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# GREATER LOS ANGELES SPINNING GUILD

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General Policies and Procedures

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# GENERAL PROCEDURES

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- Meetings monthly 9 am to 2 pm the fourth Saturday each month. No “dark” months. Occasionally the December meeting has been scheduled on a different Saturday due to the holidays.

Meeting location: Saint Andrews Lutheran Church, 11555 National Blvd, Los Angeles, CA 90064.

- Meeting Format: flexible according to the needs and wants of members.
- Monthly meetings typically include:
  - Board meeting before the general meeting when called by the co-president(s). This time also open to committees for their meetings as needed.
  - Business meeting with introductions, committee reports, old and new business, show and tell.
  - Educational program
  - Fundraising Raffle- tickets two for \$1.00, Items donated by members and previous month's winners
  - Mentoring opportunities upon request
  - Study Group Sessions: self-guided shared explorations. New in 2019.
  - Social Spinning
  - At least one 15-20-minute break in the schedule. Potluck refreshments & coffee in the kitchen. Coffee and tea supplied by the Guild.
- Required to exit the meeting space by 2 PM. Required to return tables and chairs to their designated location. Required to remove all trash, including and especially kitchen trash. Required to vacuum the meeting room. Note: Saint Andrews Lutheran Church strictly prohibits alcohol and smoking on their premises.
- Members to confirm attendance and registration information on the sign in sheet at the entrance. Membership chair to present log with current, paid members. If a person is not listed on the log, it is their own responsibility to resolve status with the membership chair. Only those on the log are counted as paid and current. Only those on the log will receive Newsletters and workshop pre-registration letters. Separate sign in for guests and visitors.

- Twice yearly workshops the norm since 2014. Prior to 2014 only one workshop per year was held. Typically, the spring workshop is in April, Summer/Fall workshop in either August or September. Workshop month can be flexible according to scheduling needs of the Guild, meeting space, or instructor.
- Workshops often three-day event: full day of class on Friday. Presentation to the Guild by the instructor in the morning, followed by a potluck lunch, half day of class on Saturday afternoon. Full day of class on Sunday. Occasionally workshops have been more or fewer days. 2012 held a four-day workshop. 2016 held a one-day workshop.
- Guild Dye Day a frequent annual event prior to 2014. None since due to location challenges. Carelessness in dye containment, disposal and heat management has caused issues for hosting locations in the past.
- Beginning 2015, a Guild camping retreat held at Cachuma Lake in Santa Barbara in the fall. Volunteer organized (no official chair). One yurt (Oak) reserved by the Guild, four sleeping spaces sold on a first come first serve basis. Communal meals. Additional accommodations available if desired (tents, motor home, cabins). Reservations available through the State Parks website. Often occurring in either October or November. Date depending on availability and member preference.
- Beginning 2017, a Guild Spin A Long has been organized. Custom color ways developed for the Guild by a guest vendor. Each participant purchases their own fiber. Show and Share for the October program after the annual elections. 2017-2019 Vendor has been Jen Goodie of Goodie Supply Co (an active member).
- Beginning 2017, call for volunteers to present monthly programs at the January meeting. Majority of the year scheduled at once. Has proven to be a successful practice. Flexibility required for scheduling updates. Program schedule for the year to be published on the website, social media, and Newsletter.
- Beginning 2019, lunch was arranged for Friday and Sunday workshop classes, and well received by participants. Students can opt out if so desired.
- Beginning 2019, overlapping terms of service for workshop coordinators. Outgoing handles that year's workshops. Incoming begins search for and preparations for the following years workshop instructors. Need to secure instructors approximately one year in advance due to booking challenges. It is too late to wait until after the October elections / committee reorganization to begin the search.

- 2019 A new website was created. In March, the pointer was moved from the old website (maintained by Gwen Powell). Full functionality not yet achieved. New website is hosted by Jen Goodie [jengoodie@att.net](mailto:jengoodie@att.net)
- 2019 Added a Spin in Public Guild picnic. Location to be easy access, easy parking, central location (a tall order!) 2019 location is Friendship Park in San Pedro due to central location, free parking, no reservations required. <https://sanpedro.com/san-pedro-area-points-interest/friendship-park-2/> <http://parks.lacounty.gov/deane-dana-friendship-natural-area/> Address: 1805 W 9th St, San Pedro, CA 90732 General: (310) 519-6115

Other suggested locations: El Dorado Park in Long Beach, Will Rogers State Park in Topanga Canyon. Griffith Park, Los Angeles.

- 2019 various meeting formats were scheduled. Program first, Study Groups first, Board meeting first. Program second followed by break, raffle, business meeting, Study Groups. Business meeting second, followed by raffle, break, program, study Groups. No one liked Study Groups first.

Program second people wanted a brief formal introduction and then the start of the program. All seemed to enjoy Study Groups/Social Spinning/Mentoring last. Some prefer Program before the business meeting so they can leave earlier and not miss out. Others prefer the program after the business meeting so they can come later.

