



# Common Threads



December 2011

Volume 29, Issue 12

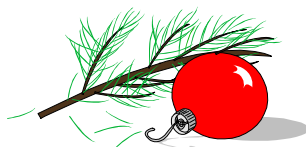
## The President Says ...



Well, here I sit trying to decide what to write about in this first letter to the guild. First I would like to thank all of the members that came to the meeting and stayed to make Christmas Stockings. There is nothing like team spirit when everyone is committed to doing community service and that is where our guild seems to exceed .

As this year is rolling along very fast and Christmas is approaching, stop and take a few minutes for yourself and make a quilt square or two. (They can even be 9 patches for the guild) This always relaxes me and gets me in the mood to get other thing done that are less pleasant..

There are a lot of members that I do not know. Over the up coming year I will try to get to know most of the you. I will try to do a good job as the president of the guild but I will need the help of all the members, after all this is your guild. Send me ideas you have for the guild.



Visit our website at: [www.quiltersguildofplano.org](http://www.quiltersguildofplano.org)

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## Guild Activities

*Maria Eakin & Crisann Skinner*

Can you believe it is already the end of another year? I hope your year has been full of great times spent with family and friends. Speaking of great times spent with friends, don't forget the quilt retreat in February! It is such a great way to meet other members of the guild in a relaxed and fun setting. It is really interesting to see what projects others are working on and learn new techniques from one another. Whether you are new to quilting or have been at our craft for years, the quilt retreat is the place to be! Our retreat fairy has been hard at work planning fun activities for us so come join us! If you want more information, please go to our website ([quiltersguildofplano.org](http://quiltersguildofplano.org)), go to the Member area and click on Retreat. If you would like to send a message to our retreat fairy, Janet Plotkin, please contact her via email at [Retreat@quiltersguildofplano.org](mailto:Retreat@quiltersguildofplano.org), or contact Maria Eakin and Crisann Skinner at [Activities@quiltersguildofplano.org](mailto:Activities@quiltersguildofplano.org). We'd love to have you join us! See you there!

## New Members—November 2011

**Bajdek, Susan** Member #: 741  
5845 Broadwell Drive Spouse: Patrick  
Plano, TX 75093 Birthday: 03/04  
home: 972-378-1489 Joined: 2012  
[susanbajdek@hotmail.com](mailto:susanbajdek@hotmail.com)

**Becerra, Patricia** Member #: 742  
8114 Lake Bend Drive Spouse: Gil  
Rowlett, TX 75088 Birthday: 05/10  
home: 972-412-2681 Joined: 2012  
[patricia@becerra.com](mailto:patricia@becerra.com)

**Bethel, Karen** Member #: 743  
3200 Forester Way  
Plano, TX 75075 Birthday: 04/05  
cell: 217-853-1716 Joined: 2012  
[karenbethel@hotmail.com](mailto:karenbethel@hotmail.com)

**Simpson, Bonnie** Member #: 740  
2705 Meadowbrook Court Spouse: Michael  
Plano, TX 75075 Birthday: 02/25  
home: 972-596-3737 Joined: 2012  
[simpsonlv225@aol.com](mailto:simpsonlv225@aol.com)

**Victor, Thelma** Member #: 739  
5300 Keller Springs Road, #1044  
Dallas, TX 75248 Birthday: 10/08  
home: 972-934-9946 Joined: 2012  
cell: 972-824-2266  
[thelma.victor@yahoo.com](mailto:thelma.victor@yahoo.com)

## December Birthdays

Janet Fabian.....	12/04
Beverly Nelson .....	12/06
Jill Isakson .....	12/07
Kemberly Wilshire.....	12/10
Emily Armstrong .....	12/11
Patty Allen.....	12/11
Paula Washler .....	12/14
Marilea Yapp .....	12/14
Mary Lord.....	12/17
Donna Benedetto.....	12/19
Judy Williamson.....	12/19
Mickie Warrington.....	12/20
Cherie Wachholz .....	12/22
Aurora Chancy.....	12/22
Sharon Schenke .....	12/23
Donna Lobelson .....	12/24
Kaye Dunn.....	12/27

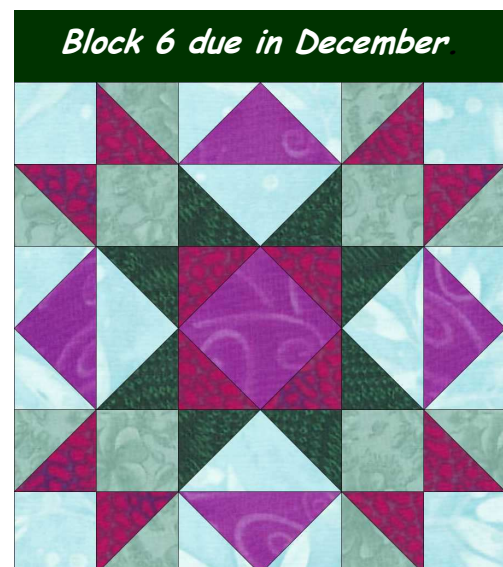
Block of the Month for 2011 - 2012  
by Tina Connolly



Blocks 5 and 6 are on the website. The directions are the same for all of the blocks. Only the color placement is different. You may start and catch up at any time. Each month, I am giving one ticket for each block shown at the meeting. These tickets are going into a drawing for a \$35 gift certificate to Happiness is Quilting in McKinney. So, each person who has shown the first 4 blocks, already has 4 chances to win the certificate. Join us in making the Quiltmakers Puzzle and maybe you will win!

Be thinking about an original setting for your "Quiltmaker's Puzzle" quilt. I highly recommend two books by Sharyn Craig, Setting Solutions and Great Sets. Either of these books will blow your mind when you see all the setting ideas!

!



It is so nice when Community Service receives a "Thank You" card from one of our recipients. We recently got such a note from a mother, thanking us for a little quilt she received at Children's Medical Center at Legacy. Her 11 week old baby had been in the E.R. and had stopped breathing. The doctors and nurses worked frantically to start him breathing again. In the midst of this terrible time, the family was given one of our small community service quilts. In her note she says that the quilt brought a smile to their faces in the midst of their fears. She goes on to say that her baby is doing well now, "laughing, giggling and growing". I just wanted to share this story with all of you. Community Service quilts do make a difference. We quilt because we love it and we quilt for Community Service so we can bring comfort to others. So, let me thank everyone for your efforts in making Community Service a big success!

