

# Pieced Together Quilters Handbook

2010

This Handbook provides a brief history of Pieced Together Quilters (PTQ) and information and guidelines for both new and returning members of PTQ.

**HISTORY:** Their love of quilting, the desire for fellowship, and their determination to preserve the art of quilting brought 17 quilters together on the cold and snowy night of January 19, 1983, at the Bound Brook High School. This was the beginning of PTQ. Of some of these original 17, Betty Sanderson is still a member. Under the Bound Brook Jointure for Community Education, PTQ met at Bound Brook High School until 1988. By this time membership had grown to 75 members, enough to warrant a move to Bridgewater-Raritan High School. In the fall of 1994, we broke our ties with the Jointure, became incorporated as a non-profit organization, and started meeting at the Green Knoll Rescue Squad Building in Bridgewater, New Jersey.

PTQ is a member of the Mid-Atlantic Quilt Guild Network (MAQGNET) and the National Quilters Association (NQA). We participate in a variety of service projects in our community and we support the Heritage Quilt Project of New Jersey.

PTQ offers its members many opportunities for inspiration, encouragement, knowledge, learning and friendship. Membership is open to anyone who loves quilts and beginners are encouraged to join. Guests are welcome at any time. We currently have around 60 members.

**MEETINGS:** Meetings are held from September through June on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of the month at the Green Knoll Rescue Squad (GKRS). Here are directions to the GKRS:

- From Route 22 Westbound – make a right at the North Bridge Street turn-off, going towards the Somerset County Library. Follow North Bridge for about 1.2 miles. The GKRS is on the right, just before the Green Knoll Fire Department.
- From Route 22 Eastbound – make a right at the North Bridge Street turn-off (just past Kentucky Fried Chicken) and then bear right to take the overpass that leads you to North Bridge Street. Follow North Bridge for about 1.2 miles. The GKRS is on the right, just before the Green Knoll Fire Department.

Meeting and program information is published in a bi-monthly newsletter. Meetings may include a lecture or demonstration, basting of members' quilts, Show and Tell and other activities. Generally, the first meeting of the month (the 2<sup>nd</sup> Wednesday of the month) is the general business meeting and refreshments are served. The second meeting (the 3<sup>rd</sup> Wednesday of the month) and the third meeting (the 4<sup>th</sup> Wednesday of the month) have program activities or are informal sessions (sewing, socializing, etc.)

**MEMBERSHIP:** The annual membership dues of \$35 entitles members to participate in all Guild activities, receive the newsletter, membership directory, and have one quilt top basted by members of the Guild. A copy of the PTQ By-Laws is given to each new member and is available upon request. Dues are collected in September.

**ACTIVITIES:** The Guild has many on-going activities. Members can choose to participate in some (or all!) of the activities. We typically do not have all of these activities ongoing in any one year, but there are always many activities to choose from. Recent activities include:

#### Block on the Month (BOM)

Directions for making a quilt block are given to members and/or published in the Newsletter. Sometimes specific color selections are specified. Members who complete a block are eligible to win all of the blocks made that month. Names are drawn to determine the winner. Sometimes the BOM has a seasonal or holiday theme (e.g., red or hearts for February). Members may make one block or as many blocks as they wish. For each block submitted, you get one chance to win all of the blocks for that month. For example, if you submit 3 blocks, your name goes on 3 slips of paper for the drawing.

#### Challenge Project

These projects vary, but the rules typically require that a specific fabric or colors be used. Other rules may include a theme (e.g., a quilt that represents a favorite song). About 6 to 8 months are given to complete a Challenge Project. The one major rule is that the work be kept secret from other Guild members until they are displayed (usually at the covered dish supper the first meeting in June). This has not been a judged activity for PTQ. Its purpose is to challenge you, help you develop your skills, give you a new experience doing something you may not have tried on your own, and just to have fun. Quilts from Challenge Projects are often displayed as a group at our PTQ Quilt Show.

#### Charity Quilts

This is one of our service projects for our community. Guild members usually donate fabric and batting for these quilts. Committee members provide packets of material and directions for sewing the quilt top. We primarily make baby quilts with simple pieced patterns. After a number of tops are complete, Guild members tie the quilts at one of the meetings. The charity quilts are donated to a variety of local charitable organizations. A small group of PTQ members also meets on Mondays to make donation quilts for the homeless.

#### Fabric Swaps

Many quilters like to add variety to their fabric stashes. This is especially true for new quilters and for all of those wishing to make charm quilts. (A charm quilt is a scrap quilt where no fabric is repeated more than once.) To increase your fabric choices, PTQ has organized a variety of fabric swaps over the years. Some examples include:

*Nickel Quilt Swap.* Members swapped 5 inch squares of reproduction fabrics to make quilts from the *Nickel Quilts* book.

*Blue and White Swap.* Members swapped 8" squares of blue and white fabrics. This size square works well for the Storm at Sea quilt pattern.