- 2019 Study Groups concept introduced to utilize the time paid for at the venue that was otherwise being wasted and to foster an environ of creative exploration and sharing. It has been largely successful. The dedicated time has been made use of. The number of members who linger until time to exit has increased substantially. The concept of self-directed study has been slow to catch on. Many people want a leader. Others enjoy the time for social spinning.
- Mentoring has been difficult to get going on a formal basis but is successful informally.
- Beginning 2019 Board members asked to submit an article to the Newsletter once during the year. Purpose to make the Newsletter warm and more personal. Not a requirement, and some declined. Efforts have been well received by the membership.

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# GENERAL POLICIES

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- Aug/Sep 2012, the workshop chair appointment was created. Previously workshops were handled by the program chair and/or president.
- From time to time, workshop helpers have been requested by the Workshop Coordinator. They serve at the discretion of the coordinator. They do not pay class fees. They are in attendance during the class, but are not participants and do not receive materials. They assist with handouts, refreshments and lunch arrangements, and other duties as needed by the instructor or coordinator.
- 2017 Guild implemented a policy to accept online voting for board elections. Online ballots to be generated and sent via email by the secretary. In person voting at the meeting also accepted. The secretary to send the online voting link. The secretary to tally the online votes and the in-person votes. Votes to be compared to the membership roster to ensure no duplicates. The total is announced at the election meeting and a motion made to accept the results.
- Budget presented in November 2018 for 2019 included \$50.00 pre-approved spending for each month's program. Program costs over \$50 must be approved by the Incoming Co-President before reimbursement will be made.

Suggest presenters send a digital copy of handouts to Newsletter editor for publication instead of printing hard copies.
- 2018 membership dues were raised to \$40 to help cover base operating costs. Approved by a special online vote. \$30/year dues were not enough to cover operating costs. In discussion at the June 2018 business meeting, membership rejected options to reduce hours at the church, go "dark" (no meeting) over the summer months, or other cost reducing adjustments. It is noted there was a 30% drop in membership after 2012. Average membership since 2014 about 65.
- February 2019 the Board approved to comp one workshop class to the outgoing workshop coordinator as a thank you for service. This is a tough job with lots of details to manage.
- May 2019 the Board approved to base workshop pricing on 65% student fill rate. 2016-2018 pricing based on 75% fill rate did not consistently cover costs.

- 2019 Newsletter publishing date pushed back to one week prior to monthly meeting.
- 2019 Financial review added. To be held after the fiscal year end at a November board meeting. Guild Officers account for the financial state of the guild to Members at Large (acting as representatives of the membership). Report to be prepared by the Treasurer in conjunction with the Incoming Co-President. Distributed for review in advance of the meeting. Suggest to utilize email, dropbox, or Google Docs (for shared comment ability). Approved report to be published to the general membership in the Newsletter.

In addition to accountability and transparency, review provides budgetary feedback and opportunity for board input. Lays the groundwork for upcoming budget planning by the Co-Presidents. The secretary to take the minutes and submitted for publication in the Newsletter. Format of both report and meeting to be flexible per the needs of the current board.

Suggested items for discussion at the financial review:

1. Were all government documents filed on time? Including CA FTB and IRS filings.
  2. Were accurate and detailed financial records kept per FTB & IRS requirements?
  3. Was spending in alignment with the planned budget and board approval?
  4. Were unplanned expenditures essential to guild operations and activities?
  5. Are Guild operational costs financially sustainable?
  6. Discuss the "hits and misses" of the past year. What will be repeated in the next year and what will be dropped? Any major points of concern?
  7. Review "big-ticket" expenses of the past year. Were they worth the cost?
  8. Board input and suggestions for next year's budget.
- 2019 Events and Outreach chair split into two chairs due to the workload of Outreach efforts.
  - 2019 established Volunteer Protocols for Outreach events, approved by the board in May board meeting. Presented to the membership the same month and published in the Newsletter.

**Outreach Protocols**  
 Focus outward to our guests  
 Create an inviting environment

## Max three Guild members in the booth, unless otherwise specified

- By volunteering to work in an outreach booth you agree to:
  - AM crew to help load in and set up.
  - PM crew to help break down & load out.
  - Spend your time in the booth talking to and teaching the public.
  - Coordinate with Outreach Chair what you will be demonstrating and on what equipment.
  - Use shared equipment, keep personal items in the booth to a minimum.
  - Assist with in-booth or event demos as needed (pre-arranged by Chair).
- If you stop by the booth but are not a scheduled volunteer:
  - Keep your visit brief.
  - Greet the booth captain or Outreach chair.
  - Offer to give a volunteer a break.
  - Keep the main area of the booth for guests and volunteers.
- Outreach booth/demo:
  - Is the Guild's face presented to the public.
  - Is teaching the craft of spinning (we are an educational non-profit charity).
  - Is an invitation to the community.
  - Is sharing our love of spinning.
  - Is not a social space.
  - Is not a spinning circle. (The chair next to you is for a guest).
  - Is not a place to work on personal projects.
  - (difference between "this is what I'm doing" and "Try spinning! You can do it")
  - Is not a locker for personal belongings.
  - Is not a dining space.