Speaking of success; November has been a big month!

**First: The Stocking Project:** At guild meeting in November, we had about 54 members and two new members busily sewing and pressing and cutting stockings as the push to finish up the stocking project is in full swing. We had competing tables to see which could make the most stockings. Julie Brooks and her table mates took the prize. LaDawn awarded them with gifts of stationary and notepads. We also had delicious snacks and water to quench our thirst and energize us, provided by Donna Lobelson, V.P. of Programs. At the end of the night an estimated 180 stockings were finished. Members took more home to work on and an additional 350 stockings were turned in at the meeting. Thank you all for your participation!



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## Community Service (continued) —Terri Mendelow

I also want to thank all of the members who have donated cash or stocking stuffers to help make this a successful project. With the loss of our two corporate donors, your contributions are very much appreciated and needed.

**Second: Donation Quilts:** We have seen an increase in donations from the Guild members in the last two months in completion of quilts.

In October we received 24 cuddle quilts, 12 quilts, 4 afghans and 26 cough pillows. We delivered 50 cuddle quilt, 4 small quilts, 19 pillowcases, and 24 huggie blankets to Children's Medical Center at Legacy. Also, 300 stockings went to the Soldiers Angels Project.

In November we took in 20 cuddle quilts, 3 fleece huggie blankets and **35 quilts!**

As of this writing, I will be making deliveries this week of these wonderful quilts.

*Thank you*

A big

to you all for all you do for Community Service!

**Reminders: Second Tuesday Sit & Sew:** We take December off, but will be up and running again January 10 2012, from 10 a.m.-2 p.m. at the Plano Sewing Center. Please email Karen Christoffer ([karen.christoffer@tx.rr.com](mailto:karen.christoffer@tx.rr.com)) to let her know so she can plan a space for you.

**Service Hours:** Remember to log in your service hours for any work you do for the Guild. The Big Black Binder for these hours is available at the meetings and Guild events; or, you can email your hours to Julie Schaefer at: [juliescha@sbcglobal.net](mailto:juliescha@sbcglobal.net). These hours are important to the Guild and can earn you recognition awards.

In closing, I wish everyone a Merry Christmas and Happy Holidays!  
And remember, keep those seams straight.

Terri



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Here**

## **COMMON THREADS AD RATES**

Half Page:

1 month = \$40

3 months = \$90

Please make ads in "jpg" files and  
email to Pat Fowler at

[media@quiltersgroupofplano.org](mailto:media@quiltersgroupofplano.org).

[quiltersguildofplano.org](http://quiltersguildofplano.org)

Business card:

1 month = \$15

3 months =

\$35

Quarter Page:

1 month = \$25

# Fabric Fanatics — when only batiks will do . . .

3500 bolts of cotton batik fabric  
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Classes with **Bonnie Hunter** filling fast! December 31, January 1 & 2

Year-end SALE! 300 new sale bolts at \$7/yd. Regular bolts \$8.50/yd.. Wide backs \$14/ yd.

Beat the price increase on January 1! Sale starts online December 24. Sale starts in-store December 26. Sale ends December 30th. Store closed December 24 and 25

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## *Minutes from November 10, 2011 - Julie Schaefer, Secretary*

Acting Guild President Donna Petrick called the meeting to order at 7:02 pm. Changes to the minutes and Treasurer's report were called. None were presented therefore both minutes and Treasurer's reports were accepted as written in November's Common Threads Newsletter.

**OLD BUSINESS:** None

### **SPECIAL NEW BUSINESS:**

Helen Wilems, for personal reasons, officially resigned her position as President of the Guild as of October 31, 2011. Members of the Board met and after discussion M.J. Fielek was asked if she would be our new President. She has agreed to do so. Members were asked if there were any nominations from the floor. There were none. Kemberly Wilshire moved that, "M.J. Fielek be accepted as President." Joan Wilson seconded the motion. The motion passed. The meeting was turned over to M.J. as President.

The Land of Lakes Quilt Guild was recognized. They were presenting their raffle quilt.

### **NEW BUSINESS:**

**By Laws Committee:** Kemberly Wilshire explained the reasons for re-evaluation of the present By Laws as well as eliminating some aspects of our policies from these By Laws. Some of our policies were outdated and eliminated; others were placed into a Policy and Procedures Manual.

**Programs:** Donna Lobelson was mysterious about the December general meeting. On December 8<sup>th</sup> the meeting will include a special activity in which "things could get sloppy." Members were encouraged to wear old clothes or an apron. The Board will furnish refreshments.

### **COMMITTEE REPORTS:**

**9-Patch:** Janice Bentley reported that she needed some blocks for people who have moved. She also reminded members that the fabric must "read" as a solid and that the unfinished block must be a  $6 \frac{1}{2}$  " square.

**Block of the Month:** Tina Connolly had those members who had made blocks come to the front and show them. She asked that everyone sew a mini quilt which is needed for the 2012 Quilt Plano Show.

**Membership:** Emily Armstrong announced that there were 49 members present at the meeting including 2 new members: Patricia Becerra and Karen Bethel.

**Retreat:** Janet Plotkin as our "Retreat Fairy" reminded all that the last signup date is January 1, 2012. There are plenty of spaces. The date for the retreat will be February

(Continued on Page 9)



*Minutes from November 10, 2011  
(continued)-Julie Schaefer, Secretary*

16-19, 2012. It will be held at the Tanglewood Suites at Lake Texoma. If there are any questions please contact Janet at [janet@frogbutt.net](mailto:janet@frogbutt.net).

**Community Service:** Terri Mendelow read a Thank You note and showed a picture from a mother whose child received one of the Guild's quilts. She reviewed what we had given previously in 2010 to Parkland Hospital (627 filled stockings and 150 empty stockings) and Soldier's Angels (500 empty stockings). 100 stockings were also donated to the church. That's a total of 1377 stockings sewn with 627 filled with items for: women, the teen trauma unit, the burn unit, teenagers, toddlers, and school-age boys and girls. Terri thanked all those that have help making quilts, cuddles, pillows and stockings during the year.

**Remember to get your service hours in the black notebook or email to Julie Schaefer.**

**The Business meeting was adjourned at 7:35 pm.**

*Special Meeting Minutes-November 1,  
2011-Julie Schaefer, Secretary*

A special meeting was called by the Executive Board for the purpose of discussing the immediate resignation of Guild President Helen Wilems, and to obtain suggestions for her replacement.

