



Durham Orange Quilters' Guild

BOARD POSITIONS

Guild President

The President shall be the official representative of DOQ, shall preside at all meetings of the general membership and the Board of Directors, and shall perform any other duties as authorized by the Board of Directors.

Duties

- Run the board and general member meetings. Keep the meetings to their time tables as much as possible and control who speaks at member meetings.
- Provide an agenda for the board meetings as well as an email reminder of the time and date, to be sent four days prior to the board meeting.
- Write a message from the president in every newsletter which keeps members abreast of changes or happenings that are not covered by the other articles.
- If 6:30 demonstrations are being offered, coordinate them or arrange to have someone else assist. These demos are provided by other guild members before the monthly general membership meeting. Topics covered are basic quilting skills to quilting artwork techniques (a wide range).
- Provide the room layout to St. Thomas More on the Friday prior to the general member meeting. This includes the locations for the stage (if needed), the number and arrangement of the member chairs, and the number and arrangement of tables with chairs.
- Acquire the key to the audio room at St. Thomas More on the third Monday of every month, between 8:30am and 4:00pm from the main office. Return the key in the drop box in the office lobby after the general meeting on the third Monday.
- Mediate any conflicts within the board.
- Appoint committees and request volunteers as needed for various events and projects.
- Respond to emails from the DOQ website (forwarded by the webmaster), Facebook page (forwarded by the Facebook chair), and DOQ email account.
- Run the annual business meeting including overseeing the annual election of new officers.
- Encourage participation by all guild members in the guild activities including service positions, elected positions, working on the quilt show, making donation quilts, attending workshops, and welcoming new members and visitors.

- Renew the Smart Cube storage unit and Select Insurance policies, as required.
- Renew the St. Thomas More (STM) contract for the monthly guild meetings, if possible. The last contract expired in July, 2017, and STM has stated, “For our recurring renters we really don’t worry about extending the contract as long as we have had no issues in the past...and certainly y’all haven’t given us any problems! All that we ask is that you submit a new insurance certificate each year, listing “the Diocese of Raleigh, the current named bishop, and the Catholic Community of St. Thomas More” as additional insureds.” Jennifer Bartnik, Coordinator of Office Services and Weddings, STM, Aug. 6, 2019.
- Reserve the rooms for the general guild meetings (usually the third Monday, reserve for 5:00pm – 9:00pm) and board meetings (usually the first Monday, reserve for 6:30pm – 9:00pm) in July for the entire next year. Note holidays and plan around them accordingly.
- Work with the Program chair to organize and run the Silent Auction in January.
- Identify any board and service chairs who will be stepping down at the end of the year, and advertise the open positions to the entire guild beginning in July.
- Collect mail from the DOQ PO Box, located in the Chapel Hill Post Office at 125 S. Estes Drive.
- Turn in all receipts for reimbursement. We MUST have the receipt in order to get sales tax refunded to DOQ.

Program Vice-President

The Program Vice-President shall, in the absence of the President, perform the duties of the President and shall coordinate DOQ Programs.

Duties

- Make a list of potential speakers, soliciting ideas from other members, board members, etc. Presentations should be on quilt related topics.
- Develop a plan for each year: local speakers for January, February, and March so that weather cancellations are less problematic.
- Coordinate with the Workshop chair to have the workshop presenter also provide a lecture for the Monday evening meeting. There are usually up to two workshops per year.
- Contact each potential speaker regarding their availability, price, and extra needs. Provide them with the date you want them to take, and perhaps one other as well.
- Email the contract to the speaker with the date, time, place, and lecture topic. Ask them to fill in the document with the items needed (projector, tables, etc), and their fee. They need to sign the document, then scan and email this completed back to the Program chair, or mail it to the Program chair. You do not have a confirmed speaker until you have their signed contract.
- Provide a report for the newsletter of upcoming speakers, usually covering two to three months.
- Introduce the speaker at the general guild meeting and arrange to have people hold up any quilts, as needed.
- Keep a list of potential speakers in case of cancellations, scheduling issues, and health. Some of these can be guild members or local folks.