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# OPERATIONS CALENDAR

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## January: transition month

- Announce new schedule (if applicable)
- Introduce new board & committee chairs
- Board, Committee chairs outgoing / incoming hand off.
- Share "what's in it for me" items with membership at large
- Big plug for dues if needed (usually yes)



- Committee meetings as called by chairs to plan the year;
- Board / MAL (members at large) to attend as requested by chairs
- **Attention:** Check w/ programs, mentoring, & study group chairs to ensure the year (or at least the 1st quarter) is calendared. Check for financial needs during the year (for budget planning purposes)
- **Attention:** Confirm rent is paid for the first 6 months of the year to facility- currently St Andrews Lutheran Church office@standrews-wla.org (Joslyn O'Neill) pastor@standrews-wla.org (Pastor Caleb)
- **Attention:** Confirm in writing with location Guild schedule for the year (was a BIG issue in 2018)
- **Attention:** Co-Presidents to plan budget / expenditures for the year- create outline to present to board in Feb.
- **Attention:** confirm / register booth space for Stitches SoCal and WeFF

## February:

- Board meeting: discuss the yearly budget. Additional topics as needed.
- Attention: Check in with workshop chair to ensure plans for April are well in hand.
- **Attention:** Check in with outreach re upcoming events in April & May
  - Huntington Gardens, Yarn Crawl, LA Historical Society, WEFF
  - NB: occasionally have had demo opportunities in March-
- **Attention:** Touch base with following year workshop chair. Time to select next year's April workshop instructor.
- **Attention:** Incoming Co-President must file form CA RRF-1 (<https://oag.ca.gov/charities/forms>), FTB 199, and IRS 990N by March 15. Prepare documents based on the treasurer's annual report.

## March:

- Committee chair reports to board:
- Touch base for feedback, changes in needs, etc.
- Announce upcoming County & State Fairs- submissions usually due in May or June, time to plan now for items to enter
- **Attention:** Confirm state and federal filings completed by the 15<sup>th</sup>. Download copies of accepted documents from government websites for the Guild records.
- **Attention:** Confirm with current year workshop chair all is on track for April, including hospitality needs.
- **Attention:** Outreach April events needing volunteers:
  - Huntington Gardens, Yarn Crawl, LA Historical Society, WeFF

## April: workshop month, outreach month

- No business, committee, or board meetings
- Set up for guest lecture, potluck, afternoon workshop class.
- Keep Show and Tell, introductions
- As time permits, keep mentoring & study groups? TBD
- Could be fun for visiting instructor to play along---
- Check for county fair submissions- due date for applications fast approaching
- LA Co applications due mid-May, before Guild meeting Fair held in September
- Ventura Co applications due ? Fair held in
- Orange Co applications due ? Fair held in August?
- Riverside Co applications due ? fair held ??
- CA State fair applications due ? fair held in Mid-end of July
- **Attention:** check with Outreach re presence at WEFF and Huntington Library in place for May.

## May: outreach month

- Committee chair reports to board: Touch base for feedback, changes in needs, etc.
- St Andrew's Renter's meeting mid-month. Need to sign new lease.
- Huntington Library Demo
- WEFF booth
- **Attention:** Check in with workshop chair to ensure plans for August are on track.
- **Attention:** Shared insurance policy (with Southern California Handweaver's Guild) renewal paperwork due soon. Check with SCHG treasurer for details.

## June: Open House

- Committee chair reports to board: touch base for feedback, changes in needs, etc.
- Guild Open House
- Prep for Tour de Fleece
- Items to county fairs (LA, Ventura, Orange, Riverside, CA State Fair)
- **Attention:** Confirm with Treasurer rent is paid for July-December.
- **Attention:** touch base with following year workshop chair. Time to select August workshop instructor.

## July: Tour de Fleece!

- Board meeting: financial review, discuss budget, additional topics as needed.
- **Attention:** Confirm with current year workshop chair all is on track for August, including hospitality needs and payment needs.
- **Attention:** check in with Events chair re plans for Guild Retreat
- **Attention:** Begin considering who to nominate for board and committees for the upcoming year.

## August: workshop month

- No business, committee, or board meetings
- Set up for guest lecture, potluck, and afternoon workshop class.
- Keep Show and Tell, introductions
- If time permits, keep mentoring & study groups? Discretion of workshop chair. Could be fun for visiting instructor to play along---
- Announce nominations are open for board and committee positions.
- **Attention:** Start making arranging for October Guild elections. Recruit or nominate incoming board and committee chairs.
- **Attention:** check with treasurer re shared insurance. Policy renewal payment due late September

## September:

- World Wide Spin in Public Day picnic
- Committee chair reports to board: touch base for feedback, changes in needs, etc.
- Touch base with Outreach Chair re Stitches So Cal booth plans
- Announce nominations of board positions.
- **Attention:** check with Outreach re October events: Chatsworth Pioneer Days

- **Attention:** Insurance payment due
- **Attention:** confirm nominations in place for next year's board & committee chairs

## October: Elections, retreat

- Chatsworth Pioneer Days outreach opportunity
- Guild camping retreat. Exact date pending location availability. Flexible as to month, but commonly held in October.
- Announce next year's membership dues beginning Nov 1
- Election month!!!
- Prepare documents for annual financial review in November. Review the year's planned budget vs actual.
- **Attention:** check in with Outreach re Stitches So Cal booth
- **Attention:** send out invoices & we want you back membership letters

## November: Stitches So Cal, Financial review

- November 1 new fiscal year begins.
- Annual financial review. Officers of the Guild accountable to the Members at Large for the current year spending. Members at Large to conduct, Treasurer and Incoming Co-President to provide report. Secretary to take meeting minutes.
- Begin scheduling for upcoming year programs, mentoring, study groups
- **Attention:** Confirm with Events chair re Holiday party are well in hand.
- **Attention:** Check with Treasurer re state and federal non-profit status renewals due according to entity inception date & fiscal year (November-October)
- **Attention:** Confirm w/ treasurer & webmaster domain name and hosting fees are paid. Due near the end of the month.
- **Attention:** Treasurer note 11/1 is the first day of the new fiscal year.
- Prepare form SI-100. Cannot file until after 12/1 but must file before 12/28.