*Guild Officers and Committee Chairs  
2011-2012*

**Officers**

President	M.J. Fielek
VP Membership	Emily Armstrong
VP Programs	Donna Lobelson
VP Community Service	Terri Mendelow
	Crisann Skinner/ Maria Eakin
VP Guild Activities	Tina Connolly
VP Media	Julie Schaefer
Secretary	Donna Petrick
Treasurer	Becky Woods
Librarian	Kemberly Wilshire
Quilt Show 2011	

**Committee Chairs**

Assistant Membership	Open
Assistant Programs	Madelyn Beachboard
Assistant Treasurer	Emily Armstrong
Assistant Librarian	Debbie Skorepa
	Tina Connelly
Block of the Month	Open
Directory	Open
Door Prizes	Margaret Schafer
Education	Open
Fat Quarter Lotto	Mindy Myint
Historian	Lut DeMeulder
Hospitality	Lut DeMeulder
Inventory Control	Pat Fowler
Newsletter Editor	Janice Bentley
Nine Patch	Rose-Clair Fletcher
Publicity	Janet Plotkin and ADOS Group
Retreat 2011	Karen Christoffer
	Karen Hawkins
Service Quilts	Becky Woods
Show'n Tell	LaDawn Dalley
Small Groups	Sherry Worley
Stocking Project	Tina Connelly
TAQG	Beverly Geisel
Web E-mail	
Web Master	

# Board Meeting Minutes from November 7—Julie Schaefer

Donna Petrick, acting the meeting to order Restaurant. Prior to Petrick and Kemberly with Board members that revised By Laws and new Policy and Procedure Manual.

Guild President, called at 7:15 p.m. at Tino's official meeting Donna Wilshire at 5:00 p.m., met wished to discuss the

## Issues discussed:

Position of President with M.J. Fielek

· Selling remainder of library books and magazines at November meeting; temporarily dissolve the library.

Becky Woods will take position of Bee Keeper and will continue to set out magazines at regular meeting.

Donation from the Guild to the Parkway Hills Baptist Church for their food pantry.

M.J. Fielek made a motion that, "The Guild donate \$200.00 to the church." Motion seconded by Emily Armstrong. Motion passed with no dissent.

Need better coverage in liability insurance for the Quilt Plano Show.

Community Service lost their corporate sponsors (TI and JCPenney) for donations to use with the Christmas stockings. Consider dropping Parkland Hospital as our major recipient.

Procedure for introducing to the members the revised By Laws and Policy and Procedure Manual.

Adjourned at 7:55 p.m.

Next Board meeting will be on December 5<sup>th</sup> at Tino's Restaurant in Collin Creek Mall at 7:00 p.m.

## Those present:

Emily Armstrong  
Tina Connolly  
Maria Eakin  
M.J. Fielek

Donna Lobelson  
Terri Mendelow  
Donna Petrick

Julie Schaefer  
Margaret Schafer  
Kemberly Wilshire

Treasurer's Report  
Donna Petrick  
Balance Sheet—10-31-2011

Bank Accounts	
Grant Acct. 2010-2011	247.00
Guild Checking	26,523.06
Guild Money Market	<u>38,091.27</u>
TOTAL Bank Accounts	<u>64,861.33</u>
Cash Accounts	
Membership Petty Cash	<u>50.00</u>
TOTAL Cash Accounts	<u>50.00</u>
Asset Accounts	
Annual Quilt Show Deposit	<u>5,725.00</u>
TOTAL Asset Accounts	<u>5,725.00</u>
Asset Grand Total	<u>70,636.33</u>
Liability Accounts	
Retreat Fees	(3,456.02)
Texas Sales Tax Collected	<u>(223.57)</u>
TOTAL Liability Accounts	<u>(3,679.59)</u>
TOTAL Equity Account	<u>(66,956.74)</u>
TOTAL Liability/Equity Accounts	<u>(70,636.33)</u>



Treasurer's Report  
Donna Petrick  
Income Statement—10-31-2011

Category Description	
<b>INCOME</b>	
Administrative Income	
Interest Income	4.54
Other Administrative Income	<u>25.00</u>
<b>TOTAL</b> Administrative Income	<u>29.54</u>
Community Service Income	
Charity Stockings	<u>154.07</u>
<b>TOTAL</b> Community Service Income	<u>154.07</u>
Guild Product Sales	
Pins	<u>27.71</u>
<b>TOTAL</b> Guild Product Sales	<u>27.71</u>
Membership Income	
Membership Dues 2010-2011	<u>200.00</u>
<b>TOTAL</b> Membership Income	<u>200.00</u>
Programs income	
Workshop Fees	
Other Programs Income: Worship Fees	<u>470.00</u>
<b>TOTAL</b> Programs Income	<u>470.00</u>
Quilt Show Income	
Show Products Revenue	
DVD's	<u>16.00</u>
<b>TOTAL</b> Quilt Show Income	<u>16.00</u>
<b>TOTAL INCOME</b>	<u>897.32</u>
<b>EXPENSES</b>	
Administrative Expenses	
CPA Expenses	332.50
Supplies, Postage, Printing	<u>(158.00)</u>
<b>TOTAL</b> Administrative Expenses	<u>174.50</u>
Programs Expenses	
Guild Meeting Facilities Rent	50.00
Speaker Lecture Fees	350.00
Speaker Lodging	158.18
Speaker Meals	83.19
Speaker Travel	233.55
Supplies and Equipment	27.11
Workshop Facility Rent	75.00
Workshop Teacher Fees	<u>675.00</u>
<b>TOTAL</b> Programs Expenses	<u>1,652.03</u>
Quilt Show Expenses	
Vendor Expenses	
Vendor Postage, Printing, Supplies	<u>26.40</u>
<b>TOTAL</b> Quilt Show Expenses	<u>26.40</u>
<b>TOTAL EXPENSES</b>	<u>1,852.93</u>
<b>OVERALL TOTAL</b>	<u>(955.61)</u>

## The By-laws Committee—Kemberly Wilshire, Chairman

Members:

Attached is the Policy and Procedures for you convenience to review. We will be taking some questions at the December meeting but you can definitely contact either Kemberly Wilshire - [kember-son@msn.com](mailto:kember-son@msn.com) or Donna Petrick - [mike.petrick@verizon.net](mailto:mike.petrick@verizon.net) with any question or modifications.

