

Weavers West Guild Operating Procedures

February 16, 2021

Weavers West Guild Operating Procedures

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Weavers West Guild Bylaws, as required by the Recreation Centers of Sun City West, AZ 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 and posted on our website; weavers.scwclubs.com to keep members informed.

Procedures:

1. Members should submit email to the proper Committee Chair or Officer for publication. Committee Chairs and Officers should send the request to the Communication Chair at weaverswestcommunications@gmail.com.
2. Periodically a newsletter is written and placed on the website. An e-mail is then sent to the membership informing them of the availability of the newsletter.
3. The TV in Room #1 highlights Guild achievements and is managed by the Web Committee. To turn it on and off use the Sony TV remote in the top desk drawer.
4. Monthly Guild meetings held September-April impart information and allow members to vote on Guild decisions. Agendas and minutes are sent via email.
5. Meeting minutes and a monthly financial report are in cabinet #10.
6. A membership directory is emailed to members with frequent updates. A hard copy is located in cabinet #10.
7. Guild bylaws, Operating Procedures and Newsletters are available on the website and in cabinet #10.
8. Website: www.weavers.scwclubs.com
Guild telephone 623-544-6515
Kuentz pool monitor 623-544-6561

COURTESY:

1. Members working in the Guild Studio 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 the Studio.

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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. Classes, Workshops, Focus 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 Weaving I (Rigid Heddle) as a pre-requisite to the Weaving II (table looms) class. Weaving II must be taken before enrolling in Weaving III (floor looms) or 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 cabinet #10. 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 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 conversations are allowed and cell phones should be muted. The instructor is empowered to limit the use of the room during the class session.
8. Paid instructors require agreements approved by the Recreation Center using RR&Ps Article 4 item VI procedure for offering payment agreements for classes. Forms CR-8 (Independent Contractor Agreement) or CR-8A (Independent Contractor Members Agreement) must be submitted.
 - a. A Weavers West Member who is seeking financial compensation must file the CR-8A and meet all the SCW Recreation Center requirements prior to being considered for instructing a Weavers West Guild class or workshop.
 - b. The member instructor must develop the class syllabus, request fees that they will charge per student and advise a minimum and maximum number of students required. No daily flat fees will be considered.
 - c. An additional fee/student may be added to the outside contractor instructor's or member contractor instructor's fee to insure that the classes continue to be a revenue source for Weavers West Guild.

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- d. A fee/student will be established for Weaving I, II and III and set portions of that fee will be allocated to the instruction and to Weavers West Guild.
 - e. The instructor, proposed syllabus and all fees must be submitted for approval by the Education Committee and approved by the Weavers West Board.
 - f. The member instructor's compensation will be monetary and no monitor credits will be awarded. Conversely, if a member instructor prefers to earn monitor credits rather than monetary compensation, the member instructor does not need to complete the CR-8A. The set portion of the class fee allocated to the instructor will revert to Weavers West Guild.
9. Beginning spinners receive instruction by attending the spinning group held on Thursdays from 1-3pm in the Studio. 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)

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 per 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:

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.

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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 information 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.

EQUIPMENT:

The Guild 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. In addition, the Guild provides a laptop computer with software for designing weaving projects. Members may use the laptop computer in the studio. Officers will use the desktop computer in the performance of their duties. All information created by a member of the Board will be kept on the desktop computer. The laptop and desktop computers will be backed up each month during the first week of the month by the Vice President using the external backup drive. Equipment must remain in the Studio and not be taken home unless checked out following the appropriate procedures.

Procedures for Loom Equipment:

1. Check out equipment on your personal 5x8 file card, located on the long counter in Studio #2 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.
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 a sewing machine, irons, and cutting boards for use to finish projects and a Swiffer, an electric stick broom and an electric dust buster for cleaning purposes.
5. In order to use the serger, members must be trained and certified. If you wish to be trained, leave your name and number in the book on the 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.

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7. Warping boards must have fiber removed at the end of use. Return cone holders or yarn canisters to the cabinet or the cart.
8. Spinning wheels are available for use in the Guild Studio.
9. The Guild has a limited number of metal and wood temples for use only when weaving. They may be checked out through the Monitor with proper instruction for their use. Weavers may use their own metal or wood temples. Be mindful that improper use of a temple will gouge / scratch the loom.

