

Penn Needles Quilt Retreat Guidelines & Procedures

The Penn Needles quilt retreat is affiliated with and open to members of Penn Needles Quilters. There will be two quilting retreats per year open to these members. One retreat will be held in March (Spring) and will if possible, include a workshop or project. The second will be held in November (Fall) and will have no project or workshop. The retreat will maintain a separate checking account and will operate under the following stated guidelines and procedures and not those of Penn Needles Quilters.

Both retreats will be limited to a maximum of 35 attendees. The minimum number for each retreat is set by the retreat venue and is currently set at 25.

Eligibility for attending & waiting list: Eligibility for attending will be determined by the number of attendance credits (AC's) that a member holds. One credit will be earned for each retreat attended, commencing with the Spring, 2011 retreat. Spring credits earned will apply to Spring retreats and Fall credits earned will apply to Fall retreats. These credits will accumulate and will never decrease. For the purpose of sign-ups, Penn Needles members with the most credits will be accommodated first, in descending order, until the maximum number of attendees is reached. If it becomes necessary, a waiting list will be established - one for each retreat. Members with credits will be placed on the list with those holding the most credits at the top of the list. If two or more members have the same number of credits, names will be randomly drawn for placement on the list. Members with no credits will then be added and a random drawing will be held for placement. Anyone with no credits who wishes to be added to a list after it is established will be placed at the end of the list. Once these lists are established, the names on the lists will remain, but placement may change according to AC's held. Updates to each list will occur immediately following that year's retreat.

In the event that a registered attendee is unable to attend, they must notify the retreat coordinators as soon as possible. When a space at the retreat opens, the first person on the waiting list will be called by the coordinators and given 48 hours to respond. If they decline or do not respond in time, their name will go to the bottom of the list. If potential roommates want to sign up together, they will appear as one name on the waiting list. If two spaces are available, both will be accommodated. If only one space opens, they have the choice of one person attending, or of declining. If they decline because there is only one space available, they will not be put at the bottom of the list, but will instead retain their current spot on the list.

Sign-up for the March retreat: This sign-up will begin no later than the November meeting prior to the retreat. Upon signing up, members must pay a \$25.00 non-refundable deposit. This deposit will be credited toward the total cost of the retreat. Please note that this portion of the payment will not be refunded for any reason or circumstance, but if a member does forfeit their deposit, ½ AC will be given. The final payment must be paid no later than the January meeting.

Sign-up for the November retreat: This sign-up will begin no later than the May meeting prior to the retreat. Upon signing up, members must pay a \$25.00 non-refundable deposit. This deposit will be credited toward the total cost of the retreat. Please note that this portion of the payment will not be refunded for any reason or circumstance, but if a member does forfeit their deposit, ½ AC will be given. The final payment must be paid no later than the September meeting.

Final payments: The final payment for both retreats is refundable up to 35 days before the first day of the retreat, (The first day of the retreat is included in the 35 day period.) only if upon refunding the money there will still be the guaranteed minimum number of attendees. This minimum number is now set at 25 by the current retreat venue. *No refunds will be made until the conclusion of the retreat.* Once the retreat begins or an attendee arrives at the retreat, no fees or portions of fees are refundable. If a member forfeits their entire payment for any reason, one AC will still be given.

Please note: For the purpose of record-keeping, all payments must be made by check payable to Penn Needles Quilters Retreat.

Non-boarders: If the minimum number of boarding attendees (now set at 25) has been reached, members who wish to attend as non-boarders will be welcomed. The fee charged will be that for a quad room (the least expensive room configuration) with meals, as determined by the retreat venue. If the minimum number of boarding attendees has not been reached, non-boarders will be welcomed but must pay the rate for a single room with meals, as determined by the retreat venue. Non-boarders will earn AC's, but attendance eligibility and fees will still be determined by all previous requirements. All refund policies, additional fees and other retreat guidelines shall be the same for both boarders and non-boarders.