There have been several that have done a FABULOUS job of editing where we were grammatically incorrect. We encourage everyone to read through them and understand the changes we have made. First we have separated our current by-laws into two documents. One will be the new By-laws that will serve as our business structure the other will be our Policy and Procedures Manual that will give us our definitions. Basically the Policy and Procedures manual will provide job descriptions and standing rules that we have always had plus some new things that we find ourselves doing. Our By-laws will be the structure to which our Policy and Procedures will work on. I hope you will take the time to look through them.

Thank you,  
The By-Laws Committee

## RECOMMENDED NEW Policies and Procedures for the QGP

### **PURPOSE - Carried over from By-Laws**

Quilters Guild of Plano, Inc. "Guild" is organized and will be operated exclusively for the educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions or provision of any subsequent United States revenue law.

The purpose of this Guild shall be: (a) preserving the heritage of quilting, (b) promoting the knowledge and understanding of all aspects of quilting, and (c) providing opportunities for continuing education among those interested in the art of quilting.

The purpose of this manual is to aid and assist the President, Vice-Presidents and Chairs in the tasks required to successfully run the guild. This document is not required to be filed with the IRS, therefore can be changed with a majority vote of the Board of Directors and the Membership.

### **STANDING RULES:**

Guild members will receive no compensation for presenting a program at Guild meetings, unless they currently receive compensation through other organizations as a business. - **CHANGED**

Vice President of Programs and guest speakers will sign a contract for programs and workshops. This contract will include subject, amount of time, fees, transportation costs (if any) and cancellation clause. - **n/c**

The total fee for workshops is due upon registration. No refunds are made unless the space can be filled from a waiting list. Registration is nontransferable unless there is no waiting list.

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# RECOMMENDED NEW Policies and Procedures for the QGP Continued

Registration is open to anyone; however, non-members will pay \$5.00 over the fee established for guild Members. - N/C

If a guest speaker is not paid for the program, they may be presented with an honorarium in the amount of \$50.00- Amount Changed and reworded

Guests will be charged a \$5.00 fee for special speakers as determined by the Board of Directors. - N/C

Newsletter Classified - must be quilt-related. Rates are as follows: - N/C

<u>Size</u>	<u>One Time</u>	<u>Three Issues</u>
Business Card	\$15.00	\$35.00
Quarter Page	\$25.00	\$60.00
Half Page	\$40.00	\$90.00

Advertisement size limited to one-half page per customer. Copy deadline is the third Friday of each month. Send ads and payment to the mailing address, attention newsletter Editor. - N/C

Membership dues are \$25.00. Late fee is \$4.00. Membership dues are prorated to \$15.00 in April for new members. - N/C

Reimbursement of Expenses: In order to be reimbursed for expenses previously approved by the board, an itemized receipt must be submitted to the VP of Finance, along with the appropriate form. All chair persons must provide copies of purchases made in fulfillment of their activities to their respective V.P. - Modified

The purpose of the Guild-issued name badge is to validate the membership of the wearer; thus ensuring the voting rights and other privileges associated with membership in the Quilters Guild of Plano. - N/C

Each Board of Directors position shall have only one vote, even if held by two people in a co-chair arrangement. - N/C

Participation fees will be waived for guild officers and committee chairs for any event where they have primary responsibility and are required to attend. This includes, but is not limited to, workshop and retreat fees. This is limited to one fee waiver per event.- N/C

Members will reimburse the Guild for any fees incurred by the Guild's bank for returned checks. - N/C

**ARTICLE III - OFFICER POSITIONS AND DUTIES:** All positions modified to jobs being currently performed.

**President:**

The President shall be the principal executive officer of the Guild and shall, in general, supervise and control all of the business and affairs of the Guild.

S/He shall preside at all meetings of the members, Board of Directors meetings and shall serve as ex-officio member of all committees with the exception of the nominating committee.

She may also sign, in the absence of the Vice President of Finance, any checks on the Guild's behalf

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## RECOMMENDED NEW Policies and Procedures for the QGP Continued

and, with the Secretary or any other proper officer of the Guild authorized by the Board of Directors, may sign any bonds, contracts, or other instruments which the Board of Directors has authorized to be executed.

In addition, the President shall generally perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time-to-time. In particular, the President:

Establish the schedule for Board of Directors meeting agendas.

Compose Board and general meetings agendas.

Call additional meetings, as necessary, including a board vote via email.

Has final approval of the newsletter.

Or her designee is responsible for Post Office Box keys and disperses the contents of the box in a timely manner to officers and committee chairs.

May create any temporary committee for a specific purpose, which committee will cease to exist after its specific function is completed.

Audits the Treasurer's books with two volunteer members of the Guild at mid-year and at the end of the fiscal year.

The President shall oversee the activities of the TAQG Chair position:

**Texas Association of Quilt Guilds Chair (TAQG Rep): (moved from Community Service)**

Acts as a liaison between the Guild and TAQG. Attends meeting of TAQG and reports information to the Vice-President of Community Service and the Newsletter Editor, as necessary. Submits a written report to the Vice-President of Community Service for inclusion in the annual report.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### **Vice-President of Membership:**

In the absence of the President or in the event of the President's inability or refusal to act, the Vice-President of Membership shall perform the duties of the President; and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

The Vice-President of Membership shall also perform such other duties as from time to time may be assigned by the President or Board of Directors.

In Particular, the Vice President of Membership shall:

Notify the President that a quorum is present before each meeting.

Keep an up-to-date record of Guild members (Including name, address, telephone number, email, birthday, husband's name and areas of interest).

Record and greet all Guild members and guests at the Guild meeting.

Collect and forward dues received from guild members to the VP of Finance.

Issue membership cards.

Maintain a supply of membership forms, membership cards, and information packets for new

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# RECOMMENDED NEW Policies and Procedures for the QGP

## Continued

members.

Update the electronic membership rolls monthly with new members and /or current members' changes in information. Forwards these changes in information to the Newsletter Editor for use in the mailing process and to print in the Newsletter itself.

Furnish electronic file of membership to Directory Publisher for annual publication.

