

Glendale Quilt Guild President Procedures Manual

(Online Version - detailed information available from current President)

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Glendale Quilt Guild President's Procedures

1. General Information:

- First Glendale Quilt Show 1980, organized by Carol Andrews and her students
- Glendale Quilt Guild was founded in the early 1980's.
- November 9, 1983 the guild applied and became an Association.
- April 4, 1984 the Guild sent in Form 1024 applying for and receiving a 501(c)(7) status.
- March 3, 1987 the Guild applied and became incorporated as a 501(c)7 non-profit organization.
 - The guild's intention at the time of incorporation was to be a 501 (c) (3) corporation. However, the IRS recognizes the guild as a 501 (c) (7)
- October 2018 the guild received notification from IRS that our 501(c)(3) status was approved. Loving Hands, the guilds charitable arm, is a key component for receiving this status.
- Conflict of Interest Policy adopted May 2, 2018

California Corporation ID #: C1400541

Federal Taxpayer ID #: 95-3705979

Our Website: www.glendalequiltguild.org

Our Facebook Page: We are listed under the name of Glendale Quilt Guild, Inc.

2. Conflict of Interest Policy:

The Guild Executive Board has adopted a Conflict of Interest Policy which is on the website. At the beginning of each fiscal year the Conflict of Interest Policy is provided to all Board Members, new and returning. The receipt of the Conflict of Interest Policy is recorded in the minutes of the meeting.

3. Bylaws Duties:

- Have served as a member of the Executive Board for at least one (1) year within the last ten (10) years prior to being elected to this position.
- Preside at all meetings of the Guild and shall chair the Executive Board.
- Be the "Chief Executive Officer" of the Corporation.
- Be "Agent for Service of Process" of record for the Corporation.
- Present a written "Annual Report" on the work and status of the organization at the June General Membership/Annual Meeting. File a copy of the Annual Report with the Historian. Send a copy of the report to the webmaster to be posted on the website.
- Appoint the Chairs of the Standing and Special Committees except as otherwise provided by the Bylaws.
- Be an ex officio member of all Committees except the Nominating Committee.
- Be an authorized Guild Officer eligible to sign checks and contracts of the Guild.
- Contract for the location of future Fund-Raising events and Quilt Shows subject to Board approval.
- Distribute the mail to the appropriate person at the Executive Board Meetings, at the General Membership Meetings, or as necessary.
- Be bonded for Guild matters at Guild expense.
- Maintain the master "Book of Timelines" in which reside all of the most up to date Timelines for all Offices and Committees of the Guild.

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4. Basic Responsibilities:

- 1) Executive Board meetings. Prepare an agenda prior to each meeting and email to each Chair with the meeting date reminder. (See sample for Board agenda form.) This meeting includes, a report from each Executive Board member (and Extended Board member, should they attend); any Current Business still pending (items previously discussed and requiring follow-up or status updates and the Chair in charge.); New Business items to be discussed by the group; and ask if there is any other business before adjourning. If a motion is made requiring a vote from the group, the President asks for a second and all those in favor or opposed. The vote is then recorded in the corporate minutes.
- 2) General Membership meetings. Prepare an agenda prior to the meeting and distribute a copy to the Vice President and Secretary. (See sample for General agenda form.) This agenda should include your welcome statement, announce the meeting dates for the next month and ask if there are any changes to the minutes which were published in the newsletter. If none, the minutes are accepted. If there are changes, the secretary will make adjustments to the corporate minutes before filing. Each Chair is called upon to make a report to the general membership. Pending and New Business items are discussed. If there is a vote to be taken, the President will request a motion, a second, all those in favor and those opposed. The result is announced and the Secretary records the results in the corporate minutes. Show & Tell is announced when business is concluded and the members share their quilts with the group. A short break is then announced, followed by the evening Program.
- 3) Meeting dates and locations. At the beginning of the fiscal year, present dates and times for all the scheduled Executive Board meetings and General Membership meetings. The General Membership meetings are held on the second (2nd) Wednesday of each month and Executive Board meetings are held the Thursday before, unless otherwise noted. Changes to these dates must be announced in advance. Due to the number of members to be notified, any change to the General Membership meeting date must be announced at the prior month's meeting, in the Newsletter and by email blast.
- 4) Refer to the Guild Timeline. Monthly review of the timeline will remind you of scheduled items and assist you in making sure all departments meet their deadlines as required. This also allows you to arrange additional assistance as needed.
- 5) Review Financial Reports monthly. The Treasurer presents a year-to-date budget report monthly. Review areas to verify charges are posted correctly and address areas approaching budget limits. All areas are encouraged to minimize expenses wherever possible, so reinforce this behavior by keeping the Board advised of the Guild's current financial status each month.
- 6) Serve on the Budget Committee. Prepare a tentative recommendation before this meeting. Solicit proposed purchases or major expenses from each Executive Board member and Extended Board member to aid in setting budgets for the coming year at the May Executive Board meeting for presentation to the Budget Committee. The Treasurer will arrange the meeting date and advise all Committee members. Encourage all to consider asking for a realistic budget amount. All Board members must exercise fiducially sound requests for budget items.
- 7) Collect and distribute Guild mail. The President and the Treasurer hold Post Office Box keys for the Guild and are responsible for visiting the Post Office to collect mail at least once a week. Coordinate trips to minimize duplication of effort. Distribute mail in a timely manner via the Executive Board meeting and the General Meeting. When urgent mail is received, deliver as soon as possible.
- 8) Authorize all Guild contracts. The President's signature is required on all Guild contracts and is not considered binding until done. Insure all original copies are distributed to the Treasurer for filing.
- 9) Remind the Vice President to administer the Honorary Life Member program in the designated years. (See Bylaws for procedures and timelines.) This honor is awarded every three year (3) years. The last year awarded

