

THE NEEDLEWORK AND TEXTILE GUILD OF MICHIGAN



VOLUME 10, ISSUE 4

DECEMBER 2020

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

The Covid virus is surging and this year's programming once again needs to be adjusted. We have members and their families who have been impacted by the virus. We must put safety first. For the protection of our members, lecturers and teachers, we cannot have in-person meetings for the foreseeable future. Our program guru, Kathy, and her committee are rescheduling in-person lectures and workshops and, in their place, are scheduling zoom lectures, workshops and programs that permit our members to connect and share ideas and projects.

Our December program will include a Digital Show and Tell (see page 4), with each member discussing the work they have submitted for the PowerPoint presentation.

Since we must rely on online programs, we would like to offer assistance to any members who need help logging into and navigating Zoom. Please contact Mary Kaye Aukee if you would like to be part of one or two practice Zoom meetings.

Judy Loyd is collecting headshot photos of members to include on the password protected member-only section of our new website. How many times do you say, I know that name but can't place the face? Now it will be easy to find out. Let Judy know if we have (or do not have) your permission to use your photo on our communications.

Despite dealing with the pandemic, it has been a joy working with such talented and dedicated people who are reimagining and rebuilding our programs, communications, and procedures brick-by-brick. As we work through this unusual year, please let us know your thoughts and ideas. By the time we are back to the "new normal", I expect our Guild will be stronger, well-schooled in technological programming, and more inclusive and influential than ever imagined.

Terrie



DECEMBER



LOVE
PEACE
JOY



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From Membership Chair Susan Van Dusen

Hi Everyone - Happy Holidays!

Even though we are gathering virtually now for meetings and workshops, the desire to connect with our creative community remains strong. Our membership keeps growing and we are now at 67 new and renewed members. Thank you for continuing to support our Guild.

If you haven't renewed yet or if you are thinking of joining for the first time, it's never too late. Just send your check for \$40, payable to NTGM, to:

Susan Van Dusen

—
—

Be sure to reconfirm your address, phone number and email (especially important, since our primary source of communication will be by email).

~ Susan



LOCATION

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

NEWSLETTER SUBMISSIONS

sharonmck.ntgm@gmail.com

MORE INFORMATION

www.ntgm.org

Meeting Updates

If it is necessary to make changes in a scheduled meeting, an email message will be sent to the membership no later than 7:00am on the morning of the meeting.

NOTES from the PROGRAM COMMITTEE

This is likely the most challenging and yet most exciting note I've had to compose. As you have read in Terrie's message, we have to make some changes. We had hoped - probably unrealistically, but we are dreamers - that we might be able to gather safely in the new year to finish our Guild programming in person. But, given the current numbers and the unknowns surrounding the upcoming vaccines, it has been decided to push this year's programming forward and Zoom our way into 2021. Our lecturers and teachers have been so very gracious in their flexibility and willingness to reschedule. Please be certain to fill their classes when they come around again.

- **December** is traditionally WhistleStop so we're going to try a Whistlestop ala Zoom. This will be an interactive meeting with plans for break-out rooms where you can get together in small groups to chat and share ideas, work in progress, and tips. We will have Show & Tell and Member Spotlights. See page 4 for more details. And did I mention a few give-aways at the end of the meeting? You must be present to win so be sure to stick around!

- In **January** we will welcome Tobi Voigt for her Zoom lecture. To complement Tobi's look at knitting and crocheting, we want to spotlight our NTGM yarn artists to learn how these unique skills have impacted their lives. See page 5 for details. Get ready for your close-ups!

Because we want to fully participate in Terrie's screen-printing workshop, we are moving it to next year's calendar. If you are signed-up for this workshop you will be first in line for the rescheduled dates.

- **February** is Seminar Day. This year's twist will be a morning lecture and trunk show by Canadian quilt and surface design artist Al Cote' (imaginationtextile.com). In the afternoon, we have a mini-seminar with Al and NTGM member Mary Bajcz. Mary is a student of Al's and together they will talk about the pieces she has done with his influence. Mary's new YouTube channel can be found at ScrapHappinessStudio.

