

Cabin Branch Quilters Standard Operating Procedure 12.1.2025

A. Membership Dues

1. Membership dues shall be paid annually.
2. Membership dues are as follows:
 Regular: \$35/single membership
3. Current members must renew their membership by the end of February to be a participant in CBQ activities, remain on the membership roster, and continue receiving the CBQ newsletter and updates.
4. New members who join in November or December shall pay the annual membership dues and it will include the following years' membership.
5. Members returning after an extended absence will be assessed at the current members' rate.
6. Every member will be encouraged to make a CBQ name badge and wear it at CBQ meetings. Directions for the name badge construction shall be available from the membership chairperson.

B. Nominating Committee and Procedures

1. In September, the Executive Board shall request nominations for the upcoming years Executive Board and Standing Committees. These may be in writing or verbal for the purpose of identifying at least one candidate for the Executive Board or standing committees.
2. In the event no nominations were received, the Executive Board may establish a nominating committee for the purpose of identifying at least one candidate for each of the offices of the Executive Board and standing committee chairpersons, as required.
 - a. Any current CBQ member shall be eligible.
 - b. No person currently holding the office of president, vice-president, secretary, or treasurer shall serve on the nominating committee.
 - c. Nominating committee members may serve concurrently on other committees.

3. The nominating committee or Executive Board shall report a slate of candidates at the general membership meeting in October.
 - a. Nominations shall also be taken from the floor at this time.
 - b. Voting will be conducted at the November meeting.
4. Election of officers shall be determined by those candidates receiving a majority of votes from a majority of members present at the November meeting.
5. Installation of officers shall occur at the January meeting.

C. Parliamentarian

1. A Parliamentarian may be appointed by the President to serve a one (1) year term.
2. Educational training on parliamentarian procedures shall be funded with organizational funds.

D. Inclement Weather Policy

1. When Prince William County Schools are closed on the day of a general membership meeting, the meeting shall be canceled and will not be rescheduled for that month.
2. When Prince William County Schools are closed on the day of an Executive Board meeting, the meeting shall be canceled. The Executive Board meeting shall be rescheduled for the month at the discretion of the President.

E. CBQ Sponsored Events

1. Workshop Fees
 - a. A nominal fee will be charged to all members attending a workshop unless otherwise notified. When class space is available, a non-CBQ member may attend a workshop and may be charged a higher fee to participate. This fee shall be determined by the Vice-President in charge of the workshop.
 - b. Workshop supply lists will be sent to all attendees prior to the class. The cost of supplies are the responsibility of the attendee, i.e. fabric, rulers, etc.
2. Workshop Cancellation Policy
 - a. The enrollee may cancel 30 days prior to the workshop and be given a full refund. If less than 30 days prior to the workshop, the enrollee may find a substitute to fill the spot or forfeit payment. If the workshop is cancelled by

the instructor or due to lack of interest (less than 5 enrollees), the workshop fee will be returned to the enrollees.

3. Retreats

- a. Only CBQ members shall be eligible to attend retreats.
- b. Fees shall be paid in advance of the event, as requested by the Retreat Chairperson.
- c. A waiting list for retreats may be established.

4. Retreat Cancellation Policy

- a. All cancellations shall be coordinated through the Retreat Chairperson.
- b. Refunds will only be given if the Retreat Chairperson is notified 3 months before the retreat or if a replacement is found.

5. Members requiring assistance for CBQ activities

- a. If a CBQ member requires assistance in performing *Activities of Daily Living* they must bring a personal attendant to assist in attending to personal needs. The same fee will apply to the personal attendant. This is not only for the health and safety of the affected member but for the welfare of other retreat attendees. Additionally, this will mitigate liability of both the guild and the retreat facility and will prevent exclusion of members from participation.

F. Reimbursement of CBQ Expenditures

1. Any expense over \$50 shall require board approval before expense is incurred and before a reimbursement shall be made.
2. All CBQ expenses must be accompanied with a receipt and reimbursement form in order to receive a reimbursement.

G. CBQ Standing Committees

1. Committee chairpersons shall submit a proposed budget to the Executive Board yearly.
2. Committee chairpersons shall notify the Executive Board when they determine their funds will not be sufficient to support their committee requirements.

3. All committee chairpersons shall review their committee responsibilities annually. Committee responsibilities are on file with the President and Secretary.

