The purpose of this notebook is to serve as a guide for the

Workshop Chairperson

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Previous Chairpersons

For

Workshop Committee

|  |  |  |
| --- | --- | --- |
| 2005-2006 | Cynthia Perney |  |
| 2006-2007 | Penny Blaszczyk |  |
| 2007-2008 | Penny Blaszczyk |  |
| 2008-2009 | Penny Blaszczyk |  |
| 2009-2010 | Maureen O’Doogan |  |
| 2010-2011 | Maureen O’Doogan |  |
| 2011-2012 | Marilyn Kelley |  |
| 2012-2013 | Kris Hebert |  |
| 2013-2014 | Barbara Wiggins |  |
| 2015 | Barbara Wiggins |  |
|  |  |  |

Guidelines

The role of the Workshop chairperson is to schedule and arrange workshops and symposiums of interest to the membership. The guild usually has between one and three guest lecturers and workshops in one year. This can be a very time-consuming position on an irregular basis, so it is recommended that you line up helpers, like is done with the Museum Show.

Guest lecturers and teachers are generally booked three years in advance so in this role, you will be planning workshops for the next several guild years.

**Tips for Locating Guest Teachers**:

While the majority of teachers should be someone who is fairly well-known and has a solid reputation, an occasional workshop can be taught by a regional teacher, or a Guild Member with prior teaching experience.

Outside Teachers

Try soliciting recommendations from the Guild members. Conducting polls during a Guild Meeting is a useful technique. A problem will be getting participation by those who prefer one type of technique/theme over another, e.g., art quilts versus civil war quilts. Observe current quilting trends, especially those “on the edge” for future teachers.

Guild Members

An important factor affecting using Guild Members is that the Guild is a Tax Exempt organization under the provisions of 501(c)(4), and as such is subject to certain limitations on "benefit inuring" to members. However, "reasonable compensation for goods and services" is allowed. Thus, any arrangements that are made with Members to teach, should limit their compensation to no more than the equivalent rate they might earn teaching at local/regional quilt shops.

**Steering Committee Approval**

All plans should be discussed with the steering committee prior to making any commitments to guest speakers. The steering committee will make a formal motion and vote following discussion. Per the Bylaws (Section 20 of Article VIII), "The Workshop chairperson shall finalize contracts with workshop teachers only after Steering Committee approval".

It is recommended that, before Steering committee action, information be presented via email and/or phone, which includes:

* Examples of the teacher’s style, dates available, travel fees, workshop fees, lecture fees, etc.
* Information on whether or not the guest would be amenable to staying in a guild member’s home instead of a hotel.
* Information on whether or not the teacher is will be visiting a nearby guild so that some of the travel expenses can be shared.
* An advertising estimate prepared.
* A total of the above.
* A comparison of the total with the overall Workshop Committee budget.

The Steering Committee may be polled as to its opinion regarding the information, but unless the Bylaws are changed, an e-mail/phone vote is not allowed, per Robert's Rules of Orders 11th Edition, in lieu of a regular Steering Committee Meeting. However, it is understood that contracting with teachers may be time-sensitive, so you may request that the President call a brief interim meeting (such as at the end of a regular Guild Meeting). If this is done, advance notice to all Committee members of such interim meeting, and its subject, is required.

**Booking Guest Teachers:**

Once you receive approval from the steering committee, contact the teacher to secure the date. Submit advance payment information to the Treasurer so that she can send a check to the teacher. Verify with the Treasurer that this has been done.

 **Lodging**: Find out, early on in communications with the Guild’s future guest, whether they will make their own arrangements or want you to make local arrangements for them. Especially for Fall workshops, competition for hotel rooms can be tight with football games at FSU and FAMU. Planning early helps avoid catastrophes in this area.

 **Airfare:** Some guest will want the Guild to pay for their airfare upfront; others will make their own arrangements and include the airfare in their total fees. Some guests drive, so this isn’t an issue. The Guild pays mileage at the current allowable IRS rate.