- **March** will continue our adventures with Canadian artists. Ana Buzzalino from Calgary, Alberta will share her lecture "Creativity in Times of COVID". See page 7 for details about the afternoon and full day demo/workshop. You can see her work at anabuzzalino.com or on Instagram at ana_buzzalino

- **April** and **May** are works in progress. Since Zoom is not the best format for Elizabeth Royal's or Meena Schaldenbrand's workshops, they will be future offerings.

Lesley Riley and I will be working together to determine how best to go forward with her Wet Cyan workshop. Zoom is not a good format for that either and an in-person workshop with her is what we have all looked forward to. And

Nadine Cloutier is waiting for nice weather to share her natural dyeing workshop in an outdoor setting. Watch to see when she might show up!

So there it is! Thank you all for your patience as we patch this together. Your encouragement and kind support are much appreciated by us all. The most important goal that we have is to assure everyone's health and safety through all this.

Stay well,
Kathy Bricker

Program Committee: Sharon Waligora, Judy Loyd, Jeanne Sarna, Nadine Cloutier
and the registration guru, Barbara Skimin

December 2020

December 8

Zooming into Whistlestop

Show & Tell

We know you've been busy! Show us!

Submit 2-4 photos per project to Nadine Cloutier (dollmaker1950@icloud.com) by December 5; include close-ups - we want to see! Nadine will assemble a PowerPoint slide show and, during the meeting, Mary Kaye will shine the spotlight on you so you can share your work - and everyone can see!

This has proven to be very popular in other guilds. Let's join the fun and make it a great show.

**And – your name will be placed in our “virtual” Show & Tell box for our traditional drawing in June. You could be the winner!

Member Spotlights

Who's Who in NTGM?

Meet and get to know some of our NTGM members, both veteran and recent, as we put them in the spotlight and learn more about them.

Breakout Rooms

Who Will You Meet for the First Time?

We will have 2-3 sessions of small groups to chat and discuss some of the burning issues of the day. For example:

- What have you liked so far? What can we improve?
- Are you comfortable with Zoom?
- How should we use Zoom in the future?

Session 2 will be a time to share ideas, tips, online resource, recipes, etc.

We will collect all your ideas and share them in the next newsletter.

Join us - It should be fun!

January 2021

January 12

TOBI VOIGT

“Unravelling Myths: Knitting and Feminism in the 1960s and 70s”

Tobi Voigt is a historian and museum professional who has art and crafting in her genes. After becoming an avid knitter, she became so interested in the resurgence of yarn crafts amidst the Feminist Movement that she did her master's thesis on the subject. She will share her findings in a fascinating overview of a decade so many of us participated in - needles and protest signs side-by-side.

CALLING ALL KNITTERS AND CROCHET-ERS!!

We would like to supplement Tobi Voigt's wonderful lecture “Knitting and Feminism in the 1960's and 1970's” with YOUR stories of your knitting or crocheting practice. When did you start? What was your inspiration? How has your work with yarn impacted and enriched your life and your art? Where do you want to go with your practice of this art form? So many questions!!

If you would like to be part of our meeting spotlight, please send a few photos to Nadine Cloutier (dollmaker1950@icloud.com). Nadine will format them into a slide show and Mary Kaye will turn the spotlight on you during the meeting. Take 5-10 minutes to tell us your story and show off some of your work.

We want to know more about what knitting and crocheting - and any other form of yarn handwork - has meant to you!



February 2021

February 9

ALBERT COTE'

"An Artist's Journey ~ from There to Here"

Join us in welcoming quilter and surface artist Al Cote' (imaginationtextile.com) from Niagara Falls, Ontario. Al is a full-time quilter and instructor whose innovative and creative classes during his twice yearly Fibre Retreats have inspired quilters across Canada and the US. His work has been shown at Houston's Quilt Market and several other venues across the province. He teaches yearly at Halliburton School of Art & Design. His lecture/trunk show promises to be a lively and inspiring review of his work and work-in-progress!

SEMINAR DAY

NTGM member Mary Bajcz is a long-time student of Al Cote'. Join her after a lunch break as she shares some of the work she has created as a result of her classes and conversations with Al. He might even join in the conversation! All will be welcome to Zoom in!



