

# Policies and Procedures

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## Welcome

Welcome to the Petaluma Quilt Guild. Our intention is to preserve the heritage of quilt-making and to further educate the membership and community in our craft. Another important purpose is to contribute to the welfare of residents of the Petaluma area by providing quilts to those in need.

These Policies and Procedures contain information on the day-to-day running of our Guild. This document, together with our By-Laws, is a resource to enhance your membership and participation in our activities. We hope they will encourage you to take advantage of the services and programs we offer to our members.

## General Information

### Meetings

- ❖ The Petaluma Quilt Guild meets on the first Tuesday of each month at the Petaluma Community Center – Luchessi Park, located at 320 North McDowell Boulevard, Petaluma, CA.
- ❖ The Petaluma Quilt Guild also has a website: [www.petalumaquiltguild.org](http://www.petalumaquiltguild.org) where all Guild information is posted.
- ❖ Members may also reach the Petaluma Quilt Guild through the email address: [petalumaquiltguild@yahoo.com](mailto:petalumaquiltguild@yahoo.com).
- ❖ The business portion of the meeting will include approval of the minutes, treasurer's report, committee reports, announcements, and any other business that needs to be addressed.
- ❖ The remaining portion of the meeting is devoted to speakers, demonstrations, and trunk shows.
- ❖ Drawings for various raffles and door prizes usually take place near the end of each meeting.
- ❖ Refreshments are served at the break. The Guild provides the beverages, and members are asked to bring a snack to share.
- ❖ The highlight of each meeting features "Show and Tell" where members share their projects with the membership.

### Reimbursements

Please refer to Article VI, Finance Section 2, Reimbursements, in our By-Laws for clarification on how to be reimbursed for any money spent. You can find the reimbursement form on our website ([www.petalumaquiltguild.org](http://www.petalumaquiltguild.org)) or ask the Treasurer for one.

### Newsletter

Our Newsletter is published monthly and contains updates to Guild business, committee reports, other articles of interest, as well as a list of our Affiliates, business in our area who support us through their advertisement in the newsletter. The Newsletter deadline is the 15<sup>th</sup> of each month. The Newsletter is sent via email only, unless otherwise requested. Members may submit contributions to the newsletter via the Petaluma Quilt Guild email address: [www.petalumaquiltguild.org](http://www.petalumaquiltguild.org).

### Website, Email & Mailing Address

The Guild has a website, [www.petalumaquiltguild.org](http://www.petalumaquiltguild.org) where all Guild information is posted. Members will find the current newsletter, schedules of upcoming events, pictures of activities, and necessary forms and documents pertaining to the Guild. The website is maintained on a regular basis by the Guild webmaster.

The email address for the Petaluma Quilt Guild is: [petalumaquiltguild@yahoo.com](mailto:petalumaquiltguild@yahoo.com).

*Mail should be addressed as follows:*

Petaluma Quilt Guild  
P. O. Box 5334  
Petaluma, CA 94955-5334

## **Historian**

The Guild has a Historian who takes pictures recording Guild events. The pictures are often posted on the Guild website and printed in the Newsletter.

## **Guild Library**

- ❖ All members in good standing of the Guild are entitled to check out library materials.
- ❖ The Library is open before and during the meetings.
- ❖ All items checked out should be returned in good condition. If library materials need to be repaired, please bring them to the Librarian's attention.
- ❖ If a book is lost, the member is expected to reimburse the Guild for its replacement.
- ❖ Members are encouraged to suggest titles to add to the Library. In addition, members may donate books to the Library.
- ❖ Magazines over 3 years old, as well as books that are no longer being checked out, are sold to raise funds for the Guild.

## **Mother Hens**

Mother Hens are mentors for new Guild members and share their time with new members in order to fully welcome them to the Guild. You are welcome to have a private tour with one of our Mother Hen Team and may ask questions you might have.

## **Secret Pals**

Members have an opportunity to secretly exchange small gifts with other members for the course of a year. Questionnaires are available at the general meeting for interested members to complete. The Secret Pal Coordinator will draw names and design the program.