- Work ahead. Finish one year and begin scheduling the next. It is easier to find someone willing to be the Program chair if you have already arranged the first six months of their term.
- Pay attention to the budget. We have the following events that require no program speaker: Silent Auction (January); Business meeting (October); and Holiday Party (December).
- Step in to run the meeting (either Board or Guild) if the President is unable to attend.
- Attend Board meetings.
- Help to recruit someone to replace you during July or August of the end of your term. This can be a person or a small group.
- Work with the President to organize and run the Silent Auction in January. Have the President provide the layout to St. Thomas More that includes many tables spread out over the entire room. The auction slips should be printed in the December and January newsletters (4 slips/page), so members can bundle and mark most items before coming to the meeting. Bring extra slips to the auction, approx. 100 sheets cut up into 400 slips. Also bring elastic bands, paper clips, scotch tape, clear bags, and lots of pens so people can mark items. Ask people to place their items on any table, with a slip on each item/bundle. People can browse and look at items, but bidding does not begin until the President or Program chair announces the start. Bidding is in dollar increments only, so we don't have to deal with coins. Once the start has been announced, give people 30 minutes to bid on items. Announce when 5 minutes remain, one minute remains, and countdown to the end of bidding to allow any bidding wars to end amicably. Ask everyone to sit down, and give the Treasurer and anyone helping with checkout time to get set up. Call out sections of the members seated to gather their items and proceed to checkout in order to stagger the line. The President can run the business meeting as this occurs. After all sections have checked out, have a few members go around to the tables and look for unclaimed items that have bids on them. After all items with bids have been picked up, ask members who brought items that did not sell to recover their items or choose to let them sell for \$1.00. Then, open up the remaining items to be sold for \$1.00 to the first person who picks them up. Any remaining items can be taken to The Scrap Exchange by the President or the Program chair.

Workshop Vice-President

The Workshop Vice-President shall, in the absence of the both the President and the Program Vice-President, shall perform all of the duties of the President and shall coordinate DOQ workshops.

Duties

- Contact the chosen quilt instructor for her/his class availability.
- Complete the instructor's contract and secure a site for the workshop.
- Once the contract is received and the dates are confirmed for the workshop(s), then an announcement for the upcoming workshop can be made to the guild members through the newsletter and announced at monthly meetings.
- For the out-of-town instructor, lodging will need to be arranged.

- For instructors using airline transportation, a guild member will need to meet him/her at the airport and that him/her to the hotel.
- Write a report for the newsletter starting approximately three months prior to the workshop.
- Three months prior to the workshop begin registration for the class(es).
 - Use the DOQ two-part form with name, email, phone number. If there are two classes, two sign-up sheets will be needed.
 - Request payment for the class at the time of sign-up.
 - Retain forms and money collected until the class is held.
- If the class has not been filled by DOQ members by the designated date, then the class may be opened for non-members for an additional fee.
- Approximately 4-6 weeks before the workshop, email the instructor with the workshop location and lodging information, if applicable.
- Obtain a key for the facility the week of the workshop.
- On the day of the workshop, set up tables, chairs, extension cords, ironing stations, cutting/teaching station, and instructor's retail table.
- Order lunch meal(s) for the instructor during the workshop dates. Another option is to arrange evening meal(s) with interested DOQ members on the day(s) of the workshop and lecture (if applicable).
- At the end of the workshop(s), clean the facility per instructions.
- The instructor MUST provide an invoice for services for the workshop to receive payment. This will be given to the Treasurer for payment. If the instructor prefers payment immediately after the workshop, then the invoice needs to be sent beforehand so that the Treasurer can write the check and have it available at the conclusion of the workshop. If the invoice is provided at the workshop, then the Treasurer will mail the check to the address on the invoice.
- Attend Board meetings.
- Turn in all receipts for reimbursement. We MUST have the receipt in order to get sales tax refunded to DOQ.

Treasurer

The Treasurer shall have charge of the DOQ funds and keep an accurate record of all receipts and disbursements, shall be responsible for depositing monies collected, shall make all disbursements as approved by the Board of Directors.

Duties

- Deposit funds received (dues, Silent Auction proceeds, contributions/donations, workshop fees, advertising, raffle ticket monies, quilt show proceeds, special trips/events).
- Disburse funds, mostly via online checks or manual checks, for rent, program and workshop expenses, supplies for donation quilts, insurance, administrative and membership materials and other expenses for guild operations and/or quilt shows hosted by the guild.
- Make sure all transactions are made in a timely manner.
- Reconcile bank statements monthly.

