

Weavers West Guild Operating Procedures

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Weavers West Guild Operating Procedures

WEAVERS WEST GUILD OPERATING PROCEDURES

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MARCH 26, 2019 REVISION

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- Weavers West Bylaws, as required by the Recreation Centers of SCW, cover topics on Membership, Dues, Disciplinary actions, Officers and duties, Meetings, Financial rules, and Committees. These should be consulted in addition to the operating procedures contained in this document.

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COMMUNICATIONS

Guild communications are sent by e-mail to keep members informed. The organizer on the counter in the entry to Studio 1 and the bulletin board hold many key items for members.

Procedures:

1. E-mail your request to the communications chair @ weaverswestcommunications@gmail.com.
2. A hard copy of emails is maintained in the communication book located in the organizer for those without email.
3. Periodically a newsletter is sent via e-mail with a hard copy in the organizer.
4. The closed circuit monitor in Studio 2 highlights club achievements and is managed by the webmaster. To turn it on and off use the Sony TV remote in the top desk drawer:
 - a. To turn on, press the green power button
 - b. Move the directional button to 'WW slideshow' and press the center button
 - c. Press the blue top button, not the blue home button
 - d. To turn off, press the green power button
5. Monthly Guild meetings held September-April impart information and allow members to vote on Guild decisions. Agendas and minutes are sent via email.
6. Meeting minutes and a monthly financial report are posted on the entry bulletin board.
7. A membership directory is emailed to members with frequent updates. A hard copy is located in the organizer.
8. Guild bylaws, operating procedures and newsletters are available on the website and in the organizer.
9. Website: www.weavers.scwclubs.com
Guild phone Studio 1 # 623-544-6515
Guild phone Studio 2 # 623-544-6516
Kuentz pool monitor # 623-544-6561

COURTESY

1. Members working in the guild Studios are asked to keep conversation to a minimum and to speak in low voices to avoid unnecessary distraction to other weavers and spinners.
2. Respect other member's projects by leaving the materials and equipment alone. Do not touch!
3. Keep the floor or table area around your loom neat with materials and equipment out of the way of other weavers.
4. Be respectful of introducing strong fragrances or food smells where others are working.
5. When working in a room while a class is in session, please no conversations and no audio cell phone alerts.
6. When ill and in a contagious state, please stay home in order to not infect others.
7. Wednesday and Thursday from 3:30-8 are designated social evenings. Weaving/spinning activities or social events are welcomed at this time in Studio 2.

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EDUCATION

A variety of forms of education are provided for members to improve their weaving knowledge and skills. Classes are taught by fellow weavers or outside experts. Workshops and study groups are offered. Programs are provided for the full membership, usually at Guild meetings. Each opportunity will come with specific details for the event to include dates, payments etc. A calendar of events is posted on the entry area.

Procedures:

1. New weavers must take the Rigid Heddle Class as a pre-requisite to the Beginning Weaving Class. Beginning Weaving must be taken before enrolling in other table or floor loom classes. Exceptions may be made by the Education chair. Certain classes may identify a pre-requisite in a specific technique.
2. Class and workshop opportunities are sent by email and posted by the entry to the Guild.
3. Class sign-up sheets are in the red binder in the organizer. Payment in full by check is required at the time of class sign up, except for beginning weavers who pay the class fee when the class is organized and dates are set.
4. Payment is not required if the sign up is only to indicate interest.
5. Size limits will be set based on the activity, instructor request, space or equipment available.
6. Fees are non-refundable.
7. Visitors are not permitted in the classroom area when a class is in session. Open weaving and use of the back two warping boards will be permitted only if it does not interfere with class instruction. No conversation allowed and cell phones should be muted. The instructor is empowered to limit the use of the room during the class session.
8. Members who are instructors are not paid. Outside instructors require agreements approved by the Recreation Center. RR&Ps article 4 item VI procedures for offering payment agreements for classes.
9. Beginning spinners receive instruction by attending the spinning group held on Thursdays from 1-3pm in Studio 2. Spinners are required to monitor as members of WW Guild.
10. Community projects allow all guild members and SCW residents to participate.
11. Some education opportunities may be available to other area guilds or SCW clubs. Visitors who attend are subject to the extra charge and procedures outlined in the bylaws. (class fees plus \$15)

