

KQG Program Committee Manual

*Prepared by Cheryl Devitt and Fiona White, Co-chairs for 2018-2020
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The responsibilities of the Program/Workshop Committee are detailed in the Specific Duties of the Executive Committee, a document created by the KQG Executive. They are as follows:

Program/Workshop

- a) comprised of a chairperson or two co-chairs with two or three additional committee members
- b) plans programs for all general membership meetings as well as additional workshops and other activities within the budget allocated by the Executive Committee
- c) makes all arrangements for speakers and workshops, including introduction of speakers at general meetings
- d) communicates information on program schedule, workshops, and other activities through newsletter, website, and at all regular meetings
- e) prepares budget for expenses and revenue associated with program presentations, workshops, and other activities
- f) keeps track of expenses and revenue and submits monthly reports to treasurer
- g) maintains a list of teachers and speakers

The following is intended as a more detailed guide to the responsibilities and suggestions as to how to accomplish them. Additional information from the last six years is compiled in a binder, and material from the last two years is also available as digital files - specific reference to these materials is included in italics. It is hoped that it will be helpful to those considering taking on the responsibilities, and useful when they do.

Committee Operation

Share the work! Determine your strengths and interests as committee members, and decide how the committee will operate:

- who will be chair/co-chair
- when and how to meet
- how records of meetings will be kept and distributed
- how responsibilities will be shared (e.g. it may be helpful to have each committee member take responsibility for at least one program speaker)
- who will take the lead on the budget/financial reporting
- who will represent the committee at the executive meeting (two co-chairs can attend, but have only one vote).

Committee operation can be adjusted as the year goes on - having regular meetings lets you identify if there are any problems that need to be addressed.

Committee operates for a two year term; it is helpful to pre-plan the program for the first three meetings (September - November) following the end of the term, to ease the transition for the next committee.

Develop program schedule

- Maintain the list of past program schedules to ensure that you don't repeat speakers or topics. (*See past program schedules in binder as well as 2018-2019 Details, 2019-2020 Details, 2019-2020 Public Version as digital files.*)
- Maintain the list of potential speakers (get suggestions from members, check with other groups to see who they have had, get suggestions from other speakers, check websites listing potential speakers). (*More information in binder.*)
- Create a schedule, with tentative presentations for each month from September to June.
- It is helpful to have some kind of theme for the year: can be very general or very specific (eg. A quilters journey or A focus on colour).
- Trunk shows are great, but can be overwhelming, so consider having at least two presentations that involve our own members (e.g. do a 5x10, where 5 of our members are invited to present 10 of their quilts in 10 minutes; or do mini-workshops.). This is especially helpful for January and February, when travel may be difficult for presenters who live at a distance from Peterborough.
- Also consider having a speaker on another topic e.g. fabrics, needles, workspace set-up, use of special rulers.
- Consider a motivational presenter for the first meeting in September as a kick-off to the theme.
- December and June are luncheons. We usually had Grantham books come in December and a trunk sale in June.

- Adjust schedule to accommodate speaker availability and then finalize schedule once presenters have been confirmed (OK to leave some spots in the winter schedule open and finalize later).

Budget

- Plan budget for expenses for presenters and workshops. In addition to cost of the workshop presenter, check costs for room rental and any refreshments that will be provided.
- Keep track of invoices and expenses and submit them monthly to treasurer along with a monthly financial report. (*Samples in binder.*)
- Determine fees for workshops, with a general guideline to charge fees that will cover expenses. A workshop fee of \$40/day seemed to work well. Workshop presenters may have a limit to the number they wish in a class, which will affect revenue.
- Collect fees in advance of workshop to ensure costs are covered.
- All revenue is general and not included in program budget.
- All monies gathered must be submitted and cannot be used as petty cash.
- Submit presenter invoices to treasurer in advance so that cheques are ready on the day of the presentation.