- Make sure adequate documentation of transactions (receipts, invoices) is obtained, reviewed, and authorized.
- Keep documentation of all transactions in an orderly system for the time required by the law (5-7 years).
- Summarize all transactions via a monthly statement to the Board for review and discussion.
- An annual financial statement and proposed budget will be published in the October newsletter before the annual guild business meeting and shall be presented to the guild at that meeting.
- Attend Board meetings.
- Submit a sales tax reimbursement form every six months to collect a tax refund for the guild.
- Prepare and submit tax information as required by the IRS and NC laws.
- Maintain the banking relationship with the bank who holds the DOQ funds.
- Be aware of tax requirements, changes, and the laws that can affect guild operations.
- Prepare the DOQ budget for the next year with input from all officers and committee chairs. Start the process in July or August, so that the initial/draft can be reviewed at the September Board meeting and the final version approved at the October Board meeting before publication in the newsletter.
- Be audit ready by maintaining an organized record of all payments and receipts.

Key Busy Times

- January – make sure the President is an authorized signer on all accounts.
- January/February – deposit dues from members.
- January – deposit money collected from the Silent Auction.
- Workshop/Major Speakers – prepay workshop space rental, pay teachers fees and other expenses (lodging, mileage, meals). Be sure to have all documentation from the program/workshop chairs before disbursing money.
- July – pay the annual insurance fee.
- July/August – prepare the draft annual budget for the next year.
- August – pay the PO box rent.
- August or September – renew the storage unit contract (note, payments are made monthly by the Treasurer).
- September – file the annual tax report with the IRS (efile postcard unless otherwise directed).
- October – prepare the final annual budget for the next year and get approval from the board before publication in the October newsletter.
- October – present budget to the guild membership at the annual business meeting for review and approval.

Outreach Coordinator

The Outreach Coordinator shall arrange charitable service opportunities benefiting the membership and the community.

Duties

- Maintain a record of requests for charitable contributions, including contact information, and the DOQ response (number contributed) to the charity. Also, continue to follow-up if ongoing contributions are needed and number fulfilled.
- Provide a budget and turn in receipts for reimbursement from the Outreach budget. DOQ can also get reimbursement for sales taxes paid, so turning in the receipts is important.
- Provide kits, if possible, for making charitable items. The kits should include easy-to-follow instructions, material, and all notions (ribbon, labels) needed to make the item. Members may choose to make items from their own supplies, so please have extra copies of the instructions.
- Maintain a table at the member meetings for providing kits, receiving completed items, and informing members and guests about the charities we are supporting.
- Provide an annual summary of the guild outreach responses to requests.
- Attend Board meetings.
- Provide a monthly newsletter report of donations and current requests.
- DOQ purchases a large roll of batting and delivers it to the long-armor's location for the quilting. The Bee may prefer that the roll be delivered to another location (like their meeting room).
- If requested, provide quilting supplies to Bees making donation quilts to be turned into DOQ
 - The Bees are expected to also purchase batting if they are making quilts that don't get turned into DOQ for delivery to the organizations DOQ supports.
 - Each Bee and/or their long-armor(s) will keep track of the number of DOQ quilts made and ask for another roll to be purchased by DOQ, as needed. The Bee is expected to manage getting batting from their funds and from DOQ funds in a fair manner.
 - DOQ requests that no personal or Bee labels be written or sewn onto a quilt that is donated to DOQ.

Secretary

The Secretary shall keep minutes of all meetings of the Board of Directors and the general membership, shall conduct general correspondence, as required, and shall assume all duties usual to the office.

Duties

- Attend and take minutes at the monthly board meeting. Use the prior month's minutes or the current agenda as an outline for typing in notes from the meeting. Minutes should go via email to all board members within a week after the meeting. Additions and corrections are made and the final minutes approved at the next board meeting.
- Attend and take minutes at the monthly membership meeting. Minutes from monthly membership meetings are emailed to the board members prior to the next board meeting. Additions and corrections are made and the final minutes approved at the next board meeting.
- Copies of approved meeting minutes are saved in notebooks or digitally on a flash drive or the DOQ private Google drive (preferred).

Membership Chair

The Membership Chair shall collect dues, maintain the dues spread sheet, maintain the DOQ membership directory, maintain DOQ member email address on DOQ Google account, maintain first name member list, attend Board meetings.