## **Block of the Month**

Every month, a quilt block is selected by the Block of the Month Committee Chair and offered to members at the meeting. The blocks are different every month. Some months a one-theme fabric is offered. Members pick up the Block of the Month packet and complete it by the following month and are eligible to enter their name in a drawing for all the blocks made that month. Members may have their name entered for every block they complete for a particular month – 3 blocks completed, 3 chances to win. These Blocks are not eligible for Friendship Points.

## **Fat Quarter Frenzy**

At each meeting, Members are invited to bring a fat quarter of 100% cotton (a fat quarter was originally 18" x 22") to place in a drawing. The names of those who bring fat quarters are entered during the meeting, and a winner is drawn. The winner receives all the fat quarters and is asked to pick the theme of the next month's drawing.

## **Monthly Mini**

The Monthly Mini is a small quilt (examples: table runner, wall hanging, or tote) made and raffled to raise funds for the Guild at the general meeting. Members volunteer to make and donate the Minis. Raffle tickets are sold and the winner is drawn during the meeting.

## **Sunshine**

Our Guild's Sunshine volunteer sends birth, congratulations, get-well and sympathy cards to Guild members. She depends on Guild members to help keep her informed about important events in the lives of our members.

You can contact the Guild email also to let Sunshine know.

## **President's Quilt**

The Guild members participate in creating a quilt top to honor the outgoing President. Members are asked to stitch blocks which make up a top presented to the outgoing President at the August meeting. Of course, the making of this quilt is a surprise and accomplished in the strictest secrecy. Generally, the immediate past President is the coordinator of the current President's quilt top. She coordinates the design, distribution, and joining of the blocks, so the position does not end completely when a new President takes office. If a President serves a 1-year period, a quilt top is completed. If a 2-year term is served the quilt top is fully quilted.

## **Retreats**

The Guild offers a weekend quilting retreat 1 or 2 times each year. Held at a nearby location, retreats offer members an opportunity to work on special projects in the company of friends uninterrupted by day-to-day distractions. Fees vary depending on the length and location of the retreat. All final payments must be made 30 days prior to the retreat. If you are unable to attend a retreat, a 30-day notice is required to receive a full refund.

## **Workshops**

Many times during the year, the Guild offers workshops with guest speakers, Guild members, and other area quilters. Dates and times of workshops vary according to the presenter's schedule. Fees vary depending on the type of workshop. All final payments must be made 30 days prior to the workshop. If you are unable to attend a workshop, a 30-day notice is required in order to receive a full refund.

## **Challenge Quilt Project**

In some years, the Guild sponsors a Challenge Quilt Project. Rules vary for each Challenge – some years the Guild provides a packet of fabric (for a small fee), or a specific quilt block is chosen, or different criteria are chosen for the year's challenge. Members have a set period of time, usually several months to work on their Challenge Quilt. Traditionally, we keep our Challenge Quilts a surprise from each other until the unveiling.

## **Petaluma Quilt Show**

Petaluma Quilt Show is run by the members of the Petaluma Quilt Guild and is a chance for the Guild to actively demonstrate our love of quilting. Members and non-members may enter quilts for display, demonstrate quilting techniques, and volunteer their services for set-up and take-down, as well as participate in other Quilt Show opportunities. In addition, members may be asked to volunteer to display and sell raffle tickets for the current Opportunity Quilt.

## **Friendship Quilts Program**

A Friendship Quilt is a quilt which is made up of blocks stitched in friendship by members of the Guild. The Friendship Block Program allows members to accrue points towards the sewing of a set of Friendship Quilt Blocks made by the Guild. Stitching blocks for the Appliqué Friendship Program, Pieced Friendship Program, and President's Quilt, Tri-Guild Luncheon Quilt, Opportunity Quilt, the Monthly Mini, and other Guild quilting opportunities are ways in which a member may earn Friendship Block Points. Stitching appliqué blocks earns points for a set of Appliqué Blocks and pieced blocks earn points for a Pieced Friendship set. The points earned for a particular block may only be claimed for either the Appliqué or the Pieced list, but not both.

## **Appliqué Friendship Blocks**

To be eligible to have a set of Appliqué Friendship Blocks made for you, you must have completed 15 or more appliqué blocks for other members friendship quilts. For instance, if you have made 15 blocks for other members, you may ask for 15 blocks. The Chairperson will distribute your instructions for your blocks, keep track of the members who work on them, collect and return them to you at a general meeting. When you work on blocks for other members, it is your responsibility to follow all of the instructions distributed to you, and to return the blocks within 2 months.

