

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 sincerely hope everyone is healthy and coping well with our now prolonged lockdown. As of this morning, Governor Whitmer has extended the statewide lockdown to May 15th, meaning that our May meeting would have been cancelled anyway.

I have a lot to cover, so I apologize for the length of this note, and for repeating what was sent out earlier, but it's all important. If you didn't read the previous email from me, please read this note carefully.

1. **There will be NO May meeting.** For those of you who had signed up for the April and/or May workshop/s – Kathy and Ami from the church are staying in touch, and if it becomes safe for us to hold the workshops at some point in the summer, Kathy will contact each of you regarding rescheduling. I ask you to hang tight, because we just don't know yet if or when we can reschedule. Obviously, if it is not possible to have the workshops in the future, the Guild will refund everyone's payments.
2. **There will be NO June luncheon or Creativity Show.** Much as we would like to hope that we could meet in June, the Board discussed it and felt that it just was necessary for safety to cancel the luncheon. We are planning on having some kind of group celebration in the fall (hopefully September) instead. Jeanne Sarna will chair the fall luncheon. Stay tuned for details on that sometime in August.

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From Membership Chair Susan Van Dusen

Membership checks will be accepted by mail starting in May. Dues for 2020-2021 will remain at \$40 and can be sent to:

Susan Van Dusen
53652 Buckingham Court
Shelby Township, MI 48316

Please write checks payable to NTGM (I will accept cash), and include the following information with your check:

Name

Address with zip

Home phone and Cell phone

Email address

Are you a returning member or new member?

Remember that you need to be a paid member to be able to sign up for workshops. Please do not send workshop registrations to Susan – only membership dues.

See you in September!

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

Well....this has been interesting. Many of you might remember the Joe Btfsplk character from Lil' Abner.... it seems that he might be a relative who has bequeathed his black cloud to us. But we won't be deferred!

This issue of the newsletter is packed with information about this year and next. Let's start with something to look forward to. Our programming for next year looks a bit different. We had discussed some of these changes over this past year and now circumstances seem to dictate that we implement them. We have made changes to our September "reunion" meeting that will incorporate some of the highlights of our delayed June meeting: a less formal pot-luck luncheon, a "quarantine" show & tell display and a time to get reacquainted - if necessary from 6 feet away! At this writing, we are planning for our September workshops to be off-site, at Brightly Twisted Tie Dye Boutique, for some fun tie-dyeing to start our year. I think squirting some dye around will be good for us! Read through the workshop descriptions for more details on the months to come. And remember that, given our current environment, everything is fluid and subject to change!

Workshop sign-ups will begin with the **JUNE** newsletter. Forms will be included next month, along with any updated information. Please read the workshop sign-up instructions carefully so you sign up for the correct classes, especially in September and November, as there are multiple classes and times offered. Dues are to be paid this month to avoid confusion with workshop checks. Lesley Riley is making some revisions and additions for us, and we expect to have more details about her workshop by next month as well. A \$100 deposit will hold your place for that workshop, with the normal NTGM cancellation guidelines applicable.

And now for our regularly scheduled programming! We have Jan Frank and Nadine Cloutier's workshop on delay right now. If we can safely hold them over the summer (August is most likely), we will do so. If not, we have purposely held a couple of months in the next calendar year open or flexible in case we need them. It's all a work in progress - the choreography changes frequently, but we are a flexible group and we will adapt.

For those of you wondering about the Excursions, we hope to be back on the road as soon as possible. In the meantime, do some armchair traveling and share your adventures in the Facebook group.

Thank you to everyone on the board and in the general membership who has offered suggestions and encouragement as we navigate this new reality that has been thrust upon us. I have been gratified and inspired by your steadfast enthusiasm. While it may not seem to be the most important or "essential" activity in the grand scheme of things, the members of this guild support and care for each other on so many levels and we are richer for it.

Stay well, stay strong. We **will** see you in September!