Duties

- Collect Annual Guild dues. Members may pay dues:
 - a. Check, Cash or Credit Card at monthly meetings.
 - b. Via Pay Pal online at <https://www.durhamorangequilters.org/join/>
 - c. Mail check and join form to
- DOQ Membership Chair**
PO Box 9513
Chapel Hill, NC, 27515-9513
- Be present at Guild Meetings to collect the dues, ensure that the membership forms are correctly filled out with amount paid, form of payment and contact information.
 - Maintain Guild Membership Spreadsheet: member names, dues payments, date of payment, how paid.
 - Publish and distribute the Membership Directory via email March, June, September and December. The directory includes:
 - a. Contact information about the guild.
 - b. General information about the guild.
 - c. List names/ phone/ email/ quilting services of members who offer quilting services.
 - d. Sponsor Advertisements provided by the Advertising chair. These do not change after March until the following March. The ads go before the member names to give more visibility.
 - Maintain member check-in lists. Have attendance list at each meeting for members to check in. Maintain information in the attendance spreadsheet for the year.
 - Send the membership form to the Newsletter editor in early November, to be included in the November and December newsletters.
 - Provide a basket of quilting goodies (donated and/or purchased using funds from the Membership budget) to be displayed and raffled off at the December meeting for all guild members who have paid dues for the next year. The winner MUST be present to win, no one else can accept the gift basket for an absent winner.
 - Start collecting dues in November for the next year. Members who are 75 years old or more and have been guild members for 5 consecutive years, can opt out of paying dues.
 - Attend Board meetings. Provide a summary of the current membership, the number of attendees and visitors at the last guild meeting, and the number of senior renewals.
 - Turn in all receipts for reimbursement. We MUST have the receipts in order to get sales tax refunded to DOQ.

Newsletter Editor

The Newsletter Editor shall prepare and distribute the newsletter via email to all members monthly.

Duties

- The newsletter is published monthly. All articles for the newsletter are due shortly after the Board meeting (usually Wednesday or Thursday). Send an email to the Board and Service chairs approx. a week before the due date as a reminder.
- Proofread and make appropriate changes to the articles.
- Accept advertising ads from the Advertising chair.
- Attend Board meetings.
- To publish the newsletter,
 - Begin by making a copy of last month's word document to use as a template.
 - Update all dates. For the list of the DOQ meetings this year, drop off the last meeting that just occurred.
 - Format and add any new advertisements (most remain the same after the March newsletter).
 - Add other input from DOQ members.
 - When the newsletter is complete, save/print as a PDF file.
- Log into the DOQ email account.
 - In the "TO" field, enter dogdispatch@gmail.com.
 - In the subject field, input "DOQ Newsletter", including the current month.
 - Write an accompanying email, such as, "Attached is the newsletter for May 2020." You may also add any other subject matter that is appropriate.
 - **VERY IMPORTANT** -- In the "BCC" field, add the current email list of members. The Membership chair updates this regularly. Do NOT add the list of members in the "CC" field. Doing this will send some emails to spam folders and anyone can 'reply all' unintentionally.

SERVICE POSITIONS

Advertising Chair

- Contacts local stores, including previous advertisers, in November to inquire about interest in advertising in the DOQ directory and newsletter for the upcoming year. This contact is primarily by email.
- Provide the advertising contract, which includes the cost per format size, for ads. The contract has rates for monthly, quarterly, and annual ads. Note, the directory can only be purchased for annual ads, beginning in March.

- Provide a target income for the annual budget. Note, this is not included in the annual business meeting review, but it is part of the planning that the Board makes to balance the budget yearly.
- Receive signed contracts and send out invoices to those purchasing ads using Square, if the advertiser wants to use a credit card. You can track the payment in Square, too. If the advertiser chooses to pay with a check, the Treasurer will advise you when it is received.
- Receive the final ad from the advertiser, in print ready format. The Advertising chair is not expected to create or edit ads.
- Receive each ad, insures it is the correct size and that payment has been received by the Treasurer before sending it for inclusion in publication.
- Combine all ads for the directory and send them to the Membership chair for the directory and/or to the Newsletter chair for the newsletter.
- Provide pricing and new ads during the year, as inquiries come into DOQ.
- Provide a report with all advertisers and income received at the end of the year.
- Preferably, start training/overlapping with the outgoing chair in September, so that you can be ready to start email potential advertisers in November for the following year.

