as the main communicator for the guild, sending out regular emails to keep members informed about upcoming events, meetings, and guild updates.
- Event Coordination: Plan and execute guild retreats, handling everything from selecting venues to scheduling and logistics, ensuring each event is a success.
- Quilts of Valor and Quilts from the Heart Management: Lead the guild's efforts in community service, managing the creation, presentation, and distribution of quilts for veterans through Quilts of Valor and for community members in need via Quilts from the Heart.
- Membership Engagement: Boost member involvement by crafting engaging communications via newsletters, social media, or special bulletins.
- Resource Management: Keep up-to-date records of guild members, including contact details and their roles in guild projects, to streamline communication and project management.
- Collaboration: Partner with other guild leaders to ensure all communications align with the guild's goals and enhance its programs.

#### Quilt Show Committee – Lorena Freis – already a committee, Lorena will continue in this role

The Quilt Show Committee Chair primarily focuses on the following tasks for the guild's quilt show.

- Delegates responsibilities to committee members, ensuring each aspect of the quilt show is managed by capable hands.
- Vendor Coordination: Handles all aspects of vendor sign-ups, from outreach to securing commitments, managing booth allocations, and ensuring a diverse range of vendors participate in the show.

- **Securing Donations:** Acts as the liaison with local businesses and sponsors to solicit donations, whether in-kind (like materials or services) or financial, to support the quilt show and enhance its offerings or prizes.

### **New Member Welcome Committee – Nancy Harty**

The New Member Welcome Committee Chair is dedicated to ensuring a warm and informative welcome for all new members joining the guild. Responsibilities include:

- **Welcoming New Members:** Personally greeting new members, either at meetings or through email, to make them feel valued and part of the community.
- **Welcome Kit Presentation:** Preparing and distributing a welcome kit to new members. This kit should include essential guild information, membership benefits, upcoming event details, and any welcome gifts or resources.
- **Question Handling:** Serving as the primary point of contact for new members with questions or concerns, providing clear, helpful answers, or directing them to the appropriate guild resources or personnel.
- **Follow-Up:** Ensuring follow-up communications are made to check on new members' experiences, gather feedback, and encourage participation in guild activities.
- **Resource Development:** Continuously updating and improving the welcome kit based on feedback and evolving guild offerings.

### **Google/Digital Payments Coordinator – Emma Rowbotham**

The Google/Digital Payments Coordinator is pivotal in modernizing the guild's operations by managing digital payment systems and Google services. Key responsibilities include:

- **Digital Payment Solutions:** Researching, selecting, and implementing secure digital payment methods for guild transactions, including membership dues, event fees, and quilt show sales. This involves setting up and maintaining systems like PayPal, Stripe, or Square, ensuring they integrate well with the guild's existing financial processes.
- **Quilt Show Payment Devices:** Coordinating the setup and operation of payment devices (e.g., card readers) at quilt shows or events, ensuring they are functional, secure, and easy to use for both members and attendees.
- **Collaboration with Treasurer:** Working closely with the guild's Treasurer to reconcile digital transactions, ensure accurate record-keeping, and address any discrepancies or issues with digital payments.
- **Google Workspace Management:** Setting up, configuring, and maintaining Google Workspace for the guild, which includes:
  - o **Email:** Managing guild email accounts, ensuring secure and efficient communication.
  - o **Drive:** Organizing shared documents, setting permissions, and maintaining file integrity.
  - o **Other Services:** Utilizing other Google services like Docs for collaborative work, ensuring they meet the guild's operational needs.
- **User Support:** Providing guidance and support to guild members on using digital payment systems and Google Workspace tools.
- **Security and Compliance:** Ensuring all digital systems comply with data protection regulations and that user data is secure.

## Webmaster – Deb Clutter

The Webmaster is responsible for the development, maintenance, and updating of the committee's website. Key responsibilities include:

- Website Management: Overseeing the design, content, and functionality of the website to ensure it is user-friendly, informative, and reflective of the committee's goals.
- Content Updates: Regularly updating the site with new information, event details, news, and resources relevant to the guild or committee's activities. This includes managing member-only sections, if applicable.
- Technical Maintenance: Ensuring all technical aspects of the website are up-to-date, including security measures, software updates, and troubleshooting issues as they arise.
- SEO and Accessibility: Optimizing the website for search engines to increase visibility and ensuring the site is accessible to all users, complying with current web accessibility standards.
- Analytics: Monitoring website traffic and user engagement, using analytics to inform decisions about content and layout improvements.
- Integration: Managing integration with other platforms or services (like social media, email marketing tools, or payment systems) to enhance functionality and user experience.
- Support: Serving as the primary contact for any website-related queries or issues from committee members or the public.

### ❁ Website Updates

Reminder for members to change password if you received a notice

Guild Challenge, Officers, Bylaws, Member List and Member News added under My Account menu

Sign up for Spring retreat on Resources > Events menu

Pillowcase pattern added to Resource's menu

Feature Artist added to Quilt Show menu

Members that have paid and didn't receive an email for password change, let me know.

### ❁ Discuss South Dakota Magazine Ad

Susan would like to talk about the ads for the magazine.

### ❁ Quilts from the Heart

Update from Lori and Sheryl

### ❁ Valor Quilts

Grant from SD Arts Council- Lori Update

How many available? \_\_\_\_\_

How many applicants? \_\_\_\_\_

Anyone working on valor quilts? \_\_\_\_\_

### ❁ Quilt Show Committee

Need gently used items for raffle baskets (3-4 baskets)

Need quilted items for the raffle or for sale

(Example: Vicki's unfinished projects)

Vicki Barlean – Featured quilt artist

Kim Oslund – Featured fiber artist

Update from Lorena

### ❁ Quilted Heart Project

Thoughts from Sherri

Should we try this?



Quilted Heart Example

**❁ Pillowcase Kits**

How many available? Anita update  
How many do we need sewn before the June  
sew in at Kay's? \_\_\_\_\_

**❁ The Farmer's Daughter**

Any new classes? Update from Lorena

**❁ Dog Beds**

How many made? Update from Sherrie

**❁ SOYO for February**

Fat quarter exchange

**❁ Birthdays**

Barb Darling Feb 1  
Debra Clutter Feb 5  
Teresa Lethe Feb 21  
Sign card for the March birthday members

**❁ Show & tell**



The problems of a two-quilter household.

Notes: .....

Handwriting practice lines consisting of multiple horizontal lines for notes.