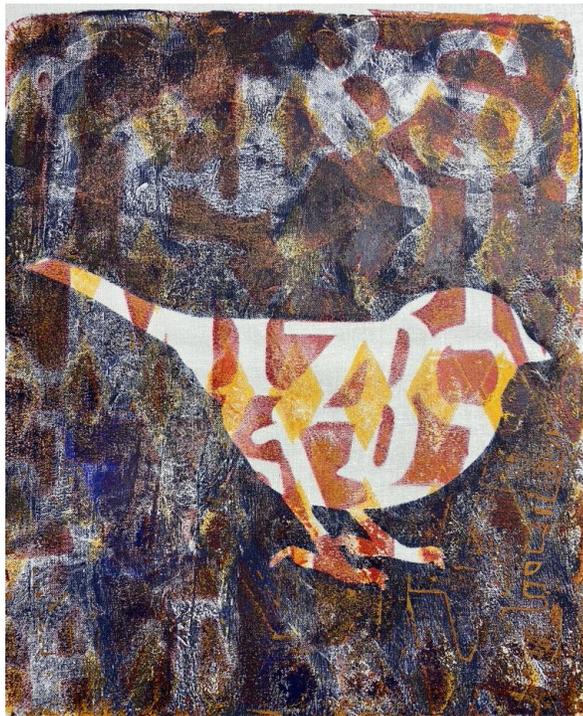
March 2021

March 9

ANA BUZZALINO

“Creativity in Times of Covid”

Ana comes to us via Zoom from Calgary where she is a prolific quilt maker, stitcher and surface designer (anabuzzalino.com) or on Instagram at ana_buzzalino). She will be sharing her tips on how to stay creative and motivated in times of stress.



Workshop

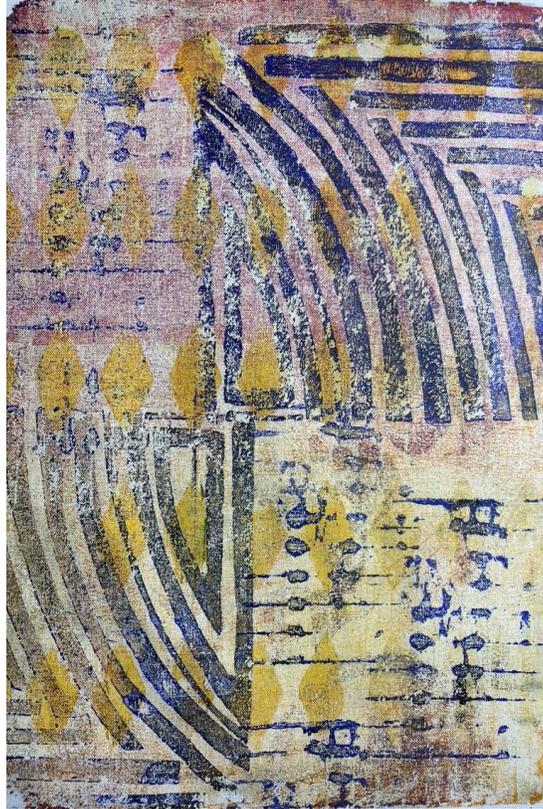
“Make Your Quilts Sing with Digital Imagery –
Editing Photos in PowerPoint”

In this afternoon demo class, Ana will show us how to use this readily available (you might already have it!) program to edit photos and text, in preparation for printing onto fabric, paper, or transfer paper. Imagine the possibilities for quilts, garments, and other fiber projects

March 2021

March 10

ANA BUZZALINO



Workshop

“Monoprinting without a Press

In this 6-hour Zoom class on Wednesday, March 10, you will learn to use water-based paint on Gelli plates or other surfaces, using techniques such as masking, multiple drop printing, and color mixing. You will play with textures and random materials to create several pieces that can serve as underpinnings or stand alone as separate works. Grab your apron!

Registration details will follow.

April 2021

April 13 - 14

TBD

May 2021

May 11 – 13

Lesley's lecture and workshop are TENTATIVE

LESLEY RILEY

“Wet Cyan Printing and More”

Lesley Riley, internationally known fiber artist, instructor, writer, and Artist success coach will be visiting us for a unique lecture/workshop experience following this tumultuous year that is redefining so many aspects of our lives and our work. With that in mind, she will share with us a new lecture about her Artist Work and ours in what is certain to be an enlightening and thought-provoking discussion of the creative life.