## December: Holiday Party

- **Attention:** Confirm with treasurer mailbox bill is paid for upcoming year.
- **Attention:** Confirm with programs, mentoring, study groups 1st quarter of year is scheduled.
- **Attention:** Form SI-100 due 12/28. Confirm form is accepted and download accepted copy from state website for the Guild records.  
[https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp\\_so100.pdf](https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf)

- **Attention:** Begin preparing the budget for the upcoming year. To be presented to the board in February. Reference the recent financial review report for projections.
- **Attention:** *enjoy your family & the holidays.*

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# BOARD AND COMMITTEE MEMBER DESCRIPTIONS

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## BOARD MEMBERS-

The Greater Los Angeles Spinning Guild Bylaws references Robert's Rules of Order for a portion of the duties of the Officers of the Guild. See [RobertsRules.org](http://RobertsRules.org) and the Guild bylaws for additional details.

## CO-PRESIDENTS

### From the bylaws:

#### 5.02. Co-Presidents

The duties of the Co-Presidents shall be those usually pertaining to such offices in Robert's Rules of Order. Duties of the Co-Presidents specific to the Guild are detailed in the Greater Los Angeles Spinning Guild Policy and Procedures document.

The terms of the Co-President's shall be staggered and shall be two years; a new Co-President shall be elected annually (incoming Co-President) to serve in cooperation with the existing Co-President (outgoing Co-President).

### General duties of the co-presidents:

- Are the chief officers of the Guild.
- Ensure Guild activities, programs and expenditures operate within the published bylaws and meet the needs of the current active membership.
- Jointly lead the monthly Guild business meeting.
- Call and lead board meetings as needed.
- Act as host on behalf of the Guild at meetings.
- Foster a welcoming environment to guests, members new and old, and visitors.
- Have a visible online presence in the Ravelry and Facebook groups
- Be approachable and available as a sounding board to committee chairs. Assist chairs as needed.
- Keep committee chairs focused on their assignments. Fill in or arrange for a change if duties are not being fulfilled.

- Contribute monthly article/column/president's message to the Guild for the Newsletter- Alternative: rotate this message through the board
- Jointly plan the budget for the upcoming year.
- Attend the annual financial review held in November after the fiscal year end.

## OUTGOING CO-PRESIDENT (CHIEF OF OPERATIONS)

### Primary responsibility:

- Oversight of Guild operations, communications, programs, functions, events.

### Specific duties:

- Oversight of the following committees: Programs, Outreach, Events, Mentoring, Study Groups, Social Media, Newsletter.
- Confirm meeting schedule for the year with Saint Andrews Lutheran Church. Including any schedule change for the December Holiday Party. Arrange for additional hours as needed for workshops or other activities. Communicate total rental hours, including workshop hours to treasurer to ensure payment covers hours reserved.
- Lead at least one program during the year.
- Call for and receive committee reports. Monthly or quarterly at the discretion of the co-presidents.
- Advise / assist the incoming co-president regarding government filings.
- Participate in mentoring & study groups. Offer to lead one during the year.
- Assist the incoming co-president with board and committee nominations for the upcoming year.
- Take the lead while jointly planning the budget for the upcoming year. Rely on recent experience as CFO for guidance in forecasting expenses.

## INCOMING CO-PRESIDENT (CHIEF OF FINANCES)

### Primary responsibility:

- Stewardship over all Guild resources including finances, time, physical and virtual properties.

### Specific duties:

- Oversight of the following committees: Membership, Workshops, Equipment, Hospitality, Library, Website.
- Is a signatory on the bank checking account and PayPal account.
- Keep the Guild current and compliant with federal and CA state filing requirements. It is time consuming and expensive to get non-profit status reinstated. Check the state and federal websites regularly as laws and requirements may change.  
<https://www.ftb.ca.gov/file/business/types/charities-nonprofits/annual-and-filing-requirements.html>  
<https://www.ftb.ca.gov/file/business/types/charities-nonprofits/index.html>
- Ensure all state and federal government and tax documents are filed on time. These include:

- CA RRF-1 informational return to Attorney General Office, due annually March 15, <https://oag.ca.gov/charities/forms> online filing available.
- CA SI-100 informational return to Secretary of State office, due annually 12/28, [https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp\\_so100.pdf](https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf) online filing available.
- CA FTB 199 [https://www.ftb.ca.gov/forms/2018/18\\_199.pdf](https://www.ftb.ca.gov/forms/2018/18_199.pdf) informational postcard due annually March 15) online filing available.
- IRS 990N <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> informational postcard due annually March 15, online filing only.
- In the event tax-exempt status is lost (usually due to failure to file the above documents), prepare and file CA FTB 3500, IRS 990EZ and IRS 1023 documents.
- Issue 1099 tax documents for instructors paid by check in amounts exceeding \$600.
- Approve expenditures below \$200, ensuring to act within the parameters of the budget and available operating funds. Expenses above \$200 threshold to be approved by the board.
- Attend the annual renter's meeting at Saint Andrew's Lutheran Church and sign the rental agreement. Arrange for another officer to attend if unable to attend.
- With the assistance of the treasurer, prepare the financial summary for annual review with the Members at Large and other Guild Officers.
- Assist the Outgoing co-president as needed with programs and outreach.
- Recruit nominees for board and committee positions for the upcoming year. Get assistance from the other officers and board members as necessary. If desired, a nominating committee may be formed from the general membership.

## SECRETARY

### From the bylaws:

#### 5.04 Secretary

The duties of the Secretary shall be those usually pertaining to such offices in Robert's Rules of Order, including keeping records of the proceedings for the Board of Directors and the Guild Membership, as well as other duties specific to the Guild that are detailed in the Greater Los Angeles Spinning Guild Policies and Procedures document. The Secretary will chair meetings should the Co-Presidents not be available.

The term of the Secretary shall be one year. Additional terms may be served if the current officer is willing and is accepted by a vote of the membership.

### General duties of the secretary:

- Is an officer of the Guild.
- The term of the secretary shall be one year. Additional terms may be served if willing.

- Record the minutes at Monthly Business Meetings, all Board Meetings, and Annual Financial Review. Arrange for a substitute if unable to attend. Ensure to include the following:
  - Officers and Board members present
  - Motion to accept previous month's minutes as published in the Newsletter
  - Membership count. This is especially important in August and October for board elections and year end financial report.
  - Treasurer's report. Especially important to include in October minutes for fiscal year end record.
  - Committee Chair reports
  - Any old or new business
- Lead the monthly meeting if both co-presidents are absent.
- Submit all meeting minutes to Newsletter Editor for publication. Schedule TBD by Editor. It is essential to include all minutes in the Newsletter as the official record of the Guild. The published records are used to verify and process signatories on the bank account and provide documentation to government agencies.
- Send emails to membership as needed for direct-to-member Guild communications. *:need to get MailChimp account information from Jen Goodie:*
- Coordinate with the Webmaster to optimize usage of the mailing list. Following are the intended purposes for this list:
  - Get new people and lapsed members to show up to meetings
  - Promote events – i.e. come see us at our booth, demo at Yarn Crawl, etc.
  - Promote workshops when we are not sold out and need to fill seats
  - Membership renewal reminders
  - Messages that we want to get out to a larger audience than just members
- Send to all current paid members links to online ballots (currently via survey monkey) *:need to get account info from Jen Goodie or Judy Kamei:* for voting as needed, including annual elections.
- Update Operations Calendar, Roles and Responsibilities, Policies and Procedures documents as requested by the board. Submit to the board for review and ratification.
- Update bylaws as amended and approved by the general membership within 60 days of ratification. Specific wording to be approved by the board. File with appropriate state government office. Submit amended bylaws to Newsletter Editor and Webmaster for public posting.
- Contribute one article to the Guild Newsletter during the year.
- Assist with recruiting nominees for board and committee positions for the upcoming year. If desired, a nominating committee may be formed from the general membership.





## TREASURER

### From the bylaws:

#### 5.03 Treasurer

The duties of the Treasurer shall be those usually pertaining to such offices in Robert's Rules of Order, including being the custodian of all the funds of the Guild and shall keep an accurate and detailed record of the same in accordance with the Guild's fiscal year (November 1 to October 31), as well as other duties specific to the Guild that are detailed in the Greater Los Angeles Spinning Guild Policies and Procedures document.

The term of the Treasurer shall be one year. Additional terms may be served if the current officer is willing and is accepted by a vote of the membership.

#### General duties of the treasurer:

- Is an officer of the Guild. Additional terms may be served if willing.
- The term of the Treasurer shall be one year. A second term may be served if willing.
- The duties of the Treasurer shall be those usually pertaining to such offices in Robert's Rules of Order.
  - The Treasurer shall be the Custodian of all the funds of the Guild and shall keep an accurate and detailed record of the same in accordance with the Guild's fiscal year (November 1 to October 31).
- Is a signatory on the bank account and PayPal account.
  - Current bank is US Bank, checking account # 1 549 3286 2829
  - PayPal account established as a charitable account with reduced fees.  
Email associated with account is [membership@glasg.org](mailto:membership@glasg.org)
- Prepare the yearly fiscal report and present at the annual financial review.
- Promptly deposit to the bank membership dues received in cash or by check, donations, and raffle income.
- Make reimbursements to members for approved Guild purchases in a timely manner. Collect receipts prior to making reimbursements. Keep digital copies in the records.
- Keep a permanent record of all financial transactions. Record all financial transactions in a financial ledger. Categorize appropriately.
  - Detailed documentation of income and categorized expenditures is required for government filings, in the event of an audit, or need to regain tax exempt status.
  - download digital copies of checks issued, front and back views.
  - download copies of monthly bank and PayPal statements
- Make a monthly (or quarterly, at the discretion of the co-presidents) treasurer's report to the Guild. Two reporting options:
  - in person at a board or business meeting to be included in the minutes
  - or by email to be recorded and published in the Newsletter.
- Pay meeting space rent in a timely manner. Rent may be paid monthly, quarterly, or half-yearly at the discretion the treasurer.
  - As of 2019 rent for the current meeting space is \$30/hr @ 5 hrs/mo + \$20/mo storage fee. Note there will be a rent increase in May of 2020. New rate TBD.

