

MISSION STATEMENT

The purpose of the Guild shall be to foster the art of needlework and textile arts, encourage high standards of design and technique, and bring together members who will learn, share, teach, and participate to the fullest extent in this endeavor. This shall be considered the Mission of the Guild.

FROM THE PRESIDENT

I hope everyone had a wonderful and restful holiday period and is ready to get back to active creating in January. Why not add something like “stretching myself creatively” or “finishing a few UFOs” to your New Year’s resolutions, in addition to losing that post-holiday weight? To that end, the library has added a book called *Making a Life: Working by Hand and Discovering the Life You Are Meant to Live* by Melanie Falick that explores the deep reasons why we feel compelled to create by hand. We also have Jane Dunnewold’s *Creative Strength Training* that offers guidance for upping your creativity quotient. Perhaps you’d rather join one of our Special Interest Groups (knitting, beading, quilting) as a way of connecting with others and pushing yourself to complete projects or try new techniques.

We look forward to starting our New Year with more exciting programs and workshops. Please tell your friends that NTGM memberships are discounted starting in January (ask Membership Chair Susan Van Dusen), so they can join in the fun.

I will miss my first NTGM meeting in 15 years due to a family event, but I leave you in capable hands.

Happy New Year,

Debra





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Meeting Cancellations

If it is necessary to cancel a meeting, an email will be sent to the membership by 7:00am on the morning of the meeting. Troy school closings can be found on ClickonDetroit.com/school_closings/.

From Membership Chair Susan Van Dusen

Tell friends about the newly pro-rated dues fee for NTGM - only \$25 for the remainder of the year, with lots of great programs and workshops coming up! I will be at the January meeting OR send check and information to:

Susan Van Dusen

—
—

Please include address, phone number(s), and email address, and if you are a new or returning member (for the Directory).

Questions? Please call Susan at ___.

LOCATION

St. Stephen's Episcopal Church
5500 N. Adams Road
Troy, MI 48098

The church is on the east side of Adams Road, south of Square Lake Road and north of Long Lake Road.

There is ample parking.

Our direct entrance is toward the rear of the church, which is a slightly longer walk but there are no steps.

If you enter through the front door, the church office is to the right, and they can direct you to our meeting space.

MEETING TIMES

Flea Market, Library, and Social time begins about **9:30**

Business Meeting starts at **10:00**

Program immediately follows the Business Meeting

Workshop Hours on Tuesday from **12:45 to 3:45**

Workshop Hours on Wednesday from **9:30 to 3:30**

NEWSLETTER SUBMISSIONS mcksews@gmail.com

MORE INFORMATION ntgm.org

NEWS FROM THE PROGRAM COMMITTEE

We had about 20 people for Whistlestop on a rather balmy December day. Aprons were painted, gift card holders were made, pins were headed, and snippet rolls were stitched - and we stretched! It was a busy, yet relaxing day of creating. Two milestones to report: Janice Novachcoff finished a project during a session and Sue Baetens attached beads without glue! Many thanks to the Whistlestop leaders - Sharon Waligora, Marjorie Levine and Terrie Voigt - who put so much into bringing some fun projects to us.

January's meeting is just around the corner. Weather permitting, Karen Turckes will be back to share her lecture "Finishing Techniques for Textile Wall Art" that was so rudely cancelled by November's highly unnecessary snow day. If the weather keeps her home, Barbara Skimin will be doing a trunk show of her beautiful work, followed by her workshop "Fractured Curves". Either way, we win! We have two openings for Barbara's workshop. Let me know if you are interested and I will add you to the email roster for the supply list. I also need someone to bring lunches for Barbara and her assistant, Barb Gittleman, on Tuesday and Wednesday. Let me know if you would be able to help with that.

February is our Seminar Day. We have openings in all workshops, with Judy Loyd's Bias Batik Scarf being the most limited. There is plenty of room in Sue Mathes' Dressform Book and Claudia Scroggins' beaded bracelet workshops. Remember that the cost for Seminar Day is \$25. If you wrote a check for \$40, please bring another to replace it. I'll send out reminders before the February meeting. Also, we plan to revisit Najma's slide show from October that was interrupted by technical difficulties and a concussion!