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Education Committee Operating Guidelines

Definitions:

1. The definition of a **Class** is that enrollment may be limited, there will be a limited number of sessions and the fee is based on the number of sessions. The fee is \$10.00/session per student, plus supplies with \$20.00 being the minimum fee. Approval of the Education Committee is required.
2. The definition of a **Workshop** is one or two guided learning sessions to be determined by the instructor. The fee is \$10.00/session per student plus supplies with \$20.00 being the minimum fee. Enrollment may be limited. Approval of the Education Committee is required.
3. The definition of a **Study Group** is that it recurs monthly on the same day and time. The study group leader and the Education Committee Study Group Coordinator work together. There are no enrollment limits and no fees to participants. Approval of the Education Committee is required.
4. The definition of a **Focus Group** is that it is an informal group formed to explore a topic. It functions outside of the Education Committee.

Procedures:

1. In order to form a Class, Workshop or Study Group, the idea must be presented in writing to the Education Committee Chair. Goals must be outlined with a time frame and suggested date of the class. The fee will be determined by the fee schedule and approval is needed by the Education Committee.

Responsibilities:

1. It is the responsibility of the Education Committee to develop a poster and registration sheet for the red binder and to have it approved by the instructor/leader. Upon approval, the poster will be posted and registration form included in the red binder. The Committee announces the Class, Workshop or Study Group to the membership through the Communications Chair, monitors enrollment of the class, and announce when the roster is full.
2. It is the responsibility of the instructor/leader to develop a contact list from the sign-up sheet and contact the students one week prior to class with info and a supply list. They advise the Education Study Group Coordinator on meeting activities and any schedule changes. When the Class, Workshop or Study Group is complete, they submit a report on the successes and failures of the learning experience and share it with the Education Committee.

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EQUIPMENT

The club provides most equipment needed for weaving on looms while signed up for the month. This includes warping boards, raddles, lease sticks, reeds, shuttles, heddles, slats etc. Equipment must remain in the studios and not be taken home.

Procedures:

1. Check out equipment on your personal 5x8 file card, located on front counter, identifying the item being used, its identifying number, and the date. Have the monitor initial the card. When returning the item, the monitor must initial and date the return. You return the item to the proper location.
2. Equipment cabinets are labeled and secured. The monitor unlocks frequently used equipment cabinets daily and will give permission to unlock others upon request. The cabinet key is on the ring with the door key on the bulletin board at the entry.
3. Reeds are not secured, but should also be checked out on your personal card.
4. Other equipment is available for use in the studio such as bobbin winders, extra heddles, chair cushions, blocks, clamps, loom tools, spindles, etc. The Guild also has sewing machines, irons, and cutting boards for in studio use to finish projects and a Swiffer, 2 electric stick brooms and an electric dust buster for cleaning purposes.
5. In order to use the serger, members must be trained and certified. Post your name and date in the book on the serger table. Leave the serger clean and replace the thread cover after use.
6. You may keep small personal items needed for your project in the bench of your floor loom or in the cabinet of your table loom, but keep the area around your loom tidy.
7. Warping boards must have fiber removed at the end of use. Return cone holders or yarn canisters to the cabinet.
8. Spinning wheels are available for use in the Guild Studios.
9. The Guild has a limited number of metal and wood temples for use only when weaving rugs. They may be checked out through the monitor and the sizes mixed and matched to achieve the required width. Weavers may use their own metal or wood temples upon notification of the Loom Chair. When needed, clip temples only are to be used for all other woven items.

FINANCE

1. The club treasurer and assistant treasurer manage the finances required to fund events, supplies and equipment purchases.
2. The treasurer must follow the SCW RR&Ps (chap. 4) rules established for Chartered Clubs.
3. The Board sets the budget for the year.
4. Committee chairs work within the treasurer's identified procedures for making budgeted purchases.
5. Committee Chairs complete a purchase requisition form for President approval and Treasurer purchase located in the organizer.
6. Purchases require a valid receipt.

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HOSPITALITY

The guild provides two counter refrigerators, a microwave and a coffee maker in Studio 1 for your individual convenience. Beverages are provided at meetings with member volunteers providing snacks.

