

President-of-the-Month Instructions

Christina is the contact for the church or Sue Meek if Christina is not available. Let them know if the easel or projector or something other than the "usual setup" is needed. Microphone and podium will be set up - please ALWAYS use the microphone.

Send the title and a description of your program and/or speaker to Lisa Smith at least 2 to 3 weeks before the meeting date so that it can be included in the Newsletter. Also send the same to Sue Meek 3 to 4 weeks before the meeting date to be included in local news publicity.

Standard budget for the monthly meeting is \$50.00. If the cost will exceed the approved amount, (such as bringing in a special speaker) the President of the Month or Committee Chair must communicate with the Executive Committee for approval BEFORE making commitments to the speaker. Information regarding payment or reimbursement should be communicated to the Treasurer. The Summer Picnic and the Holiday Party budget is \$200 for each.

Basic Meeting Agenda

Welcome by President of the Month

Acknowledge any guests and have them introduce themselves.

Remind all to get their Raffle Basket and FQ Raffle tickets, and any signup sheets that are out that month.

Committee Reports:

Exec Committee

Treasurer's Report

Membership Report

Newsletter Report

Workshop

Sunshine

Service

Fun with Fabric

Special Event (Retreat, Quilt Show, etc.)

Publicity

Hospitality

New Business

Old Business

Program - (It is up to each President-of-the-Month to decide where the program will be given. However, the Executive Committee recommends that the program be given first as a courtesy to our presenters, if they are not members of the guild.)

Raffle Basket Drawing
Fat Quarter Drawing

Show & Tell

Thank everyone for coming and adjourn meeting!