## **Pieced Friendship Blocks**

Very similar to the Appliqué Friendship Blocks Program, to be eligible to have a set of Pieced Friendship Blocks made for you, you must have completed 15 or more pieced blocks for other members friendship quilts. When it is your turn, you may have up to 20 blocks of your choice made for you. The Chairperson will distribute your instructions for your blocks, keep track of the members who work on them, collect and return them to you at a general meeting. When you work on blocks for other members, it is your responsibility to follow all of the instructions distributed to you, and to return the blocks within 2 months.

Community Outreach shall include, but not be limited to: County Fair Liaison, Quilts for COTS Families, Voices, and Military Families. These activities shall uphold the purpose of the Petaluma Quilt Guild as stated in Article II of the Bylaws.

## **Quilting for COTS**

Since the Guild was founded, it has served COTS (Committee on the Shelterless) by making quilts for people who are living at the COTS shelter in Petaluma. Upon arrival at the shelter, children and adults will receive a quilt and pillowcase. ~~of their choice.~~ This quilt becomes their property and goes with them when they leave the shelter. A constant supply of quilts is needed for new arrivals. Quilting for COTS holds a work day once a month on the fourth Thursday at Valley Orchards Retirement Community, 2100 E. Washington Street, Petaluma. Members are welcome to join the work day or make quilt tops at home.

## **Quilts for Military & Families**

Quilts for Military & Families started as a way for the Petaluma Quilt Guild to reach out to those who are serving our country. Members are encouraged to donate red, white or blue fabric for use in blocks, backing or one of the kits we provide for you. You can also make a block, or blocks or even a whole top from your own fabric. These items will produce quilts and pillowcases donated to military members and veterans in the Sonoma County area.

## **Voices**

This organization provides support and resources for youth, 16-24, who are transitioning out of foster care. The committee Quilts for COTS provides quilts and pillowcases that are added to baskets of basic everyday needs (shampoo, laundry soap, etc.) that are then donated to each participant.

## **Quilt Guild Silent Auction**

The PQG Quilt Auction raises funds through quilts, quilt blocks, quilt tops, gift baskets and services donated by the membership. The evening includes refreshments.

## **Opportunity Quilt**

Members make a quilt to raise funds for the Guild. The Committee decides on the pattern for the quilt and distributes blocks to the membership. The blocks are collected and sewn together by members of the Guild. Members also sell tickets both through individual sales of tickets handed out to each member by the committee, and by public displays of the quilt at several festivals, fairs, and quilt shows. Bids for long arm quilting and the label will be solicited from Guild members or Affiliates and the committee will select the winning bid.

The Petaluma Quilt Guild welcomes fellow quilt guilds to sell opportunity quilt tickets, providing space and time is available.

In order to maintain our non-profit status, the Petaluma Quilt Guild is unable to extend fund raising opportunities to other persons or organizations not affiliated with quilt guilds. Operations of these guilds have to be in compliance with the Petaluma Quilt Guild's purpose as stated in the Guild's Bylaws, Article II – Purpose.

## **Event Quilting**

### **Sonoma-Marin Fair (June), Sonoma County Fair (July)**

Members are encouraged to enter their quilts in each of these Fairs which we support through awards sponsored by the Guild. Entry Forms are available online. In addition, the Guild donates a \$50 Best of Show Award in memory of our Life Member Joyce Gross, a world renowned quilt historian, to the Sonoma-Marin Fair and a \$50 Machine Quilting Award in memory of past member, Dorrie Whipple to the Sonoma County Fair.

### **Tri-Guild Luncheon**

Each year, three Sonoma County Quilt Guilds, the Petaluma Quilt Guild, the Moonlight Quilters of Sonoma County and the Santa Rosa Quilt Guild participate in a luncheon. The three Guilds take turn hosting the afternoon which includes lunch, a speaker or program, and raffles. When it is our turn, members may be asked to donate a dish for the luncheon, raffle items, sew blocks for a raffle quilt and decorate tables.

Revised April 2021, Petaluma CA

2014 By-law Committee: Denise Ragozzino, Sharon Johnson, Sue Deal, Debby Loewenthal (Parliamentarian).