Procedures:

1. Please keep appliances and the counter area clean.
2. Bottled water is available for 35 cents. Put money in the cup in the refrigerator.
3. Coffee/tea etc. for the K cup machine are \$1. Put money in the cup in the refrigerator.
4. Be sure to remove your food from the refrigerator in a reasonable amount of time.
5. Sign up to bring a snack to a meeting as needed.
6. Hospitality chair has keys to cabinets 6,7A&B.

HOURS/KEYS/EMERGENCIES

1. On May 1 each year, the President requests from the Recreation Center the days and times for the coming year that the weaving studios will be open for member use.
2. Special requests for other facilities' use at other times must be requested by the President to secure approval by the Recreation Center.
3. Currently the weaving studios are open: Monday, Tuesday, Friday 8am-6:30pm
Wednesday and Thursday 8am- 8:45pm
Saturday 8am-4pm
Sunday 9am-4pm
4. The door key to the Guild is kept with the Kuentz pool monitor. It must be signed for when retrieving it and upon returning the key at the end of the day.
5. During times of use it is kept on a hook on the bulletin board in Studio 1.
6. The cabinet key is also on the keychain. The monitor will open a set of commonly used cabinets and others upon reasonable request.
7. Other keys:
The Hospitality chair has keys for Hospitality cabinets 6A, 7A&B. Extra key is in the cash box.
The Yarn Store committee has keys for the Yarn store.
The President has a key to Studio1.
The VP and Treasurer have keys to administrative cabinets 20, 21, 22, 23, 24, and 25.
8. A first aid kit is located in unlocked cabinet #9 above the sink in Studio 1. In case of a severe emergency dial 911 and notify the pool monitor at (9) 544-6561. Also notify the Guild Safety Chair.

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LIBRARY/MEDIA

The library maintains a collection of books, DVDs, and pattern magazines for member use.

A lap top computer is available for member use for weaving related needs. Two copiers are in Studio 1 to make weaving related copies at a nominal fee.

Procedures:

1. Materials may be checked out for a maximum of two weeks.
2. Books are on the library shelves, magazines are under the display windows and DVDs are secured in Studio 1 cabinet 12A.
3. Sign and date the library card in the item and place it in the 3x5 card file on the front counter by the entry. When you return the item, date the card and replace the item where it belongs. If you desire to make a copy of certain patterns, the copy machine is available for a per page cost.
4. A catalog of books is available on the library shelf by author and by title. Books are organized on the shelves by color coded categories. A DVD list is posted on cabinet 10 or 11. A Handwoven index is in the magazine cabinet under the display windows.
5. A lap top computer, located in the entry cabinet, is available for members to use in the studio for weaving related needs. Request it from the monitor. The computer station in Studio 2 is for club administrative use only.
6. Two copy machines are available for member use: 10 cents a page for black and white, and 20 cents a page for color. Money goes in the cup by the copier and # of copies recorded on the clipboards provided. Extra paper is in Studio 1 cabinet 11. Contact the Vice-President when replacement cartridges are needed for the copier/printer.

LOOMS:

A variety of looms are available for member use as a part of membership dues.

Procedures:

1. Floor and table looms are not to be removed from the studios.
2. Classes or workshops take precedence over individual use of looms and are set aside for class participants to sign up for during the month of the class.
3. Navajo, inkle, tapestry, peg, and rigid heddle looms may be taken home if checked out by a teacher when taking a class.
4. Instructors may check out a table loom and accessories when preparing to teach a class.
5. Members in good standing may use a Guild table loom in order to attend a seminar, workshop, or conference. Three looms will be made available to loan under the following conditions:

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Workshop Loom Loan Procedure:

- a. Member must be in good standing with sufficient monitor credits.
 - b. Member must supply confirmation of acceptance at event and request Board approval for loom loan period, not to exceed 30 days. If the loom is retained past 30 days, a \$10 per day charge will apply.
 - c. The Woolhouse 8-shaft, the Woolhouse 4-shaft or the LeClerc 4-shaft may be checked out to the member in return for a deposit/damage check of \$400 which will be retained undeposited by the Vice President, until the loom is returned to the Guild in good condition.
6. Members may request use of a loom in the studios for a calendar month by signing up on the posted calendar on the bulletin board near the yarn store.
 7. Members may sign up for only one loom at a time. Only one floor loom can be reserved for one month of each quarter, Oct.-May. During the summer (June-Sept.), members may sign up for floor looms for two months at a time.
 8. If a signed-up member has not begun work by the 5th day of the month, another member may use the loom. Contact the member for use, but also check the wait list on the bulletin board.
 9. If you finish with a loom before the end of the month, call the person signed up for using that loom the next month in case they want to begin use early.
 10. The loom chair should be consulted for time extensions if unable to use the loom in the allotted time.
 11. Gilmore, Norwood and Baby Wolf looms have the far-right treadle tied up to all shafts. Depress the treadle to raise all shafts in order to place a riser block for threading ease.
 12. Floor loom tie-ups may be changed, but should not be removed from the loom. All Norwood's must have chain tie-ups. On completion of loom use, treadle chains or cords must be disconnected from the treadles leaving only a 1-3/2-4 tie-up, unless the next user prefers not. Unused chains and cords should not be detached from the lamms, but if this is necessary, they should be placed in the bench seat or side pocket for that loom. (This does not apply to the two Cranbrook rug looms which have a turnkey tie-up.) If a loom is fitted with doup loops, they remain with that loom. If not being used, they may be removed and stored in the bench seat or side pocket for that loom.
 13. Shafts are to remain on the looms except when changing heddles. If disassembled, the loom must be reassembled before the end of the day with all harnesses in the proper order and right side up. If it is necessary to add or remove heddles, insure that they are right side up, and facing the same direction, and taken off and on with a large safety pin.
 14. When vacating a loom, clean it by removing all tape, marks and strings etc. Vacuum the loom including beneath the harnesses as well as the area around the loom. Return all equipment, accessories and the loom to its proper location. Follow #11 above for removing tie-ups.
 15. Rigid Heddle Loom Sign Up:
 - a. Classes take precedence over individual use of rigid heddle looms.
 - b. Members in good standing may sign up for a rigid heddle loom for any 2 week period that looms are not scheduled for class use.

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- c. Two-week sign up may be extended to 4 weeks with permission from Rigid Heddle Loom Coordinator.
16. Rigid Heddle Loom Loan Policy:
- a. Members in good standing enrolled in or who have taken Rigid Heddle classes may check out for home use one of two designated rigid heddle looms. Designated looms will be determined by the Rigid Heddle Loom Coordinator.
 - b. Classes take precedence over loom loans.
 - c. Rigid Heddle Loom may be loaned for a 2-week period, which may be extended up to four weeks with permission from the Rigid Heddle Loom Coordinator.
 - d. A \$100 damage deposit will be required. If the loom requires replacement, an assessment of up to \$250 may be charged. Damage or replacement charges to be determined by the Rigid Heddle Loom Coordinator.
 - e. Rigid Heddle Loom Procedure and Loan Agreement sign-up forms will be available in the Rigid Heddle Loom folder in the file drawer of the Monitor's desk, Studio 1.

MONITORING

Every member must monitor 4 times a year in the previous 12-month period in order to use Guild looms or to take classes and two times to renew membership. (4 hours am 8-12, 4 hours pm 12-4,) One monitor credit is given for each four hours of teaching or working at the Village Store, Craft Fair, Yarn Store, or as an officer attending a Board meeting. (Yarn store is open 3.5 hours,) however, committee members open the store at other times upon member requests.) In the event a member is not able to monitor due to special circumstances, this rule may be waived by the Board. New members are given time to meet the requirement. The Recreation Center requires that at least two members are present in the guild to remain open, one of whom is the monitor.

Procedures:

1. Sign up for times/dates to monitor on the monitor calendar located on the Studio 1 front counter. The Monitor Chair assures that times are filled.
2. If no monitor has signed up, one member must volunteer to take on the monitor duties and place their name in the calendar spot. If you are replacing a monitor for the full time period who has signed up, but is absent, erase their name and place yours in the spot to receive credit. Credit is given only for a full 4-hour shift of monitoring, unless the monitor cannot open the studio or must close the studio early due to lack of attendance.
3. Read and follow the monitor tasks taped to the desk.
4. Take responsibility for the room and cabinet keys. Upon request unlock or allow members to unlock needed cabinets beyond the ones already unlocked for the day.
5. Remind members to sign the attendance roster.