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was in 2020.

- 10) Monthly Newsletter article. Prepare a monthly article to appear in the next month's issue of the Newsletter. The Newsletter Editor will announce their deadline for submission at each monthly meeting. Articles may include topics which are currently of interest, such as an upcoming Guild function or event, a special speaker, or even your review of the previous month's events. The size of this article should be restricted to one page to fit the reserved space.
- 11) Maintain an updated Procedure Manual. During the year, procedures may change or be modified to accommodate current conditions. This would include Bylaws revisions affecting the operation of the Guild or its officers, changes in a current procedure for efficiency purposes, or any change approved by the Board for business reasons. By maintaining an updated Procedure Manual, you will remain current for the Guild and make it much more efficient to pass on to the person taking over at the next fiscal year.
- 12) Review the Bylaws bi-annually. The President and Parliamentarian should meet at least every two (2) years to consider whether changes are required in the current Guild Bylaws. In an effort to remain current and prevent outdated policies and procedures from remaining in the Bylaws, this procedure provides for a quick review to make updates as needed. If no change is required, you have done your job. Bylaws were updated on June 12, 2019
- 13) Prepare an Annual Report. At the end of the fiscal year, the President should prepare an official Annual Report to include Guild activities, fundraising efforts, milestones and events affecting the Guild. Also, to be included are challenges faced during the year and special awards honoring members. This report is to be presented to the Executive Board and General Membership and becomes part of the documentation preserved by the Recording Secretary. It is posted on the website for membership review.
- 14) Secure Event Space. It is the responsibility of the President to secure space for the annual Quilt Show or fundraising event for the next fiscal year. The Show or Fundraising Chair should assist in visiting possible venues and obtaining contract rate information in preparation for a formal recommendation to the Executive Board. Following approval of the recommended venue by the Executive Board, the selected plan is to be presented to the General Membership for approval at the next meeting.

5. Guild Timeline:

- Executive Board Meetings are held the Thursday before the General Meeting
- General Guild Meetings are held the 2nd Wednesday of each month.
- Loving Hands meets the 2nd Friday of each month
- Honorary Life Member procedure is every 3 years, it was last awarded in 2020.

Month	Action	Chair
July	Financials Audit to begin Update bank signature cards All procedures manuals should be turned over from the prior Board member to the new Board member Standing Committee and Special Committee Chairs to be filled and announced. Meet with Parliamentarian every two years to go over Bylaws	Treasurer All President President, Parliamentarian
August	Membership Dues are due at the end of the month	Membership