4. Committee co-chairpersons are encouraged.

5. CBQ Standing Committees consist of the following:

a. **Arts Council/Grant Writer.** These do not have to be the same person.

a.1. Arts Council meets monthly to keep Prince William Arts Members aware of activities in the County. Attendance is key. During the course of an average month it takes about 2 hours to attend the Arts Council meeting

a.2. The Grant preparer develops and prepare the CBQ grant proposal to submit to the appropriate Prince William County entity along with follow-up reporting needed to ensure the grant during the selection process. Grant preparation is now done online and may take approximately 8 hours once a year.

b. **Bee Keeper.** Quilting bees may be formed by CBQ members as a way to combine quilting with social interaction. Each separate bee will select a Bee Keeper. The Bee Keeper shall notify bee members of locations, dates and times of the bee. These are roving bees, while supported by, they are independent of the Guild.

c. **Chinn Bee Keeper.** Arrange monthly bees at the Chinn Library (or other locations) for members and the public as an introduction to the art of quilting. Occasionally, a project/workshop is demonstrated. During the course of an average month it takes about 3 hours of preparation and the Bee itself if 6 hours.

d. **Block Exchange.** Members may participate in exchanging blocks with other members. The chairperson shall coordinate the exchanging of blocks. During the course of an average month it takes about 1 hour.

e. **Block of the Month.** Members may join the BOM challenge. Each month the chairperson shall submit a block design and directions for construction to the CBQ membership in the newsletter. In addition to appearing in the newsletter, the chairperson shall provide the BOM directions and a sample of the finished block at the monthly meeting. During the course of an average month it takes about 1 hour.

f. **Caring Quilts.** Members may contribute quilts, crib-sized or larger, for donation to: Hilda Barg Homeless Shelter (quilts are given to children living in the shelter), Virginia Cancer Specialists, The Chaplain at Sentara hospital (quilts given grieving families), First Care Women's Health (quilts given to women dealing with pregnancy issues), Court Appointed Special Advocate (CASA)(quilts given to children living in foster care), and other charities. The chairperson shall be in charge of coordinating donated fabric into kits. If available, CBQ members may pick up kits and batting at the monthly meetings to be used for quilt construction. Members may also use their own supplies. Quilts for donation shall be collecting by the chairperson at monthly meetings. The chairperson will launder them, add labels, as needed and be responsible for delivery of quilts to the respective institutions. At the monthly meeting the chairperson shall report on the number of quilts collected and the number of delivered quilts to which charities. During the course of an average month it takes about 2 to 3 hours.

g. **Farewell Blocks.** Farewell blocks are presented to each departing member of CBQ as a token of friendship and affection. The block is random pattern. Directions can be found on our website in the pattern section. Blocks may be sewn by an individual member and brought to a meeting, or a block may be purchased at the meeting for \$0.50. (Those blocks are sewn by the farewell block committee.) The cost of selling the blocks offsets the cost of postage and the price of replacing the Pigma pens.

When a member knows of someone leaving the area they tell the committee. A notice is placed in the CBQ newsletter and announced at the monthly meeting. Blocks are collected for 2-3 months and presented to the departing member. A forwarding address is also obtained in case the blocks need to be mailed. Some CBQ members have brought pre-signed blocks in advance for future departing members.

When you need to place a notice in the CBQ newsletter, send it to the social media/webmaster. Address the subject line CBQ E-New. She needs to have it by the 2nd Friday of the month so it can make the newsletter on the 3rd Monday. During the course of an average month it takes about 1 hour a month.

h. **Hospitality.** Members are encouraged to contribute to the snack table during the celebration months. The chairperson shall coordinate snacks and ensure adequate paper goods are available. This position can have a sitting

Chairperson, or an event by event volunteer (e.g., Birthday Party, Holiday Party, etc.).

i. **Membership.** The chairperson shall welcome new members and guests at monthly meetings and ensures new members are introduced to other members to help them feel comfortable and welcome. The chairperson will maintain the membership roster (Excel Spreadsheet). The chairperson shall manage the annual membership drive: notify members of renewals ahead of the December deadline, process membership payments and prepare and distribute annual membership cards. The chairperson shall provide a roster via email to members requesting one. During the course of a month this may take between 2 to 3 hours a month depending on whether it is during an annual membership drive.

j. **Mentoring.** Provides guidance and assistance to members as needed, either on Guild or quilting issues. Often that may be directing them to subject matter experts in the Guild. During the course of a month this may take between ½ to 1 hour a month.

k. **Mid-Atlantic Quilt Festival (MAQF) Challenge Quilts.** Coordinates a challenge quilt exhibit by announcing a theme and size of quilt and coordinating with MAQF. Ensures that someone collects the quilts and gets them hung at MAQF just prior to the show, and taking them down afterwards. During the course of an average month it takes about 1 hour a month but during the ramp up to the MAQF it may take more time.