- Kathy

*Start where you are. Use what you have.
Do what you can.*

FROM THE PRESIDENT (continued)

3. **Membership renewals** – Because we won't be meeting in person in June, when we usually start the renewal process, we ask that you simply **mail your check for \$40 to Membership Chair Susan Van Dusen**. Susan has put her address and more information in this newsletter. She will accept checks starting in May, and you must be a paid member to get priority to sign up for NTGM workshops. It's ok to wait to renew, but know that workshop space is often limited, and the Program Committee is opening up mail-in registration starting in June.
 - a. We all understand that members may be reluctant to sign up for group activities in this very uncertain period. The Board will be discussing the issue of cancellations and refunds, so we will have a clear process in place by September. It is entirely possible that meetings and/or workshops may have to be cancelled next year, depending on the state of affairs.
 - b. While we haven't figured out our policies and processes yet, I have no doubt that the Board will consider concerns about personal safety a legitimate reason for refunds in the future. We will always do the right thing for our members.
4. **Workshop signups** – The Program Committee has been working very hard to create an exciting set of programs for members for the 2020-2021 year of NTGM. We will, however, have to be cognizant that, well, everything could change. The program lineup will be available for you to see, both in newsletters and on the website, and **you can begin to sign up in JUNE by mailing in your checks (made out to NTGM, dated for the workshop date as usual) to Barbara Skimin**. Details are in this newsletter and the next newsletter.
5. **Board Position changes** – As I noted in the previous email, revisions in the NTGM bylaws now require that some positions have term limits to ensure rotation of volunteers. Some positions have term limits of two years. This spring, the positions of President and Recording Secretary were deemed to be due for rotation, so the 4 person Nominating Committee sought out nominees for these positions.
 - a. Because we aren't meeting in person, we will need to use an electronic voting system to meet the requirements of the revised bylaws. Mary Kaye Aukee and Sharon McKenna are working to create this survey.
 - b. The Nominating Committee found one **volunteer for President – Terrie Voigt** and one **volunteer for Recording Secretary – Susan McCarty**. The bylaws do stipulate, however, that anyone can volunteer for these open positions as well, so **if anyone would like to be considered for President or Recording Secretary, please contact Mary Kaye Aukee by May 15th**.
 - c. The new bylaws require a quorum of members be present to vote to accept the nominees. We are counting responding to the email as being present for this event, so it is very important that you each read and respond to the survey when it comes. Right now, expect it sometime around May 18th.

6. **Library** – As my final act as NTGM librarian, I need to ask those of you who checked out materials from the library to please take care of your items until we meet again. If you are done with them and would like them out of your house, you may mail them back to me. I know who you all are, and I will leave the reminders to Linda Poterek, who will be the incoming NTGM librarian. We will be figuring out how to manage the safety issues of commonly touched materials like Flea Market and the library so everyone will be safe when we meet again.

OK, I know that's a lot of changes and details to digest. Please feel free to contact me with any questions or concerns. Next month will be my last newsletter as NTGM President, so I had to convey a lot of information.

I know it sounds trite by now, but we WILL get through this, and we will stay together as a group. As with many other social organizations, we've been through difficult times before, and managed to emerge as the vibrant, inspiring and fun organization you have come to know and love. Forty-seven years and counting!

Stay safe and well,

Deb



There are so many things we fiber artists can be doing this time period....

- re-evaluate your "collections" (formerly known as stashes) - even touching your fabric can be curative
- re-organize your supplies and materials and/or workspaces
- dig out those UFOs and deciding to re-work, cut up or pass them along to the Flea Market
- get around to learning a new skill or technique via online resources
- finally watch those skill DVDs you haven't had time for until now
- join the growing numbers of people sewing masks for health care providers
- make something fun for a neighbor or friend
- teach someone in your house something
- teach someone not in your house via Zoom, Skype, Facetime, etc.
- generate new ideas and file them for when you can get supplies
- begin a fiber journal

Summer 2020

Dates 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 19.

Seats Available: **Wait List**

Summer 2020

Dates TBD

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: **Wait List**

September 2020

September 8 - 10

BRIGHTLY TWISTED

Meet Greg & Tammy, founders and co-owners of *Brightly Twisted Design and Dye Company* and learn more about their practice, their philosophy and their mission within their Detroit community. Many of us met Brightly Twisted on an Excursion last year. Now they will bring some of their work to us before we join them again for on-site workshops in their tie-dye boutique!

Get to Know NTGM

Tuesday afternoon

After a tumultuous spring and summer, let's get a fresh start with an afternoon of visiting and catching up with each other and our NTGM activities and meeting new members and our new Board. We will set up tables for our various committees and special interest groups so you can see what they have in store to whet your appetites for something new. Library and flea market will be open for business. A summer show & tell will inspire us all. Jeanne Sarna is planning a potluck celebration for us, so start thinking about a dish to share

Workshop

Brightly Twisted will be opening their doors to us for use their rainbow of dyes as they guide us through their unique tie-dye techniques. Brightly Twisted will provide all the dyes and chemicals needed to dye at least two items in their inventory as well as some yardage of your own if you desire. After your dyeing experience, they will wash and dry your items and mail them back to a designated recipient to distribute back to you. No muss, no fuss!