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September	Present Financial Audit findings Loving Hands Report	Treasurer Loving Hands
October	Distribution of Membership Roster	Membership
November	Honorary Life Member (HLM) announcement in newsletter Voting of 1st philanthropy project (if applicable)	Vice President Philanthropy
December	Annual Pot Luck Dinner, Executive and General Loving Hands Report	Loving Hands
January	Nominating Committee elected at General Meeting Members turn in HLM nominations	Parliamentarian Vice President
February	Have Program and Workshop Team attend SCCQG Meet the Teachers and start planning for future programs and workshops. Plan and adopt meeting and workshop calendar for time period needed for planning meetings and workshops.	V.P., Program & Workshop Chairs ALL
March	Membership votes on HLM nominations Loving Hands Report	Vice President Loving Hands
April	Nomination of Candidates for next Board Provide next year budget requests to Treasurer Publication of HLM	Parliamentarian All Vice President/Newsletter
May	Voting for the new Board Budget Meeting Proposed Fundraising Event Budget Determine members not in good standing before the general meeting Voting of 2nd philanthropy project	Parliamentarian Treasurer Fundraising Chair All Philanthropy
June	Installation of new Board Present next year's budget to the Board and approval at General Membership meeting New President provides dates and locations for meetings – if it has not been done earlier. Exchange of Procedure Manuals Loving Hands Report	Parliamentarian Treasurer President All Loving Hands

6. President's Calendar of Duties:

Monthly

1. Write article for newsletter.
2. Run Board and General Meetings.

Biennially

1. Go over Bylaws with Parliamentarian to keep Bylaws current.

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2. Do inventory with Equipment/Inventory Chair.

Monthly Responsibilities

July

1. Provide "Conflict of Interest Policy" to all Board Members. Document this action in minutes
2. Fill Standing Committee and Special Committee Positions.
3. Verify Financial Audit schedule
4. Verify distribution of Procedure Manuals to all new positions
5. Review scheduled meetings for month

August

1. Review scheduled meetings for month

September

1. Verify Financial Audit findings
2. Review scheduled meetings for month
3. Verify Loving Hands Quarterly report

October

1. Review scheduled meetings for month

November

1. Honorary Life Member announcement in Newsletter (Valid years only)
2. Review scheduled meetings for month
3. Vote for Philanthropy donation (if approved by Executive Board)

December

1. Annual Guild Pot Luck Dinner
2. Review scheduled meetings for month
3. Verify Loving Hands Quarterly report

January

1. Nominations Committee election at General Membership meeting
2. Verify Honorary Life Member status for current year & solicit nominations from Membership (Valid years only - Last awarded in 2020)
3. Review scheduled meetings for month

February

1. Review scheduled meetings for month
2. Review and approve yearly calendar of meetings and workshops for next year (Board)

March

1. Membership votes on Honorary Life Member nominations (Valid years only)
2. Review scheduled meetings for month
3. Verify Loving Hands Quarterly report

April

1. Publication of Honorary Life Member (Valid years only)
2. Provide next year's budget requests to Treasurer
3. Verify Nomination Committee presentation of Candidates for next Executive Board to General Membership
4. Review scheduled meetings for month

May

1. Vote for New Executive Board at General Membership meeting
2. Appointment of Honorary Life Member (Valid years only)
3. Determine members not in "Good Standing" before vote at General Meeting
4. Attend Budget meeting
5. Review scheduled meetings for month
6. Vote for Philanthropy donation (if approved by Executive Board)

June

1. Prepare Annual Report for General Membership meeting.
2. Installation of new Executive Board at General Membership meeting
3. Initiate hand-over of Procedure Manuals to incoming Board positions
4. Review scheduled meetings for month
5. Verify Loving Hands Quarterly report

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7. Monthly Meetings & Agendas: (See samples)

- 1) Executive Board meeting – the Thursday preceding the General Meeting, not always the first (1st) Thursday.
- 2) General Membership meeting - second (2nd) Wednesday of the month, unless rescheduled due to holiday or facility conflicts.
- 3) Loving Hands Friday - second (2nd) Friday of the month, or as determined by Loving Hands Chair when setting the calendar for next year
- 4) Fundraising and/or Quilt Show meetings - as scheduled

8. Business Contacts:

First United Methodist Church of Glendale (See Vice President for current contact)

Bank of America checking account (See Treasurer)

Invesco Money Market and Synchrony Bank CD (See Treasurer)

Accountants - Russ & Allcroft (See Treasurer) Insurance company - (See Treasurer)

