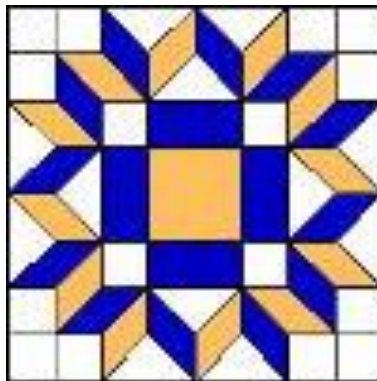


**Welcome to**  
*Friendship Star Quilters*

**An Introduction to Who We Are and What We Do**

**Executive Board**  
**and**  
**Committees**



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# Meetings

## Location of Meetings

Guild meetings are held at the Gaithersburg Church of the Nazarene (8921 Warfield Road, Gaithersburg, Maryland).

All general membership meetings (except for January and February) are in person with full membership invited to attend. The January and February meetings are held via Zoom (so as not to have to deal with the uncertainty of weather); notice for these two meetings is emailed to the members in advance, via Sign up Genius, to advise of date and time and to ascertain attendance. Provision is made to schedule other general membership meetings via Zoom as well, should a situation warrant this.

## Schedule of Meetings

Meetings are held for the general membership on the first Monday of each month, and for the executive committee on the second Monday of every other month. Provision is made for the Executive Board to adjust a scheduled meeting should the planned date fall on a major holiday. (The Executive Board is identified on Page 5.)

Every year the Montgomery County Public Schools develop a calendar that recognizes major religious holidays. FSQ schedules meetings and guild events after consulting the MCPS calendar. This would avoid scheduling FSQ activities on major Jewish, Muslim and/or Christian holy days or other major holidays of the year (e.g. Independence Day, Labor Day). If programs are being planned in the future, and the school calendar is not up-to-date for that year, an internet search can provide information on those dates.

The dates to avoid would include, but not be limited to: Easter, Christmas, Rosh Hashanah, Yom Kippur, and the first Seder of Passover.

## 2023-24 Meeting Dates (the guild's fiscal year is June 1 – May 31)

June 05	General Guild Membership (Annual Meeting/Election of Officers) Yard Sale this same evening
June 12	Executive Committee (Zoom)
July	No meetings are scheduled
August 07	General Guild Membership
August 14	Executive Board (Zoom)
September 11	General Guild Membership (first Monday is Labor Day)

October 02	General Guild Membership
October 16	Executive Board (Zoom) (2 <sup>nd</sup> Monday is a holiday)
November 06	General Guild Membership
December 04	General Guild Membership
December 11	Executive Board (Zoom)
January 08	General Guild Membership (Zoom)
February 05	General Guild Membership (Zoom)
February 12	Executive Board (Zoom)
March 04	General Guild Membership
April 01	General Guild Membership
April 08	Executive Committee (Zoom)
May 06	General Guild Membership
June 03	General Guild Membership (Annual Meeting/Election of Officers) Yard Sale this same evening

## **Guild Contact / Information Resources**

Facebook: Friendship Star Quilters Guild  
 Mailing Address: PO Box 8051 (16501 Shady Grove Rd), Gaithersburg MD 20898  
 Website: [www.friendshipstar.org](http://www.friendshipstar.org)  
 Email: [info@friendshipstar.org](mailto:info@friendshipstar.org)

The website provides contact information for Guild officers, the monthly newsletter, program information, photos, the organization's bylaws and much more. Please visit the website and check out all we have to offer.

## Elected Board Members

The FSQ Board consists of four elected members, who serve for one year, which may be renewed once successively: president, vice president, secretary, treasurer. Provision is made for each elected office to be shared by two people. The treasurer serves for two years, with an elected second treasurer, whose two year term begins at the end of the first year of the current treasurer, so that there are always two treasurers serving to allow for training and continuity of that position during the shared year. An annual meeting is held each June and at that meeting new board members are elected.