FINANCE:

1. The Guild 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. In order to be reimbursed for expenses, Committee Chairs should complete a purchase requisition. This form located in cabinet #10.
6. Purchases require a valid receipt.

HOSPITALITY:

The Guild provides a refrigerator, microwave and a coffee maker in the Studio 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. The refrigerator has cold filtered water and ice to fill your container.
3. Coffee/tea, etc., for the K cup machine is \$1. Put money in the blue cup on the counter.
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 #7, #13 & #14.

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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 Studio 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 Studio is open:
Monday, Tuesday, Friday 8am-6:30pm
Wednesday and Thursday 8am-8:30pm
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 in the middle drawer of the desk.
6. Cabinets with equipment to be used by the members will be kept unlocked.
7. Other keys:

The Hospitality chair has keys for Hospitality cabinets 7, 13, 14. An extra key is hanging in the Monitor cabinet.

The Yarn Store committee has keys for the Yarn store and cabinet #26.

The President has a key to the Studio.

The VP and Treasurer have keys to administrative cabinets #27, #28, #29.
8. A first aid kit is located in cabinet #9 above the sink in Room #1. In case of a severe emergency dial 911 and notify the pool monitor at (9) 544-6561. Also notify the Guild Safety Chair.

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 the Studio to make weaving related copies at a nominal fee.

Procedures:

1. Materials may be checked out for a maximum of two weeks.
2. Books and DVD's are on the library shelves, magazines are under the display windows.
3. Sign and date the library card in the item and place it in the 3x5 card file in the library. When you return the item, date the card and replace the item where it belongs.

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If you would like to make a copy of certain patterns, the copy machine is available for a per page cost.

4. A catalog of books and DVD's are available on the library shelf by author and by title. Books are organized on the shelves by color coded categories. A *Handwoven* index is in the magazine cabinet on the library shelf.
5. A laptop computer, located in cabinet #18, is available for members to use in the studio for weaving related needs. The computer in the Office area is for Guild 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 number of copies recorded on the clipboards provided. Extra paper is in Room #1 cabinet #19. 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 Studio unless under certain circumstances approved by the Board.
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. Workshop Loom Loan Procedure:
 - a. 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.
 - b. Member must be in good standing with sufficient monitor credits.
 - c. 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.
 - d. The Schacht 8-shaft, Woolhouse, Dundas and Schacht 4-shaft may be checked out to the member in return for a deposit/damage check of \$400 which will be retained un-deposited by the Vice President, until the loom is returned to the Guild in good condition.

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6. Members may request use of a loom in the Studio for a calendar month by signing up on the posted calendar on the bulletin board in Room #2.
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 or if unable to use the loom in the allotted time.
11. 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.
12. 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.
13. 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.
14. 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.
 - c. Two-week sign up may be extended to 4 weeks with permission from Rigid Heddle Loom Coordinator.
15. 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.

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- 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. Looms available for a 2-week loan period are #4, 6 and 8. Other looms may be available with Education Committee approval.
- e. 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.
- f. 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, Room #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 a.m. 8-12, 4 hours p.m. 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. A member may not sign-up to monitor on Saturday or Sunday. However, if there is a need for a member to be in the Studio from 8-12 am or 12-4 pm on a weekend, let the Monitor Chairman know and you will be given monitor credit for the time.

Procedures:

1. Sign up for times/dates to monitor which is located on the bulletin board by the front door. 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 in the Monitor folder on the front desk.
4. Take responsibility for the room and cabinet keys. Remind members to sign the attendance roster.
5. Initial when members sign out and return equipment on their personal cards.
6. Upon appropriate request, unlock cabinet #19 for access to cash box and for check deposit into the cash box.
7. Sign up new members using the form found in cabinet #10. Check Recreation card number, collect dues and/or class fees. Place checks in the correct envelopes in the cash box in cabinet #19.