Bee Keeper

- Maintain a list of all of the open quilting bees in DOQ. Each bee listed should include:
 - The focus of the bee
 - Where it meets
 - When it meets
 - Contact name and how to contact the person (email or phone)
- Provide the list to the Webmaster to post on the DOQ website.
- Provide a table near the New Comers table at the guild meetings to meet people who are interested in joining a bee.
- Help foster new bees by providing support and advertising their new bee during the business meeting portion of the monthly guild member meeting.
 - Act as liaison and contact between potential new bee members.
 - Create a contact list and send group emails and a questionnaire to potential bee members.
 - Set up a potential bee's first meeting, conduct an open discussion to help foster communication, and answer typical questions related to how a bee could be structured.
- Provide a summary for the newsletter of open bees and new bees.

Donation Chair

- Collect and store all fabric that is donated for distribution to members to make donation quilts.
- Distribute quilts to the various organizations that request them and keep records of quilts made and their distribution to these organizations.
- Buy batting or fabric using the allotted budget.

- Optionally, set up donation quilt workshops to make quilts and interact with guild members.
- Optionally, make quilt kits for members to take and sew. Keep track of kits handed out and returned.
- Write a monthly newsletter report of activities.
- Present an oral report of activities at the guild meetings.
- Turn in all receipts for reimbursement. We MUST have receipts in order for sales tax to be refunded to DOQ.
- If requested, provide quilting supplies to Bees making donation quilts to be turned into DOQ
 - The Bees are expected to also purchase batting if they are making quilts that don't get turned into DOQ for delivery to the organizations DOQ supports.
 - Each Bee and/or their long-armor(s) will keep track of the number of DOQ quilts made and ask for another roll to be purchased by DOQ, as needed. The Bee is expected to manage getting batting from their funds and from DOQ funds in a fair manner.
 - DOQ requests that no personal or Bee labels be written or sewn onto a quilt that is donated to DOQ.

Door Prize Chair

The Door Prize chair provides door prizes at each guild meeting for anyone wearing a homemade nametag.

Duties

- Arrive at 6:30pm to 6:45pm to set up an area with a sign, a bag, slips of paper, and pens. Anyone wearing a sewn nametag is invited to fill in a slip of paper and drop it into the bag. Guild membership is NOT required but we require a sewn nametag be worn to enter (not just a paper with a name written on it).
- Provide three to five door prizes for each member guild meeting. Having each prize in a gift bag is optional. The door prize bundles may come from donations from members or finding sale items at quilt stores (refunded by DOQ from the Door Prize budget). Door Prize items are stored at the chair's home until needed.
- Contact quilt stores who advertise in the newsletter, to see if they have gift cards or donations that can be used for door prizes. Also, some speakers will bring door prizes to be handed out at the meeting where they are presenting.
- When directed by the President, select someone who doesn't have a name in the bag to pull the first winner's name. Sometimes the guest speaker is asked to have this honor.
- Describe the contents of the prize, especially if it has been donated, so we can recognize the donor.
- As each winner is announced, hand them their prize and ask them to select the next name.
- Attendance at the meeting is REQUIRED, so if the person has already left, then select another winner.
- If unable to attend a meeting, find an alternate to hand out the prizes at the meeting.
- Provide an annual budget for the following year for the October business meeting.

- Provide an annual summary of the number of door prizes handed out.
- Turn in all receipts for reimbursement. We MUST have receipts in order for the sales tax to be refunded to DOQ.

DOQ Webmaster

- Update the durhamorangequilters.org website at least once per month with current guild activities and local events. The website is built using WordPress, with several custom pages, so knowing how to add content to WordPress and some basic html skills are helpful.
- Keep the DOQuilters@gmail.com calendar up to date for display on the website.
- Check the DOQuilters@gmail.com email regularly for inquiries to the website, and forward to the appropriate people.
- Keep the board member list, quilters list, and bee list up to date.
- Update the newsletter advertisers list (local quilt shops) each year. Note, we do not want to give free advertising to a group or shop who do not advertise in our directory and/or newsletter.
- Add links to other interesting content, like nearby quilt shows, teacher websites, etc.
- Make sure the hosting fee and domain fee is paid to Bluehost.com by April 1st, paid every three years. The DOQ budget has a line item for this fee, and when the next payment is due.