The program committee is hard at work organizing programs for the next guild year. We are looking at ways to keep our programming fresh and exciting and we need your input and opinions. What's working? What can evolve to meet the needs and interests of the group? Please share your thoughts and opinions with us. We may approach you with questions and you can certainly approach us. All ideas are welcome! The program committee members are:

Kathy Bricker - kwoz1@me.com

Judy Loyd - judyloyd@me.com

Mary Kaye Aukee - mkaukee@hotmail.com

Sharon Waligora - skwsews@yahoo.com

Jeanne Sarna - jsarna@pageadditions.com

Barbara Skimin - barbara.skimin@gmail.com

We are always available at meetings or via email to hear your ideas and concerns - or write them down on the idea list at the meetings. We want to hear from you!

LUNCH LADY LIST (Rick welcome!)

Our teachers and assistants work hard and need to eat! One of our NTGM perks is to provide them with a nice lunch when they are teaching or assisting. If you can bring a lunch on either Tuesday or Wednesday, please sign up on the Lunch Lady List. I will let you know about any dietary restrictions and the guild can reimburse your expenses as well.

January 2020

January 14 - 15

KAREN TURCKES

“Finishing Techniques for Textile Wall Art”

Once a piece of textile art is finished, it can sometimes be a mystery as to how to finish and hang it on the wall. Karen will discuss several techniques for framing artwork, with and without a mat. Edges can be hidden within the frame or the piece can be floating to show its edges. She will show many samples and demonstrate some of the techniques.

BARBARA SKIMIN

Workshop

“Fractured Curves”

Design and piece your own art quilt. Embellishment, quilting, and finishing techniques will be discussed and worked on, as time permits.



Supply List: see page 15.

Seats Available: 2

February 2020

February 11

SEMINAR DAY Three One-Day Workshops

Instruction time: 9:30-3:30 pm – Doors open at 9:00

Judy Loyd

“Bias Batik Scrunched Scarf”

Learn the tricks to making a well-designed scarf made with bias strips, beads, buttons and your imagination. Judy will guide students on efficient ways to cut bias strips, finger ruffle on to Solvy, anchor the whole piece, and apply beads and buttons to make a truly unique and fun scarf.

Supply List: see page 16.

Seats Available: 9

Sue Mathes

“Mini Dress Form Altered Book”

Learn to construct and decorate your own unique altered book in the shape of a dress form. Each student chooses two sheets of patterned dress forms to cut and make into 5 pages. Sue will have a variety of papers if you want to add more pages or make “paper” clothes to decorate some of the dress forms. The pages can be stamped with ink (rubber stamps and ink will be provided) and decorated with small pieces of jewelry, ribbons, yarns, buttons, pieces of fabric, small charms, beads or anything you feel will be interesting to add to your pages.

Supply List: see page 17.

Seats Available: 8

Claudia Scroggins

“Knitted Beaded Bracelet”

Learn to string beads onto pearl cotton, knit with beads using the I-cord technique, wrap with contrast yarn, bead fringe at the ends and apply a closure.

Supply List: see page 18.

Seats Available: 9

March 2020

March 10 - 11

SUE WALTON

“Creativity in the Real World”

We all want to be more creative in our art and crafts, along with our day-to-day living. But can we find ways to do that in our busy lives? Sue will present theories and definitions of creativity, provide strategies to assist us in time management, and show how creativity can coexist with our sometimes-demanding schedules.



Workshop

“Weaving Texture on a Frame Loom”

Class Project: Multi-media wall hanging, table mat, or pillow.

Learn to build your own frame loom, put on a warp, and weave a small wall piece or a pillow. You will be using color and lots of texture, incorporating yarns, fabric, ribbons, and other fun objects.



Supply List: see page 19.

Seats Available: 5

April 2020

April 14

AMANDA CINCO HOYT MICHELLE McCOSKEY

“Cultivating Environmentally Sound Textile Dyeing Practices”

Amanda and Michelle along with Lauren Mathieson founded Color Wheel in 2015. Color Wheel's mission is to connect community and environment through the exploration of the history, science, and art of natural color making. They will talk about the organization, how conscious consumption is a key to preserving the health of our planet, and the use of natural dyes as a tool in that preservation. They will share ideas on how to become a sustainably minded textile artist, grow dye gardens, and become better acquainted with the dye colors used in textile artwork.

Plant seeds and seedlings used in dyeing and Color Wheel's hand-dyed goods will be available for sale.



April 2020

April 14 - 15

JAN FRANK

Workshop

“Stitching with Needle and Thread”

Create a sampler of stitch and design ideas to be used as a reference in your future projects.

