

Vereins Quilt Guild

Outline for Annual Report of Officers and Committee Chairs

Position: Newsletter Editor

Your Name: Cynthia Laurent-Conner

Dates Held: 2015-2016

1. Activities

- a. List the main activities and events of the term, including dates where appropriate.

Main function is to produce a monthly newsletter. It is currently 12 pages – you can add or delete as necessary. Since it is booklet format – you must do this in increments of 4 pages.

Send PDF to Webmaster

Send PDF to printer to make copies for mail recipients + 10 extra
Booklet format, Double sided, B&W, 20# paper.

Include names and addresses of all non-Guild contacts made.

Dietel Printing – that is who I used. Up to the News Editor
Mailed from Busy Bee Texas as they are cheaper than P.O.

At the guild meetings, collect the Treasure Chest donations list – input this into the upcoming newsletter. Also collect the “Show & Share” forms to input in to the upcoming newsletter.

By the news deadline, you should receive:

an article from the President,

Programs update from V.P.,

Board & guild meeting minutes from Secretary

any changes to the roster from membership along with birthdays for upcoming month and info on who won Birthday gift cert, # of members at meeting, guest, # of guild members.

You will receive a treasurer report each month for input.

Reports from committee chairpersons

You can design the newsletter any way you want to. We always included info on CPS and other charity organizations, any information from different committees.

When space permits, you can list the Bees.

- b. Describe any revisions made to Guild Policies & Procedures during the term.

News Editor does not have to keep copies as they are on the website.

- c. Identify major problems encountered.

Only problem is getting everyone to stick with the deadline.

- d. Provide copy of any forms used.

I used Microsoft Publisher, which I purchased for myself.

2. **Income and Expenses** -- Identify sources and amounts, summarizing as needed.

Income -- duty of the News Editor to collect the advertising money and turn it in to the Treasurer at meetings. News Editor must enter the ad in the newsletter and keep track of the length of time person/business is advertising for.

Expenses -- Printing newsletters, stamps, labels & mailing sealers. Printing and stamps run about \$50 - \$60/ month for 35 newsletters.
Labels and mail sealers run about \$50 - \$60 for the year.

3. **Property** – Provide an inventory of items belonging to this position.
None

4. **Resources** -- Identify people, Guild members and others, who supported the efforts of this position.
Monthly reports submitted by the board and committee members, chairpersons and advertisers.

Recommendations – Suggest possible solutions to problems encountered.
Maybe send out an email one week before deadline.