

# WARPED WEAVERS GUILD

## STANDARD OPERATING PROCEDURES AS OF 2019

### **Membership**

Any person who has an interest in weaving, spinning or a fiber related activity regardless of skill level or experience is welcome. Because the guild is small and supportive of each member's interests and level of expertise, each member is expected to participate in some way for the benefit of the guild. This involves volunteering for leadership roles, guild operating functions, programs, community demonstrations, shared samples etc.; the result being a comfort zone to share our mutual interest in fiber related activities without burden on any members.

Tolerance and civility are valued and expected from our members.

### **Leadership**

Two co-chairs, secretary, treasurer, librarian(s), newsletter editor, MAFA representative.

### **Meetings**

Guild meeting: Fourth Sunday of month, except December at 2:30 p.m.

Study Group meeting: Second Monday of month at 10:00 a.m.

Spinning and Crafting meeting: Third Monday of month at 10:00 a.m.

All groups meet at the First Presbyterian Church, 224 North Main St., Bel Air, MD

The Guild meeting is presided over by one of the co-chairs and include program, announcements and guild business, treasurer's and librarian's reports, show and tell.

### **Dues**

Dues are currently \$20.00 and are due at the May meeting for the following year. We have been flexible about also receiving dues in September. After the September meeting, the Treasurer gives the membership info to the newsletter editor so a membership list can be included in the October newsletter.

### **Guild Library**

Keys are held by a few members to allow access at meeting days.

This collection consists of donated volumes and material purchased using a share of the funds earned by guild members at the State Fair demonstrations

### **Program**

The Guild offers a program at each meeting. These programs may be volunteered by members or contracted with a paid speaker. Members will sign up in May to either offer their program in the coming year or look into booking a speaker for the coming year. Payment for these programs has been agreed to come from the income earned at the State Fair demos.

The ceiling mounted projector in the Guild's usual meeting room may be used. The Guild also has a portable projector. There is also a wall mounted screen.

### **Guild Challenge**

Annually, co-chairs announce a Challenge project to be completed by May. These Challenge completions are enjoyed in a Show and Tell format.

### **Auctions**

Members participate in an auction of items brought to the designated meeting once or twice a year. The funds raised at these auctions may be included in discretionary expenses depending on the need for these funds to pay fixed expenses of Church rent, PO Box, and MAFA dues.

### **Gift Exchange**

Guild members participate in a gift exchange in February - "bring a gift; get a gift" handmade items valued at under \$15.

### **Minutes - Guild Meeting/Study Group**

Minutes need to be sent to the newsletter editor in time for inclusion

### **Email Member List**

Current email addresses of members, updated as necessary at the time of dues renewals, will be published for members use.

**MAFA Representative**

The Mid Atlantic Fiber Association representative keeps the guild members informed about MAFA activities and represents the Warped Weavers at MAFA sessions

**Newsletter: Reed It Now/Samples**

The Warped Weavers Guild newsletter is created monthly by the newsletter editor with minutes submitted to her from Study Group and Guild meetings. A sample of a fiber project is included in the newsletter mailing. Members sign up to participate in May. Newsletters are sent to guild members in good standing as per dues payment information from the treasurer.

**Website/Facebook**

The Warped Weavers website has a calendar of activities and access to the newsletter. The Warped Weavers Facebook page is used for meeting notifications and current guild activities.

**Post Office Box**

The Warped Weavers address is: P.O. Box 375, Fallston, MD 21047

The post office box is checked monthly and mail is distributed to the appropriate guild members

**Additional Activities**

Warped Weavers at the Harford County Public Libraries – Month of October

Warped Weavers at the Maryland State Fair – End of August, beginning of September