



# The Monarch

## Coastal Prairie Quilt Guild Of Texas

**April 2018**

**Volume 10 Issue 8**

**PRESIDENT'S LETTER: Mark Towle**

**Meetings:**

**April 4 3-5p -Board Meeting**

**April 4 Evening**

**Meeting 6:45-8:30p**

**April 19– Day/**

**Business10a-12p**

**Meetings held**

**First United Methodist**

**3900 Lexington Blvd,**

**Missouri City, TX**

### Inside this issue:

President's letter	1
Programs , Communi- ty, Service,	2-4
Quilts of Valor	4
Quilt Show	5
Birthdays, Member- ship, Rep at Large	6
Bees,	9
Minutes, Bylaws	12- 44

CPQG Members,

Congratulations and thanks to Judy Wolter and Darleen Patin for being elected as co-Workshops Elect at the March 15 business meeting.

Thanks to Lisa Patterson for volunteering to be Activities Chairman.

The countdown continues: 5 months to the quilt show. The deadline for entry forms for your quilts is July 19. I challenge everyone to enter a quilt in the show. We love to see your quilts.

The updated By-Laws are included in this newsletter. Please take some time to review the By-Law changes. We will be voting to approve them at the April business (day) meeting.

First United Methodist Church Missouri City has asked for our assistance with two collections this month. The collections line up well with our meetings. If you have an interest in participating in either collection, please bring your items to a meeting and we will get them to the church.

Night meeting, April 4 - for the April 5th Pet Day at MDS. Please bring pet supplies (cat, dog food, grooming supplies, etc. )

Day Meeting, April 19 – for the April 16th-April 27th- Food drive benefiting EFBHNM (East Fort Bend Human Needs Ministry) with emphasis on foods that children would need over the summer (cereal, canned foods like Beefaroni, soups, crackers, fruit cups, etc. ). Really any food item or personal hygiene product is always welcome.

These collections provide us with an opportunity to thank the church for providing the CPQG a place to meet.

Have a wonderful month!!!

Mark

**Programs by Gwen Goldsberry****April 4th** - Mary Massey

I started quilting in the early 1970's. My mother-in-law had always quilted and I got interested after seeing her quilts.. This was about the time "Quilting" was beginning its revival. I made my first quilt from the book "Polly Prindles Book of American Patchwork Quilts" dated 1973. I cut it out by hand using sandpaper templates, hand pieced and hand quilted. I used polyester fabric, double thread to sew, and traced the quilting design on white paper with holes punched out of it. I sprinkled cinnamon as I proceeded to quilt. Needless to say, the "revival of quilting" didn't come any too soon for me!

Mary will bring a trunk show to our night meeting. Don't miss out!

**April 19th** - Houston Modern Quilt Guild brings a trunk show presented by Debbie Grosskopf and Sally Keller. Modern quilts are primarily functional and inspired by modern design. Modern quilters work in different styles and define modern quilting in different ways, but several characteristics often appear which may help identify a modern quilt. These include, but are not limited to: the use of bold colors and prints, high contrast and graphic areas of solid color, improvisational piecing, minimalism, expansive negative space, and alternate grid work. "Modern traditionalism" or the updating of classic quilt designs is also often seen in modern quilting.

Set your reminder to come see these beautiful quilts and stay for the workshop!

*Community Service by Sakeenah Mubashshir*

Greeting Guild Members...

Thanks so much to the following members who helped with quilting, sewing, and crocheting over the past months:

Cathy Price          Judy Kohn          Grace Clarke          Sherri Hogan

Barbara Baxter      Margie Koenig          Pauline Manes          Helen Wilems

Betty Stone

Community Service truly appreciates the hard work that all members are doing for the Guild.

**HOBBS UPC Labels**

**REMINDER, we continue to collect Hobbs UPC Labels. The UPC label provides a discount to the Guild when purchasing batting from the Manufacturer. If you are purchasing Hobbs Batting for your quilting, PLEASE recycle the bags by turning them in to Community Service at the Guild Meetings.**

*Quilts of Valor by Barbara Baxter*

**Quilts of Valor**

**Three completed tops were turned in at the March sew-in and many more are in progress.**

**Our next sew-in is scheduled for April 28 th at the church from 10 AM until 2:30 PM.. Come join us for a day of fun and fellowship.**

**Many thanks to the following for their donations of time, money, fabric, and quilting:**

**Elizabeth Barrow  
Deborah Bryson  
Joan Bell  
Sandi Winston**

**Barbara Penning  
Marrgie Konig  
Sakeenah Mubashshir  
Darlene Patin**

**Mary Lou Cooper  
Grace Clarke  
Barbara Young**



QUILT SHOW NEWS by Barb Wall

**QUILT SHOW: “A Decade in Stitches”**

This month, we will begin signing up volunteers for all aspects of The show, and there’s certainly something for everybody. Here are a *few* of the many areas where you’re needed:

Quilt Check-in (Aug. 16)

Quilt Judging (scribes and quilt movers-Aug. 28-29)

Set-up (Quilt Hanging, Decorations, Ribbons & Labels, etc.- Sept. 6)

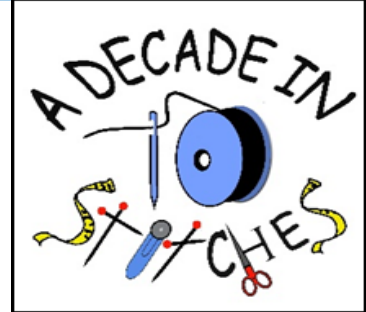
Day-of (Ticket Sales, Quilt Sale, Auction, Basket Raffle, Make & Take, etc.-Sept. 7-8)

Take Down & Quilt Check-out (Sept. 8)

Sign-up sheets for these and all the areas where you can help will be available at guild meetings beginning on April 4. It takes a huge number of volunteer hours to make our show a success, so we ask that every member take on *at least* one job. The earlier you sign up, the better the chance of getting where and when you want.

