

**LAKEVIEW QUILTERS GUILD MASTER CALENDAR**  
**Updated December 3, 2014**

**NOTES:**

- Specific duties of the Quilt Show Committee have not been included in the list below.
- The donation quilt made for Gloria Dei Lutheran Church is shown as a Community Service function. The Board needs to decide if this is a stand-alone committee function; if it is, appoint a separate committee to be responsible for this task. It doesn't matter who makes the quilt as long as it is made and finished before September 1, in time for Gloria Dei's Fall Festival.

**MONTHLY**

1st VP:	Prior to General Meeting - Get check from treasurer to pay for facility setup; confirm facility setup. At General Meeting – pay setup person (if required); get W-9 from speaker; pay speaker.
Newsletter:	Prepare newsletter for following month. Make copies and mail to hard copy recipients; upload to website for e-recipients.
3rd VP:	Continue working toward a full calendar of speakers.
Secretary:	Prepares minutes of Board and General Meetings and submits them to the Newsletter person.
eNews	Send out monthly emails to members summarizing specific needs (it is not meant to be a mini-newsletter).

**JANUARY**

President:	Appoint By-Laws Committee (3 persons) in even-numbered years (responsible for reviewing current by-laws and recommending changes, to be voted upon by the membership).
General Meeting:	Elect Audit Committee (3 persons; may not have handled funds or have served on the board in the year under review) to review financial records of prior year (note: Bylaws state that the audit committee is appointed in November, but the finance year would not be complete then).
Treasurer:	Obtain previous year financial records/forms/templates. Set up record-keeping system and notebook.
Treasurer and Financial Advisor:	Request budget proposals from board, raffle quilt committee, and Retreat Committees as well as any other source planning to expend or receive funds; prepare proposed budget to include in February newsletter.
Treasurer:	Make previous year's financial records available for audit committee.
Next Raffle Quilt:	As required, copy patterns; purchase fabric; make kits.
3rd VP:	Review all programs for current year. Ensure each month in current year has a program; begin inquiries of desired speakers for subsequent year(s).
4th VP:	Schedule sew-in(s) or other special events (continues throughout year).
Financial Advisor:	Prepare for Tax Filing. 1099s should be filed by Jan 31st to individuals; file with IRS by Feb 28. Obtain 990 EZ tax forms ( <a href="http://www.irs.gov">www.irs.gov</a> ).
Community Service:	At General Meeting, ask for input regarding quilt recipient orgs.

## **FEBRUARY**

- Treasurer and  
Financial Advisor:  
Board: Review proposed budget; make copies for board meeting.  
Finalize budget if revisions came forward after budget was printed in  
newsletter; make copies, as appropriate, for budget approval vote at February  
guild meeting.
- Treasurer: Present budget to guild for approval.
- Next Raffle Quilt: As appropriate, kits handed out to volunteers.
- General Meeting: Vote on charity(s) to receive community service quilts.  
Treasurer presents budget for approval by membership.  
Bylaws Committee reports to Membership (could occur in March).
- Community Service: Announce quilt recipient organizations to guild membership.

## **MARCH**

- Community Service: Decide on who/how donation quilt will be made for Gloria Dei Lutheran  
Church. Outline schedule for completion of quilt by September 1.
- Community Service: Ensure upcoming community service night/day is advertised in newsletter.
- Membership: Finalize Membership List after March meeting in preparation for April  
mailing.
- Spring Retreat Chair: If necessary, submit final budget for Spring Retreat to board.

## **APRIL**

- Community Service: Ensure community service night/day is advertised in e-news.
- Next Raffle Quilt: Deadline for blocks to be completed; begin assembling quilt top.
- 4th VP: Start taking small donations for Auction

## **MAY**

- Community Service: Prepare for community service sew-in night/day. Order food, make sure  
room is prepared for cutting, sewing ironing, kitting, and food. Need cutting  
mats, rotary cutters, batting, batting scissors, tape measures, pins, baggies,  
small paper bags for trash, fabric, kits for quilting or making tops, ironing  
boards, and irons.  
Note: The date of this meeting may move to another month to accommodate  
speaker schedules.
- Financial Advisor: File IRS Form 990 Federal Tax forms by May deadline.

## **JUNE**

- Next Raffle Quilt: Quilt is finished and given to marketing committee for photos and tickets.
- Board: Appoint raffle quilt marketing committee chair.
- Fall Retreat Chair: As necessary, submit final budget for Fall Retreat to board.
- 4<sup>th</sup> VP: Publicize and start requesting donations for auction.

## **JULY**

- Raffle Quilt: Finish Raffle Quilt quilting/binding and submit to photographer for preparation of photos; tickets are prepared for printing.  
4<sup>th</sup> VP: Publicize and continue requesting donations for auction.

## **AUGUST**

- 4th VP: Finalize and print auction booklet; advertise auction in local papers/shops.  
General Meeting: Auction.  
Membership: Order new membership cards for next year.  
Membership: Print out labels for raffle quilt marketer.

## **SEPTEMBER**

- Community Service: Provide donation quilt to Gloria Dei Lutheran Church by September 1.  
President: Appoint Chair for next Quilt Show (odd numbered years; quilt show is held in even-numbered years).  
Next Raffle Quilt: Committee decides on raffle quilt design for following year.  
General Meeting: Elect Nominating Committee (5 persons).  
Raffle Quilt Marktr: Introduce completed (current year) raffle quilt to guild; members given raffle tickets/packet info.

## **OCTOBER**

- President: Appoint following year's raffle quilt committee.  
General Meeting: Membership renewals begin for next year.  
Newsletter: Publish accumulated year-to-date membership roster changes in the newsletter.  
Nominating Cmte: Announce roster of nominees for new board.

## **NOVEMBER**

- Next Raffle Quilt: Designer and committee finalize following year's raffle quilt design, patterns, colors/fabrics  
Financial Advisor: Request 1099 Forms from IRS. These forms cannot be downloaded; must pick up from tax office  
General Meeting: Elect new Board members. Note: Prior to voting on the candidates for the following year's board, the slate must have been published in the newsletter, along with bios for each candidate.

## **DECEMBER**

- Board Members: Finalize notebooks/reports to hand off to incoming board.  
Financial Advisor: Prepare 1099 tax forms; pay state sales taxes.  
4th VP: Plan and set up for Holiday Party.  
General Meeting: Installation of New Officers by the Nominating Committee; thank outgoing board for their service.