Post Office Box - # 9392 at 101 Verdugo Rd., Glendale, CA 91226

Storage Facility - A-1 Self Storage, Space #120 at 4427 San Fernando Rd, Glendale, CA 91204 818- 247-1444

Website Manager and Domain Host - Robin Spurs Online

Payment Processing - Paypal

Online Booking for Workshop and Special Events - Book When

Pasadena Convention Center - 300 E. Green St., Pasadena, CA 91101 Laurie DeClerk Sales Mgr. - 626-395-0215

Sheraton Pasadena - 303 Cordova St, Pasadena, CA 91101

Remainders - 1713 East Walnut Street, Pasadena, CA, 91106 (626) 533-5129

9. Samples:

1. Board meeting agenda
2. General meeting agenda
3. Annual report

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Sample 1 –Board Agenda

Executive Board Meeting Agenda
Thursday June 4, 2020, 6:30pm WAC

- I. Call to Order
- II. Are there any corrections or additions to the minutes of the previous meeting?
If none, the minutes stand approved as printed in the Newsletter.

Executive Board	13. Electronic Media –Website (Hester Bell), Facebook (B.Hasenauer)
1. Vice President	14. Equipment/Inventory – Storage of historical documents
2. Treasurer	15. Philanthropy –
3. Communications Secretary	16. Publicity
4. Parliamentarian	Special Committees
5. Programs	17. Block of the Month
6. Workshops	18. Dine-In
7. Membership	19. Trips (Flo Cohen)
8. Newsletter	20. Printing Liaison
9. Fundraising - Quilt Show 2020	21. BookWhen (Nancy Turney)
10. Loving Hands	22. Nominating Committee (Elke)
Standing Committees	
11. Audit	
12. Email Blast (Tim Spinn)**	**ideas welcome- sending weekly

Unfinished Business & Updates:

1. July Meeting
2. Post form on website to order Opportunity Tickets (Beth)

New Business:

1. Cost of Mail Chimp or other email/marketing application
2. Consider using Groupworks (a club management program) for guild communications and easy payment from members

GENERAL MEETING Wednesday, May 13, 2020 (Cancelled) WORKSHOP Saturday, May 16, 2020 (Cancelled) NEWSLETTER DEADLINE Tuesday, May 19, 2020			LOVING HANDS Friday, May 22, 2020 (Cancelled) FUNDRAISER MEETING TBD BOARD MEETING Thursday, June 4, 2020 (Combined)			
C. Abrams	H. Asef	S. Bishop	F. Cohen	C. Dudley	R. Fletcher	E. Gray
B. Hasenauer	M. Jamora	E. Miyahara	J. Parker	R. Read	C. Shier	T. Spinn
N. Turney						

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Sample 2 – General Meeting Agenda

Glendale Quilt Guild General Guild Meeting Agenda Date

(5 minute warning before Meeting – remind everyone to sign in at the membership desk.)

- I. **Call to Order 6:30**
- II. **Please Turn OFF or silence all cell phones**
- III. **Next Board Meeting is mm/dd/yyyy; General Meeting is mm/dd/yyyy**
- IV. Are there any corrections or additions to the minutes of the previous meeting (None?) The minutes stand **approved as printed in the Newsletter.**

Program: Name, Program Title

Announcements

1. Anyone who can take pictures of meetings, please send to Beth Hasenaur and Tim Spinn
2. Quilt Show 2020 and Covid-19 (Discussion about options – Tim)
3. Small Quilt Challenge – Tim and friends
4. Fabric Sale – Happy St. Patrick's Day, all green fabric is \$1.00 per pound (about 50 cents a yard)
5. American Legion St. Patrick's Day Bingo March 14th – Flyers available
6. Board Members line up

Board Reports

1. Vice President
2. Treasurers Report
3. Parliamentarian
4. Communications Secretary (Sunshine and Shadows)
5. Newsletter –Articles due mm/dd/yyyy
6. Fundraising Announcements
7. Programs and Workshops
8. Membership, guests and drawing
9. Loving Hands
10. Show and Tell

Break

Program: Name, Program Title

Possible Special Drawings at end of meeting

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Sample 3: President's Annual Report

Glendale Quilt Guild President's Annual Report Fiscal Year 2019-20

What a year! The guild continued its charitable and educational focus. Members were engaged in the many different opportunities provided by Programs, Workshops, Loving Hands, Block of the Month, Block Exchanges, and Fundraising. The Quilt Show Committee was excited and energized for our return to the Glendale Civic Auditorium in 2020 when we were dealt a blow by the Covid-19 pandemic and had to cancel the show. The guild members continued our charitable mission by making non-medical fabric face masks to donate to organizations in need. Due to the Safer at Home Orders in LA County and the inability to hold a public meeting the Board adapted by holding the first ever video conference Board meeting in April, followed by a video conference social hour for guild members on May 13, 2020. This guild is fortunate to have an incoming Executive Board of leaders who will continue to develop plans for the future and success of the organization.