The next meeting of the full show committee will be Saturday, April 14, 10 a.m. at the Fort Bend University Branch Library. All show chairpersons are urged to attend.

There’s only about 3 months until your entry forms are due, so keep working on those show quilts. Rules & Regulations, category descriptions and entry forms are all available on the website.



***Retreat by Sally Steiner***

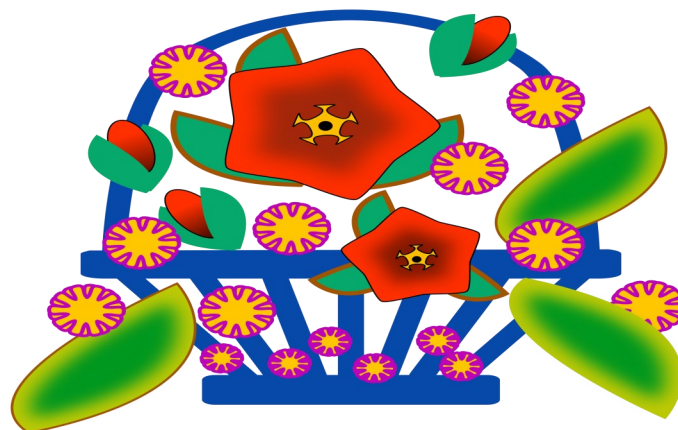
The Spring Retreat will be at Jordan Ranch from Sunday evening through Thursday morning, April 22 - 26, 2018 or you may come Monday through Thursday. Cost is \$300 if you come Sunday evening or \$275 if you come Monday. Meals include Monday dinner, brunch and dinner on Tuesday and Wednesday, and breakfast on Thursday. Activities include Trading Dice Game, shopping at local quilt shops, hot tub and or swimming and of course lots of quilting. Registration is open until April 18, 2018. You can contact Sally Staner for details at [sjstaner@gmail.com](mailto:sjstaner@gmail.com) if you have questions.

## Basket Raffle

Hey Guild Members! The Basket Raffle committee has come up with a few “Guild” basket ideas. This would allow you participation without funding an entire basket by yourself...1. Gift Card Basket- any amount to anywhere...Target, Walmart, Kroger, Jo-Ann Fabric, Quilt Stores, Starbucks, to any store you prefer...2. A Basket of Blues and Whites/Beige- fat quarters and I think there are a couple of Blue and White quilt books out there ...3. Modern Quilt Basket-KONA solids only (fat quarters), and maybe a modern quilt book also. 4. Longarm Gift Card Basket- gift cards from longarmers (for example, a discount off the total price of quilting, no charge for the thread, no charge for the batting)... if any longarmer would like to participate in this please let us know. 5. Of course a donation of money would be accepted to purchase fill up basket items as well. **Please note all fabric has to be quilt shop quality fabric.**

All of you and our Bees have been wonderful in the past donating to the basket raffle. Guests are always so excited when they see them!!! We always have such an assortment! I will have a list of ideas for baskets if you need help for individual baskets. Thank you all for participating.

Peggy Johnson, Rita Evans, Allison Etzler



## Current Bees

<p>BEGINNER BEE <b>RSVP BEE</b>  Every Monday and Wednesday  11:00-3:00 bring lunch  Liz Narcisse  832 343 6523  <a href="mailto:Beulah.narcisse@gmail.com">Beulah.narcisse@gmail.com</a></p> <p>Sharps Town Community Cntr  6600 Harbor Town Dr.  Houston, TX 77036</p>	<p>ELECTRIC QUILT  2<sup>nd</sup> and 4<sup>th</sup> Wednesday  9:30-noon  Nancie Roach  713 771 6762 c. 832 483  8544  <a href="mailto:nancie.roach@gmail.com">nancie.roach@gmail.com</a>  Bayland Park Center  6400 Bissonnet  Houston, TX 77074</p>	<p>SUGAR LAND BEE  Every Tuesday  10:00-2:00 bring lunch  Barbara Baxter  281 242 5403  <a href="mailto:twobs@comcast.net">twobs@comcast.net</a>  Keegan's Wood Community  Cntr  9600 Keegan's Wood Drive  Houston, TX 77083</p>
<p>PECAN GROVE QUILTERS  Every Wednesday  10:00-2:00 bring lunch  Judy Wolter  270 498 3633  <a href="mailto:jmwolter@yahoo.com">jmwolter@yahoo.com</a></p> <p>Joy Lutheran Church  717 FM 359  Richmond, TX 77406</p>		<p>BAYLAND QUILT TOPPERS  Every Friday, except 3<sup>rd</sup> Friday  9:00-1:00  Nancie Roach  713 771 6762 c. 832 483  8544  <a href="mailto:nancie.roach@gmail.com">nancie.roach@gmail.com</a>  Bayland Park Center  6400 Bissonnet  Houston, TX 77074</p>
<p>MATERIAL GIRLS CLOTH DOLL  CLUB  3<sup>rd</sup> Saturday  Nancie Roach  713 771 6762 c.732 483  8544  <a href="mailto:nancie.roach@gmail.com">nancie.roach@gmail.com</a></p> <p>Quilt Works  9431 Jones Road  Houston, TX 77065</p>		<p>BEE BALLERINAS – <b>RSVP BEE</b>  Every Monday  4:00-9:00 bring snacks  Kathy Perry  281 928 4666  <a href="mailto:kperry4390@yahoo.com">kperry4390@yahoo.com</a></p> <p>1231 Deerbrook Drive  (Stonebridge sec of Great-  wood)  Sugarland, TX 77479</p>



### **Officers**

President: Mark Towle  
 President-Elect: Rebecca Trevino  
 VP Programs: Gwen Goldsberry  
 Programs Elect: Joan Bell  
 Workshops: Kay Paul  
 Workshops Elect: Nancie Roach  
 Secretary: Cathy Price  
 Treasurer: Diane Hickey  
 Membership: Pam Biswas  
 Rep at large/Parliamentarian: Sherry Stringfield  
 Editor/Advertising: Diane Aleman

