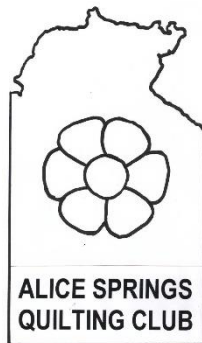


Alice Springs Quilting Club Inc

Handbook



Edition 6

Reviewed by

Pam Collier

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This handbook is a guide only and should be read in conjunction with the Alice Springs Quilting Club Constitution. In the event of a discrepancy between the 2 documents, the Constitution will prevail.

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HISTORY OF ALICE SPRINGS QUILTING CLUB INC

In 1981, Kaye Reust and Constance Price, two American quilt makers, organised the first meeting of patchwork and quilting enthusiasts at the Community College (on the site of the now-demolished Anzac Hill High School) in March 1981. Eight women (Kaye Reust, Constance Price, Diane Ahlport, Celine Dickson, Lia Hoffmann, Minna Sitzler, Valerie Parker and Sharon Bibb) attended this meeting and formed the Alice Springs Quilting Club (ASQC). Regular meetings continued in the Alice Springs Town Library.

In July 1981, the first quilts were entered into the Alice Springs Show, and in December 1981 the first exhibition of quilts was displayed in the town library meeting room, a small display by enthusiastic members. Since then, it has become an annual and popular event. The final exhibition held at the town library was in December 1983 when 23 members, the majority beginner quilters, contributed 61 items to the Quilting Exhibition.

From 1984, the monthly meetings were held at OLSH (Bath St) Resource Centre, and in 1993 the meetings moved to the Alice Springs Masonic Lodge Hall. The Araluen Arts Centre opened in 1984 and the ASQC annual exhibition was held in one of their galleries and has been held there ever since.

Over the years membership of the club has grown, reaching 82 members in 1999.

The style and techniques of quilting have been changing over the years. The focus of the first quilts was on traditional hand quilting. Later, it shifted to more modern designs, which combine traditional patterns with newer quilting techniques. Current members use new technologies like computerised pattern designs, computerised sewing machines and commercial quilting machines.

Club workshops are held regularly for members to share their knowledge and expertise. Notable visiting experts have also held workshops for the Club.

In 2000 the ASQC formed an ad hoc committee, under the leadership of Julie Heller (a club member of long standing) to record the club history from inception to present. Since that time, the task of maintaining the club's history has been a duty of the Publicity Officer.

HONORARY LIFE MEMBERS

Kaye and Neal Reust	1996 – Inducted at Exhibition
Lynn Scarce	2002 – Inducted at Club Birthday
Jean Gooding	2006 – Inducted at 25 th Anniversary
Julie Heller	2016 – Inducted at 35 th Anniversary
Barb McIlvain	2016 – Inducted at 35 th Anniversary

HANDBOOK

The first ASQC handbook was compiled by Lyn Scarce in 1993. Titled 'Snacks and Snippets', it consisted of original patchwork designs by ASQC members, helpful hints and food recipes.

2000 editors: Carol Barnes, Jean Gooding.

2001/2002: update editors: Debbie Yohman, Mary McCarthy, Gina Green.

2005/6: following implementation of NT Associations Act. Editors: Wendy Collits, Margaret Gaff and Jan Millington

2012-2013 Reviewed by Kathryn Lelliott, Barb McIlvain, Wendy Collits

2021 Revised by Sharon Everett, Julie Ross, Pam Collier

CLUB BADGE

The first club badge was designed by (Life Member) Lynne Scarce in a competition run by the club in 1986. It consisted of a feathered circle quilting design with a grid background holding the ASQC letterhead logo, complete with sewing needle designed by club member Susan Pemble.

The winning badge design from the 2000 competition was by Maureen Fuss. This new design also became our club logo. It features a six petal Desert Rose over the position of Alice Springs on a map of the N.T.

For the club's 30th anniversary in 2011 the executive decided to award long term members with a special badge for the occasion. These service badges were awarded for the following:

On attaining 10 years of membership – Ochre badge

On attaining 20 years of membership – Blue badge

On attaining 30 years of membership – White badge

Subsequently, the Executive decided to award individual badges on attaining 40 years of membership.

PHOTO ALBUMS

Photograph albums of exhibition items in the past years of the club are maintained in the club library. These present a wonderful opportunity for members to relive the past and see how they have grown technically as well as to be inspired to create new quilts.