This workshop is technique-oriented, exploring basic stitch families, stitching materials and discovering different threads and combinations. Think of it as needle play while exploring surface design possibilities. Learn, refine, experiment and expand your ability to mark on fabric. Learn perfect starting and stopping techniques, padding stitches, over-stitching and the best stitches for the creating effects in your fiber art.



Supply List: see page 20.

Seats Available: 1

May 2020

May 12 -13

NADINE CLOUTIER

“Exploring Fiber Arts”

Nadine has explored weaving, doll making, surface design, silk screen printing, low immersion dyeing using MX proactive dyes, hand embroidery, rug hooking, eco-printing and more. She will present and discuss a wide variety of her personal artwork.

Workshop

“Natural Dyeing without Chemicals”

Build a journal of dye recipes with corresponding fabric samples of each dye and modifier used in the workshop. This will act as a guide and reference for your future projects.

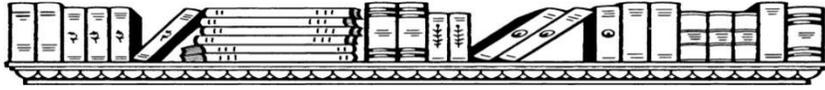
Learn about local plants, trees, nuts, bark, and spices that offer substantive dye colors, chemical free mordants that modify and provide rich colors, and plants to grow and harvest for your own dye supply. Nadine will go through steps on how to extract and make the dyes from vegetables, fruit, teas and local flowers.

A booklet of dye recipes will be in each kit so the finished fabric samples of each dye, mordant and modifier used can be attached for future reference.



Supply List: see page 21.

Seats Available: Wait List



NTGM Library News

January 2020

Be sure to check the library table for new items each month. As always, if you have a item/s you would like to see us purchase (especially some ideas for new DVDs, please let me know.

Books:

- ✚ **Artful Color Mindful Knits** - Laura Militzer Bryant - Finally, a book that systematically explores how to use those gorgeous hand-dyed yarns so you control the results of the color spacing. Best suited for intermediate to advanced knitters and crocheters, there are lots of patterns, but lots of technical information on color and the math of space dyeing as well.
- ✚ **Making a Life: Working by Hand and Discovering the Life You Are Meant to Live** – Melanie Falick – Falick uses interviews with fiber artists and those working in other mediums to discuss the benefits of creating by hand and the artistic journey.

GOALS and POLICIES

1. The goal of the NTGM library is to provide all members with free access to books and other materials on a wide range of fiber art-related topics. As with any public library, we need to be sure books stay in circulation by ensuring that they are returned in a timely fashion. Please be considerate of other members and try to return your materials by the next meeting. You must be a current member to check out any materials.
2. **If you check out books and cannot come to the next month's meeting, please find someone to bring them in (check your NTGM directory) or mail them,** so that other members may have access as well. Many people did a fabulous job of this last year. We realize that last minute things come up that may prevent you from attending a meeting (illnesses, etc.), but people do wait for a book to come back in.
3. Due to the popularity of the library, we must limit the number of materials checked out by a member to a **maximum of 5** per month.
4. If something bad happens to your book (the P.O. loses it, the dog eats it, you spilled ice cream over it at the beach, etc.), please expect to replace it for the Guild. If you have friends who are not members who would like to use this resource, please encourage them to join. YOU are responsible for any items checked out in your name.
5. Finally, we will continue to make reminder calls the Monday before meetings, if it is helpful. Please be sure to write your phone number legibly on the check-out card.
6. As always, if you have a particular item you'd like to see in the library, please let us know. Email me ---I can't remember items mentioned at the meetings!
7. Please DO NOT return items to the church office!!

EXCURSIONS

A Road Trip Mini-Group

After a holiday hiatus, our excursion calendar is filling up! January 23 is scheduled for a return visit to Boisali Biswas' home at 5440 Claridge Lane, West Bloomfield. We will meet there at 11am to view her new work that is just home from an exhibit at Collected Detroit Gallery. It will be interesting to have a lively discussion on how our fiber work changes and progresses over time. Be sure to sign up at the January meeting so I can give her a head count. I'm looking forward to a nice warm cup of Chai Tea!

In February, we will head back down to the DIA. On Thursday, February, 13, April Anue, a master quilt maker specializing in quilts with a spiritual, historical and family significance, will be giving a talk and artist demonstration at 1pm in the DIA auditorium. Thursdays are quite busy days at the museum, so get there early and enjoy some of the other amazing exhibits on view before April's talk. I will email a reminder for you. There is no cost for this other than your donation to the museum if you wish. April spoke at the Greater Ann Arbor Quilt Guild a few months ago and the members were so excited about her. Those of us who missed it can make up for it now! Thanks to Lyn Aleman's husband for a sharp eye noticing this event!