Appoint and oversee the following committees which may include but not limited to:

**Directory** - Assemble the annual directory with the updates membership rolls as of October 1<sup>st</sup> of each year. Collect estimates for printing and binding of the directory. The Board of Directors will have the final decision of which firm to use. Distribute the directory within a timely manner from membership roll close. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

**Bee Keeper** - Maintain a list of small groups, including those groups seeking new members. Assists members in finding small group affiliations. Provide the Directory committee an annual list of the active small groups, including a contact person, by October 1<sup>st</sup> of each year. Assist the Vice-President of membership with New Member Teas or other social events designed to create or add to small groups. Submit a written report to the Vice-President of Membership for inclusion in her annual report.

**Nine-Patch** - Announce the names of members moving away from the Guild. Coordinate collection of nine-patch blocks and mail nine-patch blocks to departing members. Maintain supply of Guild muslin to be sold to members at a nominal cost for the purpose of nine-patch block construction. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

**Hospitality/Welcome** - Provide greeters for new members and guests at each meeting. Assist the Vice-President of Membership with New member Teas or other social events designed to welcome new members. Assemble and distribute new member goodie bags at monthly guild meetings. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

**Door Prizes** - Serves as liaison between area quilt shops participating in door prize program and guild. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### **Vice-President of Guild Activities:**

Coordinate and oversee the committees listed below and shall also perform other duties deemed necessary as assigned by the President or the Board of Directors.

Coordinate advance notice of activities with the Newsletter Editor.

Appoint and oversee the following committees which may include but are not limited to:

**Block of the Month:** Prepare directions for quilt block(s) and makes the directions available at

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## RECOMMENDED NEW Policies and Procedures for the QGP Continued

the monthly guild meeting. Provides quilt block directions to the Newsletter Editor and Webmaster for inclusion in monthly guild newsletter and guild website. Conducts a drawing (s) for a door prize from among the contributing participants. Submits a written report to the Vice-President of Guild Activities for inclusion in the annual report.

**Fat Quarter Lotto:** Determine monthly fabric choices for the drawing at the guild meeting. Collect fabrics at the meeting. Conduct a drawing(s) from among the contributing participants for the fabric. Provide advance notice of fabric choices to the Newsletter Editor and the Webmaster. Submit a written report to the Vice-President of Guild Activities for inclusion in the annual report.

**Retreat** - Coordinate plans for guild retreat(s) including signing contract with selected retreat facility. Monthly reports to VP of Guild Activities to give updates at board meetings during the term of duty. All costs of Retreat shall be paid by the attendees and no cost shall be incurred by the Guild. If there will be a cost related to the Retreat, approval must be given by Vice-President of Guild Activities prior to incurring the expenditure. The Retreat chair determines the fees for retreat with input from the VP of Finance, collects these funds, and submits them to the VP of Finance in a timely fashion. After retreat, Compile and submits a written retreat status report to the Vice-President of Guild Activities for inclusion in the annual report.

**Show 'n' Tell:** Provide forms for members to use to describe quilts and/or other items shown during the Show 'n Tell portion of the guild meeting. Assist members in displaying items shown during the meeting. Submit member and item name(s) to the Secretary, Newsletter Editor and Webmaster. Submit a written report to the Vice-President of Guild Activities for inclusion in the annual report.

Compile an annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### **Vice-President of Community Service:**

Act on the behalf of the Guild as a liaison with other community service organizations.

Present community service organizations to the Board of Directors for approval as recipients.

Allocate charitable donations, such as quilts and other items, to selected community organizations.

Oversee the collecting and reporting of all volunteer hours for the guild members.

Coordinate activities related to the donated items.

Appoint and oversee the following committees which may include but not limited to:

#### **Community Projects Chair :**

Evaluate requests and recruits and coordinates volunteers as needed to make service quilts needed to fulfill requests made to the Guild for Charitable opportunities within the community.

May collect, sort, store, distribute and kit fabric and other materials donated to the Guild for use by members.

(Continued on Page 17)



## RECOMMENDED NEW Policies and Procedures for the QGP Continued

May organize workshops as needed to produce service quilts. Submits a written report to the Vice-President of Community Service for inclusion in the annual report.

### **Christmas Stocking Projects Chair:**

Collect, store, and organize Christmas fabric and other stocking supplies.

Cut stocking and cuff shapes and ribbon, package into kits as attractively as possible.

Bring the kits to every meeting.

Organize and run several "stocking sew" meetings as fall approaches, or do one in summer and one in fall.

Collect or purchase items to put into the stockings. Items may be collected from guild membership or others, including corporate sponsors, who are willing to help with this project. When purchasing items, look for seasonal sales or clearance events, for example, back to school sales. Funds for purchases are allocated in the guild budget. Additionally, members may contribute added funds if needed. These funds are given to the guild VP of Finance, who records these funds into the budget.

Organize items and stockings by age group.

Organize a group of older kids or adults to help stuff the stockings.

Box up all the stuffed stockings.

With consultation of V.P. of Community Service, assess the needs of other organizations that may be in need of stockings for their clients.

Deliver any empty stockings to any organizations that would like them to fill themselves (the Church where we meet, the Soldier's Angels).

### **Special Projects Chair :**

Occasionally a member may be assigned to chair a committee for a special project, to be determined by the Board of Directors and/or the Guild as whole.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### **Vice-President of Education: NEW BOARD VOTING POSITION**

Be responsible for the planning, coordinating, scheduling and execution of specific educational opportunities of the Guild. Following the guidelines of the Guild, education may be defined as the preservation of the heritage of quilting, promoting the knowledge and understanding all aspects of quilting.

This will include but not be limited to requests from the community for educational programs, creating and researching new educational opportunities within the community, and endeavoring to build liaisons with other local educational and artistic organizations.

Appoint and oversee the following committees which may include but not limited to :

**Education for Children:** QGP Quilt Show, International Festival; Learn-to-Quilt Classes.

**Adult Education:** Plano Community Homes; Retirement Communities; Learn-to-Quilt Classes.

**Organizational Education:** Parks and Recreation Department, Schools, Churches, Plano Art

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# RECOMMENDED NEW Policies and Procedures for the QGP

## Continued

Centre, Heritage Center, etc.

### **Librarian: (removed from voting position)**

Maintain the Guild library (books, videos, magazines, etc).

Record all Guild library items checked out or past due.

At the monthly meetings collects fines for overdue books, and records these monies through the VP of Finance.

Prepare a list of new library items for the monthly newsletter.

Provide a list of library items owned by the Guild to the Webmaster for inclusion on the website.