GOALS OF ASQC

- To share the enjoyment of patchwork, piecing and quilting
- To promote and exchange ideas among those interested in or engaged in the quilting process
- To share and demonstrate methods and techniques of creative quilting and to inspire personal achievements
- To work in harmony with other organisations
- To operate as a 'not for profit' association

CONSTITUTION

ASQC is governed by its Constitution as per the Associations Act 2003 NT. Changes to the Constitution can be made at the A.G.M. or a Special General Meeting convened solely for the purpose. The Constitution outlines the correct procedure for this.

MEMBERSHIP

Name and address listing

The name and address list of ASQC members, both postal and residential, is maintained by the Secretary. The Executive Committee members will ensure this list is not made available for commercial interests.

Problems/queries

If you have a Club-related query, feel free to approach and talk with any member of the Executive Committee who will endeavour to resolve your query.

Grievance and Disputes

The Constitution outlines the procedures for handling problems that may arise within the club between one member and another or a member and the committee.

Note: See Constitution, PART 8 – Grievance and Disputes, Section 56

Life Members

An honorary life member shall be nominated by a club member who submits, in writing, the name and recommendation, to the Executive. The President will appoint an ad hoc committee of three to investigate the nominee within two months at which time they are to notify the Executive of their findings. If recommended, the general membership will be required to vote. This will be a secret ballot distributed through the newsletter in the normal manner, or an alternative method that maintains anonymity, e.g., directly into a voting box or in an unmarked envelope to a returning officer. An Executive Committee member will be designated to act as returning officer.

Sixty seven percent (67%) of the club's current members must vote YES for the nomination to be confirmed.

Qualifications for life membership, as per the Constitution, are:

1. long term active involvement within the club
2. well respected by members and
3. contributed significantly to the club

Joining Fee

The joining fee is \$5 which entitles the new member to a club badge.

The joining fee is paid as an extra, on top of the membership fee, when people join the club. It is not paid by members who renew their membership each year within the time limit.

Membership Fee

Annual membership fee is determined by the club at an AGM. Membership costs for new members who join after 1st June each year are joining fee plus 50% of the annual membership fee.

Annual membership fees are due by the January meeting. You are not eligible to vote at the AGM if you are not a current financial member.

Any membership fees not paid by the end of February means that your membership will lapse and you, therefore, must pay to join the club as a new member.

A membership form needs to be completed each year and it is your responsibility to notify the Secretary in writing of any change of address details during the year.

Membership fees are notified to members each year.

Definitions of types of membership available

a) Ordinary Membership

Membership is open to all people interested in the objects and purposes of Alice Springs Quilting Club. See the Constitution for information about applications for membership. Special qualifications apply for Junior Membership and Distance Membership.

b) Junior Membership

A junior Member is defined as age 7 to 17 years, with a family member belonging to the club or with a club member acting as sponsor. If a junior member is unknown to the club membership, a volunteer member will be sought.

Junior membership fee entitles them to
use the library with their club sponsor's approval and assistance,
use of the club's equipment,
a copy of the handbook,
purchase a club badge,
exhibit in the Junior section of the annual Exhibition upon payment of suitable fees,
take children's workshops and suitable adult workshops (at the discretion of the workshop teacher and their club sponsor)

A club sponsor for a Junior member will be responsible for sharing appropriate newsletter information and will be responsible for all library privileges. A Junior Member is eligible to vote at the Exhibition.

A Junior member must not vote at club meetings but may have other rights as determined by the Executive Committee or by resolution at a general meeting.

c) Distance Member

Defined as a member who resides further than 50 kilometres from Alice Springs.

Benefits of Membership

Upon paying fees members are entitled to

- full voting rights
- Borrow library items for a one-month period (from meeting to meeting)
- participate in club-sponsored exhibitions and shows
- become an Executive Committee member
- attend workshops
- receive the newsletter

Responsibilities of Membership

ASQC exists to support its members. Members therefore are encouraged to

- be active members
- participate in meetings
- notify the Secretary if you are unable to attend a meeting
- assist and support the Executive Committee
- consider becoming a member of the Executive Committee
- update the Secretary with any change of personal details
- share, through the newsletter any snippets or good ideas by the 5th of the month
- join in the fun of the Club by participating in the activities and tasks of the Club

All suggestions to improve the running and enjoyment of the Club are welcome.

MEETINGS

Venue for Meetings

ASQC meets in the Masonic Lodge Hall located on Allchurch Street in Alice Springs. The club has a tenancy agreement with the Masonic Lodge members for the use of their meeting room and for the storage of the club's goods and chattels.

Guests/Visitors

Guests are welcome at general monthly meetings. They are asked to wear one of the visitor tags to denote their visiting status. If you bring a guest along to a meeting, please be prepared to introduce them, provide them with a cup of tea or coffee during the break and

explain the happenings of the club. If they have a Show and Tell item, be sure to get them a number card.