March's excursion will be early in the month so we can be certain not to miss Cranbrook's amazing fiber exhibit of Ruth Adler Schnee, weaver Christy Matson and Haystack School of Mountain Crafts. We will gather at Cranbrook on March 5 for this unique opportunity. Don't miss it!

Also, if you are really adventurous and want a solo or small group trip, Muskegon Museum of Art is hosting Excellence in Fibers V, the annual, international juried exhibit organized by Fiber Art Network, through March 15. If it was closer and the weather were not so unpredictable, we would go as a group. Hopefully, it will be closer to home next year. If you can go, do report back with photos!

I have some unique and exciting ideas for April and May and am always open for suggestions. And if anyone would like a repeat summer excursion back to the Quilt Museum at MSU, look for a sign-up sheet at a future meeting. It was a fun trip.

The master list is always at the meetings. If you are on it and don't want reminder emails, please cross yourself off. If you're not on it and want to be, just add your name and email.

Fasten your seat belts.
We're going on a road trip!
Thanks for travelling along.

The Needlework and Textile Guild of Michigan

Facebook Group Page Protocol

NTGM Facebook Page will be developed to provide members with an additional communication tool in order to foster the beliefs held within the mission of the Guild.

Go to Facebook, and search for The Needlework and Textile Guild of Michigan Facebook page and push the button to join. You will receive a message that will accept you to the page.

Mission Statement

The Purpose shall be to foster the art of needle work, with special emphasis on work done with a needle with an eye and related disciplines, with an eye to encourage high standards of design and technique and to bring together members who shall learn, share, teach and participate to the fullest extent in this endeavor.

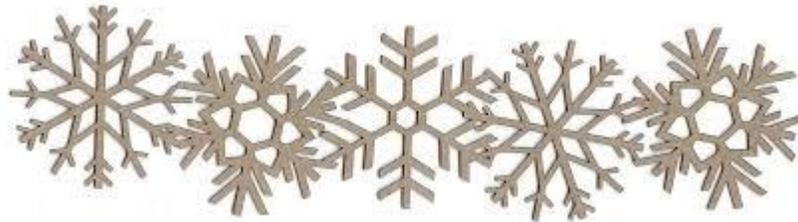
Rules:

- All dues paying members are invited to participate on the Facebook page.
- All posts should reflect the mission statement of NTGM. Post must be fiber related, whether they are announcing an event, answering a question or discussing personal work.
- Discussions of personal, workshop or other members posts should be in a supportive and instructive manner to benefit all members.
- Members should be mindful of copyright issues and be certain to credit instructors or workshops where techniques have been learned. Links to pertinent sites to acknowledge your teachers and their methods is helpful.
- Political discussions and comments will not be allowed. Work that has a political message will be discussed based on techniques and workmanship, NOT message.
- We encourage members to share their work and special fiber related fines. Post photos, publicize related events and supply sales, check out excursions and find carpools. Have fun.
- While posting be mindful that posts are intended to share members works and activities, promote the mission and work of NTGM. This is not a personnel Facebook for self-promotion.
- ALWAYS the privacy of our members is important. Members during workshops can decide NOT to have their picture or work placed on the NTGM Facebook page.

KNITWITS

Join the "KNITWITS" this year for a lovely morning/afternoon of knitting on the first Monday of the month. We gather around 10am, have lunch around noon, and stay until whenever - usually about 2pm. We bring our own lunch and our hostess provides a dessert and beverage. The dates and hostesses are listed below. Just let the hostess know that you will be attending, and we'll look forward to seeing you there.