May 2021

May 11 - 13

LESLEY RILEY

Workshop

“Wet Cyan Printing Plus!”

Join Lesley for a 2-1/2 day workshop exploring her unique wet cyan techniques on fabric and paper as well as a dive into her toolbox for ideas to fill your own.

In Lesley’s words... *“Serendipity is my middle name. I would rather create 1000 random, happy accidents that one piece with a perfectly planned and achieved outcome. It is very liberating to make something that is, for the most part, out of your control. It releases the angst that can come with art making and kicks your inner critic’s butt. Plus the absolute simplicity of the nearly fail-safe technique and chemistry almost guarantees that you will make a successful print within a short time. Now, of course there are some methods, means and materials that you need to know about to get the results you lust over. That’s where I come in. We will start with the basics of cyanotype printing and quickly more onto the many variables that make wet-cyanotype printing so magically delicious. You will learn all my methods, tips, tricks, and best practices regarding:*

Paper, fabric, plants, water, water application, workspace set-up, contact printing, alternative materials, solution mixing and application, additives that change chemistry and color, post-print processing, timing and temperature, troubleshooting results, turning blah into beautiful, and....what not to do!”

You will leave this workshop with a library of possibilities and an encyclopedia of techniques



Supply List: see page 15.

Seats Available: [Wait List](#)

June 2021

TBD

NADINE CLOUTIER

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 17.

Seats Available: Wait List

FOR SALE

Kenmore mangle in very good shape (although chair is not in the best shape). \$150.00 for the pair.



Contact:

Cheri Skomra

—
cheriskomra@aol.com

EXCURSIONS A Road Trip Mini-Group

In-person excursions will be on hold for the winter months to observe safe practices. If you have the opportunity to take in an exhibit of interest, either in person or online, please share it to the Facebook page or, if it falls within deadlines, here in the newsletter (submission deadline is the 25th of each month). Just send a note to Kathy (kwoz1@me.com) or Sharon (sharonmck.ntgm@gmail.com).

Thanks to Rick Ware for sharing the photos from the Paradigm Art Quilters show at the Greater Flint Arts Council gallery. So much beautiful work representing local artists.

Stay safe.
We'll be road tripping again soon!



a contemporary art quilting group

WHEN: the third Tuesday of the month from September to June
1:00 to 3:00pm
WHERE: via ZOOM, unless otherwise informed
CONTACT: Barbara Gittleman
barbaragittleman@gmail.com
—

Art washes away from the soul the dust of
everyday life.

~ Pablo Picasso

An Impressive Spring Community Project

When the Covid-19 virus first hit Michigan and senior centers, Marj Levine saw there was a critical need to find masks for the Fleischman Senior Residence near her home. Having been in the medical field for all her career, she knew how vulnerable the seniors were and how important it was for them to have proper masks for their protection. She contacted the Residence, and yes, they were grateful to receive masks.

Marj's sewing machine was packed and she was unable to make masks, but she knew fellow NTGM members who could. She contacted Barbara Gash and Sharon McKenna. Together they put together a team. Barbara contacted the sewers, Marj coordinated the sharing of fabric, elastic and other supplies and Sharon sent out group emails inviting all members to join in. Soon there were collection points around the city. At the designated time and location, Marj would park her car with the trunk lid up and the sewers would drop off finished masks in brown paper bags. It was also the place to deliver and pick-up fabric and elastic to be shared or cut fabric ready to be sewn.

By time the project ended, Marj had delivered over 400 masks to the Fleischman Senior Residence. Those in charge greatly appreciated having them to distribute to their seniors and staff.

In this time of separation and uncertainty, we look back and thank each member who gave of their time and talent: Marj Levine, Barbara Gash, Sharon McKenna, Kathy Bricker and all who assisted in this thoughtful and life-saving project.

ZOOM tips

- When you receive your Zoom invitation to register for a meeting or class, do it right away. It's easy to lose that email and frustrating to try to scroll through to find it at the last minute.
- Your class link is usually sent right after you register. Save that link to the calendar on your computer or tablet. Then set a reminder on your phone for about 15 minutes before class begins. That gives you time to log in and make certain that your connection is good, and the screen is where you want it to be. Adjust lighting or visual access to hallways or doorways that family might be using. Make sure you know where the mute icon is.
- Lastly (and this is a note to self), pay attention to your background. Think about how much clutter you want to admit to! Being "outed" - it isn't pretty!



