

MPQG Board Planning Calendar 2024-2025

<u>Month</u>	<u>Task</u>	<u>Responsibility</u>
Monthly	<p>★General Membership Meetings – first Monday of month 2024 9/9 second; 10/7; 11/4; 12/9 second 2025 1/6, 2/3, 3/3, 4/7, 6/2, 7/7, 8/4</p> <p>★Workshops – 2024 Nov 9-10 in person; 2025 Feb 8 in person; June 7 ZOOM</p> <p>★Quilt Show – May 2,3,4, 2025</p> <p>Board Deadlines</p> <p>★16th of month - website and newsletter articles due to Communications</p> <p>★16th of month - Board Reports & Request for Action to each Board member for review</p> <p>★20th of month - Forward Final Board Reports, and Request for Action to Secretary, who will generate Board meeting agenda</p> <p>★Board Meetings 2024-2025 - last Monday of month 2024 9/30, 10/28, 11/25, no December meeting 2025 1/27, 2/24, 3/31, 4/28, 5/26?, 6/30</p>	<p>Communication Board Secretary</p>
August 2024	<p>Board Meeting / Turn-over meeting August 26, 2024</p> <ul style="list-style-type: none"> • Membership re-enrollment continues • Challenge Quilts at Fair • Approve Budget for fiscal year beginning September 1 • Bill Advertisers for annual renewals • Close Books for fiscal year ending August 31 • Pay Guild insurance - State Farm • Updates and announcements to Communication the 16th of month 	<p>Membership Activities Treasurer, Board Vice President Treasurer Treasurer All; Communication</p>

<p>September 2024</p>	<p><u>Meeting:</u> Speaker: Sue Bianchi Start UFO New Member welcome preceding meeting Recognition of New Leadership and Presentation of gift certificates to outgoing Board Return Challenge Quilts to members</p> <ul style="list-style-type: none"> • Fiscal year begins September 1 - membership drive • Call for Community Grant Requests due December 31 • Recruit Quilt Show committee chairs • Web site changes due to web manager for specific area • Updates and announcements to Communications the 15th of month • IRS and State filing by end of the month:990-N, 199N e-post card • Statement of Information filing (even # years) SI-100 • Charity Registration filing: RRF-1 and CT-TR-1 • Raffle Registration: CT-NRP-1 	<p>Programs Activities Membership President Activities</p> <p>Membership Vice President Quilt Show All; Communication All; Communication Treasurer Treasurer Treasurer Treasurer</p>
<p>October 2024</p>	<p><u>Meeting:</u> Jody Alexander - <i>Lecture in-person</i> Membership renewals received by end of October? will be included in future email communications and Member Directory Call for Community Grant Requests due December 31 Call for suggestions for a Winter Social and Fundraiser Recruit for Quilt Show Committee Chairs</p> <ul style="list-style-type: none"> • Planning for Winter Social and Fundraiser • Long lead media mailing for Quilt Show • Reserve space for quilt display - Monterey and PG Libraries • Publish Quilt Show Entry Forms in newsletters November - March • Updates and announcements to Communication the 16th of month 	<p>Programs Membership</p> <p>Vice President Community Outreach Quilt Show</p> <p>Community Outreach/Activities Quilt Show, Publicity Quilt Show Quilt Show / Communication All; Communication</p>
<p>November 2024</p>	<p><u>Meeting:</u> Libby Williamson - <i>Lecture ZOOM</i> <i>Workshop - in person</i></p> <ul style="list-style-type: none"> • Call for Community Grant Requests due December 31 • Planning continues for Winter Social and Fundraiser • Publish Quilt Show Entry Forms in newsletters November - March • Updates and announcements to Communication the 16th of month 	<p>Programs</p> <p>Vice President Community Outreach/Activities Quilt Show / Communication All; Communication</p>