October 7	Mary Willsie
November 4	Kathy Shuller
December 2	Arlene Lullove
January 6	Joyce Smith
February 3	Barb Gash
March 2	Jean Clark
April 6	Susan Van Dusen
May 4	Sophie Malkowicz
June 1	Jan Gammons



a contemporary art quilting group

WHEN: the third Tuesday of the month from September to June
1:00 to 3:00pm

WHERE: Oak Park Recreation Center
14300 Oak Park Boulevard
Oak Park 48237
248-691-7555

CONTACT: Barbara Gittleman
barbaragittleman@gmail.com

NTGM Beading Group

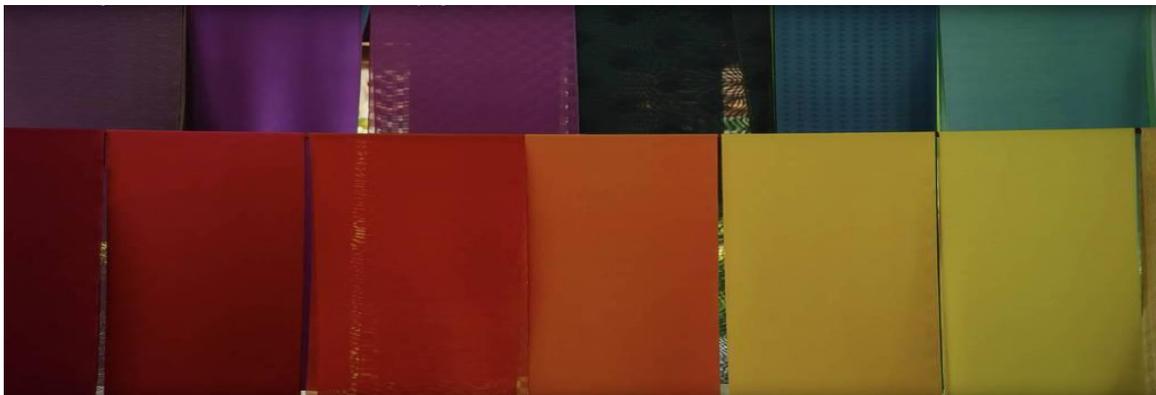
Join us this year for a lovely morning/afternoon of beading, on the first Tuesday of the month. Everyone is welcome, from beginners to experienced beaders. You will have the opportunity to work on the design or technique of your choosing, with the assistance of a teacher to guide you through the process.

Bring your beads and your design/pattern/technique ideas, along with standard beadwork equipment (**work surface, small sharp scissors, beading needles and thread, task lighting, and magnification**).

We gather around 10am, have lunch around noon, and stay until whenever - usually about 2pm. We bring our own lunch and our hostess provides us with a dessert and beverage. The dates and hostesses are listed below. Just let the hostess know that you will be attending, and we'll look forward to seeing you there. Questions? Contact Sharon at mcksews@gmail.com.

January 7

Ellie Herkommer



This is a fascinating video on Japanese dyeing from plants.
<https://www.selvedge.org/blogs/selvedge/sachio-yoshioka-1946-2019>

Barbara Skimin

“Fractured Curves”

Kit Fee: \$2

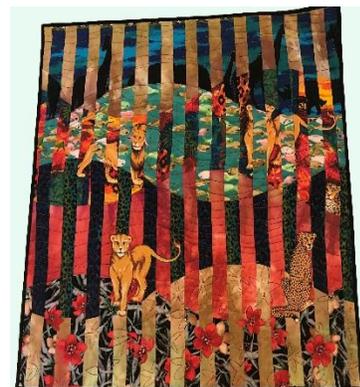
Kit includes:

- Handouts

Student Supply List

- Two (2) pieces of freezer paper – 18”x24”.
- At least eight (8) pieces of fabric – 18”x24”.
- Neutral colored thread.
- Painter’s tape.
- Rotary cutter and mat.
- Frixion pen or other disappearing fabric marker.
- Pins.
- Fabric and paper scissors.
- Long ruler.
- Sewing machine.
- Paper bag for trash.
- Pen and paper.
- Optional: chair cushion.

Updated supply lists will be sent to participants prior to the workshop.



Judy Loyd

“Bias Batik Scrunched Scarf”

Kit Fee: \$2

Workshop Fee: \$25

Kit includes:

- 6”x1.5 yards of Solvy.
- Handouts.
- Additional Solvy, batik fabric, and trimmings available for purchase.

Student Supply List

- One square batik fabric – 36” x 36” or 45” x 45”.
- #30 weight Sulky Cotton Blendables and/or solid color thread to coordinate with fabric.
- Lots of fun beads and buttons to adorn finished scarf.
- Rotary cutter, metal ruler, and cutting mat.
- Sewing machine.
- Large plastic bucket, big towel, and hair dryer.

Updated supply lists will be sent to participants prior to the workshop.