### **Important EMAIL Addresses**

[Editor-cpqgtx@gmail.com](mailto:Editor-cpqgtx@gmail.com)  
[president@cpqgtx.com](mailto:president@cpqgtx.com)  
[webmaster@cpqgtx.org](mailto:webmaster@cpqgtx.org)  
[membership@cpqgtx.org](mailto:membership@cpqgtx.org)

### **Committee Chairs**

Activities:

Bee Coordinator: Penny Hurst  
 Community Service: Sakeenah Mubashshir  
 Bo's Place: Katherine Onstott  
 Fort Bend Women's Shelter:  
     Sakeenah Mubashshir  
 Lone Star Santa: Pauline Manes  
 Project Linus: Jennifer Pazicni  
 Quilts for Kids: Barbara Young  
 Quilts of Valor: Barbara Baxter  
 VA Hospital/VA Initiatives:  
     Gwen Goldsberry  
 Donation Quilt: Diane Hickey  
 2018 Donation Quilt: Katherine Onstott  
 Quilt Show: Barbara Wall  
 Hospitality: Peggy Johnson, Rita Evans  
 Webmaster: Jennifer Pazicni  
 Library: Linda Towle

**The Monarch** is published monthly by the Coastal Prairie Quilt Guild of Texas. It is distributed, via e-mail, free to members. We are always looking for news items, articles, and suggestions. Inclusion subject to space availability.

Articles *must* be received by the Monday following the Thursday morning meeting for inclusion in the next month's newsletter. Send articles to cpqgtx@gmail.com

If you do not have e-mail capability, legibly written information will be accepted by the deadline.

According to the CPQG By-laws, if you need a printed copy of the newsletter, please notify the editor.

A fee applies to all printed copies of **The Monarch**.

## Minutes of the March 15, 2018 General Meeting of the Coastal Prairie Quilt Guild

The meeting was called to order by Mark Towle, President, at 10:01 am at the First United Methodist Church (FUMC) of Missouri City.

Mark Towle, president, welcomed members, guests, and visitors to the meeting.

The March newsletter has not been published on the website at this time. The minutes for the February 15 2018 business meeting and the Treasurer's report for February 2018 cannot be approved.

There is one visitor today and one renewing member present. The Guild welcomed members Helen Wilems back post-surgery and Debbie Garner back post hurricane Harvey. Helen and Debbie thanked everyone for their support thru these events.

### **Announcements:**

#### Mark Towle:

The Greater Houston Quilt Guild has their Opportunity Quilt on display at the back of the chapel and is selling tickets for their drawing.

Nancie Roach has resigned as Workshop Chair-elect. Two members have volunteered/been nominated to share this position – Judy Wolter and Darlene Patin. Debbie Garner made the motion to vote on these nominees for the position. Barb Wall seconded the motion. The members voted to approve the nominees.

A volunteer to head up the 2018 Donation Quilt project is needed. Please contact Mark if interested.

Lisa Patterson has volunteered to fill the open position of Activities Chairperson.

Sally Staner announced that she will be stepping down as Retreat Chairperson. The retreat locale for September has been reserved, but the April retreat will be Sally's last one as chair.

This year's By-Laws Review Committee report and recommended changes have been approved by the Board with minor updates. These proposed By-Laws will be in the March newsletter once it is published. They will be published in the April newsletter also for membership review and discussion. The changes will be voted on by the membership at the April 19, 2018 business meeting.

#### Pauline Manes:

Anniversary commemorative items – Pauline reported that she has the selected denim shirts and the separate embroidery logo in the activity room for everyone to look at. She had fifteen signups at the night meeting for the shirts, but needs 24 to order. She has prepared an order sheet of the items with the expected cost, price breaks, and sizes available. Everyone should take a sheet and indicate which items and how many items they are interested in purchasing. Without a minimum order, the price for these will be prohibitive. If the minimum is not reached, Pauline will refund the money for the orders already collected and no shirts will be ordered. Please drop by the activity room to look at the proposed anniversary items.

#### Mark Towle:

The Board meetings are moving dates and time. Board meetings will be held on the first Wednesday at 3 pm with the location to be announced.

### **Board Reports:**

**President-Elect:** Rebecca Trevino reported that she would like information from members about any local newsletters and on-line neighborhood posting sites so she can advertise the Quilt Show and the Guild monthly meetings in these.

**Programs:** Gwen Goldsberry announced that the April 4<sup>th</sup> presentation will be Mary Massey on "Pieces of the Past". The April 19<sup>th</sup> presenter will be the Houston Modern Quilt Guild (HMQG) and there will be a trunk show.

**Workshops:** Kay Paul announced that the workshop for today still has slots open. The workshop will be Leslie Jenison and a technique called Sheer Bliss using sheer fabric to create a block. Signup sheet is in the activity room. The supply kit is only \$15.

Kay also reminded everyone that she will need quilts for the live auction. Seven or eight have been committed but they are hoping to have 12 quilts for auction.

**Secretary:** Cathy Price

No Report

**Treasurer:** Diane Hickey reported that the Kroger rebate just received was \$25.28. If you need a Kroger card, they are at the membership desk.

**Retreat:** Sally Staner reported that signup for the April 22<sup>nd</sup> – 26<sup>th</sup> retreat has begun. The retreat will be at Jordan Ranch again. The cost this year is \$300/person double occupancy. There will be lots of activities and they usually visit quilt shops in the area.

Also, Sally will be coordinating the quilt sale at the 2018 Quilt show in September. She will be accepting the donation quilts, bags, wall hangings, table runners. Anything that can be sold will be considered.