December 2024	<p><u>Meeting:</u> Annual Winter Social and Fundraiser (no lecture)</p> <p><i>No Board meeting</i></p> <ul style="list-style-type: none"> • Publish Quilt Show Entry Forms in newsletter November to March • Updates and announcements to Communication the 16th of month 	<p>Community Outreach</p> <p>Quilt Show Quilt Show / Communication All; Communication</p>
January 2025	<p><u>Meeting:</u> Kelly Ashton - <i>Lecture - ZOOM</i></p> <ul style="list-style-type: none"> • Review Community Grant Requests • Finalize MPQG Grant Awards (proceeds from Winter Social and Fundraiser) • Publish Quilt Show Entry Forms in newsletter November to March • Quilt Show committee members meeting • Updates and announcements to Communication the 16th of month • Raffle report to State for Holiday Raffle: CT-NRP-2 	<p>Programs</p> <p>Vice President Vice President Quilt Show / Communication Quilt Show Chair All; Communication Treasurer</p>
February 2025	<p><u>Meeting:</u> Marge Tucker - <i>Lecture - ZOOM</i> Announce Challenge Quilt them</p> <p>Workshop in-person</p> <ul style="list-style-type: none"> • Announce Grant recipients at General Meeting, in <i>Pines & Needles</i>, and on website • Call for Quilt Show entries • Publish Quilt Show Entry Forms in newsletter November to March • Quilt Show entry deadline: March 3, 2025 • Call for quilts for Monterey Library display • Updates and announcements to Communication the 16th of month 	<p>Programs Activites</p> <p>Programs/Workshops</p> <p>Vice President Quilt Show Quilt Show / Communication Quilt Show Quilt Show All; Communication</p>
March 2025	<p><u>Meeting:</u> Pati Fried - <i>Lecture - in-person</i> Quilt Show Entries due at general meeting Quilt Show volunteers sign ups</p> <ul style="list-style-type: none"> • Call for Volunteers for Quilt Show • Preview Quilt Show Entries and design Quilt Show • Updates and announcements to Communication the 16th of month 	<p>Programs Quilt Show Quilt Show Volunteer Coordinator</p> <p>Quilt Show Quilt Show All; Communication</p>

<p>April 2025</p>	<p><u>Meeting:</u> Sarah Goer - in-person Quilt Show volunteer sign ups</p> <ul style="list-style-type: none"> • Call for volunteers for Quilt Show staffing • Preview Quilt Show entries and design Quilt Show • Quilt Show committee members meeting • Set-up Monterey Library Display Date TBD • Updates and announcements to Communications the 16th of month 	<p>Programs Quilt Show</p> <p>Quilt Show Quilt Show Quilt Show Quilt Show All; Communications</p>
<p>May 2025</p>	<p><u>Meeting:</u> NO GENERAL MEETING!</p> <p>Quilt Show held during Good Old Days Celebration, May 2,3,4 2025</p> <ul style="list-style-type: none"> • Take down Monterey Library display Date TBD • Updates and announcements to Communication the 16th of month • Sales tax to be paid from Fabric Sale at Quilt Show 	<p>All Hands on Deck</p> <p>Quilt Show All; Communication Treasurer</p>
<p>June 2025</p>	<p><u>Meeting:</u> TBA Exhibit Quilt Show Viewer's Choice winners at the general meeting</p> <ul style="list-style-type: none"> • Board evaluation of organization assignments and potential volunteers • Update volunteer forms with member survey, optional • Conduct Quilt Show review; prepare recap with recommendations; present to Board • Develop nominations for MPQG Executive Board and Standing Coordinators • Call for volunteers for MPQG Supporting Committees • Next fiscal year budget proposals due to Treasurer • Review and finalize membership dues for following fiscal year • Finalize General Meeting Calendar for next fiscal year beginning September • Call for volunteers for Monterey County Fair (Aug/Sept 2025) • Updates and announcements to Communication the 16th of month 	<p>Programs</p> <p>Board Board Quilt Show Vice President Vice President Treasurer, Board Membership, Board Programs Activities All; Communication</p>
<p>July 2025</p>	<p><u>Meeting:</u> Sponsor Showcase & tba</p> <ul style="list-style-type: none"> • Membership re-enrollment begins • Continue volunteer signups for Monterey County Fair (Aug/Sept 2025) • Presentation of slate of officers at July meeting, via email blast, in Pines & Needles, and on website 10 days prior to meeting • Post Office Box rental fee due • Updates and announcements to Communication by the 16th of month 	<p>Programs</p> <p>Membership Activities Vice President</p> <p>Treasurer, Board All; Communications</p>

<p>August 2025</p>	<p><u>Meeting:</u> Speaker TBA Elections held at meeting Challenge Quilts collected at general meeting Continue volunteer signups for Monterey County Fair (Aug/Sept 2025)</p> <ul style="list-style-type: none"> • Membership re-enrollment continues • Challenge Quilts at Fair • Approve Budget for fiscal year beginning September 1 • MPQG Board Orientation and Turnover meeting, Aug 25, 2025 • Bill Advertisers for annual renewals • Close Books for fiscal year ending August 31 • Pay Guild insurance - State Farm • Updates and announcements to Communication the 16th of month 	<p>Programs President / Secretary Activities Activities</p> <p>Membership Activities Treasurer, Board All (out-going and in-coming) Vice President Treasurer Treasurer All; Communication</p>
------------------------	---	---