l. **Newsletter and E-News.** The Editor gathers announcements about CBQ activities, requests and other quilting related events, then organizes them into an e-News format, ensuring all content is edited and proofread before sharing with the Guild as needed. Additionally, the Editor compiles and distributes a monthly newsletter, incorporating submissions from all guild chairpersons. During the course of an average month it takes about 5 - 10 hours a month.

m. **NICU Quilts.** CBQ contributes quilts to the neonatal intensive care units (NICUs) at Sentara Northern Virginia Medical Center and UVA Health Prince William Hospital. The chairperson shall provide members with requirements for quilt construction. Members may construct quilts and donate them at meetings. The chairperson shall collect quilts for donation, launder them and coordinate delivery to the respective institutions. During the course of an average month it takes about 2 to 3 hours.

n. **Quilt Show.** The CBQ Quilt Show has been held annually since 1990. The show gives members an opportunity to showcase the quilts they have created, and a chance to share them with the community. There is also a special display of quilts made by the local middle school quilt club. All quilts and wearable art pieces are welcome. Visitors will vote, by ballot, for their favorite item and ribbons are awarded for first, second and third place. The quilt show offers visitors demonstrations on different techniques, tools and notions used in quilting. In addition to a children's scavenger hunt, and vendor mall, our Silent Auction offers visitors a chance to bid on or purchase handmade quilts and donated items. The Emporium has a variety of quilted items, jewelry, and unique gifts for sale. The winner of the CBQ raffle quilt is announced at the end of the show. The Quilt Show can change from year to year.

- **n.1. The Quilt Show Chair** Develops the overall vision, theme, and goals for the show in consultation with the guild board. The Chair should have strong organizational and leadership skills. They should be able to delegate, communicate clearly, and motivate volunteers. They should have attention to detail and problem-solving abilities.
- These are some of the tasks required of the Quilt Show Chairperson:
- Supervises/Motivates sub-committee chairs (e.g., Publicity, Vendors, Quilt Registration, Intake and Return, Judging/Ribbons, Hospitality, Setup/ Take-down, Emporium, Silent Auction, etc.).
- Organizes and leads regular planning meetings to track progress and resolve challenges.
- Maintains a master checklist and timeline to ensure all show tasks are completed on schedule.
- Works with the Treasurer to develop and monitor the show budget.
- When necessary secures a suitable venue and ensures all contracts, insurance, and permits are in place.
- Coordinates layout and setup of quilt displays, vendor booths, and special exhibits.
- Oversees equipment needs such as tables, racks, lighting, signage, and security.
- Works with the Registration Chair to organize quilt registration, intake, and return.
- Coordinates with viewer's choice systems as appropriate.
- Serves as the central point of contact for the guild board, committee members, and venue staff.

- Works with the Publicity Chair to advertise the show through print, digital, and social media channels.
- Promotes the show to guild members, local quilt shops, and the wider community.
- Ensures that programs, signage, and event materials align with the show's theme and professional standards.
- Oversees setup and takedown of quilts and displays.
- Troubleshoots issues during the show to ensure a positive experience for attendees, vendors, and participants.
- Leads post-show evaluation, including financial reconciliation, volunteer recognition, and a written report for future reference. During the course of an average month it takes about 1 to 2 hours, but during the ramp up to the show it may take more time.

o. **Raffle Quilt Construction/Raffle Quilt Tickets.** A raffle quilt may be constructed annually by CBQ members to raise money for a local charity. The Construction chairperson, with member input, selects a design and coordinates the quilt construction. Members may volunteer to construct the quilt. Members select a charity to receive the raffle quilt proceeds. The Tickets chairperson shall have tickets printed and coordinate ticket sales. The Construction chairperson and the Tickets chairperson can be the same person. The Ticket Chairperson coordinates getting the raffle quilt into various venues to facilitate ticket sales (Fredericksburg Quilt Expo, Mid-Atlantic Quilt Festival, Hampton Bay, Arts Alive, CBQ Quilt Show, etc.). They also coordinate the volunteers needed to sell raffle tickets. During the course of an average month it takes about 0 to 5 hours.

p. **Retreat - Fall / Spring Retreat (Massanetta Springs).** Retreat opportunities may be provided to members. The chairperson of each retreat shall make retreat arrangements, coordinate the collection of fees from participants, and forward the fees and provide information to the treasurer in order to make payments to the facilities. During the course of an average month it takes about 1 to 2 hours, but during the ramp up to the retreat it may take up to 3 hours.

q. **Sunshine Lady.** Sends card of encouragement, condolence, congratulations, etc. to members as directed. During the course of an average month it takes about ¼ to 1 hour.

r. **Webmaster/Social Media.** Edit and maintain calendar or changes to the webpages on our website, <https://www.cabinbranchquilters.com/> During the course of an average month it takes about ½ to 1 hour.