Follow the Reimbursement Guidelines provided in the rear of this notebook.

**Coordination with Program Chairperson**

Communicate secured dates with Program Chairperson for her planning.

**Workshop Location**

Contact the anticipated location for the workshop to secure the room for the date and time of the scheduled workshop. It is very important that you do this early and should even check to make sure that that room is available prior to confirming with the guest teacher. The anticipated location may have an event that was already scheduled for that Friday or Saturday.

**Arranging Sign-up lists:**

You can begin collecting signatures and payments, for the scheduled classes well ahead of the workshop. Keep the sign up lists with you at every meeting. Be aware that many members will sign-up as interested in a workshop then never commit via payment. Establish a deadline for payment for the classes. Advise the membership that their slot in the class is not guaranteed until payment is received.

Coordinate with the Website Coordinator about placing a detailed notice about the workshop. Include details of dates, the sign-up information desired, the need for a Paypal link, and the amounts to be charged.

**Payments for Classes**

Sign-up and fee-collection can be done in two ways:

* Via the website, and an electronic form posted there, along with payment via Paypal. Note that when Workshop Fees are paid via Paypal, an e-mail notification is made to both the Treasurer and the Workshop Chairperson.
* Via collection of class fees from members in person or by mail. Checks must be given to, or mailed to, the Treasurer no later than five days after receipt. They can be mailed directly to the Treasurer's home address, or to the Guild's Post Office Box:

Quilters Unlimited

PO Box 4324

Tallahassee, Florida 32315

**Advertising Workshops**

You can advertise the workshops for the scheduled classes as soon as the commitment is made to the instructor. Always include a web address so that members can view the teacher’s style and see pictures.

There are numerous ways to advertise *within* the guild and these include:

* Making announcements during the regular guild meeting
* Posting information in the newsletter
* Posting information on the website
* Posting information on the QU Facebook page

*Outside* of the Guild, you can:

* E-mail or call quilt shops in the surrounding region and ask if they would be willing to post announcements/flyers for us. If so, e-mail or mail the information to them. If need be, prepare Flyers. This is an area where your Team can be of great help.
* Arrange for publication of information about the workshop in the Tallahassee Democrat, and quilting-related newspapers such as the "Country Register" http://www.countryregister.com/ You can request reimbursement for this from the Treasurer, if the amount is within the amount pre-approved by the Steering Committee. [Notes: As of this writing (October 2014), the Country Register is published by State, and each State may be handled by a different Franchisee-Publisher. Such is the case with Georgia and Florida. So two separate ads/events would need to be paid for to cover our region.]
* If you wish to try, e-mail or call quilt guilds in the surrounding region about posting flyers. However, since the QU Guild merely makes announcements about similar information that we occasionally receive, do not expect much from other Guilds from this effort.

**Hosting Guest teachers:**

The Workshop Team's duties include:

* Picking up the guest from the airport and transporting to the designated lodging site, as required.
* Meeting the guest for meals. Typically, the Workshop Chair along with other Guild members host the guest for dinner prior to the Thursday night meeting. Provide lunch for guest teacher during the Friday and Saturday workshops. Breakfasts, supper Friday and Saturday are not organized but are typically included in the guest’s travel expenses.
* Picking up the guest to transport to the Guild meeting site or provide driving instructions.
* Assisting the guest with lecture and workshop set up. This could include loading and unloading quilts, moving tables to suit the workshop arrangement, arranging for the audiovisual chair to set up early.

**Newsletter submissions:**

Note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to write or mention something about a certain topic. Submit to her exactly what you want printed. The e-mail address for the Newsletter editor is:

qutlhnews@gmail.com

Newsletter deadlines are posted in every newsletter and can be viewed at:

www.quilttallahassee.com

**Website Submissions**

Website articles or dates are submitted to the website coordinator at

webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time, but expect a delay in the submittal of your item until its actual appearance on the website. You can request that urgent messages be sent via “e-mail blast”, remembering that these will only reach Guild Members who have e-mail.