- Payable to: Saint Andrews Lutheran Church, 11555 National Blvd, Los Angeles, CA 900064. Attention: Jocelyn O'Neill, Saint Andrews Office Administrator. St. Andrews office phone: 310-477-0257 email: [office@standrews-wla.org](mailto:office@standrews-wla.org) Jocelyn's boss: Pastor Caleb, [pastor@standrews-wla.org](mailto:pastor@standrews-wla.org)
- Confirm with workshop coordinator regarding space reserved for workshops in addition to the regular meeting hours. Issue payment for those workshop hours. Workshop rental fees to be recorded in workshop budget category, not operations.
- Coordinate and pay annual insurance with Southern California Handweavers Guild.
- Contribute one article to the Guild Newsletter during the year.
- Assist with recruiting nominees for board and committee positions for the upcoming year.

## MEMBER AT LARGE

### From the bylaws:

#### 5.06 Members at Large

The duties of the Members at Large shall be to serve as a liaison to the General Membership, participate in the Annual Financial Review well as other duties specific to the Guild that are detailed in the Greater Los Angeles Spinning Guild Policies and Procedures document.

The terms of the Members at Large shall be one year. Additional terms may be served if the current Member at Large is willing and is accepted by a vote of the membership.

### General duties of the Member at Large:

- Is a member of the board, but not an officer of the Guild.
- The term of a Member at Large shall be one year. Additional terms may be served if willing.
- Serve on the board as a representative of the general membership.
- Offer opinions and ideas at board meetings.
- Vote on motions presented at board meetings.
- \*new in 2019\* Conduct the annual review of financial records, including financial statements, bank statements, check registers, tax returns and any supporting documentation deemed necessary. Confirm expenditures compliant with planned budget and board approval. The review serves as a checks and balances system and holds the officers accountable to the general membership. Review to be held in November, after the fiscal year end.
- Serve on an as needed basis/support to the standing committees. Help proactively.
- If requested, assist the co-presidents if a committee chair is vacated during the year until a permanent replacement is found.
- Help foster a welcoming environment to members new and old, and any visitors.

- Contribute one article to the Guild Newsletter during the year.
- Lead the monthly meeting if no officers are present.
- Assist with recruiting nominees for board and committee positions for the upcoming year.

## STANDING COMMITTEES-

### MEMBERSHIP-

- Maintain membership directory and mail chimp account. The mail chimp account is also used by the Secretary, Newsletter Editor, and Workshop coordinator.
- Ensure contact information for members is up to date.
- Put out a sign-in sheet and name tags prior to start of monthly meetings. The sign in sheet is the membership roster. By signing in at a meeting, the member acknowledges their contact and email information are correct.
- The log used as sign in sheet will be the most current roster listing of paid members. Those not current with dues to be removed from the log.
- Put out a visitor and/or guest sign in sheet at each meeting.
- Put out membership renewal forms at each meeting.
- Keep a log of past or lapsed members with their contact information.
- Send a "we want you back" email to lapsed and former members.
- Record payments of annual dues for all members. Submit any cash or checks received at meetings to the treasurer (or incoming co-president if treasurer not in attendance).
- Send email reminder beginning Oct 1 for upcoming year's dues. Payment for the upcoming year due Nov 1 (start of fiscal year). Include a PayPal button to simplify collections.
- Send invitation to join to website mailing list.
- Send quarterly updated email list (digital sign in sheet ok) to co-presidents for reference.
- Submit regular membership count (minimum quarterly, preferred monthly). Two reporting options: verbally at the general business meeting or via email to Guild officers and Newsletter Editor.

### NEWSLETTER EDITOR-

- Prepare and publish the monthly Newsletter minimum one week prior to the meeting.
- Essential: include minutes in the Newsletter as part of the official records of the Guild. Request from secretary if necessary.
- Include membership application in every Newsletter.

- Schedule and collect contributing articles from co-presidents or board members. Send a reminder allowing for enough time to write and submit.
- Include roster of board and standing committee chairs and appointments in each Newsletter.
- Take photos of (or glean from social media) Show and Share, programs and workshops
- Add any additional articles, links, points of interest found online or submitted by Guild members. Request contributing articles from standing committee chairs if they are willing
- members.
- Include schedule of upcoming guest vendors
- Free advertising in the Newsletter to Guild members
- Confirm with membership chair that email addresses are up to date. Using MailChimp account since 2017 for email distributions.