Monthly General Meetings

Monthly general meetings are held on the fourth Monday of each month – January through November. The starting time for the business meeting is 7.30 pm. Members are encouraged to arrive early (doors open at 7pm) to:

- help set up the hall (remember to stack chairs after the meeting)
- register your attendance
- return or borrow library books
- register for show and tell
- register your guest/s
- fees can be paid
- complete any other tasks

There is a break time for tea and coffee during the meetings. Please bring your own cup/mug.

Hospitality Roster

During general meetings and at workshops, coffee and tea making items are available to club members and guests.

Two volunteers are required to organise supper at each monthly meeting. A roster may be set up on a month-by-month basis or on a longer term roster.

Duties include:

- bring milk and a plate of 'eats' for the night. Reimbursement may be obtained by presenting your receipt to the Treasurer
- move the supper items from the storage room to the kitchen
- fill the urn with water and set it to heating
- set up the supper items
- help serve the tea and coffee to members
- clean up
- restore items to the storage boxes
- return boxes to the storage site.

If supplies of tea, coffee, sugar, milk are running low, please notify the workshop co-ordinator.

Show and Tell

Show and tell is an important part of ASQC activities and is a popular part of monthly meetings. Members of the club and visitors or guests can show the work they have been doing, are working on, need help with or have completed. Held during the general meetings, it is a wonderful time for everyone to be inspired and appreciate the work of other members.

Minutes of meetings

Minutes of meetings are available, on request, from the Secretary.

Name Tags

ASQC members are required to wear a name tag to general meetings and are encouraged to wear it to all workshops.

Fines

Members are requested to wear their name badge to all monthly meetings. Those who do not wear their badge may be 'fined' 50c. This money is used towards the purchase of new library books or equipment for the club.

Photography

If you wish to photograph anybody's quilt, then you must ask permission of the quilt owner. Please do not be offended if permission is refused, as copyright to images belong to the quilt maker and they may not wish to have their quilt in the public domain. If you have photographed quilts, permission must also be gained before transmitting the images by electronic means.

Once the quilt has been sent electronically it is classed as having been published and this could deny the owner opportunity to enter the quilt in certain exhibitions.

Note: The exhibition co-ordinator, workshop co-ordinator or the executive may take photos for club records and if you do not wish your quilt to be photographed you must tell them. Photos taken at club meetings or workshops will be used for club purposes.

Similarly, you need to seek a member's permission before photographing them. All members are required to sign a 'release' form to indicate that they are/are NOT willing to be photographed at Club functions.

CALENDAR OF EVENTS

A calendar of events is published in the newsletter.

EXECUTIVE COMMITTEE – POSITIONS AND ROLES

Public Officer

The Public Officer's duties are in the constitution PART 4, Div 3, Section 38.

The Public Officer is a member who is appointed to the position by the Executive.

The Executive committee should consist of:

- | | |
|-----------------------|------------------------------|
| (a) President | (f) Publicity Officer |
| (b) Vice President | (g) Workshop Coordinator |
| (c) Secretary | (h) Exhibition Coordinator |
| (d) Treasurer | (i) Librarian |
| (e) Newsletter Editor | (j) QA/Appraisal Coordinator |

It is recommended that four members of the Executive Committee, usually President, Vice-President, Secretary and Treasurer, become signatories for the ASQC bank accounts with any two able to authorise payments.

All ASQC members may attend the Executive meetings.

President

Refer to the ASQC Constitution for the role and responsibility of the Vice-President.

Vice-president

Refer to the ASQC Constitution for the role and responsibility of the Vice-President.

Secretary

Refer to the ASQC Constitution for the role and responsibility of the Secretary

Treasurer

Refer to the ASQC Constitution for the role and responsibility of the Treasurer

Payment of Workshop Tutors – Refer to section notes under Workshop Co-ordinator

Newsletter Editor

Duties of the newsletter editor are to produce a monthly newsletter and distribute it to members within two weeks of the monthly meeting.

The newsletter should contain a report of all meetings, workshops and functions.

The newsletter editor is responsible for maintaining archives of all newsletters.

Newsletter

The ASQC newsletter, known as the '*Desert Threads*', is published monthly and is distributed to all members by email. The deadline for articles to be included in the newsletter is by 5th of the month, unless directed otherwise by the Newsletter Editor.

All members are encouraged to contribute articles/snippets.

Publicity Officer

The Publicity Officer is responsible for obtaining publicity throughout the year for meetings and ASQC functions, including the exhibition both nationally (e.g. calendar of events in quilting magazines) and locally (e.g. radio, television, internet)

The Publicity Officer will also keep a copy of the year's publicity and a record or photocopy of ASQC articles and give these to the Librarian for archiving with the ASQC history records. A copy of the year's publicity, for historical records, must be filed appropriately.

