

Meeting start: 6:31 p.m.

Attendance: Linda Odell (Chair), Debi Cross, Denise Vassar, Jeanne Surber, Carol Richardson, Gina Vivian, Vicki Marsh, Patsy Bowman, Marilyn Rivera, Pat McNabb, Lori Murdock, Darlene Massy, Candy Byrd, Gala Damato, Lee Taylor, and Yvette Cienski

Food: Denise was asked if her and Jeanne would again like to do the cooking for this year's Symposium, but Denise stated they would not. Denise explained the challenge of preparing food for such a large number only to have many express dissatisfactions was disheartening. It was agreed it is a challenging task. Linda stated she heard many compliments, and many wanted the same "cooks" back for the next Symposium!

Action: Denise will discuss the food cooking with Jeanne and get back to Linda for a final answer if they will again cook or not.

Linda explained about 10 people are away at a retreat or they would be here tonight. Introductions were made around the table since several in attendance are new faces!

Email: Linda asked all correspondence to go through the [ppqgetree@gmail.com](mailto:ppqgetree@gmail.com) email address. She also asked that emails have 'Symposium' in the subject line.

Theme: A theme needs to be decided for the Symposium. Everyone is asked to send their suggestion to Linda by email so the theme may be agreed upon at the June meeting. Need to have theme decided at the June meeting for the Committees to know and begin their planning.

Meetings: It was agreed that we will have a June meeting and every month after. Members who are able to attend will do so, others that need to miss a meeting may catch up from others or minutes. There is much work to do and better to do it sooner and not be rushing at the end. The Committee will meet the 3<sup>rd</sup> Monday of each month. Committee chairs who cannot attend a meeting are to send a written report to Linda prior to the meeting.

A brief explanation of the Symposium was given for the new members to understand what has been done in the past. Linda will post minutes and updates on the Symposium page. Yvette reported for the main speaker the class fee is \$600 and the lecture is \$400. This does not include her lodging and miscellaneous expenses (mileage, meals, etc.).

Chairs are welcome to review the notes from the 2016 Symposium, but to keep records intact cannot take minutes from the record book.

Local bees are to be encouraged to be involved by either making a quilt or by making a donation. The goal is for the community to know this was done by not just the Guild but the bees too.

Brainstorming:

- Members make a quilt to be raffled off by the end of the day. This would involve the Facilities Committee hanging the quilts, having someone to set prices, having someone to coordinate the raffle and the member to determine if the Guild was to receive all or a percentage of the amount received. It was pointed out that due to this not being a public event and all in attendance can make their own quilts it may not be practical.
- Silent Auction would involve having someone coordinate the donations from members, having someone coordinate issuing numbers to those wishing to make bids and having someone to accept payment. It was not sure who would oversee the silent auction so it was suggested the door prize Committee be asked if they would coordinate the silent auction. It was noted the silent auction is a big money maker!

**Action:** Door Prize Committee Chair to be asked if the Committee will also coordinate a silent auction.

**Action:** Door Prize Committee Chair to be asked for Committee to consider less but better door prizes rather than everyone getting something of little value. (Companies are not donating like they used to.)

**Action:** Create Silent Auction Committee if Door Prize Committee does not wish to coordinate auction.

Guild Roster: Members needing a copy of the roster can let Linda know and she'll send out one. Linda expressed this Symposium is not one person's effort but a team effort. We all have opinions but please keep it all respectful! Debi will send the minutes to Linda and she will send out to the Committee.

Teacher's Needs: The contract needs to be updated for the teacher to indicate needs and classroom needs for planning purposes. For our planning purposes and setup, we need to know no later than two weeks prior. (Room assignments based on teacher needs, class size, etc.)

Vendors: Would like to have more than just three vendors; last year had only three. Attendees were asking where the rest of the vendors at the last Symposium. All vendors are to be sewing related, (no jewelry, etc.).

Classes: A few Guild members have already volunteered to teach a class but many more are still needed.

Quilt Shops Support: It was noted Nancy's Calico would not support the last Symposium due to it was in conflict with classes the store was offering; the store might provide a coupon. Sarah's Thimble in Virginia Beach might be a possibility as well as A Different Touch in Chesapeake.

**Action:** Lee to reach out to Sarah's Thimble.

**Action:** Debi to reach out to A Different Touch.

Insurance: The Guild's insurance covers the Symposium.

Refunds: A motion was made by Jeanne, seconded by Pat, to give refunds if they request a refund up to three weeks and after three weeks less the \$10 registration fee. Motion died.

A motion was made by Jeanne, seconded by Pat, if a refund is requested, we will grant a refund up to three weeks before the day of the Symposium less the \$10 registration fee.

Motion amended: if a refund is requested, we will grant a refund up to March 31, 2020 less the \$10 registration fee. Motion passed.

**Action:** Registration Committee to update form to include the refund notice, the \$10 registration fee and the notice of refunds to be issued on or after the May 2020 Guild meetings. Symposium funds are handled through the Executive Treasurer; there is no separate account.

Symposium speaker: Michelle May from the Raspberry Rabbit in North Carolina. She will be doing wool pincushions, and her chat is "Down the rabbit hole." Her class fee is \$600, and the class kit fee is \$35. Class attendance is 25 students maximum; no sewing machine required.

Symposium fee: Last Symposium fee was \$55 for members and \$60 for non-members. There is a good possibility that the budget Committee will need to increase fee.

Hilton Baptist Church: Accepts donations for the use of the building for the Symposium. Thomas Nelson charged \$2,500 for the use of their facility.

A motion was made by Candy, seconded by Jeanne, that in addition to any monies donated to the church that we also ask for non-perishable goods for their food pantry. Motion passed.

Discussion:

- Teachers, attendance, lunches prepared from the last Symposium were reviewed. Noted teachers were fed, but vendors paid at cost for lunches. It was uncertain if vendors paid for their spaces at the last Symposium or not.
- Teacher proposals are to be presented in writing.
- Each Committee is to update their respective form. Forms are currently posted on the website and can be used as a template.

Cleanup Committee: Everyone is asked to help. Husband help is encouraged and greatly welcomed!

Welcome Committee: Marilyn has been working on a bag to have something for everyone. She showed her ideas of goodies and contents for the bag. Budget has not been done for the Symposium yet but last time the welcome Committee had a budget of \$50. Lori stated she has

sticks if needed to use for the fat quarter lollipops. Several members made the bags for the last Symposium but Chadwicks also donated purple bags to be used.

**Action:** Jeanne to check her home for left over name tag metal clips and report back to Marilyn.

**Action:** Jeanne to contact Jennifer Scanlon for donation of pens.

A motion was made by Linda, to make the door prize Committee to silent auction Committee. Motion died. It was agreed to wait to hear from Door Prize Committee Chair Donna Dooley to see what she is doing and would like to do regarding the silent auction.

**Action:** Check with Donna Dooley if she will make the Committee Door Prize / Silent Auction Committee in place of Door Prize Committee.

Theme ideas were brainstormed again but everyone was again asked to send their suggestions to Linda, and the Committee will discuss and vote next meeting. Linda asked for all to recruit others to help with Committees!

Next meeting: June 17, 6:30 pm at Hilton Baptist Church.

Business meeting was adjourned at 8:01 p.m. and a tour of the classrooms was held.

Respectfully submitted,  
Debi Cross  
Symposium Secretary