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General Policies & Procedures

Sisters Outdoor Quilt Show Special Exhibit

Reimbursements for Member Payment of Guild Expenses

Reimbursement will only be made with proof of purchase. (i.e.: receipts, credit card charges on bill, etc.)

End of Officers Term

Member Responsibilities

Other Awards & Recognition

Sunriver Quilt Show

Officers' Resource List

The policy of the guild is to pass on all materials, schedules, procedures, notes, etc., when your term has ended, to your successor. Some sort of notebook/binder should be maintained for each committee

Website Documents

The following documents are allowed to be posted on the website:

- Program and Education program information
- Information approved by the Board of Directors, i.e.
 - o Change in officers
 - New Members Newsletter
 - o Forms
- Newsletter
- Bylaws
- Procedures Handbook
- Roster secured page
- Budget secured page
- Quilt-related educational resources (under Forms & Quilt Tips)

Member Responsibilities

All members are encouraged to volunteer in support of all guild activities. This would include attending meetings, taking classes, participating in making mercantile items, helping with service and other projects, and volunteering to be an officer.

Sunriver Quilt Show

- Only MMQ members may exhibit quilts and offer quilts for sale.
- Cash, checks or charges on the "Square" are accepted for quilts, subject to Treasurer's discretion.
- > MMQ does not collect a commission on quilts sold.
- Non-members who wish to show quilts will be required to join MMQ.
- Quilts are to be shown only once at the Sunriver Quilt Show.

Sister Outdoor Quilt Show Special Exhibit

MMQ will usually have a Special Exhibit at the Sisters Outdoor Quilt Show, which is held on the second Saturday in July. The theme for our special exhibit is selected by vote of the members at the end of the prior year so that it can be submitted to SOQS by mid-December. All quilts in the Special Exhibit must meet the SOQS size requirements. The SOQS special exhibit quilts may be held by the SOQS exhibit chairman for hanging in our own Sunriver Quilt Show the first Saturday of August as well.

Most recent MMQ special exhibit themes:

2015 – Modern Quilt

2016 - Hexie Quilt

2017 - Cabin/Log Cabin

2018 – Three Times Ten (in honor of MMQ's 30th birthday)

2019 – Baskets of Plenty

2022 - Let it Snow!

OTHER AWARDS & RECOGNITION

The MMQ Board of Directors will determine who will receive an award and how many will be issued at the Annual Holiday Party. These awards may or may not be awarded annually.

Golden Needle Award

The Golden Needle is awarded to an MMQ member who in some way has made an outstanding contribution of time and service to the guild. Their service to the guild during the current year has been beyond all expectations.

Silver Thimble Award

The Silver Thimble Award is given when a new member conducting MMQ business finds a way to make the job extra special or contributes time and service beyond what was expected, which may include doing something extra special for a member in need.

A new member is one who first joined MMQ during the period of Oct 1 of the prior year through the current (award) year.

Officers' Resource List

<u>Insurance</u>

The guild's insurance is issued by: State Farm Insurance

David Woodworth, Agent

255 SW Bluff Dr Suite 210

(541)797-0057 (800)782-8332 Bend, OR 97702

Renewal – due by October 24th

Bank

The bank used by the guild is: First Interstate Bank

Sunriver Branch

5,7750 Beaver Dr.

(541)593-8101 Sunriver, OR 97707

The MMQ treasurer has account information and access.

Mail Service

The guild receives its mail at the Sunriver Post Office: Mountain Meadow Quilters

PO Box 3254

Sunriver, OR 97707

Storage Unit: Sunriver Commercial Center

The guild rents Unit 520 (quilt block above door): c/o H20 Specialties

56815 Venture Lane Sunriver, OR 97707

MMQ treasurer has contract information. Padlock combination is available from board

member. Please help keep our storage unit neat and tidy!

Sunriver Scene

The contact for the Sunriver Scene is Susan Berger. She also submits information to Channel 4 (Inside Sunriver). 541-585-2937. Email: susanb@srowners.org or sroaboard@srowners.org