Workshop Coordinator

Duties of the Workshop Coordinator are to

- arrange workshops, and book venues, with visiting and local tutors.

- maintain the information for workshops including handouts, list of workshops, numbers attended, comments on workshop.
- hand 'sign up' sheets to the treasurer as soon as possible to enable her to calculate payment to workshop tutor

Members are encouraged to bring their own mugs to workshops. Milk and sugar for the coffee or tea will be provided by the club. Workshop coordinator is responsible for replenishing supplies, when necessary, for both the general meeting supply box and workshops.

Workshops

ASQC offers a variety of workshops to financial members and non-members

Details about Workshops will be listed in the current issue of the Club Newsletter.

Workshop fees: The fees for each Workshop are set by the Workshop Coordinator and the Workshop Instructor according to the costs incurred by the Club. Workshop fees are set for financial members of the ASQC as well as for non-financial or non-members of the ASQC, who will be charged an additional amount.

Member's fee – minimum \$40 for regular workshops

Non-financial or non-member's fee - minimum \$50 for regular workshops

For Workshops where an ASQC member is the tutor, the tutor can be paid 75% and the club receives 25% of the fees. This percentage is set by the executive and can be changed at any time if the executive committee so desires.

Workshops may be subsidised by the club, depending on the Executive decision.

In addition to these fees there are several other types of Workshops that are held:

- Gold coin – if you are attending, you are asked to donate a gold coin.
- Special tutor workshops – where an interstate or intrastate tutor has been contracted to hold a workshop. The fees for these workshops are determined by airfare costs and terms of the contract. Although these workshops can often cost more than the 'regular' fees, we have found that the more attendees the lesser the individual costs.
- Two day workshops – there are times when workshops need to be held over a two day or more period. Sometimes the fees are adjusted to reflect this.

If a member cannot attend a workshop, under genuine circumstances, their fees MAY be refunded after deliberation by the executive committee.

Paying for a workshop: All fees need to be paid, in advance, by direct deposit to the Club bank account or to the Treasurer.

Requirements list:

To receive the requirement list, you must have paid the workshop fee. If you have any questions, please contact the Coordinator.

Venue and Workshop times:

Most workshops are held at Central Craft from 9 for a 9:30am start and continue to 4 pm for a 4:30 pm clearance of the building. The half hour at each end of the workshop allows for 'set up' in the morning and 'clean up' at the end. Any changes will be included in the workshop details.

A 'bring and share' lunch may be part of the workshop day.

Things to make life easier and to take with you:

Sewing machine and sewing kits. Many machines have various presser feet, as well as methods of threading. Bring your owner's manual.

The day before the workshop, 'clean' the fluff from your bobbin case and replace the old needle. Check you have everything you need.

When you bring a sewing machine to class,

- arrive early and set up the machine
- have several bobbins wound with the appropriate thread
- be familiar with the sewing machine.
 - Know how to
 - load and change bobbins
 - adjust the stitch length
 - change the needle,
 - adjust the speed and
 - make it go!
 - Have completed a ¼ inch seam allowance check

Remember that all machines have different seam allowance markings.

Etiquette for workshops:

- Be on time
- Have what is on your 'needs' list - if in doubt, contact the Workshop Coordinator and ask!
- Wear your name tag
- Listen, look, take notes, try it, and seek the Instructor's help, if necessary

Junior members attending a workshop need to have prior knowledge of the equipment they are operating, i.e., sewing machines, rotary cutters and mat.

UFO (Unfinished objects)/Me/Sit and Sew days:

These days are set up for members to work on their Unfinished Objects or other projects.

Day and times vary so check the newsletter for up-to-date information.

If you are interested in attending, please contact the Workshop Coordinator to let her know to expect you.

Bring your gear to work on, lunch to share as on normal workshop days.

Coffee and tea will be available.

Interstate or Intrastate tutors

Suggestions for visiting tutors are always welcome.

Exhibition Coordinator

The Exhibition Coordinator works with the Exhibition Committee to plan for and arrange the ASQC exhibition and Territory Quilts exhibition which are held on alternate years.

The Exhibition is organised by an exhibition committee of club members who volunteer. The commitment to this committee is usually for two years starting with our club exhibition and finishing with Territory Quilts. The work of organising is done during the entire year, month by month, culminating in the Exhibition on the scheduled dates.

The exhibition committee may undertake their own correspondence during the year, providing a complete set of correspondence is attached to the Secretary's correspondence files for the year.

Information about the exhibition is kept by the Coordinator, and includes

- the timeline
- details about organising the exhibition
- decisions made by committee.