**Review of Website for Workshop Matters**

Review all pages and posts on the Website that have references to the Workshops on a regular basis (at least monthly). This is to assure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL.

**Facebook Postings**

Typically, the Administrator of the QU Facebook page will get their information from the website and the Newsletter, so you should not have to take any action regarding this. Note that if there are errors on the website, these may show up on the Facebook page, since frequently the posting includes a link to the website page. PDF documents cannot be posted to Facebook like images can, so a link has to be provided to the page from which a PDF document is accessible.

**Guild E-mail address:**

Certain of the Officers and Chairpersons have assigned e-mail addresses through the Guild. Yours is workshops@quilttahassee.com. The purpose of the formal address is to allow you to keep your personal address private, to have a formal repository for communications on Guild matters, and to keep your personal e-mail address from receiving SPAM. The e-mail account will forward a copy of incoming e-mails to your personal account, making it easier to keep up the accounts, but it is recommended that you use the Guild account for responses, and keeping a copy if needed of the communication. You will be provided with an initial password for the account that can be changed; however, if you chose to not use the account, please leave the password as initially received, since the account's SPAM folder will need to be cleaned out periodically.

**Budget:**

Please refer to the previous year-end reports for budgets in the years prior. The Treasurer will provide you with your current annual budget. Be prepared to make a recommendation to the Treasurer to modify the budget as needed. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions. Remember, budget amounts are estimates. Travel expenses vary over time and can increase, or decrease. You will have obtained agreement from the steering committee for the contract with any guest teacher. Generally, the accounting for the workshop costs is 1/3 of the total to be paid is covered by the Guild as educational fees for guild members. The 2/3 balance should be covered by the Workshop fees. For example: Suzie Scrapquilter charges a lecture fee of $500 and a workshop fee of $650 per day, and travel expenses of $1250 for a total of $3050 payable to Suzie. 1/3 of that is paid by the Guild - $1013. The balance should be covered by fees to attend the workshops. Typically, guest teachers will take 25 students per class. The balance, in this example, is $1937. Let’s round that up to $2000. That would equal a per student cost of $40 per class. This is an example only. Actual cost may be greatly higher.

It is helpful to keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and he quantities to purchase.

**Guild Property:** The guild notebook for Workshop chairperson

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Workshop Chairperson?**

You will need to be present at most of the meetings to advertise and sign members up for workshops. If you find that a meeting conflicts with your personal schedule, simply make arrangements for someone to fill in for you. Provide ample notice and detailed instructions to that individual.

1. **Do I have to attend the steering committee meetings?**

You should plan on attending most of the steering committee meetings to support the governing body of the guild. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

End of Year Report Committee - Workshops

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others? \_\_\_\_\_\_\_\_\_\_

How many other people helped you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how you needed help: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Where there unusual expenditures?\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful Hints for future chairpersons:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reimbursement Guidelines**

Use the QU Request For Reimbursement form. A master from which to make copies is on the following page. Attach originals of receipts, using additional blank paper if needed. Tape the receipts to the form and circle the totals for reimbursement.

It is assumed that major expenses for Teachers will have already been paid as a part of their advance payment, so that requests for reimbursements will be for lesser amounts/items.

Normally, the Treasurer will be at the Meetings, and will have the Guild checkbook with her. If so, turn in the completed form with receipts to the Treasurer at the meeting. She should provide you with a check for the total reimbursement before the end of the meeting.

If the Treasurer is not present at the meeting, or you have elected to send in the request by mail, you may want to call the Treasurer if you need reimbursement to be expedited.

It is helpful to keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and he quantities to purchase.

**Quilters Unlimited of Tallahassee**

**Request For Reimbursement**

Pay to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description Purpose/Activity Amount

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TOTAL AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Receipts must be attached to this form to insure prompt payment).