

Vashon Island Quilt Guild Meeting Duties

Hostess Duties and others

The Hostesses Supply:

Treats, silverware if needed, plates and napkins, tablecloth for food table, milk (hardly anyone use this and that why we suggested milk) for coffee. If you want to do a centerpiece for the food table it is entirely up to you.

Morning of Meeting

- Arrive by 9:30. Greenroom is unlocked usually by 9:30.
- Set out on table
 - Treats, plates and/or napkins
 - (Anne Bell has suitcase of supplies) Coffee, creamer, sugars, decaf packets and teas, stirrers (in suitcase that Anne Bell brings)
 - Anne also bring the name tags, and free table sign
- President brings microphone & sets it up.

Meeting

President

- Call meeting to order
- Ask for cell phones to be silenced
- Introduction of new members and any guests
- Ask for grocery receipts
- Announcements
- Introduce hostesses

Program

- Usually the Vice president(s) will conduct
- Break for snack

Hostesses Take Over

- Conducts Show & Tell
- Clean up room & check supplies in suitcase

President Closes the meeting