## OUTREACH COORDINATOR-

- Main liaison for the Guild with other organizations via email and phone calls
- Contact other organizations to promote demonstrations of spinning at their locations
  - Verify pertinent information:
    - Date/time, Location, Parking, Entrance fees
    - What to bring (e.g. chairs, food)
    - Number of volunteers in the booth
  - Confirm with volunteers prior to the agreed upon date/time
  - Prepare printed materials promoting the Guild to be at each event
  - Prepare easy to spin spindle/fiber kits to be at each event
  - Arrange for shade pavilion or chairs at event if needed
- Promote event for Guild members to volunteer
  - Encourage every member to demo at least once per year
  - Encourage both new and experienced spinners to volunteer to demo
  - Post info about event on Social Media to encourage participation
    - Ravelry
    - FaceBook
    - Eblasts
  - Direct phone calls to members
- Create sign-up sheet for event for demo volunteers
- Send reminders to demo volunteers with event info:
  - Map/directions
  - Parking info
  - Public transportation options?
  - Food available for purchase?
- Research opportunities to promote Guild throughout the region

- Keep members informed of upcoming outreach events:
  - Newsletter
  - Social Media
  - Announcements at meetings
- Coordinate recap of outreach events from those volunteering at demo for recordkeeping/promotion of Guild
  - Send recap to Newsletter Editor
  - Photos from the event

## PROGRAMS-

- 1 ½ hours for program instruction / activity allotted at each monthly meeting.
- Coordinate the program instructors and schedule for the year. Typically, 8 programs needed. See operations calendar.
- Programs generally not required during workshop weekends. Workshop instructor usually requested to present a lecture in addition to classes. Coordinate with workshop coordinator which month(s) are a designated workshop meeting.
- Program not required at Guild Open House meeting (traditionally June)
- Program not required in December due to Holiday Party.
- Lead at least one program during the year.
- Arrange for substitutions as necessary.
- Approve program expenditures up to \$50. Advise instructors any expenditures over \$50 must be pre-approved by the incoming co-treasurer. Receipts must be submitted to treasurer for reimbursement.
- If there is a Spin-A-Long, a program may be dedicated to a Show and Share. Typically held in October, after the election meeting.
- If there are enough Study Group results at the end of the year, a program may be dedicated to a Show and Share.
- A Guild dye day may be substituted for a program or the entire monthly meeting. Coordinate with the Outgoing Co-President for this type of event. Arrange location and clean-up / disposal of leftover dyes and water. Care must be taken that no damage occurs at the hosting site.

## SOCIAL MEDIA

- Chair committee
- Administer Social Media Pages/Groups including
- Take photos and post of Show and Share, programs and workshops
- Review Posts
- Approve or reject membership
- Be Supportive (choosing "like" on pictures, etc.
- Answer questions
- Update information pages
- Create monthly "What Have You Been Spinning" Post
- Change banner pictures etc.
- Work with Newsletter Editor and Web Master
- Check on Twitter hashtags

Pages Include:

- GLASG Facebook Page <https://www.facebook.com/glasghome/>
- GLASG Spinners Facebook Page <https://www.facebook.com/groups/1105113572849537/>

- GLASG – Buy Sell, Trade Facebook Page  
<https://www.facebook.com/groups/1619731378293167/>
- GLASG – Ravelry Group <https://www.ravelry.com/groups/glasg>

## WEBMASTER-

- Maintain the Guild website.
- Arrange payment for hosting fees and domain name registration. Go-Daddy domain name registration due in mid-March. <https://www.godaddy.com/>
- Coordinate with Jen Goodie [jengoodie@att.net](mailto:jengoodie@att.net) As of March 2019 she is hosting the website on her server.
- Build / improve website functionality. Make suggestions to the board for improvements.
- Keep website information current. Coordinate information with Programs, Workshop, Events, and Outreach chairs.
- Coordinate with the Secretary, Programs, and Workshop chairs to optimize usage of the mailing list. Following are the intended purposes for this list:
  - Get new people and lapsed members to show up to meetings
  - Promote events – i.e. come see us at our booth, demo at Yarn Crawl, etc.
  - Promote workshops when we are not sold out and need to fill seats
  - Membership renewal reminders
  - Messages that we want to get out to a larger audience than just members
- Maintain Guild emails associated with the website. (Jen Goodie has the list and the log ins)

## WORKSHOPS-

- Currently (2019) this chair has overlapping terms of service. The chair coordinates the current year workshops. The following year chair serves as a committee member during the current year to learn best practices and give assistance to the chair and begins the search for instructors.
- Seek out and arrange for two workshop instructors for the year. Due to scheduling challenges, it may be necessary to book a year, often farther in advance.
- As necessary, present options to the board or to the Guild for selection. Both methods have been used in the past.
- Once the instructor is calendared, request class listings, hospitality needs, class size limits.
- Coordinate with Incoming Co-President and Board the class selections. You or the Board may choose to conduct a survey before selecting classes.
- Coordinate with the Incoming Co-President workshop location needs. Saint Andrews Lutheran Church may be reserved with sufficient notice for Friday and Saturday classes (best pricing option).
- Search for and arrange for Sunday class location. Coordinate with past chairs for a listing of locations previously used.