**Representative-at-Large:** Sherri Stringfield

Absent

**Editor:** Diane Aleman

Absent

**2018 Quilt Show Committee:** Barb Wall noted several upcoming dates:

The next quilt show meeting will be April 14<sup>th</sup> at the Fort Bend University Branch Library at 10 am.

Deadline for entry forms is July 19<sup>th</sup>

Quilt turn-in will be August 16<sup>th</sup>

Set up for the show is September 6<sup>th</sup>

The show is September 7<sup>th</sup> and 8<sup>th</sup>.

Volunteer sign up will begin next month for the show. This will include the Make & Take area, the basket raffle, etc.

Cathy Price announced we have 17 vendors signed up and forms from two or three more vendors to be added to the list.

Rita Evans announced that for the baskets, ideas are needed and items are needed. Suggestions for baskets include a "blue & white" basket, Kona Solids basket, gift card basket, longarm quilting time or percent off, etc. If making a basket, please make a list of what it includes so the list can be displayed.

Carol Ann Barley noted that if anyone knows of a member who has died since the guild formed, please let her know. She would also need a contact for that person's family or any items that the member may have made for the display.

**Librarian:** Linda Towle announced that she has more books in the activity room. These can be taken home by members for a donation. It is a different set of books than were at the previous meetings. She will continue to bring these in at future meetings.

**Community Service:** Sakeenah Mubashshir reminded everyone she has many kits in the breakroom. The report of community service related contributions for the year to date is in the March newsletter.

**Quilts of Valor:** Barbara Baxter reported that the sew-in on the 4<sup>th</sup> Saturday, March 24<sup>th</sup> from 10am – 2:30pm. It's also time for those who pay dues to the foundation to renew the dues. There will be a Quilt of Valor presentation at the Quilt Show.

**Donation Quilt:** Katherine Onstott reported that she has 4 displays of the donation quilt scheduled that she needs volunteers for. She has the list for sign up.

Katherine also took completed quilts from the Guild back to Bo's Place. She has 13 more set of blocks that need to be worked on.

**Upcoming FUMC fundraisers:**

**Pet Day – April 5<sup>th</sup>.** The church is collecting pet grooming and food supplies. Bring these to the evening meeting and they will be given to the church.

**Food Drive for the East Fort Bend Human Needs Ministry (EFBHNM) April 16<sup>th</sup> – April 27<sup>th</sup>.** Food and hygiene items are requested. Bring these to the day meeting and they will be given to the church.

**Upcoming Quilt Shows –**

March 17<sup>th</sup> – La Porte Airing of the Quilts 10am – 2 pm. La Porte

April 13- 14 Golden Triangle Quilt Guild. Ford Park on IH-10 in Beaumont

Barb Young presented the March Birthday prize and the door prizes.

Show and Share was presented by Carol Kettlewell.

The program "The Journey is the Destination" was presented by Leslie Jenison.

The meeting adjourned at 12:02pm

Respectfully submitted by Cathy Price, Secretary Coastal Prairie Quilt Guild

**Coastal Prairie Quilt Guild**  
**Minutes of the February 5, 2018 Board Meeting**  
 (approved March 5, 2018)

The meeting was called to order by Mark Towle, President at 10:00 am at the First United Methodist Church of Missouri City location.

Board Members in attendance: Mark Towle, Rebecca Trevino, Cathy Price, Kay Paul, Joan Bell, Gwen Goldsberry, Diane Hickey, and Sherri Stringfield. A quorum was present. Committee Members in attendance: Barb Wall and Sakeenah Mubashshir.

The Minutes of the January 3<sup>rd</sup>, 2018 Board meeting were approved as presented.

The Treasurer's Report from October 2017, November 2017, December 2017, and January 2018 were reviewed. Questions were noted about the expense for workshop kits. Also, a typo was noted on the summary report.

Mark Towle made a motion to approve the reports with the requirement that Diane answer the question for the Board and correct the typo. Cathy Price seconded this motion. The Board approved the reports with the requirements noted.

**Discussion Points:**

**Anniversary Items**

Pauline Manes was absent.

**By-Laws Changes Post Review**

The final draft of the changes is to be published in the February and March newsletters for membership review. Discussion of any comments, concerns, etc. will be held at each of the meetings post publication. A vote on acceptance of these revisions will be held at the March business meeting. Mark Towle reported that the newsletter has not been published for February as of today.

**Shop Hop Coordinator**

The Shop Hop position remained unfilled. There will be no Shop Hop in June 2018.

**Library Status**

Mark Towle reported that Linda Towle has prepared the list of the books to be purged and has sent the list to the newsletter for publication.

**Resignation**

Due to family issues, Nancie Roach has submitted her resignation. Mark will ask the membership if there is anyone interested in the position of Workshop Chair-elect. Kay Paul will work with Joan Bell in the interim to work on next year's programs. Sherri Stringfield made a motion for the Board to consider reducing the number of presenters at this time. There was no second for the motion. Kay and Joan will provide the Board with a list of the dates and proposed presentations/workshops as soon as possible.

**Standing Rules Changes**

Rebecca Trevino, Cathy Price, and Sherri Stringfield will be coordinating proposed changes to the Standing Rules that may result from the changes to the By-Laws if the revised By-Laws are approved.

**Board and Committee Reports**

**President-elect:** Rebecca Trevino made a motion that she be given permission to include upcoming Guild meetings notices in the local community newspapers if there is no charge for the notice

**Membership:** Pam Biswas was absent. Mark Towle reported we have 115 members. There was discussion of new member orientation and the development of a new member packet of information. Rebecca Trevino has volunteered to work with Pam Biswas on this.

**Programs:** Gwen Goldsberry reported that she has an option for covering the April 19<sup>th</sup> program and workshop that was cancelled by Janie Alonzo. Gwen has contacted the Houston Modern Quilt Guild and they will do a presentation/trunk show and the afternoon workshop on Interleaved Cushions, both without cost to the Guild. The supply list for the workshop will be published for this. Sign-up will be limited to the first twenty members who sign up. Gwen made a motion that the presentation and workshop by the HMQG be approved by the Board. Sherri Stringfield seconded the motion. The Board approved the motion.