This information and related documentation are placed in the Exhibition folder before it is handed on to the next Exhibition Committee.

Information about the exhibition is included in the Club newsletter.

Araluen Centre for Arts and Entertainment

Araluen has been the venue for the ASQC Annual Exhibition since 1984. Araluen, particularly Witchetty's, offers the Club the benefit of a gallery that is specifically set up for displaying large works, such as queen or king sized quilts. Other advantages of using Araluen are the gallery lighting, the controlled temperature facilities, their coverage of basic insurance and their security measures. Araluen staff have always been an enormous help to the ASQC Exhibition Committee.

Members of ASQC are able to help 'pay' for the annual exhibition by volunteering to usher at Araluen theatre performances and film shows, thus earning and accumulating credits for ASQC. Such volunteers must undertake a training course given by Araluen staff.

Quilt Insurance

Araluen requires a Appraisal of each entry in the exhibition for insurance purposes. ASQC recommends that you have your quilt formally valued (appraised) by the Appraisal Committee whether it is for exhibition or your own insurance purposes.

An alternative Appraisal formula is used where the quilt has not been formally appraised - square metre size of quilt top, multiplied by \$ cost of fabric per metre, multiplied by three. This formula gives a reasonably accurate cost only of materials used in the quilt.

Each year the Exhibition Committee chooses the theme and identifies the categories for entries. Information about the current exhibition is included in the Club newsletter and in the specific Exhibition Handbook.

Entries Close

The deadline for entering the exhibition. The entries include those you anticipate that you will submit, whether or not you actually do submit it/them. There is usually a small non-refundable entry fee per item that accompanies this entry form.

The Exhibition Committee retains the right to alter the category in which an entry is included or whether the entry will be exhibited. The Committee decision is final.

Hand in Day

Hand in Day is the day on which entries must be delivered to the Exhibition Committee, as set out in the Exhibition Handbook/Information.

Photographs of Items

Photographs are needed for insurance purposes. Procedure for this will be determined by the Exhibition Committee each year.

Setting up and Taking Down Rules

The exhibition is organised and run by Club members.

Tasks involved include

- accepting exhibition entries on Hand in Day
- planning the placement of the entries
- hanging/displaying the entries
- placing information about each exhibit
- providing supper items for opening night
- 'sitting' at the exhibition
- taking the exhibition down
- returning items to their owners

Exhibition items will not be available for return to their owners until everything has been taken down and the organisers 'release' the items for return.

Exhibition Opening Invitations

Each year the Exhibition Committee in conjunction with Araluen issues invitations to you and your guest(s) to the Opening of the Annual Exhibition.

Photography is only allowed at the Opening. If you do not wish your item to be photographed, a sign will be posted.

Exhibit Information

Each exhibit will be accompanied by printed information taken from your entry form, so the fuller the information you supply, the more that can be included.

Refreshments

The Exhibition Committee will send out a list of what refreshments, beverages, and serving items are required for the official Opening. Please sign up for these during one of the preceding general meetings.

Challenge

Begun in 1987, the Challenge has become an interesting part of the annual Exhibition. All ASQC members are encouraged to participate. Each year the Exhibition Committee sets the challenge for that exhibition. They develop guidelines about the theme, size, colour scheme and rules for the Challenge. The project is usually kept secret from all other members and friends and the only identifying label on the challenge is the exhibit number. Challenge items are delivered in a pillowslip or a cloth carry bag so they cannot be seen. Members may enter as many challenges as they desire.

Voting is by the ASQC members at the official opening and winners are announced towards the end of the opening event and the award is attached to the quilt.

Viewer's Choice Voting

The viewer's choice vote is run for the duration of the exhibition. Both members and viewers are entitled to only one vote, regardless of the number of times they visit the exhibition.

As viewers enter the exhibition, they are given a voting slip on which to write the number of their favourite entry. The item receiving the most votes from visitors receives a prize.

The voting at the exhibition may be changed by the exhibition committee from time to time. Check your newsletter for changes.

Exhibition sitting roster

The exhibition needs to have ASQC members sitting at the exhibition. Usually, two sitters are rostered on at the same time. The Sitting Roster is usually sent around during the general meetings and club members are asked to sign up for times that they can sit according to their personal schedules. All exhibitors are required to sign up for at least one session.

Sitting duties include:

- making visitors welcome
- ensuring visitors do not walk off with exhibition items
- ensuring visitors wear white gloves if they want to touch any exhibits
- handing out People's Choice voting forms
- keeping track of numbers of viewers for the venue statistics
- answering questions from visitors
- prohibiting photography
- using white gloves if touching any exhibit

Note: if you enter a quilt in the exhibition you are expected to do at least one task for the exhibition. Opening night refreshments and the sitting roster are not included as a task.

