



## Getaway Committee

The Getaway Chair is responsible for forming a committee to organize a quilting seminar for NEORQC members. The committee should consist of a chairperson and members from multiple guilds. The goal for the committee is to break even on the seminar.

Duties should be divided among the committee to secure a location, select teachers and classes and a theme.

The chairperson is responsible for creating a seminar budget and proposal for presentation to the board at the May board meeting. The seminar budget is then incorporated into the NEORQC operating budget upon approval.

When selecting a site, consideration should be given to locations within the NEORQC general area, size and number of classrooms needed. Contracts with the facility must be signed by the NEORQC President. The chairperson cannot sign the contract alone or commit NEORQC to any financial obligations. A cancellation clause should be in the contract without any financial obligation on the part of NEORQC. Any hotel amenities received in consideration of booking their facility cannot be used by committee chairpersons or other NEORQC members as a benefit. Selection of seminar dates should be based on historical data and previous seminar evaluation responses.

Teacher contracts must be signed by the NEORQC President and teacher with a copy provided to the treasurer. All teaching proposals submitted for consideration must include a photograph and if selected by the committee be presented at the June General Meeting. Registration packets must be ready for distribution by August 1. One registration packet will be provided to each member guild. The information is to be posted on the website after August 1.

Additional dates to consider: Class cancellation – notify teachers of cancellation; Teacher supply list due dates; Dates for supply lists to participants; Final payment due date; Final details for hotel.

A registrar should be appointed to work in conjunction with the treasurer to maintain a checks and balance with the registration fees. The registrar and current treasurer should work together in opening registrations and in recording receipts. Member registration will start after registration packets are available – September 1. Consideration for classes will be given to NEORQC members first and then to non-NEORQC individuals. An additional non-NEORQC registration fee should be charged.

Refunds are handled on a case-by-case basis minus the \$50 non-refundable registration fee. No refunds will be issued after the designated cut-off date.

Event cancellation will be based on the number of registrations and will be the responsibility of the board. Cancellation of the event should not result in any financial obligation for NEORQC.

Donations from commercial vendors should be solicited at both beginning and end of year. Thank you notes should be sent to each donor.

Seminar activities to be considered by the committee.

If vendors are selected, the selection will be from the NEORQC member shops. Shops are chosen by a drawing and cannot vend for more than 2 consecutive years in a row.

Teachers may vend in their class, but security of all materials is the responsibility of the teacher.

All information distributed from quilt shops should be from NEORQC member shops.

Evaluation responses should be compiled for the committee and discussed at the next board meeting.

The final report on the Getaway expenses and disbursements is to be compiled and presented at the March General Meeting.

The president shall act as an advisor to the committee on an as-needed basis in the position of de facto member of the committee. The chair must provide a copy of the minutes of all the committee's activities between board meetings. This should be sent at least two weeks before the board meetings in February, May, and September. The president is to be copied on all meeting minutes, electronically if possible.