

LAKEVIEW QUILTERS GUILD MASTER CALENDAR
Updated October 2019

NOTES:

- Specific duties of the Quilt Show Committee have not been included in the list below

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: Prepare minutes of Board and General Membership meetings and submit them to the Newsletter chair
- eNews: Send out monthly emails to members summarizing specific needs (it is not meant to be a mini-Newsletter)
- Other Committees: Present reports/updates to Board/General membership as required by Bylaws

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.
- Treasurer: Obtain previous-year financial records/forms/templates. Set up record-keeping system and notebook. Make previous year's financial records available for audit committee
- Treasurer and Financial Advisor: Request budget proposals from Board, raffle quilt committee, and Retreat Committees as well as any other source planning to expect or receive funds; prepare proposed budget to include in February Newsletter

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)

Special Events Committee: Schedule sew-in(s) or other special events (continues throughout year)

Financial Advisor: Prepare for Tax Filing. 1099s should be filed by January 31st to individuals (speakers); file with IRS by February 28. Obtain 990 EZ tax forms (www.irs.gov)

Community Service: At General Meeting, ask for input regarding quilt recipient organizations.

Financial Advisor: January 20 – Texas Sales Tax Due

FEBRUARY:

Treasurer and Financial Advisor: Review proposed budget; make copies for Board meeting

Board: 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, hand out kits to volunteers

General Meeting (Community Service): Vote on charity(s) to receive community service quilts and announce to membership; Treasurer presents budget for approval by membership; Bylaws committee reports to Membership (could occur in March)

Financial Advisor: February 28 – IRS 1096 Due

MARCH:

Gloria Dei Quilt Committee: Decide on who/how donation quilt will be made for Gloria Dei Lutheran Church for donation by Sept 1.

Community Service: Ensure upcoming community service night/day is advertised in the Newsletter

Membership: Finalize Membership List after March meeting in preparation for April mailing

Spring Retreat Chair: Submit final budget for Spring Retreat to Board

Board: Select Pattern for Board Auction Quilt and begin process of making quilt (have one board member coordinate).

APRIL:

Community Service: Ensure community service night/day is advertised in eNews

Next Raffle Quilt: Deadline for blocks to be completed; begin assembling quilt top

Current Raffle Quilt: Hold drawing to award current raffle quilt at General membership meeting in non-Quilt Show years. This can also be done in May (if Community Service is moved to another month by 3rd VP) or June.

1st VP: Renew facility lease with Gloria Dei (as of Sept 2019, the payment due in April 2020 is \$2100).

4th VP: Organize committee and set up display at Freeman Public Library on April 1.

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.

Financial Advisor: File IRS Form 990 Federal Tax forms by May deadline.

Treasurer: Pay P.O. Box Rent

JUNE:

Next Raffle Quilt: Quilt is finished and submitted to marketing committee for photos

Board: Appoint raffle quilt marketing committee chair - ask for volunteer at the General membership meeting. If there is not one, appoint someone.

Board: Complete Auction Board Quilt and get to quilter by July 1 (or date provided by quilter).

Fall Retreat Chair: Submit final budget for Fall Retreat to Board

JULY:

- Raffle Quilt: Tickets are printed and packet preparation starts
- 4th VP: Publicize and continue requesting donations for auction
- Treasurer/Pres: Storage Unit Rental Due
- Membership: Print out labels for Current Year Raffle quilt marketer

AUGUST:

- 4th VP: Finalize and print auction booklet; advertise auction in local papers/shops
- General Meeting: Auction
- Gloria Dei Quilt Committee: Provide donation quilt to Gloria Dei Lutheran Church by September 1
- Membership: Order new membership cards for next year

SEPTEMBER:

- President: Appoint Chair for next Quilt Show (odd numbered years; Quilt show is held in even-numbered years); Appoint/confirm chair for Next Raffle Quilt Committee
- Secretary: Choose/confirm quilt Block for President's quilt
- Next Raffle Quilt Committee: Committee decides on raffle quilt for following year
- General Meeting: Elect Nominating Committee (5 persons)
- Raffle Quilt Marketer: Introduce completed (current year) raffle quilt to Guild; members given raffle tickets/packet info.
- Membership: After September general membership meeting, provide a .pdf of the new members since the last published roster.

OCTOBER:

- General Meeting: Membership renewals begin for next year
- Newsletter: Publish accumulated year-to-date membership roster changes in the Newsletter

Nominating Committee: Announce roster of nominees for new Board

Secretary: Announce block for President's quilt to general membership

Financial Advisor: Order IRS forms for coming year

NOVEMBER:

Next Raffle Quilt: Designer and committee finalize following year's raffle quilt design, patterns, colors/fabrics

Special Events: Plan Holiday Party

DECEMBER:

Board members: Finalize notebooks/reports to hand off to incoming Board

Financial Advisor: Prepare 1099 tax forms; pay state sales taxes

Special Events: Finalize plan and set up for the Holiday Party

General Meeting: Installation of New Officers by the Nominating Committee; thank outgoing Board for their service.

Current Yr Ist VP: Pay Final Installment for facility rental (currently \$500 based on 2019 Lease

Board Members: Provide pro-forma budget to the Treasurer for use in planning the budget for next year.