From time-to-time, removes unused books from the library, through sale or donation.

Submit a written report to the Vice-President of Guild Activities for inclusion in the annual report.

**Library Policy:** The check-out period for the library items is one month. Members will be contacted and reminded of overdue items during the second month. Items not returned after two months will be assessed a \$1.00 fee per item per month. After four months, the title and borrower's name will be published in the newsletter and the \$1.00 fee will continue to be charged. After six months, the member will be charged the replacement value of the item(s). All fees collected will go towards the replacement and expansion of the library.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**Vice-President of Finance:** The Vice-President of Finance shall be responsible for all funds and securities of the Guild, receive and give receipts for monies to the Guild from any source whatsoever, and deposit all such monies in the name of the guild in such banks or other depositories as shall be selected in accordance with procedures established by the Board of Directors; and in general performs all the duties incident to the office of Finance and such other duties as from time-to-time may be assigned by the President or Board of Directors. -

### **PREVIOUSLY TREASURER**

In particular, the VP of Finance:

Maintain all corporate financial records ready for audit on request.

Provide a financial report to be given at each Board Meeting and publishes it in each month's newsletter.

Shall make the financial report available to Guild Members for viewing at the monthly general meeting.

Has the books audited semi-annually by the President and two volunteer members of the Guild.

Complete all State and Federal forms regarding finances of the Guild in a timely manner.

Complete financial records through September 30<sup>st</sup>. Prepare a full financial report to be presented to the Board of Directors prior to the October meeting and presented to the

(Continued on Page 19)

## RECOMMENDED NEW Policies and Procedures for the QGP Continued

Guild members in written condensed form at the October meeting of the Guild members. With the assistance of the President, prepare a projected budget in September for the incoming Board of Directors. The outgoing President and VP of Finance will review the proposed Budget with the incoming VP of Finance and President prior to their first Guild meeting and help make any changes deemed appropriate.

Keep keys to safety deposit box and storage building.

Serve on the Quilt Show committee and has voting privileges on said committee.

Appoint and oversee the following committees:

**Treasurer:** Assist VP of Finance in all guild business, as needed. May stand in VP of Finance absence, with voting privileges. Submit a written report to the VP of Finance for inclusion in the annual report.

**Guild Products:** Maintain inventory and promotes the sales of all Guild products, and collects money from such. Maintain a supply of guild pins. Submit funds collected to the VP of Finance in a timely manner. Submit a written report to the VP of Finance for inclusion in the annual report.

**Inventory:** Maintain a current listing of all Guild assets and inventories all assets in September of each year. Copies of inventories are to be filed with the President, Secretary and VP of Finance. Develop procedures for monitoring the location and transfer of Guild assets between persons. Submit a written report to the VP of Finance for inclusion in the annual report.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**Vice-President of Media:** The Vice-President of Media shall coordinate all Guild communication with the community and media, and:

Shall be responsible for solicitation and management of advertising for inclusion in guild newsletter, collection and record keeping of payments of ads and processing payments to the VP of Finance in a timely manner and electronically transmitting ads to Newsletter Editor in a timely manner.

Surfs the web to find sites to list or link or website.

Oversee the management of the following standing committees:

**Email Coordinator - ADDED**

Responsible for creating emails to go out to the membership.

All emails must be pre-approved by the VP of Media and the President prior to sending.

Maintain a list of members Internet addresses and contacts members at the request of the President or Board of Directors with information deemed suitable for dispersion by this method.

**Publicity:**

Post the notice of monthly meetings in local newspapers and other media sources. Promotes

(Continued on Page 20)

# RECOMMENDED NEW Policies and Procedures for the QGP

## Continued

guild activities in the media, and prepare and distributes information to local quilt shops.

Maintain a file of possible publicity sources.

Maintain a "FYI" table at the monthly guild meetings to keep members informed about area quilt related activities.

Submit a written report to the Vice-President of Media for inclusion in the annual report.

### **Webmaster:**

Maintain and update the guild's website with information and photos from the officers and committee chairs.

Submit a written report to the VP of Media for inclusion in the annual report.

### **Historian:**

Photographs Guild activities and sends edited digital pictures to the Newsletter Editor and the Webmaster.

Submit a written report to the Vice-President of Media for inclusion in the annual report.

### **Newsletter:**

Compile a monthly newsletter from board members articles and sends a rough draft to the Board for proof reading before sending the newsletter to the Webmaster for posting on the website.

Suggestions for publication in the monthly Newsletter presented by the appropriate VP's and committees.

The minutes of regular Guild meetings.

Monthly financial summary.

Membership roster revisions and additions in the monthly newsletter.

In the July newsletter the slate of officers.

The annual Treasurer's report, in the October newsletter.

Submit a written report to the Vice-President of Media for inclusion in her annual report.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**Vice-President of Programs:** The Vice-President of Programs shall be responsible for coordinating, arranging and following up on programs and workshops throughout the fiscal year and shall also perform such other duties as from time-to-time may be assigned by the President or Board of Directors. In particular, the Vice-President of Programs:

Publicize advance notice of such programs and workshops with the Newsletter Editor and other appropriate outlets or assigns someone to do so.

May plan programs up to two (2) years in advance. Contracting with high profile speakers beyond two years must be approved by the board on a case-by-case basis. The board on a case-by-case basis must approve contracting with high profile speakers beyond two years.

Arrange local accommodations and transportation for guest speakers or assigns someone to do so.

Sign up members for workshops, collects workshop fees and forwards the fees to the VP of Finance in a timely fashion.

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# RECOMMENDED NEW Policies and Procedures for the QGP

## Continued

Manage workshop facilities and equipment or assigns someone to do so.

Appoint and oversee the following standing committees:

Programs committee:

**Speaker Liaison:** Pick up speaker at airport, transports to hotel, dinner and guild meeting.

**Friday Assistant:** Transport speaker to and from workshop, set-up and tear-down of workshop, attendee check-in, etc. Take speaker to dinner.

**Saturday Assistant:** Same activities as Friday assistant and transports speaker to airport.

**Facilities:** This committee is on an as needed basis. When facilities are needed, locates an appropriate facility for Guild meetings and/or workshops. Facilities need to include sufficient electrical outlets, lighting, table and seating accommodations, sound and projection systems, etc.

Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### Quilt Show Chair shall:

Be a voting member of the Board of Directors.

Be responsible for the quilt show appointing and overseeing committees to execute each show.