Kay Paul made the motion to purchase \$100 worth of fabric for the HMQG since they were presenting their workshop for free and there were monies budgeted for the April presentation and workshop. Rebecca Trevino seconded this motion. The Board approved the motion and will look at purchasing fabric in a style that the HMQG recommends. Sherri Stringfield noted she knows a place that sells good fabric in solid colors at less than \$5/yard and could purchase the fabric.

The Board recommended that the open presentation slot on August 1, 2018 slot should be filled by having the Board Trunk show meeting that had been cancelled due to Hurricane Harvey last September 2017. Joan Bell made a motion to have the Trunk Show presentation and Potluck by Board members as the August 1<sup>st</sup>, 2018 presentation. Cathy Price seconded the motion. The Board approved this motion.

**Program Chair Elect:** Joan Bell noted that she has noted that next year's calendar may have holiday conflicts. She and Kay will look at this. She has put a notice in the newsletter that requests input from the membership for topics for the programs next year. She also noted that Nancie's Workshop Chair-elect materials need to be picked up for the replacement.

**Workshop Chair:** Kay Paul noted that there are thirteen signed up for the Cynthia England workshop on February 10<sup>th</sup>. There are currently three signed up for the March workshop on Sheer Bliss. The April workshop will be the HMQG approved previously. An evaluation form is still needed for post workshop input. Sherri Stringfield volunteered to help work on the evaluation.

**Secretary:** Cathy Price reported that she is working on scanning in the minutes from previous year's Board meeting so that there will be both an electronic version and the paper version.

**Treasurer:** Diane Hickey reported that she will be working on the corrections noted. She has paid this year's storage unit fees. The unit fee has increased \$5/month. She also requested Mark Towle give her the thumb drive for the Treasurer. Pauline Manes had given this to Mark. Diane is working on the tax reports for 2017.

**Representative-at-Large:**

Sherri Stringfield made a motion that there be a poll of membership to see how many would be interested in electronic payment and if there is interest, this be investigated by the board. Rebecca Trevino seconded the motion. There was much discussion concerning cost, ease of tracking of payments, and how this could be done. The Board voted and the motion to poll the membership was approved. This poll will be done at both the evening and day meetings.

Sherri Stringfield noted that the Quilt Show committee went to the storage room and inventoried the Show materials (Barb has the details). The Quilt Show group also did some clean-up and reorganization of the other boxes and noted that unknown members are putting items not related to the Guild in the storage unit. Barb Wall noted that the combination has not been changed in 10 years and perhaps it is time to look at this. Sherri Stringfield noted that she feels that the space is only 30 – 50%

used and we should look for a smaller space. Cathy Price made a motion to investigate the cost of smaller climate controlled spaces that could be used. Rebecca Trevino seconded the motion. The Board approved the investigation. Cathy will check on pricing and location for storage units in the area.

**Newsletter Editor:** Diane Aleman

Absent

**Community Service:** Sakeenah Mubashshir noted that she has been asked to reduce her activity levels due to health issues. She is concerned that this will impact the upcoming Charity Sew-in. After some discussion, Diane Hickey made the motion that we cancel the February 15<sup>th</sup> sew-in. Sherri Stringfield seconded the motion. The Board approved cancelling the 15<sup>th</sup> sew-in. There will still be a morning meeting on this date. A Charity sew-in at a later date is an option.

Sakeenah noted that Hobbs price for batting has gone up again. She is still collecting UPC codes to help the Guild get a discounted price.

**Quilt Show 2018:** Barb Wall reported that the storage unit inventory meeting on the 22nd was held. She has the inventory of items at the storage unit and will have it for the committee. A simplified budget report for the Quilt Show will be available for membership that is interested.

A Quilt Show committee meeting for the committee heads will be held on the 26<sup>th</sup> of February. The next large committee meeting is scheduled for April 14<sup>th</sup> at the University Branch Fort Bend Library.

All committee positions have been filled at this time.

Some concern on the number of vendor responses was noted. The deadline for the discount is March 1<sup>st</sup> so there may be more responses by then.

Mark Towle needs a volunteer to help with the magazine table at the meetings.

There being no other business to come before the Board, the meeting was adjourned at 12:11 pm.

Respectfully submitted,  
Cathy Price, Secretary  
Coastal Prairie Quilt Guild

ARTICLE I – Name

Section 1

The name of this organization shall be the Coastal Prairie Quilt Guild of Texas, hereinafter Guild.

ARTICLE II – Purpose

Section 1

The Guild is organized and will be operated primarily for educational purposes with the meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding provision or provisions of any subsequent United States revenue law.

Section 2



The purpose of this Guild shall be to preserve the heritage of quilting, to promote the knowledge and understanding of all aspects of quilting, and to provide opportunities of continuing education among those interested in the art of quilting.

### Section 3

To increase knowledge of traditional and contemporary techniques of quilting and to provide an encouraging environment in which quilters can practice and exchange ideas.

### Section 4

To serve the community through charitable activities involving quilting.

## ARTICLE III – Non-Profit

### Section 1

The Guild shall be a non-profit organization. No part of its earnings shall be used to the benefit of any member but shall be used solely for the purpose of the organization.

### Section 2

All officers and board members shall be unpaid volunteers and no profit shall accrue to them.

However, reimbursement for expenditures made or reasonable compensation for services rendered shall not be deemed to be distribution of income or principal as designated in the Articles of Incorporation.

### Section 3

The fiscal year of the Guild shall be from September 1 through August 31.



## ARTICLE IV – Membership

### Section 1

Membership status shall be conferred upon receipt of a completed application and payment of organizational dues. Any member who has paid current annual dues shall be a member in good standing.