Audit and Budget

- An audit team of four guild members performed a random review of four months from the 2018-2019 fiscal year. The audit report and recommendations are available from the Treasurer.
- A pared-down budget was presented and approved by the Board in May. The Budget was presented to members by email blast on May 11, 2020. Members without email received a budget by mail with a return envelope for their ballot. Due dates for questions and approval of the budget were due by May 22, 2020.

Block of the Month, Block Exchanges, Challenges, etc.

- "Say it with Words" Small Quilt Challenge with leadership by Elke Miyahara. Participants received a 5" circle of yellow fabric from the Opportunity Quilt "Ballyhoo" and were challenged to create a small 16" x 20" quilt using the fabric from the circle and include at least one word. Quilts were displayed at the Bingo event in October. Members voted on their favorites.
- Maggie Llamido spearheaded a "Dear Jane" group of "Janiacs". The group meets once a month at WAC to work on Dear Jane blocks.
- The Block of the Month "House Blocks" by Tina Curran, with different themed houses continued through November. Members had a lot of fun interpreting the theme for each month, such as "Power House", "Green House", "Dream House", etc.
- Christmas Block Exchange led by Kathi Coleman Wilson was a big success. In November members exchanged "Candy Corn" blocks and in December they exchanged "Tree" blocks made from the same pattern.
- Bus Trip to Road to CA was a big success, thanks to Flo Cohen's organizational skills. A fun time was had by all.
- In January many guild members had quilts on display in the SCCQG Guild display at Road to CA with a theme of "honoring 25 years of Road". The display of quilts from SCCQG member guilds was prominently displayed and was enjoyed by all.
- "Please Don't Touch the Quilts" Small Quilt Challenge with leadership by Tim Spinn challenged members to create a 16" x 20" small quilt with the theme "Please Don't Touch the Quilts". There was voting by members for their favorite quilts. The small quilts became part of the permanent collection of the guild for use in quilt shows or other fundraising events where quilts are displayed.
- Summer "Twin Pop" popsicle block exchange was presented by Kathi Wilson in the April 2020 newsletter. Blocks are due in June 2020, but due to Covid-19 details may change.

Communications

- Email Blasts have continued to utilize Mail Chimp as the provider.
- Hester Bell continues in the website liaison position.
- Beth Hasenauer has also been doing a fantastic job keeping our Facebook page interesting and accessible.
- Rebecca Fletcher set up an Instagram account for the guild and has been keeping it updated

Facility

- The guild continues to meet at the First United Methodist Church of Glendale. Due to the pandemic our last physical meeting was on March 11, 2020. The church is continuing to hold our spot and hasn't required payment for the missed meetings.
- Women's Athletic Club (WAC) Partnership: The guild continued the contract with the Women's Athletic Club for \$2000.00 per year to pay for meeting space which includes Loving Hands, Workshops, Board Meetings, and Fund Raising Meetings. The WAC Board approved the extension for the 2020-21 Fiscal Year.