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6. Initial when members sign out and return equipment on their personal cards.
7. Upon member request, retrieve or return DVD's from cabinet 12A (list of available DVDs posted on upper cabinets) and assist with sign out on front counter.
8. Upon appropriate request, unlock cabinet 12A for access to cash box and for check deposit into the cash box.
9. Sign up new members using the form from the organizer, check Recreation card #, collect dues and/or class fees. Place checks in the correct envelopes in the cash box in cabinet 12A and completed forms in the correct organizer file.
10. Greet visitors pleasantly and have them sign and date the guest book. Answer their questions and give them a tour of the studios. Solicit interested persons to join the Guild.
11. Keep the rooms neat and clean and report needed supplies to the VP.
12. Watch for and correct any safety issues and report any accidents. In case of an emergency, call 911 and the pool monitor at 9-544-6561. First aid kit is in the #9 unlocked cabinet above the sink in Studio 1. Also report any incidents to the Guild Safety Monitor.
13. Check for phone messages, answer the phone, respond to questions, and deliver messages.
14. If a visitor wishes to see an item in the display window, open the window for them and conduct the sale. The keys are in the Village Store/Window Sales cabinet #8A. Follow the Window Sale Instructions posted and listed on p. 11

AM Monitor Steps

1. Retrieve the key from the pool monitor by signing and showing your REC card.
2. Unlock the main Guild door in Studio 1.
3. Hang the key on the hook by the bulletin board at the entry to Studio 1.
4. Sign in on the Attendance roster and mark as monitor. Highlight the new date.
5. Put on the monitor name tag.
6. Turn on the lights in both studios including all the window display lights which are located near the light switch in Studio 1.
7. Unlock both fire doors at the back of Studio 1 and the door to the courtyard in Studio 2.
8. Unlock frequently used cabinets: 15, 16, M, N in Studio 1 and D, E, F in Studio 2.
9. If the light on the phone is blinking, check for messages.
10. Turn on the TV in Studio 2. Use the Sony TV remote from the top desk drawer.
 - a. To turn on, press the green power button
 - b. Press the center button
 - c. Press the top blue button (not the blue home button), and return the remote to the drawer.
11. Call the following day's morning monitor to remind the person to monitor and note on calendar.
12. If no one else comes by 8:15, remain in the area (leave a note where you can be found), but not in the room alone, for an hour after which time you are free to leave and close the club following the pm monitor processes. Credit will be given for monitoring.
13. Take off the monitor tag and replace it in the drawer when you leave.

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PM Monitor Steps

1. Sign the attendance roster and mark as monitor.
2. Put on the monitor name tag.
3. Call the following day's afternoon monitor to remind the person to monitor and note on calendar.
4. Determine the number of weavers in the rooms at 4pm. If there are at least two, solicit a volunteer to take on the monitor duties until they plan to leave.
5. If only one person is left or no one will assume the monitor duties, close the Guild.
6. If no one is using the club prior to 4pm, the monitor must close the studio early and will still receive full monitor credit.
7. Turn off the lights in both Studios, and the 4-display window's light switch in Studio 1.
8. Lock any open cabinets, specifically 15, 16, M, N in Studio 1 and D, E, F in Studio 2.
9. Lock both fire doors in Studio 1.
10. Place any food left on the counter into the refrigerator or if appropriate, toss in the garbage.
11. Turn off the TV in Studio 2 using the Sony TV remote from the top drawer. Press the green power button and return the remote to the drawer.
12. Return the monitor tag to the desk.
13. Collect the key from the hook on the bulletin board and lock the main door from the inside, exiting from Studio 2. (or exit the main door and use the key to lock the door).
14. Return the key to the pool monitor and sign for its return.

NOMINATIONS

Three Guild members, not including the President, are selected by the Board in March to prepare a slate of nominees for one-year Board positions for the following year. The slate of nominees is presented to the guild at the October meeting. The vote is taken at the November meeting. Floor nominations are accepted provided the consent of the nominee has been obtained in writing.

Procedures:

1. Positions are President(s), Vice-President(s), Secretary, Treasurer, Assistant Treasurer, 2 Members at Large. The Bylaws allow for an optional Co-President and/or Co-Vice-President to be elected as voting members of the Board.
2. Offices are one-year terms, but the number of terms that a member can serve is unlimited.
3. It is courteous, but not required, that current officers be asked if they are willing to serve another term in their current office or in another office on the board.
4. Current officers may be consulted as to possible board candidates, although not required.
5. Officer descriptions are as stated in the WW Bylaws. Members-at-Large may be asked by the President to chair a committee or serve additional duties.