Non-members: Both retreats will be open to non-club members - up to a maximum of 30 *total* attendees - if the minimum number of member attendees has not been met by the date of the final payment (the day after the September meeting for Fall and the day after the January meeting for Spring). This will be on a first-come, first-served basis determined by the remittance of full payment of all fees to the retreat treasurer. All non-members will also accrue AC's but these will apply only if multiple payments are received from multiple non-members at the same time. If that occurs, non-members with the most AC's will be accepted first. All fees charged to members will apply to non-members plus an additional non-refundable fee of \$10.00 will be charged to all non-members attending the retreat. All refund policies and other retreat guidelines shall be the same for both members and non-members.

Workshop fees: Effective for the Spring, 2012 retreat, depending on the size and scope of the project, an additional fee will be assessed to compensate the instructor. This non-refundable fee will be *based on the number signing up for the workshop* and will be collected at the retreat. Once an attendee signs up for the project, they will be responsible for this fee whether they participate or not. No sign-ups for projects will begin until the project has been announced and a sample provided.

Due to copyright laws, if a pattern is necessary for the project, each person doing the project must purchase a pattern. No sharing of patterns will be allowed and no refunds will be made once the pattern is purchased. These fees will not apply to the Fall retreats.

Gratuity: In order to keep the work of the retreat coordinators to a minimum, a gratuity of \$5.00 for the venue staff will be included in the total cost of all retreats, beginning in Fall, 2011. If a member cannot attend the retreat, this fee will be refundable even after the deadline for other refunds has passed.

Gifts for committee members: As a “Thank you!” to retreat coordinators who spend a portion of their time at the retreat conducting retreat business, it is asked that each member and non-member attending bring one fat quarter of *quilt-shop-quality* fabric to the retreat. Fabric preferences of the coordinators will be announced before the retreat and it is asked that attendees do their best to honor those requests. No further collections will be taken for these volunteers.

Temporary Assessment: In order for the Penn Needles quilt retreat to become financially independent of Penn Needles Quilters and to establish a balance sufficient to cover potential contract penalties, a \$20.00 assessment will be added to the total amount due from each attendee beginning Fall, 2011. This is a non-refundable fee that must be paid at sign-up. This assessment will continue until a reserve balance of \$3500.00 is achieved. At that time, the assessment will cease and will not reoccur unless the reserve falls below the amount necessary to cover potential contract penalties, or additional funds are needed to satisfy the contract. Please note that it is not the committee’s right or intent to spend this reserve for any non-essential purposes.

Retreat Funds: In the event of the permanent cancellation of all future Penn Needles Quilters retreats, the balance remaining in the checking account will be disbursed to *current Penn Needles Quilters members* who have paid prior retreat assessments. If a member has left Penn Needles Quilters, they forfeit their claim to any disbursements. This disbursement will be an equitable payment based on the total assessments paid into the account by each individual member. Since there may be necessary disbursements made from this account, it must be noted that no guarantee is made that monies will be remaining in the account or that any member will be refunded their total amount paid into the account.

In Consideration: Since the number of attendees is growing and because these are working retreats where most members come with a set goal to be accomplished, everyone should work at their own table. In addition, when taking a break please refrain from excessive interruptions of attendees who are working. No radios or other audio devices may be used in the work area. Please limit cell phone usage to the lobby or to your room. Retreats are non-smoking.

Retreat Coordinators: Retreat coordinators will consist of two members who are willing to serve for two calendar years (four retreats). Both of these coordinators will be listed on all contracts and the quilt retreat checking account.

One coordinator will be responsible for both financial and AC record-keeping. A record must be kept of all bank deposits and must include names, check numbers and amounts. All refunds and non-contract related payments must include a written explanation for the refund or payment. A current bank balance and total expenditures will be available at each retreat. Books must be audited by three members who do not serve on the Policies Committee before the checking account is passed to new coordinators. If a committee member serves longer than two years, the books must be audited every 24 months.

Retreat Policies Committee and Changes to this document: The Policy and Procedures Committee for the Penn Needles Quilt Retreat shall consist of the two current coordinators, the two future coordinators (if known), and any interested former retreat coordinators who have run at least two former retreats (one Fall and one Spring). The committee reserves the right to amend these policies and procedures as necessary. Any changes or additions to these policies and procedures must be approved by a majority vote of this committee. If a committee member cannot attend a policies meeting, they must be given the right to vote on any changes.