Positions will be at the discretion of the Show Chair and the needs of the show.

Prepare the show budget.

Conduct meetings of the show committee regularly.

Make recommendations for and help train the next show chair.

Conduct meetings to make sure needs of each committee member are being supported: advise and assist as needed.

Obtain Board of Directors approval prior to signing contracts.

Be responsible for arranging for upcoming shows raffle and facilities arrangements.

Submit a written report to the President.

Committee Positions are as follows but not limited to:

Secretary, Vendors, Judges, Hospitality/Volunteers, Quilt Angels, Setup-Take Down, Signs and Ribbons, Registration/Give Back, Assistant Treasurer, Publicity/Program Advertising, Program, Raffle Quilt, Kids Area, Community Service, Door Prizes, Admissions, Mini Quilt.

### Secretary:

The Secretary shall: keep the minutes of the general meetings, meetings of the Board of Directors and the Board of Directors; give all notices in accordance with the provisions of the By-Laws or as required by law; perform all duties incident to the office of the Secretary and such other duties as from time-to-time may be assigned by the President or by the Board of Directors.

In particular the Secretary shall:

Attend meetings as scheduled by the Guild or by the Board of Directors.

Keep minutes of meetings of the general membership, the Board of Directors and any other meeting as necessary for documentation of/or at such meetings.

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# RECOMMENDED NEW Policies and Procedures for the QGP Continued

Serve as custodian of all corporate documents.

Send a copy of the minutes of the general meetings to the Newsletter Editor prior to newsletter deadlines.

Maintain record book(s) in which the By-Laws, Policy and Procedure manual, official annual reports, committee reports, newsletters, and minutes are entered, with any amendments to these documents properly recorded; have the current record book(s) on hand at every meeting.

Be responsible for duplicate Guild keys (Post office box, meeting hall, storage units).

Compile and prepare a written annual report that accurately reflects the duties performed, including duties of committee members under Secretary supervision.

## COMMITTEES

Any committee, standing or special, shall be appointed by the President or the Board of Directors as needed to carry on the work of the Guild. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee. - n/c

Nominating committee:

Consists of five members and two alternates selected at the May regular meeting. Alternates attend the committee meetings. #2 added and month change

A member of the Nominating Committee may be nominated as a candidate and must resign from the Nominating Committee if the nomination is accepted. The resigning member is replaced by an alternate. - n/c

The Committee should consider for the office of President someone who has had previous Board of Directors experience. - n/c

The committee prepares and presents a slate of officers consisting of one or more candidates for each elected office in the July edition of the newsletter. - Month Date

The Committee provides a list of chairpersons for the standing committees to be approved by the incoming Board. - n/c

Serves as the election tellers at the annual elections of officers. - n/c

Submit a written report to the President. added

Adopted .....January 12, 2012

Last Revision .....November 10, 2011

# The By-Laws Committee—Kemberly Wilshire, Chairman Continued

## Proposed By-Laws for the QGP

### Members of the Quilters Guild of Plano:

Attached you will find a copy of the proposed By-Laws for the Quilters Guild of Plano. We have, under guidance from a professional Non-Profit CEO, separated our current By-Laws into two documents: the By-Laws and the Policy and Procedures Manual.

The By-Laws document is to serve as a structure for the QGP to do business. This document is required by law to be provided to and approved by the IRS. Our hope is that we have broken it down to a structure that will not be required to be changed again for many, many years. This document will be voted upon at our January 2012 meeting to be a final document.

The Policy and Procedures Manual will be a guideline for our leadership and membership to carry out that business. The Manual will provide job descriptions and possible chair positions but not to be limited to those listed. This document can be modified by majority vote of the Board of Directors and the membership.

We have tried to note where the changes have been made. If you see n/c then there was not change from the previous By-Laws. Many of the job descriptions were modified to represent what is currently being carried out by the current VP's and Chair positions. We have realigned many of the chairs to report to VP positions that we feel is a better representation of their job descriptions.

The two largest changes you need to be aware of is the elimination of the Executive Board. Our incorporation papers only call for a Board of Directors. Our "Executive Board" has always been listed as the Board of Directors on our taxes under suggestion of our CPA. Therefore, with that we have decided to Eliminate the term "Executive Board" and only have the Board of Directors.

The other big change is the modification of our fiscal year. As stated in prior meetings and newsletters, this is an attempt to align our budgets with our fiscal year to simplify and solidify our consistency of financial records. We are suggesting moving from June 1<sup>st</sup> - May 31<sup>st</sup> to October 31<sup>st</sup> - September 30<sup>th</sup>.

We, as the By-Laws committee and Board, see this as a huge overhaul and are going to be taking two months to answer questions and get this document into every member's hands.

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# Proposed By-Laws for the QGP Continued

If you have questions, please contact either Donna Petrick or Kemberly Wilshire, as noted below, the head of the By-Laws Committee. They will answer any questions and take any concerns back to the Committee.

Kemberly Wilshire - [kemberson@msn.com](mailto:kemberson@msn.com) / Donna Petrick - [mike.petrick@verizon.net](mailto:mike.petrick@verizon.net)

Sincerely,

The By-Laws Committee  
**Recommended New**  
**By-Laws**

## **ARTICLE I - NAME**

The name of this organization shall be the Quilters Guild of Plano, Inc. **Added Inc.**

## **ARTICLE II - PURPOSE - added Inc.**

- 2.01 Quilters Guild of Plano, Inc. "Guild" is organized and will be operated exclusively for the educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions or provision of any subsequent United States revenue law.
- 2.02 The purpose of this Guild shall be: (a) preserving the heritage of quilting, (b) promoting the knowledge and understanding of all aspects of quilting, and (c) providing opportunities for continuing education among those interested in the art of quilting.

