



2024 Parksville Quilt Show and Sale

Report to Management Committee

November, 2022: Prepared by Barbara Korabek, Convenor

Purpose of the Report:

This report is to update the management committee on key aspects, risks and decisions that have been made to date in planning for the Show in 2024.

Planning:

1. All critical leads are in place, please refer to the attached document.
2. The core has been focused on setting the stage in terms of planning activities to date, but soon the momentum shifts to the various leads and the convenor, while the activities of the core take on the role of coordinating the plans and actions.
3. Larger show lead committee meetings will commence sometime mid 2023. We are anticipating being able to use the guild meeting space between the day and evening meetings to hold these meetings. In 2024, the show committees will need table space during the guild meetings.

Outcomes:

1. Remain unchanged, please refer to the previously circulated show plan.

Actions:

1. Public Relations and Sponsorship team have started their wide spread messaging and advertisement through various medias. Save the date notice has gone out to all the BC guilds. Facebook and Instagram page should be up and active over the next month.
2. The guild's website containing the 2024 Show material should be up and functional sometime this month.
3. Save the date notice has gone out to all potential merchants for the show and sale. Many have already contacted the lead indicating they will be attending. Merchant save my spot and contract is in it's final stages of development.
4. Sponsorship and door prize plan is being developed, including securing a potential major door prize.
5. As the convenor I have been meeting with each of the leads to provide an orientation, including role expectations and an understand their needs now and going forward.
6. Inventory of all show material belonging to the guild has been completed. Three areas of concern have been identified.

- a. 2018, official documentation of the raffle quilts ticket sales. Numerous efforts have been undertaken to try to find the missing records but the results have been unsuccessful. According to the gaming regulations these records should be retained for 7 years (till 2024). Since gaming has just renewed the guilds license without an audit the risk of producing these records might be considered low.
 - i. **Recommendation. No action is needed now.** Management might want to consider ensuring all official documentation that is required by gaming, auditors and the society's act be retained in a locked filing cabinet in the storage unit. I will ensure for the 2024 the records are securing stored.
- b. Parksville Quilt Hanging Frames- Sails.
 - i. In 2015 the records indicate we had 30 white cloth sails used for hanging the quilts. In the 2018 the exact number was not listed anywhere specifically but we did have enough to cover the necessary frames (26 are required). The frames were next used by Nanaimo guild in 2020. I completed an inventory of all items in the locker pertaining to the show. There are only 15 sails. When I was doing the planning for the 2021, I had not yet done an inventory before we halted the show. I have connected to the Nanaimo guild to determine if maybe all of our sails were not returned. Response is pending them doing an inventory. If these sails can not be found we need to replace these missing sails before the Nanaimo show in June 2023 to meet our reciprocal borrowing arrangement.
 - ii. **Motion:** If the sails need replaced The Show Convenor move forward with replacing of these sails by purchasing the necessary supplies and then seeking volunteers in the guild that might help with the sewing of the sails.
 - iii. **Decision and Then Motion:** The costs would need to be covered by the guild until the revenues of the show are recouped (2024) or the costs could be covered by the guild's general operating budget.

This motion was not supported and therefore withdrawn

- c. Parksville Quilt Hanging Frames – Hanging Rods and Chains
 - i. The recommendations from the last two shows were to stop using pins to hang the quilts in the show. Pinning is very labour intense and can damage the quilts as well as the rented frames with curtains from black and white.
 - ii. Background, in order to secure enough frames and other necessary equipment required to hang quilts for our show we use our equipment, we borrow and rent equipment.

1. We rent frame sets from Comox Fair, these are complete with frames, sails, rods, and chains.
 2. We rent from Black and White frames and curtains. We still need to source rods and chains to made use of these rented frames.
 3. Our guild has frames and sails, but we need to source rods and hanging chains to made use of these frames.
 4. We borrow from the Nanaimo Guild frames, sails rods and chains. In addition, we borrow additional rods and chains from the Victoria guild to cover our frames and black and white frames. I have requested borrowing equipment from Nanaimo Guild, they have indicated yes we can. In addition I have contacted Victoria Guild, decision is pending until January. Their show is three weeks prior to our show in 2024. Despite the extensive borrowing we still needed to pin some of the quilts.
- iii. **Motion:** The Show Convenor to move forward with purchasing the required material to make the rods and chains to cover the use of the Parksville Guild frames. The convenor seeks volunteers that might create these rods and chains in order to decrease the financial resources required to purchase these items ready made.
- iv. **Decision and Then Motion:** The costs would need to be covered by the guild until the revenues of the show are recouped (2024) or the costs could be covered by the guild's general operating budget.
- v. **If for some reason we are unable to borrow equipment from Victoria, the convenor will notify management committee.** Risk level I believe to be moderate to low.

This motion was withdrawn and not presented.