February 2020

Seminar Day Information

Sue Mathes

“Mini Dress Form Altered Book”

Kit Fee: TBD

Workshop Fee: \$25

Kit includes:

- Dress form pages.
- Extra paper.
- Hardware to assemble the book.
- “Fun stuff” to add to your pages.
- Use of rubber stamps and ink.

Student Supply List

- Three (3) new glue sticks or special paper glue (if you have it).
- E6000 glue for attaching jewelry to the book.
- Items to decorate your book: small pieces of jewelry, ribbons, yarns, buttons, pieces of fabric, small charms, beads, etc.
- Fabric: if you want to make fabric pages or ‘clothes’ on the pages.
- Sewing supplies.
- Detail and large paper scissors.
- Ultra-fine black *Sharpie*.
- White pen – which also looks nice on the pages - optional.

Updated supply lists will be sent to participants prior to the workshop.



February 2020
Seminar Day Information

Claudia Scroggins

“Knitted Beaded Bracelet”

Kit Fee: TBD

Workshop Fee: \$25

Kit includes:

- Beading needle.
- Tapestry needle.
- Closure.
- Contrast yarn.
- Handouts.

Student Supply List

- 6° beads – 60-70 per bracelet.
- #5 or #3 skeins of Perle cotton.
- #2 or #1 double-pointed knitting needles (set of 2).
- Scissors.
- Tape measure.

Updated supply lists will be sent to participants prior to the workshop.



March 2020

Sue Walton

“Weaving Texture on a Frame Loom”

Kit Fee: \$15

Kit includes:

- Warp yarns.
- Some basic weft yarns.
- Nails (for making the loom).
- Instructional handout.

Student Supply List

- Painter’s stretcher strips OR prepared painting canvas. Find stretcher strips at art supply store (Green’s, Utrecht, Blick’s) and painter’s canvas at Michaels or Joann’s. Minimum size: 10”x10” or 12”x12”. Frame can be larger or rectangular.
- Hammer – either a regular carpenter’s hammer or tack hammer.
- ½” round dowel rod.
- Scissors.
- Paper, pencil, and ruler.
- Stick shuttle and/or pick-up stick or weaving sword. (Some will be available to use at the workshop – no need to buy any).
- Tapestry beater, if you have one, or a heavy fork (yes – a dining fork).
- Extra yarn, strips of fabric, leather, feathers, etc.

Updated supply lists will be sent to participants prior to the workshop.



April 2020

Jan Frank

“Stitching with Needle and Thread”

Kit Fee: \$20

Kit includes:

- Assortment of needles.
- Threads.
- Fabric.
- Lots of ‘stuff’ to experiment with.
- Handouts.

Student Supply List

- Paper and pencil.
- Fine *Sharpie* pen.
- Basic sewing kit with scissors, extra needles, nail file, etc.
- Basic stitch book (if you have one).
- 5” (+/-) embroidery hoop or Q-snap (Michaels).
- Fabric: old linen napkin or a piece of hand-dyed fabric, etc.
- Embroidery threads.
- Task lighting (optional).

Updated supply lists will be sent to participants prior to the workshop.



Nadine Cloutier

“Natural Dyeing without Chemicals”

Kit Fee: \$50

Kit includes:

- A variety of three cellulose and three protein fabric pieces packaged into four individual kits. Each fabric sample piece will be large enough for dyeing and cutting into smaller samples for immersing into the modifiers. These will be glued into your journal for future reference.
- A special handmade reference and dye journal will contain dye recipes, mordant recipes, and list of various plants to forage and grow.
- Plant, fruit and vegetable materials, both fresh and dried.
- Various modifiers with containers for dipping
- Pre-mordant material for additional sampling technique.
- Use of roasters, pans, buckets, a drying rack and other tools.

Student Supply List

- Needle, thread (any color), and scissors.
- Fine point permanent marker (Sharpie).
- Pen or pencil for notetaking.
- Tacky glue to adhere samples to journal.
- Plastic baggies or flat containers to take home any wet fabric.
- Plastic table cover; gloves; apron; old towels or roll of paper towels.

Updated supply lists will be sent to participants prior to the workshop.