## **ARTICLE III - MEMBERS**

- 3.01 Any person shall be declared a member of the Quilters Guild of Plano, Inc. upon payment of the annual dues. - **name change**
- 3.02 Each member present at a meeting is entitled to one vote on each matter submitted to a vote.  
**N/C**
- 3.03 Any person may attend two meetings of the Guild as a guest. However, further attendance requires payment of the annual dues. - **N/C**
- 3.04 The amount of annual dues shall be determined by a recommendation of the Board of Directors, subject to a vote of the members at a regular meeting. - **N/C**
- 3.05 Fiscal year begins October 1<sup>st</sup>. Dues paid after October 1<sup>st</sup> by rejoining members shall be subject to a late fee as determined by the Board of Directors. - **DATES**
- 3.06 Members whose dues are not paid by October 1<sup>st</sup> shall be automatically dropped from membership in the Guild and their voting rights suspended. - **DATES**
- 3.07 Membership in the Guild is not transferable or assignable. Dues are not refundable. - **N/C**

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## Proposed By-Laws for the QGP Continued

- 3.08 The Board of Directors, by affirmative vote of two-thirds of all members of the Board, may suspend or expel any member for cause after an appropriate hearing, followed by a two-thirds vote of all members - cause having been stated. - N/C

### ARTICLE IV - MEETING

- 4.01 Regular meetings of the members of the Guild shall be held each month (unless otherwise ordered by the Guild or Board of Directors) for the purpose of transacting any business that may properly come before the meeting. Such meetings shall be at the place and time designated by the Guild President, Board of Directors or by majority vote of the Guild members present at the preceding regular meeting. - N/C
- 4.02 The regular meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees and for any other business that may arise. - MONTH
- 4.03 Special meetings may be called by the President or by the Board of Directors or may be called by the written request of at least twenty-five percent of the voting members of the Guild. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least three days notice shall be given by email or phone notification. Added by email or phone notification
- 4.04 The President, Board of Directors or the guild members calling any special meeting may designate any place as the place of meeting for the special meeting. - N/C
- 4.05 A quorum shall be twenty-five percent of the current membership as determined by the Vice-President of Membership. If a quorum is not present at any meeting of members, no business shall be conducted except that a majority of the members present may adjourn the meeting. A majority vote of the members in attendance shall rule unless otherwise noted in the By-Laws. - N/C
- 4.06 The President votes only to break a tie. - N/C

### ARTICLE V - BOARD OF DIRECTORS - COMPLETELY REDEFINED!

- 5.01 The officers of the Guild shall constitute the Board of Directors. All officers must be members of the Guild.
- 5.02 The Board of Directors shall have the authority to manage the affairs of the Guild in a manner consistent with the policies of the Guild outlined in the Articles of Incorporation and these By-Laws. Their purpose includes planning the long term future of the Guild and to ensure that the guild is following the Texas Non-Profit Corporation Act, Articles of Incorporation and the By-Laws.

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## Proposed By-Laws for the QGP Continued

- 5.03 The Board of Directors shall have general supervision of the place of meetings, make recommendations to the Guild, and shall be subject to the orders of the Guild. None of its acts shall conflict with action taken by the Guild.
- 5.04 A majority of the total members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. Each office has one vote with the exception of the President who votes only to break a tie.
- 5.05 Board of Directors regular meetings shall be held on a monthly basis at a day and time agreed upon by said Board. Special meetings of the Board may be called by the President and can be called upon the written request of three members of the Board.
- 5.06 The Board of Directors will, when necessary, appoint special committee chairman to become voting members of the Board for such time as is necessary to perform their duties.
- 5.07 The Board of Directors may accept on behalf of the Guild any contribution, gift or bequest.
- 5.08 All contracts negotiated on behalf of the Guild must have the approval of the Board of Directors prior to contract signature.
- 5.09 The Board of Directors is responsible for approving all Guild related expenses. Such expenses must be accompanied by receipts and approval from the appropriate VP before disbursements are made.

### ARTICLE VI - OFFICERS

- 6.01 The elected officers of the Board of Directors for the Guild shall be President, and Vice-Presidents to oversee departments of Community Service, Education, Finance, Guild Activities, Media, Membership, and Programs, Quilt Show Chair and Secretary. The Guild, at the discretion of the Board, may add or delete other office positions as needed. - **REVISED**
- 6.02 Officers, as such, shall not receive any compensation for their services, but may serve the Guild in any other capacity and receive just compensation. - **N/C**
- 6.03 The officers shall be elected by ballot by the members present at the annual meeting to serve for one year. Officers will serve until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they were elected. If there is only one nominee for a position, that person may be voted by acclamation. **QUILT SHOW EXCEPTION REMOVED**
- 6.04 No member shall hold more than one office at a time. **REMOVED LENGTH OF SERVICE**
- 6.05 Each officer shall submit an annual report to the President and the incoming officer. - **removed Secretary**
- 6.06 A vacancy in any office of the Board of Directors shall be filled by any member expressing desire to complete the term after a majority vote of the Board of Directors. **Reworded**
- 6.07 President may select any member of the Board of Directors to run the monthly meeting if she cannot attend the meeting. - **Seperated from 7.06**

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## Proposed By-Laws for the QGP Continued

- 6.08 Any officer may be removed by the unanimous vote of the remaining members of the Board of Directors and by a two-thirds vote of the members present at the next regular meeting whenever, in their judgment, the best interests of the Guild would be served. - n/c
- 6.09 Any officer may resign by delivering a written resignation to the President or Secretary of the Guild. Resignation shall be effective immediately. An officer who resigns shall have a duty of confidentiality to the Guild and shall not make statements in violation of this duty or with the purpose of disparaging the Guild. - ADDED

### ARTICLE VII - AMENDMENT OF BY-LAWS

- 7.01 The By-Laws may be amended at any regular meeting of the Guild by a two-thirds vote of the members present, provided that the amendment has been published in the most recent newsletter. - n/c
- 7.02 Changes to the By-Laws may be proposed by the membership-at-large or by the Board of Directors. - n/c

### ARTICLE VIII - PARLIAMENTARY AUTHORITY

- 8.1 The rules contained in the most current edition of Robert's Rules of Order shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules the order of the Guild may adopt. - n/c

Adopted July, 1989.....Last Revision Thursday, January 12, 2012





QUILTERS GUILD OF PLANO  
PO BOX 260216  
PLANO, TEXAS 75026

*The Quilters Guild of Plano is funded in part by the City of Plano.*

*The Quilters Guild of Plano does not discriminate on the basis of race, color, national origin, sex or handicap.*



*Quilters Guild of Plano  
Presents*

*Guild Holiday Party  
December 8, 2011*

**Parkway Hills Baptist Church  
2700 North Dallas Tollway  
Corner of Chapel Hill  
On the East side of the Tollway**

**SOCIAL TIME - 6:30 p.m. ~ MEETING TIME - 7:00 p.m.  
(Only board members will be admitted before 6:30 p.m.)**