### Section 2

The Guild shall have three classes of members. The designation of such classes and the qualification of the members of such classes shall be as follows:

1. Active Member: An active member shall be an individual 18 years of age or older who has an interest in quilts.
2. Junior Member: A junior member shall be an individual 13 to 17 years of age who is sponsored by an adult member and who has an interest in quilts.

Business Member: A business membership is to be held in the name of the business and shall not be representative of any individual person.

### Section 3

The amount of annual dues shall be determined by the recommendation of a majority vote of the Board of Directors and shall be subject to a vote of the members at a regular business meeting. Annual dues shall be due each year on September 1. Dues for new members (new members are those who have never been a member previously) joining after March 31, shall be reduced.

### Section 4

Membership in this Guild is not transferable or assignable. Dues are not refundable.

Section 5

Members who have not renewed their memberships yearly on or before September 30 shall be automatically dropped from membership in the Guild with their voting rights suspended.

Section 6

The Board of Directors, after an appropriate hearing, may suspend or expel any member for cause, after a two-thirds vote of all members of the Board.

Section 7

A person may attend two general meetings of the Guild as a guest before being required to join.



## ARTICLE V – Bill of Rights

### Section 1

1. Active Member: An active member in good standing shall be entitled to one vote on each matter submitted to a vote and shall be allowed to introduce motions for discussion of any issue placed before the membership for discussion or action by the membership. In addition, active members in good standing have the right to:
  - a. Attend and participate in any regular business, board, or guild meetings.
  - b. Receive an annual Membership Directory which shall include a current copy of the By-Laws and Standing Rules.
  - c. Have access to an electronic copy of the monthly newsletter. This Right may be waived and the member may receive a printed copy if she/he chooses. If the member chooses to receive a printed copy, the cost of making and mailing a copy must be absorbed by the member.
  - d. Participate in organization activities on a priority basis.
  - e. Cast a vote in the election of officers.
  - f. Approve organization activities, policies, by-law amendments, budgets, and activities such as fundraisers.
  - g. Hold office and serve as committee chairmen.
  
2. Junior Member:
  - a. Junior members in good standing, age 13 to 17, shall have the right to:
    1. Attend regular Guild meetings.
    2. Participate in Show and Tell
    3. Have their names listed in the Directory

4. Attend workshops with their paying sponsor according to the rules stipulated in the Standing Rules.

- b. Junior members may not:

1. Vote
2. Hold Office
3. Participate in/on Committees
4. Attend Retreats

3. Business Member:

- a. A business membership in good standing shall have no voting rights.
- b. Shall have access to the monthly electronic copy of the newsletter.
- c. Shall have the business listed in the Directory in alphabetical order.





## ARTICLE VI - Meetings

### Section 1

Regular business and Board meetings shall be held each month. The meeting time and place shall be set by the Board.

### Section 2

Written notice stating the place, date, and time of the regular business, Board, and all other guild meetings shall be posted no less than 10 days prior to the scheduled meeting.

### Section 3

In the event that any meeting should need to be rescheduled, the place, date and time of these meetings shall be set by the Board. Members shall be notified of the change as soon as possible.

### Section 4

Special meetings may be called by a majority vote of the Board of Directors or right of petition by 20% of members entitled to vote. Members shall receive notice no less than 10 days prior to the meeting.

### Section 5

Two-tenths (20%) of the members entitled to vote at a general meeting shall constitute a quorum at such meeting.

### Section 6.1

The President, if necessary, may call special Board meetings to make a decision about a specific topic. Only the stated topic will be on the agenda for the special called meeting. Board members shall be given prior notice of such meetings.

### Section 6.2

In the event that circumstances do not permit the convening of a special Board meeting, such as in the case of a time sensitive matter, the President may call for a vote of the Board via email, using the following procedure:

- The President contacts all voting Board members using Guild-provided email addresses and/or personal email addresses as listed in the most current version of the Membership Directory.
- b. Board members must respond to the original email within 48 hours of the notice being sent.
  - a. The vote will only be considered valid if a quorum of the Board members responds within the required time limit.c.
  - d. The motion will pass with a simple majority of the respondents.



## ARTICLE VII – Board of Directors

### Section 1

The voting Board of Directors (the Board) consists of ten elected officers: President, President Elect, First Vice President-Programs, Second Vice President-Membership, Secretary, Treasurer, Workshop Chair, Representative-at-Large, Program Chair Elect and Workshop Chair Elect.

1. A majority of Board members shall constitute a quorum for the transaction of business at board meetings.
2. Outgoing Board members shall transition all requirements, information, records and files pertinent to their position to their successors before the September Board meeting each year, one-on-one as required.
3. Board members shall notify the President in advance if they need to miss a Board meeting.
4. The Board of Directors shall meet monthly to plan and coordinate Guild activities. Any major activity decisions shall be brought before the membership for approval.

### Section 2

Duties of Officers are as follows:

1. President
  - a. Presides at Board, regular business, and special called meetings.
  - b. Appoints special committees except the nomination, election and audit committees or any other committee where a conflict of interest may occur.
  - c. Serves as an ex-officio member of all committees except the nomination, election and audit committees or any committee in which there may be a conflict of interest.
  - d. Performs all other duties pertinent to the office.
2. President Elect

- a. Assists the President as needed.
  - b. Presides at Board, regular business and special called meetings in the absence of the President.
  - c. Moves up to the President position the following year.
  - d. Coordinates the end-of-term appreciation gift for the President.
  - e. Performs all other duties pertinent to the office.
3. First Vice President-Programs
- a. Chairs the Program Committee and is responsible for the current year's programs.
  - b. Presides at Board, regular business, and special called meetings in the absence of the President and President Elect.
  - c. Secures all information regarding the speaker's visit, including, but not necessarily limited to, transportation needs, arrival time, housing preferences, and lecture topic.
  - d. Secures speaker's payment from the Treasurer.
  - e. Performs all other duties pertinent to the office.
4. The Second Vice President – Membership
- a. Collects dues.
  - b. Maintains a current data base for membership.
  - c. Submits a current membership roster to the Directory Committee for publication.
  - d. Prints nametags for meetings and newsletter labels.
  - e. Prepares a current election roster in the event of a ballot election.
  - a. Performs the duties of the President in the absence of the President, President Elect, and First Vice f. President.
  - g. Performs all other duties pertinent to the office.
5. The Secretary

- a. Keeps an accurate record of proceedings of all regular business, Board, and special meetings.
- b. Maintains a file of all official meeting records pertaining to the Guild
- c. Submits the Board minutes for board approval each month.
- d. Publishes the Board and regular business meeting minutes in the newsletter and on the website, if available.
- e. Performs all other duties pertinent to the office.

