



London Friendship Quilters Guild Policies and Procedures

Monthly Guild Meetings

2nd Thursday of the month

September to June

Meeting starts at 7:00 pm

Location - St. George's Presbyterian Church, 1475 Dundas Street, London. Ontario

Monthly Executive Meetings

1st Thursday of the month

September to June

Meeting starts at 7:00 pm

Via Zoom

Membership

Currently membership is capped at TBD (based on meeting facility capacity).

Membership Fees

- Full \$60
- Guest \$5

Prorated New Membership Fee

- January \$25
- February \$20
- March \$15
- April \$10
- May \$5

Visitors/guests may attend up to two meetings between September and May of one Guild year upon payment of designated visitor/guest fee. If a person wishes to attend 3 or more meetings, they must become a member of the Guild and their paid visitor fee will be applied to their membership fee.

Membership Forms

Maintain 2 years of membership forms – prior and current year. Old membership forms will be shredded/deleted.

Year End

Our year end for membership is August 31st, while our executive and financial year end is June 30th.

Created: May 11, 2023

Next Review Date: September 2027

Advertising on Social Media

The current fee for an ad on our website is \$50 per year. This allows sponsors to also publish sales/information on FB. This fee should be reviewed annually.

Inventory

A list of all items owned by the Guild will be maintained by the Secretary and reviewed by the Executive annually.

Bank Information

BMO Masonville Branch
101 Fanshawe Park Rd E.
London, ON N5X 3V9
519-667-6150

Contact: **Rachel Johnston**, rachel.johnston@bmo.com, T 519-667-6287

~~Prior to year-end, we submit our e-transfer fees to the bank for reimbursement as per our current agreement with the bank.~~

Financial Reserve

The Guild will hold approximately 1 to 1.5 years of operating income to account for any unforeseen expenditures and Quilt Show startup funds. Anything in excess will be provided back to the guild in the form of increased program, outreach, etc. If funds fall below that, the executive will assess if this level can be decreased or if a review of income and expenditures needs to occur.

When giving back to the Guild Members, the executive has authority to run a deficit in any given year of \$1,000 that does not include startup funds provided to the Quilt Show. Any budgeted spending that results in a deficit in excess of \$1,000 (not including the Quilt Show) during the year will be approved by the members at the Annual General Meeting.

Refund Policy

All fees paid for membership, workshops, etc. are non-refundable. If an event is cancelled by the Guild Executive refunds will be given in the full amount paid.

Rummage/Boutique Sale Proceeds

Sales from the Rummage Sale/Boutique Sale are raised to help support our Outreach Program. At the end of each year any proceeds raised and not used will be automatically added to the Outreach Budget for the next year.

Workshop

It is the intent that workshops shall be self-funding. Any potential loss due to low participation will be approved by the Executive.

Program

Created: May 11, 2023

Next Review Date: September 2027

If Program /Workshop are sharing a speaker, program will bear the expenses for travel, accommodations and meals. Any additional days for accommodations/meals that are required for a workshop, the workshop fees will cover the cost. (If, for some reason additional days are required the executive will determine where costs will be covered).

A written contract is prepared and executed between the Guild and the speaker, using either the Guild's standard form or the speakers preferred document if acceptable. The President delegates to the Program Coordinator authority to execute contracts with speakers for each membership year. Contracts will be forwarded to the Treasurer when payment is required.

Retention of Records

All guild records will be maintained electronically by the Secretary, except for financial records which are maintained by the Treasurer.

Members may request printed copies at any time.

Revenue Canada requires that records be kept for 6 years plus current.

Any records that are financial in nature (i.e. Program or Room Rental Contracts) will be kept with the Treasurer as part of the financial records for that year. All other non-financial records that the Executive deems important to keep will be included with minutes of meeting where it was discussed (i.e. Copyright permission to reprint a pattern in our newsletter).

The President will keep a backup (on a memory stick) of both the electronic records of the Secretary and Treasurer as described in the Roles and Responsibilities document.

Quilt Show

The Quilt Show will be given startup funds of \$2,500 from the Guild to ensure they have funds to operate before show revenues are realized. Any profit will be given back to the Guild.

The Guild Treasurer will clearly show the financials of the Quilt Show when reporting to the Executive and Members,

Revision History

Date	Description of Change
12May2022	New Document with Constitution Review
11May2023	<ul style="list-style-type: none">• Added refund policy• Update Bank Contact information and removed note about fees being reversed as the Bank will no longer do this• Rummage Sale Proceeds to Outreach