*Recession Swap.* Members swapped 6" squares of quality fabric from 2 color groups monthly. The only rule was that you were not to purchase any fabric; all squares had to come from your stash.

### Focus Groups

Focus groups are informal workshops presented by PTQ members during regular meetings. If a member has learned a new technique that they would like to share with other members, we organize a Focus Group. For example, we have had Focus Groups on innovative ways of adding prairie point borders to your quilts, redwork embroidery, hand quilting techniques, the use of new tools, beaded embellishment hints, etc.

### Guest Lecturers

Each year we invite professional and well-known quilters from our region to give lectures and/or workshops for the Guild. The lectures are educational - and often inspirational – events. Evening lectures are free to members. There is a charge for workshops and the amount varies according to the instructor's fees.

### Mystery Saturdays

On Mystery Saturdays we complete a "mystery" quilt top. Before the Saturday workshop, participants are given a list of supplies for the workshop, including fabric quantity, color and print suggestions. In recent years we have completed Mystery Saturday quilts (wall hangings) with seasonal and holiday themes, including the 4<sup>th</sup> of July, Spring, Halloween, Thanksgiving and Winter.

### Quilt Show

PTQ organizes a Quilt Show every 3 years to give our members a chance to show off their talents and to educate the public about quilting. We also invite about 5 vendors to sell their wares at the show. The show is not judged or juried – it's just "show-off" time for guild members.

*Raffle Quilt.* Along with the show, a handmade quilt is made by our Guild members and raffled off for charity.

*Small Donation Quilts.* To raise funds for the Guild, we ask members to contribute small wall hangings. Attendees at the Quilt Show can make a donation and receive tickets to place in drawings for the wall hanging(s) of their choice.

*Boutique.* Members are also asked to contribute handmade items for a Guild Boutique at the Quilt Show. PTQ is well known for having a high-quality boutique at our show.

## Trips

Given member demand, PTQ organizes bus trips to some of the larger Quilt Shows in the region. In past years, we have had bus trips to the Northern Star Guild Show in Somers, New York and the Lancaster Quilt Show.

## ***PTQ CONTRIBUTES TO OTHER QUILTING ORGANIZATIONS:***

*Mid-Atlantic Quilt Guild Network:* This is an organization for networking and sharing of information (i.e., show dates, teacher sharing, teacher evaluations, guild information, shop information, etc.). MAQNet meets once a year in the spring in Middletown, NJ. Two members of PTQ represent our Guild.

*The Heritage Quilt Project of New Jersey:* The Heritage Quilt Project was started in 1989. Its purpose was to document quilts originating in NJ from the 1770s to 1951. Quilt Discovery Days (run by Rita Erickson and Barbara Schaffer) were held in all 21 counties of NJ and over 2100 quilts were documented. PTQ co-sponsored a Quilt Discovery Day in October 1991, with the Somerset Historical Society, and a group of our members participated. A book, *New Jersey Quilts* was produced from the project. In addition, our Guild has contributed financially every year to this ongoing project.

***ORGANIZATION:*** If every Guild member takes one responsibility, the load is shared and the Guild works efficiently and well. PTQ encourages everyone to participate in a Guild responsibility of their choice. Under our By-Laws, PTQ elections are held in the spring for President, Vice President, Secretary and Treasurer. Typically, the President, Vice President and Secretary serve for two years and the Treasurer serves for three years. Helping the Guild officers are a number of committee chairs and committee members. The committee chairs are responsible for recruiting committee members to help them and are responsible for ensuring that each committee is operating effectively.

Following are descriptions of the current PTQ committees and their responsibilities:

Program Chair is responsible for planning and carrying our programs for the year. This person:

- Plans Focus Groups, lectures and workshops to educate all Guild members;
- Negotiates contracts for workshops and lectures, sees to the needs of guest speakers/teachers and introduces speakers;
- Gives Program schedules and descriptions to the Newsletter Editor;
- Oversees the overall program schedule and plan.

Challenge Project Chair is responsible for the Challenge Project in years when that activity is planned. This person:

- Defines the challenge theme and requirements;
- Selects, purchases and distributes fabric for the Challenge Project and collects money for the fabric from those participating;
- Organizes the final display of the Challenge Projects at the covered dish supper in June.

Block of the Month Chair is responsible for deciding on the BOM. This person:

- Selects block patterns two months (or more) in advance for October through May (total of 8 blocks);
- Provides block patterns to the members and to the Newsletter Editor by appropriate deadlines;  
Organizes and conducts the raffle of the block at the first meeting of each month.

Focus Group Chair is responsible for soliciting interest in specific topics and finding members to conduct focus groups. This person:

- Solicits ideas for focus groups from members;
- Generates ideas for focus groups and finds members to volunteer;
- Helps coordinate the Focus Group sessions.

Fabric Swap Chair is responsible for soliciting or generating ideas for fabric swaps. This person:

- Announces the fabric swap theme for the following year at the June meeting;
- Shows examples of “good” choices to the participants;
- Organizes the check in and check out process for the first meeting of each month (with June as a “catch-up” month).