6. The Treasurer

- a. Receives all monies and deposits same in the bank.
- b. Disburses all monies as authorized by the membership.
- c. Maintains an accurate record of all receipts and disbursements.
- d. Submits a financial statement to be published monthly in the newsletter and approved by the membership at each regular business meeting.
- e. Submits the books for an annual audit.
- f. Chairs the Budget Committee and as such presents the annual budget and mid-term budget report for Board and membership approval.
- g. Files an 802 report with the Texas State Controller's Office listing the officers of the guild, together with the appropriate filing fee, every three years.
- h. Files a 1096 transmittal form with the IRS by February 28 to report all 1099-MISC forms issued to individuals paid over \$600 during the previous calendar year.
- i. Files a 990 form with the IRS by January 31 in any given year in which the guild earns more than \$50,000.
- j. Performs all other duties pertinent to the office.

7. The Workshop Chair

- a. Schedules workshops and may select workshop subject matter if it has not been previously selected.
- b. Collects fees for the workshop and submits a Request for Deposit form with the Treasurer.

- c. Supervises the workshop and acts as an assistant to the teacher. Provides any items requested by the teacher such as a slide projector, design walls, etc.
  - d. Provides nametags and other items needed for participants such as ironing boards and irons, etc.
  - e. Performs all other duties pertinent to the office.
8. The Representative-at-Large/ Parliamentarian
- a. Acts as liaison between the general membership and the Board, presenting membership concerns in an objective manner.
  - b. Performs all duties pertinent to the office of Parliamentarian.
  - c. Conducts door prize drawings.
  - d. Performs all other duties pertinent to the office.
9. The Program Chair Elect
- a. Plans, schedules and contracts speakers and programs for the following year.
  - b. Assists the Program Chair (First Vice President-Programs) when needed.
  - c. Moves up to the First Vice President-Programs position the following year.
  - d. Acts as liaison between speakers in regards to program, contracts, and workshops.
  - e. Performs all other duties pertinent to the office.
10. The Workshop Chair Elect
- a. Chooses workshops, working in conjunction with the Program Chair Elect to coordinate and schedule the following year's workshops.
  - b. Assists the Workshop Chair when needed.
  - c. Moves up to the Workshop Chair position the following year.
  - d. Performs all other duties pertinent to the office.

### Section 3

Method of Nominating Officers is as follows:

1. A Nominating Committee made up of five members, one from the Board of Directors (excluding the president) and four Active Members in good standing, shall be nominated and elected by the membership at the April regular business meeting and may not be eligible to run for office. The Nominating Committee shall:
  - a. Prepare a slate of at least one nominee for each office.
  - b. Publish this slate, together with a brief biography of each nominee, in the June and July newsletters.
  - c. Accept any additional nominations submitted by Guild members prior to the regular July election, provided the nominee has agreed to serve in that capacity.

### Section 4

Method of Electing Officers

1. An Election Committee shall conduct and coordinate the election of officers. The committee shall consist of the Second Vice President and at least one additional Active Member in good standing who is nominated and elected by the membership at the May regular business meeting.
2. Election of officers shall be by written ballot only if there is more than one candidate running for any office. If a nominated slate runs unopposed, the election will be by “viva voce” (by voice) at the July regular business meeting.
3. The procedure for election by written ballot is as follows:
  - a. Only those Active Members in good standing shall be eligible to vote at the July regular business meeting.



- b. Members unable to attend this meeting may request an absentee ballot from the Election Committee and return the ballot to the Election Committee by the July regular business meeting.

## Section 5

### Terms of Office

1. Term of office shall be one year, commencing September 1 and terminating August 31 of the next year.
2. Elected Officers may serve no more than two consecutive terms in the same office or four consecutive years on the Board of Directors.
3. Partial terms, appointed or elected, shall not count as a term.
4. Vacancies occurring due to resignation or other reasons within the first six months of term of office shall be announced by the presiding officer at the first regular business meeting following resignation and published in the newsletter. Nominations from the floor and voting shall be conducted at the second regular business meeting following resignation.
5. The Board may approve by vote, at a regular meeting, a substitute to serve in an open position before the new officer is elected by the membership at the second regular business meeting following resignation.
6. The Board shall appoint and approve by vote, at a regular business meeting, a substitute for any vacancy occurring less than 6 months before the close of term.

## Section 6

### Elibility for Board Members

Any Active Member in good standing is eligible to run for office, provided they have not exceeded the term limits for that position.

## ARTICLE VIII – Standing Committees

Standing Committees shall consist of positions or groups that function every year and shall be designated and defined further in the Standing Rules.

## ARTICLE IX – Special Committees

### Section 1

Special Committees are those committees that are required to confirm that the procedures of the Guild continue to meet the standards and requirements of the State of Texas and the Federal Government requirements for a non-profit 501 (c)(3).

### Section 2

Special Committees shall consist of the following groups:

1. Audit Committee
  - a. The Audit Committee is made up of three (3) Active Members in good standing nominated from the floor at the two August regular meetings and elected at the August regular business meeting to audit all books of the Treasurer and other funds of the Guild after the fiscal year has closed. All books shall close August 31.
  - b. The Audit Committee may call for a professional audit. If no professional audit is called, the committee shall present their report at the October regular business meeting.
  - c. No board member may serve on the audit committee.
  