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6. Advise all candidates of the schedule of general and board meetings expected to attend. Currently General Membership Meetings are the first Friday of the months September-April at 9:30am. Board meetings are the third Monday of the month August-March at 12:30pm.
7. When considering the overall composition of the board, it is helpful to have a board consisting of some returning members and some new members. At least one of the Presidents or Vice-Presidents should be a full time resident and it is advisable for both the President and the Vice-President to have at least 2 years of membership in WW. Either the Treasurer or Assistant Treasurer should be a full-time resident.
8. The Member-at-Large positions are a good way to introduce new members to the board experience.

SALES FOR THE VILLAGE STORE

Members may sell woven or hand spun projects at the SCW Village Store according to Recreation Center guidelines. All items are on consignment and must pass Quality Control. Proceeds to the weaver will be minus the guild and Village Store percentage.

Procedures:

1. Complete consignment forms provided in the green sales binder in the organizer.
2. Place items for sale in cabinet 8A and advise the Quality Control Chair of the submission.
3. The Quality Control Chair reviews the item for quality, enters info into the quality control log, and delivers items to the Village Store or places them in the Guild display windows as appropriate. Items not meeting WW quality standards will be returned to the member.
4. The Village Store limits items to 5 per week and requires you indicate a category. They prefer a two month advance for holiday items.
5. When pricing your item for sales at the Village Store add at least 20% to your asking price (16% for Village Store, 4% to the Guild). The customer pays the sales tax directly to the Village Store.
6. Quality Control notifies you of a completed sale and where to retrieve your check.

YARN STORE

Only WW members may purchase yarn and other supplies from the Yarn Store in Studio 1. Payment is by check only.

Procedures:

1. Fiber and supplies are ordered regularly. Membership will be notified via e-mail when an order is to be placed with Yarn Barn, WEBs or Halcyon to enable members to make special orders for yarns or equipment from those suppliers at that time. Special orders require 50% payment up front.
2. There are no returns.

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3. Currently the Yarn Store is open Fridays 8:30-12 (except for holidays and luncheons) and every other week in the summer (currently the 2nd and 4th Fridays). If a member of the team is in the club weaving, they may be willing to open the store upon request.
4. Make purchases by check only. Receipts are given.
5. Instructors should make requests in advance for fibers and supplies needed by their students.
6. The Yarn Store typically maintains a supply of:
Rug warp, tencel, 8/2, 3/2, 5/2 and 10/2 in assorted colors
Bobbins, sley hooks, fray check.

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WEAVERS WEST COMMITTEE RESPONSIBILITIES

1. **AUDIT:** Conduct a yearly audit and prepare a report for the Recreation Center by Jan. 30.
2. **BYLAWS REVIEW/REVISIONS:** Appointed by the President every 3 years in the year following the Strategic Planning update to review and revise the current Bylaws and Operating Procedures. Present recommendations to Board, general membership and the Recreation Center for approval.
3. **CHARITY:** Head-up and coordinate a committee to oversee Guild charity projects. The projects will be decided upon and with input from the Charity Committee, Board and Membership. Members will donate handmade items or other items as directed by the Committee. The Committee will oversee collection and distribution of donations to designated charities. When looms are not in heavy use, a loom may be signed up for a Guild Charity Project which any member may help weave.
4. **COMMUNICATIONS:** Notify members via e-mail of upcoming business meetings and special events, convey other messages as requested by the Board or Committee Chairs, and maintain the communications book with a hard copy of e-mails in Studio 1 organizer.
5. **EDUCATION:** Develop a class schedule for the year, identify instructors, determine fees, maintain class lists of paid participants, publicize and post class offerings. Prepare proper CR-8 forms for agreements with outside contractors.
6. **FEDERATION:** Attend State Federation meetings and report pertinent information to the membership.
7. **HOSPITALITY:** Maintain supplies of water, coffee, tea, cups, napkins etc. in Studio 1. Provide beverages, arrange for members to contribute refreshments, and set up for regular membership meetings and as requested for special meetings or events.
8. **LIBRARIAN:** Purchase books, periodicals, and DVDs, prepare items for use, maintain a file of all materials in the library. Set up and monitor a system for checking out materials and returning them. Keep an inventory of materials and report discrepancies to the Board.
9. **LOOMS:** Maintain a list of all available looms, set up a system for members to sign up for looms, keep records of loom use, make necessary adjustments and repairs to looms and other equipment, recommend new equipment for purchase, make purchases of supplies and equipment as directed by the Board, and arrange for annual cleaning of looms.
10. **MEMBERSHIP:** Coordinate with the treasurer to collect annual dues, verify membership data annually to assure all have current Recreation #, and submit a complete list of members to them by Jan. 31 of each year. Compile and distribute via e-mail a membership directory to members and update the directory on the Weavers West business computer. Periodically provide notification of new members to the membership. Print several hard copies of the directory for use in the guild Studios.