Seats Available – Wednesday: 15

Seats Available – Thursday: 15

October 2020

October 13 - 14

WENDY SHEPHERD

“Stitching for Inner Peace”

As makers, we know that applying attention to our stitching not only creates a better piece of work, it calms us. We don't often think of the “why”. “Stitching for Inner Peace” explores the “why”. You will join Wendy on a very personal journey on how stitching over the past 53 years has helped her through many personal and professional crises, as well as filled her life with joy and peace. Expect a lively and laugh-filled conversation with the CEO of ALFAB (Anything Legal for a Buck).



Workshop

“Stitching for Inner Peace: Knit or Crochet a Mood or Temperature Scarf”

We know that working with our hands can take us to a place of calm and peace, but how does the process of knitting and crocheting help mitigate the negative effects of stress? As we continue to experience a tumultuous and stressful year, learning to create the best atmosphere for calm is essential. Wendy will take you through the basics of creative stress management as you work through a Mood Scarf (to help with stress, bereavement, and change) or a Temperature Scarf (to help with stress and activism).

Experience Level - beginner and up - you just need to knit (no purling) or crochet!

Supply List: see page 21.

Seats Available: 20

November 2020

November 10 - 11

ELIZABETH ROYAL

“The History of Sashiko”

Elizabeth Royal is a maker, mender and photographer. Today she will discuss the history of Sashiko stitching in the context of Time and Place, investigating how it got started as a technique and how it came to be the decorative technique we know today. Her workshops will focus on Japanese Sashiko (Little Stabs) and Korean Pojagi (Wrapping Cloth). elizabethroyal.com



Workshop

We will be doing something different with Elizabeth’s workshops. They will be presented in 3-hour blocks; two Pojagi Hand Quilting and one Sashiko. You may sign up for one, two or all three.

Pojagi (wrapping cloth)

Tuesday PM and Wednesday PM

You will make a small Pojagi sampler that can be used as a cover for a tea set (traditional in Korea), food covering or window hanging.

Sashiko

Wednesday AM

You will make a Sashiko cotton cloth suitable for a pillow, purse etc.

Supply List: see page 22.

Seats Available – Tuesday PM: 20

Supply List: see page 23.

Seats Available – Wednesday AM: 20

Supply List: see page 24.

Seats Available – Wednesday PM: 20

December 2020

December 8

WINTER SIT & STITCH

“Escape Day”

Let's get ready for the holidays with a pressure-free
Sit & Stitch!

Bring your Holiday or Just-for-You projects
and spend a quiet day with friends
without any other distractions.

We might even throw a video or two into the DVD
player and learn a new technique or view an exhibit we
might have missed seeing in person.

We will open Flea Market and the Library and have
some snacks to munch on, too.

So... bring a lunch and something to work on
(maybe a cushion for your chair)
and let's enjoy a peaceful day of stitching before the
holiday crush of festivities!!

January 2021

January 12 - 13

TOBI and TERRIE 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.

Workshop

“Two-color Silk Screening with Thickened Dyes”

Terrie Voigt brings one of her many talents to us for a workshop that will send you home with two silk scarves - one in earth tones and one in jewel tones. She will teach us how to

- design and prepare a fabric screen for 2-color printing
- mix dyes and auxiliaries for printing
- use the prepared screen to dye two colors at the same time
- batch and wash fabric to maintain color



Supply List: see page 25.

Seats Available: 12

February 2021

February 9

SEMINAR

COMMUNITY SERVICE DAY

Our projects are still in the works!

What would YOU like to do??

Send your ideas to the Program Committee

Kathy Bricker

kwoz1@me.com

Judy Loyd

judyloyd@me.com

Mary Kaye Aukee

mkaukee@hotmail.com

Barbara Skimin

barbara.skimin@gmail.com

Sharon Waligora

skwsews@yahoo.com

Jeanne Sarna

jsarna@pageadditions.com

March 2021

March 9 - 10

?????

Magical Mystery Month

Watch this Space!!

April 2021

April 13 - 14

MEENA SCHALDENBRAND

“Challenges, Group Quilts and Internet Swaps”

Meena is famous for her entries into various quilt and stitching challenges that take her sense of creativity and adventure to new heights. She will give us a fascinating tour of her well-traveled quilts and inspire us to start entering our own work into the wide world of challenges.