Book external presenters

- Contact speaker to check for costs, availability, and topics.
- Use a program form to summarize and track information for each speaker so that information is maintained for the committee. (*Sample form is in the binder.*)
- Typical presenter fees for a trunk show are \$200-\$400, with some charging mileage as well. Some presenters will give a discount if they are booked for a trunk show and a workshop. Booking a workshop for the day after a meeting means less mileage fees, but accommodation is then required.
- Make arrangements and confirm with speaker. (*Sample confirmation email available in binder, and as a digital file: Program Presenter Confirmation.*)
- Provide an invoice template if they don't have their own, as invoice is needed to obtain cheque from treasurer. (*Sample invoice template available in binder, and as digital file: Program Invoice Template*)
- Check if they are choosing to sell quilting-related products
- Arrange for accommodation if speaker needs to stay over if coming from a distance, or if staying to give a workshop the next day (we arranged for billeting by a member or used Super8 on Landsdowne).

Book internal presenters

- Ask for suggestions from members for potential presenters for 5x10 presentation, for mini-workshops, or for other presentations. *(Details are available in the binder, as well as in digital files: 5x10 Details, Mini Workshop Sample Plan.)*
- We gave \$25 gift certificates from a quilt shop or a bookstore for each internal presenter.

Plan Workshops

Schedule workshops and other similar events that will occur outside the regular time frame of general meetings (half or full day workshops with external presenters, “quilt ‘til you wilt” or other quilting session, mystery quilt, other quilt challenge, fat quarter exchange or draw).

In recent years, at least one “quilt ‘til you wilt” session and one workshop have been offered each year. *(More details are available in the binder, as well as digital files: Workshop Planning Sample, Program Quilt ‘til You Wilt Summary, Confirmation, Draw Prize Request.)*

For each event, make arrangements for booking the room at Westdale, for setting up the equipment needed (material on hand in the KQG cupboards includes irons, ironing mats, cutting mats, risers), for refreshments and use of kitchen, for any other materials required, and for advertising, sign-up, and payment. Other facilities could be used, if Westdale is unavailable, but materials needed would have to be transported to another site.

Communications

- Provide schedule to web master and to newsletter editor, and update as needed. Single messages to all members can be sent through the webmaster.
- Submit a program update including reminders, follow-up information, thanks, and any other pertinent information to the newsletter editor once a month.
- Post a large hard copy of the schedule for the year, including presenters and workshops, at each meeting, and update as necessary.
- Provide a brief report on program (reminders, follow-up, thanks, requests for feedback) at each meeting.

Present Program at Monthly Meeting

- Meet presenter on arrival and assist with set-up, make sure they have anything needed. Remind them of the expected time frame.
- Pick up cheque from treasurer for speaker.
- Introduce and thank speaker (you may wish to give a thank you card as well).
- Coordinate assistance for showing quilts and walking them around the room to ensure they are visible to all.

- Arrange for Program Committee to take presenter out to lunch if desired (committee members can cover their own costs, budget covers lunch for presenter). We found it useful for getting feedback and ideas for other presenters, workshops, and activities.

Additional duties not formally specified

Room Set-up

The church rental for monthly meetings is looked after by the President. The church is responsible for the set-up and take-down of the tables and chairs. However, in recent years the program committee has taken on the responsibility of holding the key to the building, and to the storage cabinets, opening the building and ensuring it is locked at the end of the day - coordinating with the Wednesday afternoon group. The committee has been responsible for any additional set-up for the monthly general meeting, including consultation with the church secretary if different set-up is needed (e.g. for the December and June luncheon), setting up the stands and line for hanging quilts for show and tell, and supervision/coordination of the use of the tables for sub-groups. Stands are stored in the corner beside the storage cabinet, and the lines and clothes pins are in the cabinet. Hooks are on the wall in the meeting room for hanging the lines. (*Sample room set-ups are in the binder.*)

Seasonal Placemat Advertising and Collection

Each year placemats are collected at the December meeting for donation to Community Care Peterborough, for their Meals on Wheels program. Program Committee has been responsible for reminding members about the collection, and then handing them over to a volunteer for delivery. Betty Drain had been doing it, but Theresia Laing has taken it over.