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- 11. MONITOR:** Maintain a calendar of members serving as monitors for all periods when the room is open, provide adequate training in the monitor duties, maintain an alphabetical list of dates members have monitored, notify members via email of unfilled dates needing a monitor. Keep current the list of monitor duties and provide copies for the monitor station.
- 12. NEWSLETTER:** Periodically publish a newsletter and distribute to all members via email with some printed copies available in the guild, maintain a hard copy of all newsletters to become a cumulative/historical record of the major activities of the club for the year. Take photos of guild events working closely with Publicity committee.
- 13. NOMINATING:** Three Guild members, not including the President, appointed by the Board selected in March to prepare a slate of nominees for one-year Board positions for the following year. Present the slate of nominees to the guild at the October meeting with a vote following in November.
- 14. PROGRAMS:** Arrange programs for membership meetings to meet the needs of the members. Arrange for the appropriate CR-8 forms for outside contractors.
- 15. PUBLICITY:** Take photos of guild events and submit articles and photos to the local media highlighting guild programs, special events or awards. Write a monthly article for the REC Center News. Work closely with the WW Board, Education, Program and Newsletter Committees.
- 16. QUALITY CONTROL:** Accept, inventory and place articles for sale in the Village Store, Guild Windows or Craft Fair, determine whether or not articles meet quality control standards.
- 17. SAFETY:** Check rooms for any hazardous conditions and correct or report them to the President and Facility Supervisor. Maintain accident report forms and first aid kit.
- 18. SPECIAL EVENTS:** Plan and provide for a minimum of two social events per year. These may be in conjunction with the December and April meetings. With board approval of the plan, notify members, provide for sign-up and collect appropriate fees. Arrange for payment of catering fees and any catering agreement forms required. Additional social events are at the discretion of the committee. The Recreation Center allows for two free courtyard events per year which requires completion of CR-14 with President's signature and close contact with the Kuentz custodian.
- 19. SPINNERS:** Plan for weekly spinning sessions in Studio 2 and encourage and assist any new members to the spinning group. Maintain Studio 2 window display with handspun items. Host a spinning bee in rotation with other area guilds.
- 20. STRATEGIC PLANNING:** Appointed by the President every 3 years to review the status of the current Strategic Plan and to develop with the membership a revised plan for the next 3 years.
- 21. SUMMER WEAVERS:** Plan and organize a series of activities for members remaining in SCW for the summer months to include activities such as study groups, social events, mini classes, field trips, question/answer sessions.
- 22. SUNSHINE:** Send appropriate messages to members who are ill or have suffered a family loss and report to the membership.

Weavers West Guild Operating Procedures

23. **WEB MASTER:** maintain a club web site as part of the Recreation Center web site, keep information current to attract new members, maintain the video monitor in Studio 2 with club photos and info pertinent to the membership.
24. **YARN STORE:** Keep an inventory of yarn and other supplies for sale in the store. Respond to teacher requests for yarn and supplies needed for classes. Order yarn and fibers for individuals to purchase. Sell items to members, collect checks for purchases, prepare receipts, and submit checks to the treasurer for deposit. Provide for a weekly or regular time for members to make purchases. Committee members may open the store during any studio hours at their discretion

Organizer in Studio 1

Messages for members, President, Treasurer, Board

Membership applications, communications, class sign-ups, budget, purchase requisitions

Bylaws, Operating procedures, Membership directory, meeting agendas and minutes

Window sales/tags, lost papers, newsletters

Yarn store samples and fiber catalogs