- Create a budget of all costs including transportation and hotel, instructor fees, supplies, meals, location reservations, parking, and workshop lunches, PayPal fees. Best practices include adding minimum 5-6% pad to all costs; classes priced at 65% student fill rate. In the past, not all seats have filled resulting in financial cost to the Guild.
- Pricing goals: to completely cover all workshop costs and create surplus to add to the Guild finances.
- Workshops typically (but not required) to be three-day events. Some have been one day only, some two days, some four days. At the discretion of the workshop coordinator and the Board, based on instructor availability, member interest and budgetary concerns.

## STANDING APPOINTMENTS

### EQUIPMENT COORDINATOR

- Collect \$25 deposit, signed liability waiver, and contact information from each member who is checking out equipment.
- Create additional liability waivers if no blank ones are left. (May need to photoshop and clean up a copy)
- Send reminders for returns.
- Keep a waiting list if necessary.
- Track location of Guild equipment, including all fiber prep items, projector, and additional like items which may be purchased.
- Keep a log of who has what, when it was checked out and when it was returned.
- Regularly review equipment condition. Make arrangements for repairs and parts replacements as necessary.
- Inspect returning equipment and parts to confirm complete and no damages. If damage has occurred, make a note with the member and bring to the attention of the Incoming Co-President. The Co-President will address financial responsibility with the responsible Guild member.
- If there is no space in the closet to store items (drum carders are difficult to fit on the shelves) take them home and bring back to meeting the following month. Ensure they are not left lying about at the close of the meeting. Note: storage space in the closet is very limited and all the Guild equipment will not fit.

### EVENTS-

- Act as the minister of FUN!!!!
- Coordinate the Holiday Party
- \*new\* 2019 Coordinate a World Wide Spin in Public Day picnic (held in September). Confirm with Incoming Co-President if there is any budget available from the Guild.

- Coordinate with Hospitality potluck lunch sign ups for workshop weekends
- Captain the Guild Tour de Fleece team, or appoint a captain from the membership.
- Coordinate the Guild camping retreat or appoint a committee to arrange
- Coordinate special Guild projects, such as the lanyard and bunting flag projects

## GUEST VENDOR COORDINATOR-

- Arrange for guest vendors at Guild meetings during the year. Give current Guild members who have businesses the opportunity to vend.
- Not required to have a vendor every month, but at least once per quarter. More frequent is ok 😊
- No vendors on workshop weekends unless approved by the workshop coordinator.
- No vendor at the holiday party.
- Encourage guest vendors to donate a raffle item in support of the Guild in exchange for the opportunity to sell directly to members at a meeting
- Submit vendor schedule to Newsletter, Website, and Social Media chairs for publication to members. Advise co-presidents of schedule.

## HOSPITALITY-

- Historically the hospitality coordinator has been caretaker of the coffee machine and supplies. Replenish supplies as needed. Request expense approval from incoming co-president before making purchases. Turn in receipts to co-president or treasurer for reimbursement.
- If no space available on the storage shelf, take the bin(s) home and bring to each meeting.
- Due to pest issues, Saint Andrews Lutheran Church requires no food to remain in the building, including sweeteners, creamers, coffee, etc.
- Saint Andrews Lutheran Church prohibits alcohol use on their premises.
- Set out paper goods, coffee, tea, etc at meetings. Assist with cleaning the kitchen at the end of the meeting schedule. Ensure the kitchen trash is emptied.
- Coordinate potluck lunches for workshop meetings and holiday party. Coordinate efforts with Events.
- Consider other actions to expand this role. Welcome members, guests, acknowledge personal events (if known, ie birthdays, weddings, births, etc)

## LIBRARIAN

- Keep track of all items that are checked in or out by using the card file box that contains each item we have. Call members if items are not returned.
- Keep an inventory of all magazines, books, DVD's and more that GLASG has and offer these to the members at each meeting.

- As appropriate, display a selection of library items at meetings to increase utilization and circulation of the resources.
- Appoint another member to take over if you are unable to attend a meeting.
- If new items are donated, attach a pocket jacket and record the items info on to one of the cards in the file box. (there are pocket jackets in the library) Additional pocket jackets may be purchased from Demco  
<https://www.demco.com/products/library-supplies>
- Make suggestions of additions to the library. Upon approval from the presidents or board, make the purchase and install the item(s) into the library as noted above.
- Update the library of the GLASG Librarian persona on Ravelry with the Guild's current library holdings. This is to replace Library Thing listings. Many of the books and magazines noted on Library Thing have been liquidated.

## MENTORING COORDINATOR-

- New position in 2019
- Coordinate topics and coaches for new spinners looking to build their skills
- Match experienced spinners with new spinners for small group coaching sessions before or after meetings
- Sit next to or offer encouragement and/or assistance to new spinners

## RAFFLE-

- Set up raffle tables prior to monthly meetings in which a raffle will be held (generally all meetings except those at which a visiting instructor is presenting)
- Maintain raffle supplies
- Solicit donations of raffle items by encouraging raffle winners to make in-kind donations based on their winnings
- Sell raffle tickets (2 for \$1.00) during meetings
- Coordinate with Incoming co-president for special raffle pricing.
- Draw and announce winning tickets for each item
- Record raffle proceeds in log for purposes of record-keeping and give collected proceeds to Treasurer, President, or Vice President (depending upon who is present).
- Keep \$20 cash in small bills to make change at the next meeting.