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Fundraising

- Opportunity Baskets: Cindy Abrams and Cindy Tanaka continued to create fantastic baskets throughout the year, until the pandemic ended our meetings after March 2020.
- 2019 Stitches SoCal: Between November 14, 2019 and November 17, 2019 the Glendale Quilt Guild had a 10' by 10' booth at the Stitches SoCal 2019 event at the Pasadena Convention Center. The guild paid a discounted rate of \$125.00 for the booth. The booth was utilized to sell opportunity tickets for the Ballyhoo Opportunity Quilt, tickets for two opportunity baskets of yarn, and a variety of small quilts and baby quilts, and Reversible Fabric Market Bags. Merchandise sales totaled \$1,129.00 (including pre-event and post-event sales), basket raffle sales totaled \$50.00, Opportunity Quilt ticket sales totaled \$54.00.
- Dine-In: The guild had a dine-in event at the Central Grille in Pasadena and received 25% of receipts if 25 people participate. A total of \$96.29 was raised at the event.
- 2019 Opportunity Quilt, "Ballyhoo" completed its tour of the region and a winning ticket was called at the December 11, 2019 meeting. Total funds raised for the quilt was \$5,200.00 during the calendar year.
- 2019 Bingo Night
 - The guild, in partnership with the American Legion Post 288 and VFW Post 1614 held a successful Bingo Night fundraiser on October 12, 2019. The Bingo night featured cash prizes for all bingo games, plus an additional prize of a quilt for the Big Chip games and the final Blackout Bingo game. We raised \$7,317 through sponsorships, ticket sales, raffle basket sales, and food sales.
- 2020 Opportunity Quilt, "Superbloom" was announced at the July meeting and unveiled at the October meeting. Tina Curran volunteered to coordinate the construction of the quilt which was based on her original design of California Poppies. The quilt made its official debut at Road to California in January 2020. Unfortunately, due to the Covid-19 pandemic and Safer at Home Orders for Los Angeles County, we have struggled with selling tickets for this spectacular quilt. There are plans to create a ticket order form to help sales.
- 2020 Quilt Show
 - Led by Rasa Read the Quilt Show committee continued to plan for a successful quilt show at the Glendale Civic Auditorium on March 27th and 28th. Unfortunately, due the pandemic the quilt show had to be cancelled. It was heartbreaking for all involved because we were in sight of the goal and preparations had been made. The Glendale Civic Auditorium refunded the deposit. The guild refunded the vendor's payments. We are looking forward to mounting a quilt show at this venue sometime in the future.

Honorary Life Member

- Kathi Coleman Wilson was awarded Honorary Life Membership by the guild members in March 2020

Loving Hands

- Loving Hands, led by Cindy Abrams, continues to be creative and heartfelt, building on her previous success. Even with the pandemic and Safer at Home Orders Cindy has continued to find ways to interact with members in producing Loving Hands quilts. Loving Hands is an important part of the identity of the Glendale Quilt Guild. I applaud all members for supporting our charitable causes. (See Loving Hands Quarterly Reports for specific information about donations.)
- Tim Spinn led a donation of embroidery floss to support "Quilts for Empowerment". The mailing costs were donated to the guild. Over a pound of floss was sent to help impoverished people in Africa.
- Cindy Abrams led an effort to procure personalized embroidered tote bags with the GQG logo. Members pre-paid for the totes which were embroidered by Linda Buesching. This also raised funds for Loving Hands.
- October 4, 2019 Taco Friday to work on Loving Hands projects and enjoy a potluck of taco fixings was enjoyed by all attendees.
- A pattern for a birthday cake quilt was presented as an option for members to make as a finished quilt in the "Baby Cakes Loving Hands Quilt Donation Challenge". Deadline for finished quilts is July 8, 2020.
- Non-Medical Fabric Face Masks and Hospital Caps. Due to the pandemic, Tina Curran, Beth Hasenauer, and Tim Spinn led the collection and distribution of much needed non-medical fabric face masks in our area, and beyond. As of May 15, 2020 members had contributed 1249 masks and 110 Hospital Caps.

Membership:

- A policy to remove birthdays from the online roster and to omit the birthdays from future printed and online rosters was approved by the Board.
- The membership renewal form and new member application were updated to gather more information about the members interest in participating/leading various programs and fundraising efforts.

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Parliamentarian/Nominating Committee

- The slate of officers was presented in the May 2020 newsletter. On May 11, 2020 the ballot for the slate of officers was presented to members by email blast for approval. Members without email received a ballot by mail with a return envelope for their ballot. Due dates for ballots were due by May 22, 2020.

Programs/Workshops

- Under the leadership of Flo Cohen and Nancy Turney, the guild enjoyed a wide variety of Programs and Workshops. Meetings and workshops have been cancelled since April 2020 due to the Covid-19 pandemic.

Storage/Donations

- Storage continues to be a big expense for the guild. Cindy Tanaka continues as the equipment/inventory chair.
- Managing donations continues to be difficult due to storage limitations, and especially during the Covid-19 restrictions.

Submitted by:

Tim Spinn, Glendale Quilt Guild President July 2018-June 2020