

Meeting or Event Cancellation Guidelines

- A decision to cancel any regular quilt guild meeting, due to inclement weather (such as icy or snow covered roads, or if bad weather is forecasted during the meeting time), will be made by the President by noon on the meeting day.
- President will communicate the cancellation decision to the Communication committee. Communication committee will send a cancellation email to all members who have provided an email address.
- President will communicate the cancellation decision to the Vice President. Vice President will notify the phone-chain captains to call those members without email to inform them of the cancellation.

- A decision to cancel any guild workshops or other functions, ones that are scheduled during the morning/day time hours, due to inclement weather (such as icy or snow covered roads, or if bad weather is forecasted during the event time), will be made by the Program chairperson or committee responsible for the event by 5pm on the evening prior to the event. Program chairperson or committee is responsible for notifying any teacher or speaker of the cancellation. Program chairperson or committee is responsible for notifying members who have signed up for the event of the cancellation or follow the same steps as documented above for a regular meeting cancellation to notify all members.