White gloves

White gloves are provided in the exhibition boxes for sitting attendant members to use to 'show off' a quilt for viewers. Gloves are used to avoid oily hand or fingerprints on exhibits.

Sponsors and Sponsorship

The ASQC exhibition is sponsored by local businesses. It is important for us as ASQC members to support these businesses. TQ exhibition coordinator may seek sponsorship from NT businesses and other related businesses interstate.

Brushcraft have supported the Club for some years by changing the dates on the banners each year on a complimentary basis.

Sleeves

'Sleeves' for the quilting world means "devices for hanging" that are normally attached to the back of your quilt to protect the backing fabric of your quilt when the wooden or metal dowel used for display hanging is slipped inside the sleeve tube, thus not touching the actual quilt backing fabric.

To make a sleeve: Take a length of fabric eight to ten inches (20-25 cm) wide. Fold in half. Stitch to make a tube, finished width of four inches (10 cm) or wider. Stitch the tube to the back of the quilt in one long, or several shorter lengths, at the 'top edge' of your quilt. Sleeves for large bed quilts need to be wide enough that you can easily fit the knuckle expanse of your four fingers into the space. Quilts that are larger than single or twin bed benefit from having several evenly spaced short sleeves attached rather than one long sleeve to provide an opening (between the sleeves) for extra support hangers to be attached, relieving the swayback sag of wooden rods and dowels.

Large quilts require a sleeve top and bottom.

Sleeves may be removed after the exhibition. However, if they are made from left over fabrics used in the quilt, they may be left in place to be used as 'repair' fabrics if required.

Label

A label attached to your creation completes the item. The label should have

- name of the quilt maker
- title or name of the quilt
- date information (when started and/or completed)
- fabric information
- type of batting/wadding
- washing instructions
- for whom the item was made

Labels can be embroidered by hand or machine, can be written in permanent fabric ink pens, and can be as elaborate or simple as you desire.

Sample Label

Quilt Name: Raffle quilt for the 2021 Exhibition: Under the Southern Sky

Made By: members of Alice Springs Quilting Club

Composition: 100% cotton. Wadding wool/poly blend

Hand quilted byOR

Machine quilted by....OR

Commercially quilted by:

Washing Instructions: Hand wash OR

Gentle, cool machine wash, soft detergent, slow spin, shake well.

Dry flat in shade, or cool tumble dry for 10 minutes, shake well.



Librarian

The Librarian is required to

- keep an up to date list of items and books belonging to ASQC
- supervise the distribution and collections of library items amongst members
- purchase books and magazines as approved by the Executive Committee
- inform members of new additions to the library through items in the newsletter
- include newsletters from other guilds in the collection
- conduct an annual stocktake
- chase up missing/lost books
- keep historical records of the club

The Librarian may appoint interested member/s to help the Publicity Officer to obtain/keep historical records which should include items such as

- annual yearly membership (names only)
- Exhibition information including category winners and photos of exhibits
- magazine and newspaper clippings,
- significant activities held by the club, as well as
- guest speakers, visitors, and tutors etc

The Librarian will present a report to the ASQC including additions to the library and overall status of the club's belongings.

Reminder for the Librarian: A copy of the year's publicity material, for historical records, is to be filed appropriately. These will have been collected by the Publicity officer.

Library

The library covers many areas of interest and diversity of skill levels.

New books, which may be recommended by members, are purchased at the discretion of the librarian, with authority from the Executive Committee. Donations of suitable books are appreciated and welcome at the discretion of the librarian.

Library books should be returned before the start of the business meeting. Books can also be checked out during the break time. If you take a book or magazine to 'browse' during the meeting, either return it to the library or check it out before leaving the meeting.

Library Rules for books, magazines and quilting equipment

- Members may recommend items for purchase by providing the title and author to the librarian
- Executive Committee members may assist the librarian in the choice and purchase of items for the library
- Missing name tag funds and special event funds will be used for library purchases
- List of library additions will be published in the Newsletter
- Books and equipment will be available at each general meeting and will be loaned to members for one month or until the next general meeting
- Items will be signed out with the librarian's assistance
- Items returned to the librarian must be properly signed in before the next member receives it
- lost books, or other items, must be replaced or the purchase cost reimbursed

Quilt Australia and Appraisal Coordinator

The QA/Appraisal Co-ordinator must

- meet with the appraisal committee members to study issues and concerns of ASQC,
- recruit the 'voting' and 'observing' delegates from the club for the biennial QA conference,
- prepare items for discussion and consideration for the conference,
- ensure a report from the conference delegate is presented to the club members and
- ensure that a full set of papers and minutes from each QA conference, is filed in the 'metal box' that the Appraisal committee has for this purpose. This trunk is stored at the Masonic Lodge Hall