Workshop

“Stitch Your Legacy”

In this fun workshop, Meena will guide you as you design and create motifs for your quilts or other stitching projects. She will teach you how to use your laptop and the internet to design original projects using themes such as cooking, knitting, law, medicine, golf, cars, etc. Let her know what your interests are, and she will help you develop them in class. And then the stitching begins.

Supply List: see page 26.

Seats Available: 20

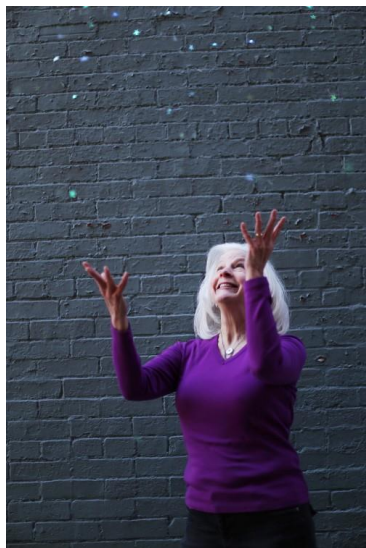
May 2021

May 11 - 13

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.



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.

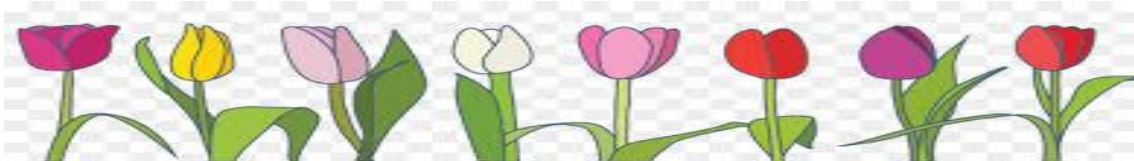
Supply List: see page 27.

Seats Available: 20

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

—

Routine kills creative thought.

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.



 **QuiltWeek**
SHOW Grand Rapids, MI

August 19-22, 2020

DeVos Place Convention Center • 303 Monroe Avenue NW, Grand Rapids, MI 49503

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.



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.



Wendy Shepherd

“Stitching for Inner Peace:

Knit or Crochet a Mood or Temperature Scarf”

Kit Fee: TBD

Kit includes:

-

Student Supply Lists and fibers to best express the moods that your scarf will represent.

Wendy will contact you prior to the workshop to begin “journaling” in preparation for your scarf. She will give you guidelines on choosing the yarn

- Knitting needles, crochet hooks, scissors.
- Yarns and fibers to add to your project and/or share.

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

November 2020
Tuesday PM
Workshop Information

Elizabeth Royal

“Pojagi (wrapping cloth)”

Kit Fee: \$35

Kit includes:

- Ramie fabric.
- Needles.
- Hera.
- Linen thread.

Student Supply List

- Rotary cutter and mat.
- Thimble.

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



November 2020
Wednesday AM
Workshop Information

Elizabeth Royal
“Sashiko”

Kit Fee: \$30

Kit includes:

- Sashiko samples.
- Sashiko needles.
- Leather palm thimble.
- Sashiko thread.

Student Supply List

- Rotary cutter and mat.
- Thimble.

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



November 2020
Wednesday PM
Workshop Information

Elizabeth Royal

“Pojagi (wrapping cloth)”

Kit Fee: \$35

Kit includes:

- Ramie fabric.
- Needles.
- Hera.
- Linen thread.

Student Supply List

- Rotary cutter and mat.
- Thimble.

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



Terrie Voigt

“Two-color Silk Screening with Thickened Dyes”

Kit Fee: \$38

Kit includes:

- 8x10 aluminum silkscreen frame with 110-count mesh.
- Two (2) Habotai silk scarves.
- Fabric mesh and interfacing.
- Dyes and auxiliaries.
- Use of tools and pre-mixed dyes.
- Handouts.

Student Supply List

- .

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



Meena Schaldenbrand
“Stitch Your Legacy”

Kit Fee: TBD

Kit includes:

- .

Student Supply List

- .

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

Lesley Riley

“Wet Cyan Printing Plus!”

Kit Fee: TBD (some supplies may be purchased in bulk for participants)

Kit includes:

- .

Student Supply List

- .

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



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.

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

Nadine Cloutier	Workshop Fee	\$60
"Natural Dyeing without Chemicals"	Kit Fee	TBD
TBD		

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

Jan Frank	Workshop Fee	\$60
"Stitching with Needle and Thread"	Kit Fee	\$20
TBD		

Today's Date _____

Name _____

Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email _____

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QUESTIONS?

Contact:

Kathy —