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8. Greet visitors pleasantly and have them sign and date the guest book. Answer their questions and give them a tour of the Studio. Solicit interested persons to join the Guild.
9. Keep the rooms neat and clean and report needed supplies to the VP.
10. 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 Room #1. Also report any incidents to the Guild Safety Monitor.
11. Check for phone messages, answer the phone, respond to questions, and deliver messages.

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 the Studio.
3. Keep the room key in the Monitor desk drawer. Use it to lock the room when Monitor leaves at the end of their shift.
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 Room #1 and the window display lights which are located near the light switch in Room #1. All other lights are automatic on/off.
7. Unlock both fire doors at the back of the Studio and the door to the courtyard in Room #2.
8. If the light on the phone is blinking, check for messages.
9. Turn on the TV Room #1. Use the Sony TV remote from the top desk drawer.
10. Call the following day's morning monitor to remind the person to monitor and note on calendar.
11. If no one else comes by 8:15, remain in the area (leave a note where you can be found), but do not remain in the room alone. You are to stay for an hour after which time you are free to leave and close the Guild following the pm monitor processes. Credit will be given for monitoring.
12. Take off the monitor tag and replace it in the drawer when you leave.

PM Monitor Steps

1. Sign the attendance roster and mark as monitor.
2. Put on the monitor name tag which is kept in the center drawer of the desk.

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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 Studio.
6. If no one is using the Guild prior to 4pm, the monitor must close the Studio early and will still receive full monitor credit.
7. Turn off the lights in Room #1 and the display window's light switch in Room #1.
8. Lock both fire doors in the Studio. Be sure to lock the stationary door using the 'inside the door' tabs.
9. Place any food left on the counter into the refrigerator or if appropriate, toss in the garbage.
10. Turn off the TV in Room #1, using the Sony TV remote in the top center drawer. Also check to be sure TV is off in the Classroom. Press the green power button and return the remote to the drawer.
11. Return the monitor tag to the desk.
12. Collect the key from the middle drawer of the desk and exit the main door and use the key to lock the door.
13. 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.

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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.
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. Call the Quality Control Chair and inform her of the items you have to sell in the Village Store.
2. The Quality Control Chair reviews the item for quality, enters information into the quality control log, and delivers items to the Village Store. Items not meeting WW quality standards will be returned to the member.
3. The Village Store limits items to 5 per week and requires you indicate a category.
4. 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.
5. The Village Store sends a monthly report to Quality Control and Quality Control notifies the Treasurer of your completed sale. The Treasurer writes a check to you and places it in the cash box by the Monitor desk for you to retrieve your check.
6. If after six months your item has not sold, the Village Store will notify the Quality Control Chairman to pick up the item. It will then be returned to you. You may submit it for sale again to the Village Store after 30 days.

YARN STORE:

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

Procedures:

1. Fiber and supplies are ordered regularly.

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2. 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.
3. Yarn Store samples and catalogues are located on the bulletin board by the Yarn Store.
4. There are no returns and no gift certificates honored.
5. 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 Guild weaving, they may be willing to open the store upon request.
6. Instructors should make requests in advance for fibers and supplies needed by their students.
7. The Yarn Store typically maintains a supply of:
 - a. Rug warp, tencel, bamboo and 8/2, in assorted colors
 - b. Bobbins, sley hooks.

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. **CRAFT FAIR (Optional):** Present ideas to the Board; coordinate group project and shared patterns; arrange for demonstration during the fair; oversees pricing structure; oversee setup and breakdown from fair; maintain records of transactions and note items that did or did not sell well.
5. **COMMUNICATIONS:** Notify members via e-mail of upcoming business meetings and special events, convey other messages as requested by the Board or Committee Chairs.
6. **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 paid contractors.