See Calendar for the Time-line of QA conference preparation/administration

The QA/Appraisal co-ordinator is also responsible

- for recruitment and training to maintain adequate numbers for the Appraisal committee
- to hold appraisal sessions, as required, to allow members to have their quilts appraised
- ensure that a report of the Appraisal Committee is presented to the club each year

Appraisal Committee

The Appraisal Committee is responsible for the confidential appraisal of club members' quilted items. Appraisal Committee members are responsible for maintaining their appraisal skills, studying new trends and updating their connection to the other states/territories of Australia through Quilt Australia.

The ASQC Appraisal team is not qualified to appraise antique quilts.

If you wish to have a quilt appraised, contact the Appraisal Coordinator who will provide you with the application form and arrange the appraisal. A nominal fee is charged for each item.

How is it appraised?

The appraisal team complete an appraisal form which essentially estimates the cost of producing the quilt.

Why have your quilt appraised?

The **Certificate of Appraisal** can be used for inclusion in personal household insurance. Quilts are valued solely for insurance purposes. The appraisal of a quilt through this process is NOT related to sale price. Sale price is set by supply and demand within the market.

Quilt Australia (QA)

Quilt Australia (QA) is made up of two voting delegates, from each State and Territory of Australia. (Guilds may send non-voting delegates at their own expense)

We are the only State/Territory without a Guild to represent us and, because of the vast distances in the NT, QA conference decided that the delegates would be shared equally between Alice Springs and Darwin – one voting and one non-voting delegate from each geographic area of the Territory.

The QA Coordinator is appointed for 5 years to maintain continuity, as QA conferences are now held on a biennial basis, is hosted by a State or Territory on a rotating basis but is held in Melbourne.

Agenda items dealt with during the annual Conference affect the interest, standard and quality of the Australian quilting world, the arts world, the judging world and the teaching world of patchwork and quilt making.

Copyright

Copyright has been discussed at length at QA conferences with very notable interest in how it affects quilters worldwide and how easily copyright can be and is broken. New technologies are adding to the complexity of this issue. You are invited to discuss any concerns with the members of Appraisal committee.

Further information can be found at these web sites:

Australian Copyright Council www.copyright.org.au

Arts Law Centre. www.artslaw.com.au

FRIENDSHIP GROUPS

ASQC friendship groups are formed from time to time, depending on members' interests.

Most Friendship Groups contain between six and twelve members, usually limited by the size of the meeting venue which frequently is members' homes. Individual groups decide what types of projects they will work on, meet at least monthly and generally get to know each other and become friends.

See the newsletter for contact information to join a group.

Currently, there are three friendship groups: Nimble Thimbles, Piecemakers and Christmas Crackers.

Nimble Thimbles:

The Nimble Thimbles Group make quilts for charities, particularly for sale at Old Timers Fete, where the Club usually operates a stall that raises money for Old Timers. They are more than happy to receive donations of orphan blocks, spare wadding/fabric, embellishments etc from members.

Nimble thimbles also organise **Blankets of Love**.

The 'Blankets of Love' programme operates throughout Australia. ASQC participates through our local hospital. Many families are affected by the stillborn or early childhood death of a long-awaited baby. Our club members make small to cot size "Blankets of Love" for the local hospital, to be given to the families of these babies. The mother can choose the quilt and the nursing sisters wrap the babies in these quilts when the babies are presented to the families so that a healing session of closure can be held.

From the responses that we have received, they are very much appreciated.

Since these are anonymous gifts, the only label placed on the back is one from the Nimble Thimbles group that states the quilt was made by a member of the ASQC. All members are encouraged to participate in this programme and to keep secret the name of the "Blanket of Love" maker.

Piecemakers

Piecemakers meet every second Thursday at members' homes, where they have 'show and tell', get assistance with projects, have a chat and enjoy morning tea.

Christmas Crackers

Christmas Crackers meet at a member's home on the second Tuesday of the month. They work on all things Christmas, which may include individual projects or group projects. Christmas Crackers also host Christmas in July at the July general meeting.

QUILTERS DEFINITIONS

Applique – a needlework technique in which a piece of cloth is sewn onto a larger piece, either by hand or by machine.

Backing – a piece of cloth forming the underside of the quilt. It may be one piece, or several pieces seamed together.

Batting or wadding – the layers of filler placed between two pieces of fabric to form a quilt. Its thickness varies and it provides warmth.

