

QUILTING GUILD OF THE VILLAGES
MARKETPLACE COORDINATORS COMMITTEE
MEETING MINUTES – OCTOBER 3, 2023

- Meeting called to order at 5:30pm
- Introductions of new coordinators and the committee chair, Victoria Grace
- Steering Committee members in attendance: Victoria Grace, Julie Woith, Yvonne Wecker, Claire Creamer, Barbara Rice, Ann Boudrot
- Attendance was taken by number present from each chapter
- New deadline for completed volunteer sign up sheets changed to 12/30
 - o Sheets are available on QGOTV.org
 - Log in; click Marketplace; Management; Coordinators; “Coordinators-Operating Documents Folder”; Chapter Volunteer Sign Up Sheets
- Chapter Updates –
 - o Most were NTR (Nothing to Report)
 - o 50/50 – Steering Committee (Claire Creamer) has the tickets
 - o Water – Julie Woith is getting the water
 - o Volunteer Check in and out – Liaison has been changed from Barbara Rice to Ann Boudrot
 - o Basketmania –
 - 28 new baskets were delivered to coordinators by Yvonne Wecker
 - 25 lb weight limit
 - Items must fit completely in the basket, but can be tall.
 - Forms that list items contained in the baskets are available on QGOTV.org under Coordinators
 - Fenney will be picking up baskets with items and list of contents at the January Coordinators meeting. Fenney will be fixing the baskets up for the show.
 - o Pipe & Drape
 - Training date will be posted on the website calendar
 - Husbands are welcome to help
 - o Cashiers
 - Training date will be posted on the website calendar
 - All money handlers have to attend training and sign a training form.
 - o Vendor Angels
 - Will be assisting vendors setting up, breaking down, and bringing them lunch and covering breaks
 - o Floaters
 - Volunteers should roam around the show and be available for last minute coverage of tasks.

- Any floaters assigned to a task involving cash will need to go to cash training date & time TBD
 - Substitutes
 - Each chapter will have substitutes in case a chapter member can't fulfill their time slot.
 - Leadership Roster
 - Chapter membership chair is responsible for listing coordinators as being on the Marketplace committee. This is necessary for you to receive emails and access forms and info on the website
- Website Navigation by Yvonne Wecker
 - Yvonne showed how to navigate the QGOTV website for coordinators to find information and forms.
 - You must log in to access these
 - Documents will be added as they are ready
 - Click as follows
 - Marketplace
 - Management
 - Coordinators
 - Coordinators-Operating Documents Folder
 - List of all documents appears. You can open what you need and read and/or print.

Meeting adjourned at 6:25pm

Submitted by Ann Boudrot, Secretary