Facebook Chair

- Attend member meetings and take pictures to post on the DOQ Facebook page.
- Request and post other DOQ quilt related pictures, such as from quilt shows, workshops, DOQ bus trips, and other events.
- Post upcoming DOQ meeting dates, time, place or cancellations.
- Post upcoming program or speaker, demo, or special event.
- Forward Facebook messages to the appropriate person, as needed.
- Edit who can post on Facebook.

Hospitality Chair

- Provide refreshments at special DOQ meetings:
 - June – Ice Cream Social.
 - October – Cider and Donuts.
 - December – Holiday Party.

- June – Ice Cream Social. Provide the ice cream, toppings, disposable spoons, napkins and disposable bowls. A table cloth is optional, but always a nice touch. The guild meeting will start about 15 minutes late to give people time to socialize and enjoy the sweet treat.
- October – Cider and Donuts. Provide the cider, donuts (cut in half), disposable cups, napkins, and a large coffee pot(s) to heat the cider. A table cloth is optional, but always a nice touch. The Challenge quilt projects are on display, so the guild meeting starts later to give people time to socialize, enjoy the treats, and vote on their favorite challenge project. The business meeting is also held in October, so providing food is a nice boost to the meeting.
- December – Holiday Party. Provide water, sweet tea, unsweet tea, disposable cups, disposable plates, napkins, and plasticware. Ask for volunteers to bring large pieces of material to be used as the table clothes, if possible. Also, have some extra serving utensils and a couple large knives with your name on them, in case people forgot items. Encourage finger food and discourage soups, stews and other items needing bowls. For example, we usually say: Bring finger foods to share. If your last name begins with A-J, bring something sweet. If you last name begins with K-Z, bring something savory. Alternate the sweet/savory assignments so people can bring different items the next year.
- Advertise each event in the DOQ newsletter starting about two months earlier. Send your input to the Newsletter editor before the deadline, to give him/her time to organize it with the other items in the newsletter.
- Input the hospitality budget to be included in the annual budget.
- Turn in all receipts for reimbursement. We MUST have the receipt in order to get the sales tax refunded to DOQ.

New Comers Chair

The New Comers chair welcomes visitors, member's friends or family to learn more about the Durham-Orange Quilters Guild.

Duties

- The New Comers Group was started in 2015, by Bibby Moore, to provide an opportunity for visitors, member's friends or family to learn more about the Durham-Orange Quilters Guild started in 1978.
- Welcome visitors/potential new members, help them get to know others, learn about the Guild activities and encourage volunteering, or signing up for a Bee, in order to get to know others. Many have observed that it is hard to get to know people in a big Guild. Visitors have often commented that they have never had an opportunity to learn about a Guild before joining, and find it very helpful and friendly. Let's keep it going!
- Order, or prepare any necessary handouts. Currently includes: a heavy paper book mark, 2-sided brochure/handout on the Guild which is updated annually by the Group Leader.
- Bring a copy of the current newsletter to pass around.

- Submit any changes to the Newsletter Editor at the beginning of each month.
- Arrive at the guild meeting by about 6:15pm. Organize seating area, round table, chairs, New Comers Sign on easel. Attendees might number from 0-6, but usually 3-4 visitors come. Set out sign-in sheet with several pens.
- Start the meeting at approx. 6:30 pm. Welcome and introduce the goal of the group, and briefly review the brochure. Answer any questions visitors have. Indicate the purpose of the other tables set up in the back of the room and encourage members to visit the tables offering current projects and quilting opportunities. As time allows, encourage discussion of what kinds of quilting visitors are interested in. Encourage visitors to come back as often as they like to this group.
- End the meeting shortly before 7:00pm. Collect unused papers, pens, sign-in sheet. Take down sign. Take sign-in sheet to Membership chair to record visitors and new members signing up that day.
- Introduce newcomers when the President asks for report from New Comers Group, introduce visitors to the group meeting. (This can be President or New Comer Group Leader).
- Make a photo of sign-in sheet for record keeping, and give original to Guild President/or retain for reference to record a current monthly report.
- Provide an annual summary of number of visitors.
- It is very helpful to have a co-leader so that one can take notes, or ask questions and facilitate discussion. Often visitors will arrive with only 10 minutes left in the meeting and can thus be readily greeted and brought up to speed. In the past, another Guild member has volunteered to help support this group, be an alternate leader when only one leader can attend. Other perspectives and ideas always makes the group a better experience for everyone.
- Turn in all receipts for reimbursement. We MUST have receipts in order for sales tax to be refunded to DOQ.