Submissions DUE by

NOON on **Sunday 6 December**

Send pictures to Judy Loyd at

judyloyd@me.com



Zoom Update

Hope you are enjoying the Zoom Meetings and Workshops. It is different and often feels uncomfortable not being able to be with each other and share all that we are making and doing! However, it's better than not creating together at all. I have tried to explain how to utilize your camera on your phone as a webcam while on a Zoom meeting, but it can be a bit confusing. I have attached a very good document that walks you through the process and talks about how you can utilize the camera phone to show your work. Hope this helps. As I learn more about Zoom, I will pass it along.

www.sjsu.edu/teachanywhere/canvas-and-other-tools/zoom-doc-cam-options.php#:~:text=Join%20

Stay tuned for some Zoom rooms in December.

~ Mary Kaye



Board Notes

Board Meeting Highlights

- Our membership is now 67. We are all supporting the Guild through this quarantined time.
- The general meeting and Zoom classes in September and October were very successful. We will see more of the Zoom format because we now have access to world renowned instructors. Upcoming workshops may all be Zoomed if restrictions continue.
- Whistlestop will have a new look of "show and tell. More information to come in the newsletter.
- Our new website is just about here. Send in your headshots!
- The nominating committee has an opening for one more general member.
- If you or a member you know is experiencing a significant life event (moving, illness, death, etc.) contact Liz DeVree, our corresponding secretary (lizdevree@gmail.com) so that we can support you.

The next Board meeting will take place on **January 18** at 10:00am.



Social Media Notes

Our Facebook page is going strong. We have people from all over the world now following our antics! It's really wonderful to see all that's available to us in the fiber world. Remember that anyone who has been accepted into the FB group can post to the page - just be aware of the guidelines posted in the newsletter. You can find them on our website. The moderators are charged with editing or removing inappropriate posts if necessary (so far, so good!)

We are considering an Instagram account too! Imagine all the great photos of our work to be shared! Right now we have to figure out a good name for it since NTGM is taken by a t-shirt company!

Each of our social media accounts has its own purposes and set of guidelines. NONE OF THEM take the place of the newsletter or group emails from the Board as methods of official communication. These are for fun and creative boosts and an occasional reminder. They also will never take the place of in-person meetings, but it's sure nice to have them during these crazy times. So, post away and have fun with it!

Lesley Riley

“Wet Cyan Printing Plus!”

Prepare for lots of fun and learning from this unique workshop!
This will be a potentially messy class, so you will need to dress accordingly.

Kit Fee: \$20

We will try to purchase as much as possible in bulk to avoid gathering too many unusual supplies (example: plastic dishpans, glass, gloves, etc.).

Kit includes:

- Cyanotype solution.
- Exposure contact plates.
- Additives.
- A selection of specialty papers.
- Handout.

Student Supply List

- Two (2) 1” foam brushes.
- Ruler or straightedge – 18”.
- Scissors.
- Old bath towel.
- Notebook.
- Smartphone or tablet for photographing and editing.
- A variety of papers and fabrics for printing (see below).
- If you plan to print on fabric, natural fibers are recommended: cotton, linen, silk. Keep in mind the paper sizes listed below. Quiet, pale prints and old sheets are great. The tighter the weave, the crisper the print.
- We will primarily be printing leaves. Bring some fresh or pressed flat, if possible. Flat objects (lace, sequin waste, washers, etc.) can also be used.

Lesley recommends 140lb hot press paper or a relatively smooth cold press. We will be tearing most pad sheets in half. If you choose to use full sheets of WC paper, 2 or 3 sheets, 22”x30”, will be sufficient.

- Strathmore series 400 – 11"x14" – mixed media pad (15 sheets – get two, if this is all you are selecting).
- Canson XI Watercolor Pad – 9"x12" (30 sheets)
- Fabriano studio – hot press WC pad (50 sheets)

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



**Workshop Fee will be approximately \$200.
A \$100 deposit will hold your place in the workshop.
Guild cancellation policies will apply to the deposit.
Balance and due date TBA.**

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.