NTGM Workshop Policies

1. **Signing up** – signup sheets are to ensure that there is enough interest for a workshop to run. Putting your name on the list is NOT registering for the workshop; it only indicates that you are interested in taking it.
2. We have not had to cancel a workshop due to lack of interest for several years. Our workshops have been very popular, and often fill up quickly due to interest and class size limitations on the instructor's part. Therefore, if you think you would like to take a workshop, we urge you to register early. A minimum of 12 is required for a workshop to run, unless special circumstances exist.
3. Non-members will be eligible to sign up for NTGM workshops at the end of the morning program one month before the workshop, provided there is space. Non-members will pay an additional \$5 per half day of workshop instruction.
4. **Registering** - To register for a workshop, you must either a) fill out a coupon in an NTGM newsletter, and send the coupon with a check to the Program Chair, or b) put your name on a signup sheet at a meeting **AND** give a check or cash to the Program Chair.
5. Once you register for, and pay for a workshop, you are taking a seat in that workshop. You will be sent any class instructions and supply lists. In addition, the instructor may prepare a kit for you (if there is a kit). Your payment signifies your commitment to attend the workshop.
6. **Cancelling** – Your payment is a commitment to attend, a commitment by the instructor to have materials available for you, and it means that someone else may not be able to take the workshop; therefore cancellation (especially at the last minute) is discouraged.
7. NTGM policy has been that any last-minute cancellations must be taken to the Board for review if a refund is requested. Only true emergencies like hospitalization, deaths in the family, etc. should come to the board for approval of a refund. Vacations, appointments, etc. are not considered emergencies. For emergencies or other unusual circumstances, refunds will be given as long as the minimum number of attendees has been met (determined by the treasurer based on the current rate of pay for instructors). This ensures that NTGM can afford to pay the instructor.

8. You may cancel your workshop registration for a full refund **from NTGM** without Board approval if:
 - a. You notify the Program Chair **at least one month** before the workshop, and preferably before or at the meeting the month before your workshop. For example, you need to notify the Program Chair at or before the October meeting to cancel the November workshop. That gives us the opportunity to announce an opening at the meeting. **AND**
 - b. There will still be at least enough attendees to meet the financial minimum requirement signed up for, or on a waiting list for, the workshop you wish to cancel. In order for NTGM to cover the expenses of the workshop (including teacher fees, incidentals such as food for the teacher, mileage or other travel reimbursement, and the room rental fee), we must have at enough participants in each workshop to meet our financial responsibilities. If your cancellation would result in the Guild's inability to cover its expenses, you will not receive a refund. This includes the kit fee.
 - c. Note that if the instructor wants the kit fee paid for no-shows, people who cancel will still be responsible for the kit fee- even if they are not attending. As a Guild, we should strive to maintain a good reputation with instructors, and refunding workshop fees without collecting kit fees damages our integrity. You always have the option of selling your unused kit to another member.

9. If you need to cancel less than one month ahead for a non-emergency, it is up to you to find a replacement, and get the workshop and kit fee from that person. This transaction is between the two of you, and not NTGM, but we ask that you notify the Program Chair so that she may give you a list of people on the waiting list. You are responsible for calling and finding a replacement. Once you do find a replacement, please let the Program Chair know, so she can correct the participant list. This is very important, as instructors sometimes need to contact participants before the workshop.

10. If an instructor cancels due to emergency less than 1 month in advance, NTGM will do its utmost to find a suitable replacement. Attendees will be notified of the change and given the option of asking for a refund, within 2 days, or staying with the substitute instructor. It is the attendee's responsibility to respond to the notification. Should participation drop below the financial minimum required, the workshop will be cancelled.

Revised 08-31-2016

NTGM Role of the Workshop Assistant

The NTGM board has determined that the assistant for a workshop has two main duties. The first and most important is to oversee the care and condition of the church facility. The second is to assist the instructor to help the workshop experience go smoothly for the students. Assistants do not participate in the workshop projects. The lunch team provides lunches for the assistant and instructor. Assistants may wish to take notes for their own information.

A program committee member opens the church doors by 8:30 am, unless the presenter needs to set up earlier and has the key to the storage room. The storage room and church doors are locked at the end of each workshop day. The media team handles the television and microphone.

The presenter or a NTGM member provides a computer needed for a PowerPoint presentation.