2. Budget Committee
  - a. The Treasurer, President and First Vice President-Programs prepare an annual budget for approval by the membership at a regular business meeting. This proposed budget will be published prior to the meeting at which the general membership vote is taken.

- b. The Board will approve the proposed budget before it is presented to the membership for a vote.
3. By-Laws Committee
  - a. The Representative-at-Large/Parliamentarian, one voting member of the Board, and four at-large Active Members in good standing, nominated from the floor and elected by the majority of general members in attendance, shall review the Guild's By-Laws biennially (every two years) to determine any revisions to recommend to the membership.
  - b. The By-Laws Committee shall be elected in the January regular business meeting of odd-numbered years and shall have their recommendations to the Board for consideration no later than the May Board meeting.

## ARTICLE X – Ad Hoc Committees

### Section 1

Any committee which is appointed by the President, or the President's agent, with consensus of the Board, shall be considered Ad Hoc.

### Section 2

Such committees shall be appointed for a specific job or duty.

### Section 3

At such time as the responsibilities of the committee are fulfilled, to the satisfaction of the Board, the committee shall disband and all members excused.

### Section 4

At the end of the term of the Board that appointed it, an Ad Hoc committee shall cease , but may be reappointed at the discretion of the incoming President and Board.



ARTICLE XI- Parliamentary Authority

The parliamentary authority in all matters not covered by these By-laws shall be the Robert's Rules of Order, Newly Revised. This authority shall be implemented at all regular business, Board, and special meetings of the Guild.

ARTICLE XII – Amendment of By-Laws

Section 1

Proposed changes to the Guild's By-Laws shall be presented for Board discussion and approval prior to submission to the membership for approval.

Section 2

Proposed changes to the By-Laws shall be published in the two newsletters immediately prior to the regular business or special meeting at which the vote is taken.

Section 3

Discussion of proposed changes to the By-Laws, by the general membership, shall be allowed at two regular business meetings before the vote is taken.

Section 4

The By-Laws of the Guild may be amended by a majority vote of Guild members present at a regular business or special meeting if a quorum (20%) is present.

Section 5

Items not covered by the By-Laws shall be determined by the Standing Rules. These rules may be added, amended, or repealed by a majority vote of the Board members when necessary.







## ARTICLE XIII -- Indemnity

### Section 1

To the extent permitted by law, every person who is or was a Board member, employee or committee member of the Guild shall have a right to be indemnified by the Guild against all reasonable action, suit, or proceeding in which she or he may become involved as a party or otherwise by reason of her or his being or having been a Board, employee, or committee member of the Guild.

### Section 2

The Guild releases members storing Guild property or equipment of all financial liability in the case of fire, theft by others, or loss due to other natural disasters.

## ARTICLE XIV – Dissolution

In the event of the liquidation, dissolution or winding up of the Guild, whether voluntary or involuntary, or by operation of law, the property or other assets of the Guild, or any proceeds thereof, shall be distributed to such non-profit organizations, which shall have received notice of exemption from federal income taxes under section 501 (c) (3) of the Code or the corresponding section of any future tax code as the members of the Guild, by majority vote thereof, shall determine; and none of such property, assets or proceeds shall be distributed to, or divided among, any members of the Guild.



## **Appendix 1**

### **Revision Control**

VER-	SECTION	BRIEF DESCRIPTION OF CHANGE	DATE AP-
2017.1.D	<p data-bbox="256 216 485 247">General Revision</p> <p data-bbox="256 348 428 380">Art IV, Sec 6</p> <p data-bbox="256 611 428 642">Art VI, Sec 3</p> <p data-bbox="256 810 448 842">Art VI, Sec 6.1</p> <p data-bbox="256 1073 436 1104">Art VII, Sec 1</p> <p data-bbox="256 1734 440 1766">Art VII, Sec 4</p> <p data-bbox="256 1923 440 1955">Art VII, Sec 7</p>	<p data-bbox="550 216 1224 289">a. General cleaning up of Typos and term clarifications</p> <p data-bbox="550 338 1227 447">b. Deleted the requirement to get a majority vote of Active Members for suspension or expulsion of members due to cause.</p> <p data-bbox="550 527 1247 600">c. Changed wording and timing requirements regarding rescheduling of meetings.</p> <p data-bbox="550 674 1198 783">d. Deleted the notification requirement to include Committee Chairman in the notice for special board meetings</p> <p data-bbox="550 856 1227 966">e. Changed wording around transition requirements for outgoing Board members and Board member requirements for a missed Board meeting.</p> <p data-bbox="550 978 1260 1129">f. Deleted statement ‘Any major activity decisions shall be brought before the membership for approval since not all major decisions are brought before the membership for approval.</p> <p data-bbox="550 1272 1219 1346">g. Clarified that election of officers shall be in July (previously Aug.</p> <p data-bbox="550 1398 1260 1507">h. Removed complimentary workshop statement from By-laws. Suggest this and workshop fees for Workshop Chair be clarified in Standing Rules.</p> <p data-bbox="550 1581 1260 1850">i. Deleted Editor as Board Member and change to a Standing Committee Member to remove the term limit restrictions of Board Members, allowing more continuity for Editor position. Renumbered remaining positions. Position and duties for all Standing Committees should be documented in the Standing Rules.</p> <p data-bbox="550 1923 1260 2032">j. Removed greeting guests from duties (since applied to Hospitality Chair) and added Parliamentarian to title.</p>	

Note: Revision numbering

Year- Represents the year of the last biennial review.

Rev – 0 if no changes from last biennial year, 1, 2, etc for separate revision cycles of changes to the last biennial review.

Version – A,B,C for various revision to the same Rev of the document with different versions. Once the last version is approved, the Version number is published as Version 0.

Only Final Versions need to be maintained in the document with all significant changes described.