ZOOM Protocol

How we will work:

General Meetings:

1. Registrations will be mailed utilizing Mail Chimp.
2. You will receive a Zoom registration in your email box you have provided to NTGM.
3. You will receive a confirmation email with all the information you need to sign in.

Workshops

1. Registrations will be mailed directly to your email address.
2. You will receive a Zoom registration in your email box.
3. You will receive a confirmation email with all the information you need to sign in.

Artful Quilters/Beaders/Knitters/All other Organizational Meetings

1. A Zoom invite will be sent directly to your email.
2. On the day of your meeting, you will sign in directly through the invite email.

Hints: You may want to have a place to save your Zoom meeting/workshop information so you can easily find it to log into the meeting. You will often be asked for your Passcode.

Day of the event:

1. Have your computer/tablet/phone ready for ZOOM.
2. You may want to restart your device; it may work smoother. Shut down all apps and turn off sounds.
3. Be close to your wifi.
4. Find that confirmation email.
5. For a long meeting or workshop, you may want to elevate your device to save your neck. Look up and make eye contact with everyone.
6. Have lights only in the front of you or best on the side. We want to be able to see you. You may want to check the space behind you and make sure you want folks to see what's there. Wearing earphones/earbuds will minimize noise, especially during a workshop.
7. Ask your household to be respectful.
8. Minimize disruptions, we can see what's happening.

When you have joined the meeting:

1. The first 15 minutes will be for saying "Hi" and chatting. It will get wild with 30-50 of us, but that's OK - have fun reconnecting!
2. Check to see that your mic is muted or unmuted, if you want to speak you must be unmuted. Check to see if your video is on, if you don't want to be seen, click off your video camera.
3. You can find both of these icons on the far left of your tool bar at the bottom. You may need to hover over that area for the bar to be seen.
4. After the 15 min chit chat time is up, all participants will be muted and the speakers will be unmuted to make sure that everyone can hear the speakers.

Hint: If you click on your video camera, you will see that you can improve your image if you want. But we love you just the way you are.

Views

1. At the top of your screen the black bar provides options for viewing the screen.
 - a.) Gallery View allows you to see many participants at a time (icon lots of little boxes).
 - b.) Speaker View allows you to see the speaker only (one, four corner box).
2. During a presentation or workshop, you may want to use Speaker View. You can still use chat during Speaker view.

Participants

1. If you click on the Participants icon on the bottom of your toolbar, a white box will appear on your right side.
2. This box allows you to see everyone who is attending.
3. It also provides icons for you to press if you want to get the speakers' or hosts' attention. Make sure you click on the "more" button to see additional icons.

Chat

1. On your toolbar at the far left are three dots; click on those three dots and a chat box appears on your left. This is where you can write in a question or comment you would like to provide the speaker or host.
2. You may write to everyone or to an individual person in the meeting. Click the "Everyone" button to see the available options. BE CAREFUL if you do not click on the person you want to message, everyone will see your message.
3. Both of these boxes can be moved around, made larger or smaller on your screen. Click on the blue video camera and a box will tell you what options you have.

Share Screen

1. The green button allows for pictures, slideshows, video something to be shared from a computer to everyone.
2. Share Screen usually puts everyone in full screen mode, but chat and other functions can still be used by moving your mouse over the bottom or top of your screen.

Reaction Icons

1. If you want to share your feelings, there are several little icons you can push. The icon will appear by your image.

ZOOM is a different way for us to meet but it may get tiring sitting and listening. You can always, stand up, stretch, take a little break. Have a coffee or some water with you to refresh yourself.

ZOOM's tools and icons are there to help you. Muting, placing a coffee cup icon by your name, shutting down your video all might become tools you want to use. Like any other computer program, play with it a bit and enjoy the process.

We are all in this together!!!!
At least we don't have to wear a mask during ZOOM!!!!

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 carpool. 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.

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.

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

Lesley Riley

Workshop Fee \$200+/-

"Wet Cyan Printing Plus!"

Kit Fee TBD

May 11 - 13

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:

Barbara Skimin

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

QUESTIONS?

Contact:

Kathy

Barbara

WORKSHOP REGISTRATION

Nadine Cloutier Workshop Fee \$60

"Natural Dyeing without Chemicals" Kit Fee TBD

June

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:

Barbara Skimin

—
—

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

QUESTIONS?

Contact:

Kathy

Barbara