- Assist the presenter: Be sure to ask and be available. Unload and help set up the materials and artwork, make sure he/she has a place to sit for the business meeting and lunch, assist with sales, help pack up and load materials.
- Kitchen: We use the microwave and refrigerator for lunches and the coffee maker and counters for our coffee service, but we limit the number of NTGM people in the kitchen at any one time to make room for church staff. We keep our coffee supplies, any counters we use and the microwave tidy.
- Workshop: A roster of the class, evaluation sheets and a collection envelope will be provided. Check in students, collect the class kit fee (checks made out to the instructor) and note if anyone does not want their photo on the NTGM webpage or in social and news media. Once all money is collected and recorded, give the checks and money to the instructor. When appropriate, distribute handouts and workshop supplies, get the instructor coffee, tea or snacks, clean up after a demonstration, mix dyes, cut fabrics, sort tools, mop up spills and unplug the utility sink and set up drying, ironing, cutting or dyeing stations. Make sure tables and floors are protected from stains and burns when dyeing or ironing and extension cords are evenly plugged around the room to prevent blowing a fuse. In the storage room there are drop cloths and a few plastic tablecloths in a large plaid bag, extension cords in a small clear plastic box and two irons. The program committee member who opened the church in the morning has the key to the storage room.
- End of First Day: Ask everyone in the class to straighten up their area, leave a walk space from the hallway to the choir room for the Tuesday evening church meeting and help pack up the instructor's valuables. Check to see if all is in order and turn off lights in the main room, kitchen (turn off the coffee pot), hallway, utility sink, storage closet (lock the door) and bathrooms. Lock church doors unless the church staff is setting up for another event.
- End of workshop: Hand out evaluation forms at the end of the workshop for student to fill out and place in collection folder. Make sure NTGM cords, irons, table covers, kitchen supplies, etc. are returned to the storage area, stacked and covered neatly along the wall and the door locked. Participants clean up their tables and floor area. Make arrangements for the trash in the fellowship hall to be collected and put in the dumpster behind the building before leaving. Check to see if all is in order and turn off lights in the main room, kitchen (turn off the coffee pot), hallway, utility sink, storage closet (lock the door) and bathrooms. Lock church doors unless the church staff is setting up for another event.
- Photographs: Take photographs of the program and the workshop: members, progress on their projects and of the instructor (if you have permission) presenting, demonstrating and working with the students. Send your edited photos via Drop Box or email to Terrie Voigt, program chair and Eric Page, NTGM webpage editor, eric20628@yahoo.com

WORKSHOP REGISTRATION

Barbara Skimin Workshop Fee \$60

"Fractured Curves" Kit Fee \$2

January 14 - 15

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

IMPORTANT

- Send one form and one check for each workshop.
- To pay by CHECK:
Mail check(s), post-dated to the workshop date and made payable to NTGM, and registration form(s) to the address below.
- To pay with CASH:
Place registration form and cash in available 'cash payment envelope' and give directly to one of the Program Chairs.

Do not add kit fee to your check. This fee is paid directly to the workshop presenter on the first day of the workshop.

MAIL FORM and CHECK to:

Kathy Bricker

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Checks should be made payable to NTGM with the workshop selection in the memo line.

QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Seminar Day

Judy Loyd Workshop Fee \$25

"Bias Batik Scrunched Scarf" Kit Fee \$2

February 11

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

IMPORTANT

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MAIL FORM and CHECK to:

Kathy Bricker

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QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Seminar Day

Sue Mathes Workshop Fee \$25
"Mini Dress Form Altered Book" Kit Fee TBD

February 11

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

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MAIL FORM and CHECK to:

Kathy Bricker

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QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Seminar Day

Claudia Scroggins Workshop Fee \$25

"Fabric Manipulation" Kit Fee \$3

February 11r

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

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MAIL FORM and CHECK to:

Kathy Bricker

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QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Sue Walton Workshop Fee \$60

"Weaving Texture on a Frame Loom" Kit Fee \$15

March 10 - 11

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

IMPORTANT

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MAIL FORM and CHECK to:

Kathy Bricker

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Checks should be made payable to NTGM with the workshop selection in the memo line.

QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Jan Frank Workshop Fee \$60

"Stitching with Needle and Thread" Kit Fee \$20

April 14 - 15

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

IMPORTANT

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Mail check(s), post-dated to the workshop date and made payable to NTGM, and registration form(s) to the address below.
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MAIL FORM and CHECK to:

Kathy Bricker

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Checks should be made payable to NTGM with the workshop selection in the memo line.

QUESTIONS?

Contact:

Kathy

WORKSHOP REGISTRATION

Nadine Cloutier Workshop Fee \$60

"Natural Dyeing without Chemicals" Kit Fee TBD

May 12 - 13

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

IMPORTANT

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- To pay by CHECK:
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MAIL FORM and CHECK to:

Kathy Bricker

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Checks should be made payable to NTGM with the workshop selection in the memo line.

QUESTIONS?

Contact:

Kathy