Bias – the grain of woven fabric that is at a 45 degree angle to the selvages.

Binding – one technique for encasing the raw edges of a quilt. The word ‘binding’ also refers to a separate strip of fabric used to encase the raw edges of a quilt

Block – the basic unit of a quilt top. Blocks vary in size, although they are usually square, and can be made up of various sub-units. Also known as ‘patch’

Block size – the vertical and horizontal measurement of a complete block unit. If a square block unit, they should be the same measurement. Also remember to add the quarter inch seam allowance on each side of the block unit. Example: a twelve inch square block unit should measure twelve and one half inches by twelve and one half inches before it is sewn together with other block units or lattices.

Chain piecing – a technique in which many pairs of fabric are sewn together without breaking the threads between each piece

Crazy – a patchwork technique in which irregularly shaped pieces of fabric are attached to a cloth foundation. Crazy quilts may be decorated with embroidered designs.

Cut size – the size of a piece that when cut will also include a quarter inch seam allowance on each side. (As opposed to finished size of a piece that will be measured inside the seam allowance.)

Fat eighths – a piece of fabric that is half of a fat quarter

Fat quarter – a piece of fabric that is equivalent to a traditional $\frac{1}{4}$ th metre cut of fabric but is cut half a metre in length by half of the width of the fabric.

Feed dogs – is the name for the teeth-like metal mechanism under the presser foot of your sewing machine. The purpose is to feed the fabric through the machine as you stitch. For free-motion quilting you may want to “drop” or disengage the feed dog so that you can move the fabric in any direction you desire.

Finger pressing- a method for forming temporary guide-lines for appliqué turned edges of seam allowances. Running a fingernail along the fold makes it lie flat.

Finished size – the measurement of a completed block unit from seam line to seam line or completed quilt from binding edge to binding edge.

Flying geese units – consist of a large centre triangle flanked by two smaller triangles. Usually, the resulting finished rectangle is twice as wide as it is high.

Foundation or paper piecing – uses a paper or fabric foundation that has the seam lines of the block printed on it. Each piece is machine sewn to the foundation, with the foundation facing up and visible to the sewer. It's a little like sewing upside down and backward, but with this technique you can create tiny shapes with incredibly sharp points

Fussy cutting – a term used to describe cutting a quilt patch from a particular part of the fabric to take advantage of a specific motif or repeat

'In-the-ditch' quilting – stitching that is made along a seam or an appliqué edge.

Lattice strips or sashing – fabric that separates blocks in a setting, framing them and making the quilt larger. There are two basic kinds of lattices – continuous, and lattices with lattice posts or corner stones.

Marking – one of various methods for transferring a design for quilting stitches onto a quilt top

Mitred seam – a 45 degree angle seam. Tricky until you learn the trick!

On point – refers to quilt blocks that are rotated 45 degrees, so the corners are at the top and the bottom.

Patchwork – the composite pieces sewn together to form a large piece, such as a block or quilt top.

Pressing – this is NOT ironing. In ironing, the iron is moved over the fabric. In pressing, the iron is placed in one area, lifted and moved to another. This helps prevent stretching of the fabric and keeps long strips straight.

Quilting – small, running stitches made through the three or more layers of a quilt sandwich (top, batting/wadding and backing) to form decorative patterns on the surface of the quilt and to hold the layers together.

Rotary cutters and rulers – round push blade cutters used with special self-healing mats and plastic rulers for fast cutting fabric.

Sandwiches – quilt tops that have been layered with batting/wadding and backing fabric.

Scrap quilts – are usually made from pieced blocks where the blocks are all made from different fabrics. A design is created by the placement of light and dark fabrics within each block

Seam allowance – the margin of fabric between the seam and the raw edge. For quilting, it is ¼ inch (6mm).

Selvage – the lengthwise finished edge on each side of the fabric. Not used in quilt making as it is the area of the fabric that will continue to shrink and is the tightest woven part of the fabric.

Setting triangles – the triangle blocks needed around the edge of a quilt if the blocks are set on point and the rows are thus diagonally arranged

Squaring of blocks – when all the blocks for a quilt have been completed, they need to be checked to ensure that they are all the same size so corners and/or points will match

Top – the uppermost layer or ‘front’ of a quilt, which is usually intended to be seen

Walking foot (also called an ‘even-feed’ foot) is a mechanism that works in conjunction with the machine’s feed dogs to help feed the multiple layers of fabric through at the same rate. A walking foot makes machine quilting easier and helps avoid puckers and wrinkles on the back of the quilt.

Whole cloth – a bedcover or quilt in which the top is a single piece of cloth (or length of cloth joined together) rather than being made of patchwork. The top may be printed fabric or decorated in some way