Basting Chair is responsible for organizing the basting schedule. This person:

- Maintains a schedule of basting with names, dates and a waiting list;
- Reminds members that their quilt is scheduled for basting;
- Maintains basting materials (thread, needles, masking tape).

Sunshine Chair is responsible for sending greetings to Guild members on special occasions or for illness or bereavement. This person:

- Sends greetings and/or fabric bouquets to guild members;
- For sickness/hospitalization sends a card (signed by members if convenient) and fabric bouquet;
- For members who move, coordinates the collection of blocks from members (often a 9” friendship star block, but sometimes a block with special meaning to the member);
- For death of a close relative sends a sympathy card;
- For death of a member informs members of services, etc. and coordinates the donation of a book to the local library in their memory.

Resource Table Chair is responsible for collecting information for the Resource Table. Resource material includes articles of interest, show flyers, shop brochures, book announcements, etc.).

This person:

- Collects, maintains and updates information for the Resource Table;
- Sets up the material and puts away the material at meetings.

Historian Chair is responsible for documenting Guild activities. This person:

- Provides photographic documentation of Guild activities;
- Maintains material and scrapbooks of Guild activities.

Library Chair is responsible for organizing, distributing and collecting library materials. This person:

- Stores library material and brings portions of the collection to meetings;
- Maintains accurate inventory of library materials;
- Maintains a current file of incoming and outgoing materials;
- Accepts book donations and makes suggestions for new acquisitions;
- Collects fees for lost or damaged materials;
- Works with the officers and other members to raise money for library purchases.

Charity Quilts Chair is responsible for production and donation of charity quilts. This person:

- Maintains supplies necessary for completion of the service projects;
- Organizes the production and distribution of kits to Guild members;
- Researches and makes recommendations to the Guild on who the recipients of charity quilts will be;
- Acts as liaison to the recipient organizations;
- Works with the Program Chair to coordinate meeting time for tying of charity quilts.

Hospitality Chair is responsible for recruiting volunteers to bring refreshments to the business meetings. This person:

- Recruits volunteers to provide refreshments for the business meeting of the month (generally the first meeting of the month), and for the covered dish supper (June) and any other special occasion requiring refreshments;
- Reminds volunteers of their commitment and thanks them at the meeting;
- Maintains necessary paper goods and supplies;
- Organizes set-up and clean-up when refreshments are served, including taking out the garbage at the end of the meeting.

Newsletter Chair is responsible for producing the bi-monthly newsletter for the Guild. This person:

- Recruits members to submit articles of interest;
- Establishes deadlines for submission of items to be published, including notes from the President, minutes of meetings from the Secretary, and financial reports from the Treasurer;
- Coordinates duplication and mailing of newsletter (4 to 5 per year);
- Obtains a current membership list from the Membership Chair;
- Sends a digital file of the Newsletter to the Web Page Chair.

Web Page Chair is responsible for the Guild web page. This person:

- Designs and maintains the Guild web page;
- Collects information from the Program Chair, Newsletter Chair and Quilt Show Chair for publication on the web page.

Membership Chair is responsible for enrolling and welcoming new members. This person:

- Collects dues (and gives them to the Treasurer) and maintains accurate membership records;
- Provides a current membership list to the Newsletter Chair;
- Greets and introduces new members and guests at each meeting;
- Ensures receipt of membership packet by each new member (Badge, Pin, Handbook, By-Laws);
- Makes PTQ name badges to have at meetings for new members;
- Ensures that new members feel welcome, not just at their first meeting, but until they feel comfortable.

Telephone Chain Chair is responsible for constructing and maintaining the phone chain list. This person:

- Constructs a phone chain list before the winter months;
- Maintains a current list to ensure that members are informed of meeting cancellations due to weather, etc. and/or other important messages.
- Acts as a back-up caller if one of the main chain members can not be reached in a timely manner.

Quilt Show Chair(s) is/are responsible for the Quilt Show arrangements and the staffing/coordination of the various Quilt Show Committees. This person (people):

- Coordinate the arrangements of show location, dates and theme;
- Oversee all of the committees necessary to run the show. These committees include hanging the show, setting up frames, preparation of special display, show layout, refreshments, vendors, scheduling of workers, publicity, quilt registration, show brochure, checking in and out of quilts, the Raffle Quilt, Raffle tickets and permits, demonstrations, education, insurance and security.

Raffle Quilt Chair(s) is/are responsible for the Raffle Quilt for the Quilt Show. This person (people):

- Commence work on the Raffle Quilt at least 2 years in advance of the show;
- Choose the design and fabric for the quilt;
- Coordinate the sewing, assembly and quilting of the quilt by members of the Guild;
- Supervise the progress of the Raffle Quilt;
- Submit suggestions for the recipient of the Raffle Quilt and coordinate with the recipient;
- Coordinate the selling of the Raffle tickets, including pictures;
- Insure that the required permits are obtained for the drawing for the Raffle Quilt.