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7. **FEDERATION:** Attend State Federation meetings and report pertinent information to the membership.
8. **HOSPITALITY:** Maintain supplies of water, coffee, tea, cups, napkins, etc., in Room #1. Provide beverages, arrange for members to contribute refreshments, and set up for regular membership meetings and as requested for special meetings or events.
9. **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.
10. **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.
11. **MEMBERSHIP:** Coordinate with the treasurer to collect annual dues, verify membership data annually to assure all have current Rec Center number, and submit a complete list of members to the Rec Center 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 Guild business computer. Periodically provide notification of new members to the membership. Print several hard copies of the directory for use in the Guild Studio.
12. **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.
13. **NEWSLETTER & PUBLICITY:** Periodically publishes 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 Guild for the year. Take photos of Guild events, 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 Weavers West Guild Board, Education and all Committees.
14. **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.
15. **PROGRAMS:** Arrange programs for membership meetings to meet the needs of the members. Arrange for the appropriate CR-8 forms for outside contractors.

Weavers West Guild Operating Procedures

- 16. QUALITY CONTROL:** Accept, inventory and place articles for sale in the Village Store, 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 work closely with the Kuentz custodian.
- 19. SPINNERS:** Plan for weekly spinning sessions in the Studio and encourage and assist any new members to the spinning group. 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.
- 23. WEB COMMITTEE** maintain a Guild web site as part of the Recreation Center web site, keep information current to attract new members, maintain the video monitor in the Studio with Guild photos and information 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.

Weavers West Guild Operating Procedures

MEMBER CABINET #10

This cabinet contains:

Membership Applications, Communications, Class sign-ups, Budget, Purchase Requisitions, Bylaws, Operating Procedures, Membership directory, Minutes, Newsletters.

Messages for Officers can be placed in black trays in the Office.

CABINET INVENTORY

ROOM 1	
1. Long Reeds	16. Village Store, Windows
2. Display Items	17. Library Storage
3. Temples / Decorations, Dobby Supplies	18. Laptop, Paper cutter, Photo albums, Sheet Protectors
4. Cleaning Supplies, Ironing Boards	19. Monitor Cabinet
5. Rattles, Long Lease Sticks	20. Library Magazines, Handwoven
6. Portable Warping Boards, Ladders, Craft Fair Stands, Hangers	21. Handwoven
7. Hospitality	22. Library Storage
8. Cups, Sugar, Tea	23. Library Storage
9. First Aid	24. Library Storage
10. Member Information, Archives	25. Library Storage
11. Archives, Clipboards, Kleenex	26. Yarn Store
12. Archives	27. Office
13. Hospitality	28. Office
14. Hospitality	29. Office
15. Cleaning Supplies	
ROOM 2	
30. Serger thread, Sewing machine case, Frames, Irons	40. Tension Box, Cloth Strapping, Reed Holders, Warping Paddles
31. Stash	41. Rag Cutter, Fish Line, Rotary Cutters

Weavers West Guild Operating Procedures

32. Triangle Looms, Inkle Looms	42. Linus Project
33. Shower Chairs, Table Loom Reeds	43. Craft Fair
34. Swifts, Step-stools, Inkle Looms, Paper Rolls, Blind slats, Peg loom	44. Spinner Supplies
35. Inkle Looms	45. Rag Shuttles
36. Spinner Supplies	46. Stick Shuttles, Rag Shuttles
37. Boat Shuttles, Inkle loom shuttles	47. Table Loom Raddles, Cushions
38. Lease sticks, Pick-up sticks	48. Heddles, Weights, Clamps
39. Scales, Yardage Balance, Fringe Twisters, Hand Bobbin Winders, Rope Machine, Yardage Counter, Dowels	49 Tools, Loom Repair
	50. Ball Winder, Cone Holders, Shaft Wood Blocks
	51. Craft Fair
Classroom / Education 52 through 57	

Weavers West Guild Operating Procedures

Addendum to February 16, 2021 Operating Procedures

In 2020 and 2021, we have been operating within the guidelines set by the Center for Disease Control (CDC) and Arizona Department of Health Services because of COVID-19.

1. Our hours have been reduced and we are not open on the weekends or evenings.
2. All persons wishing to enter the Kuentz Recreation Center and Weavers West Guild must wear a mask.
3. Members who weave in the Studio must stay 6 feet apart.
4. Rules for how to clean the looms are posted.
5. Try to maintain 3 days in-between the end of one weavers use of a loom and the start of another member using that loom.
6. Monitoring rules have been curtailed, changed.

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