### 2023-2024 Board Officers:

President: Anne Flaggs (end of term May 2024)  
[president@friendshipstar.org](mailto:president@friendshipstar.org)

Vice President: Michele Barnard (end of term May 2024) [vp@friendshipstar.org](mailto:vp@friendshipstar.org)

Secretary: Harriet Sheinson (end of term May 2024) [secretary@friendshipstar.org](mailto:secretary@friendshipstar.org)

Co-Treasurer: Patricia McTighe (end of term May 2024) [treasurer@friendshipstar.org](mailto:treasurer@friendshipstar.org)

Co-Treasurer: DeVeda Powell (end of term May 2025) (same as above)

### President

Among other responsibilities, the president presides over the general monthly membership meetings, as well as the executive board meetings. She creates an agenda for such, and solicits input from the membership for additional agenda items.

### Vice-President

Among the responsibilities, the vice-president conducts the monthly meetings if the president is absent; handles gifts for the monthly meeting door prizes; carries out any administrative duties the president may assign.

### Secretary

The secretary takes minutes at the monthly guild meetings and the executive board meetings. If she is unable to attend the meeting, she obtains a substitute for note taking. She takes care of any correspondence as required/requested, keeping copies of guild correspondence, including email, when it might have a policy implication. The secretary maintains a notebook containing printed copies of meeting minutes and a backup copy of important guild information (e.g. Bank account number and Password, website Person ID and password, Facebook person ID and password, raffle license, etc.). She also is the keeper of the guild's book on 'Robert's Rules of Order'. When policy changes are made, ensures that they are incorporated into the Bylaws and copies of the new bylaws distributed and updated on the web.

## **Treasurer**

The treasurer serves as custodian of all FSQ funds, collecting all monies, taking care of deposits, paying of bills, etc.; she maintains the check register, and the reconciling of the monthly bank statement. She is the keeper of the Square device for credit card charges and the guild credit card and maintains the records of such. The treasurer maintains the supplies needed (checks, deposit slips, etc.) from Truist Bank, where the guild account is maintained. The treasurer also keeps the Post Office box key and checks the mail regularly. The co-treasurer shares in these duties during her first year, learning the process, so that she can then provide the sharing and training when the new co-treasurer is elected.

## **Executive Board**

The Executive Board consists of the elected officers, chairpersons of any current special committees (such as the Quilt Show), and chairpersons of the following standing committees: Membership, Newsletter, Programs, Facebook and Website.

### **Current Chairpersons of Standing Committees:**

Membership: Charlene Danka / Lynn Stieber ([mbrshp@friendshipstar.org](mailto:mbrshp@friendshipstar.org))  
Newsletter: Judy Walsh ([newsletter@friendshipstar.org](mailto:newsletter@friendshipstar.org))  
Programs: Stacy Ross / Judy Walsh ([programs@friendshipstar.org](mailto:programs@friendshipstar.org))  
Facebook: Suma Glassman / Ellen Robinson ([facebook@friendshipstar.org](mailto:facebook@friendshipstar.org))  
Website: Lorie Coston ([webadmin@friendshipstar.org](mailto:webadmin@friendshipstar.org))

## **Committees**

### **Volunteers**

Friendship Star Guild board members and committee chairs are all volunteers for these positions. Everyone is invited and encouraged to become familiar with the various ways to serve the guild to help keep it operational and to volunteer where you can help. We welcome you to the Guild and to active involvement! Current committees/activities are listed here and regular volunteer involvement is welcomed and necessary. Please be in touch with the chair of any you might be interested in and they will be happy to fill you in. To see a list of current committee chairs and their contact info, please click on this link which will take you to the Guild Facebook page: [Guild Officers & Committee Chairs — Friendship Star Quilters](#) or to this link which will take you to the Guild website: [www.friendshipstar.org](http://www.friendshipstar.org).

## **Fabric Raffle**

A Fabric Raffle of the Month is a purely voluntary activity held at in-person guild meetings. A yearly schedule of monthly raffle themes is usually announced in August. Reminders are sent out through the FSQ email list before each in-person meeting. The raffle is generally for fat quarters, though we usually also do one raffle during the year to support Service Projects that involves making blocks.

At each meeting, the coordinator(s) will be at the back of the church to collect fabric as members arrive, before the meeting starts, from anyone who wants to participate.

A slip with your name on it will be collected for each fat quarter or block you contribute. Names are pulled at the end of the meeting. You may contribute as many fat quarters as you wish, but you can only win once per meeting. You must be present to win. See the website for information about each month's raffle. The numbers of bundles of gathered fat quarters and thus winners of the bundles, will be determined by the total number of fat quarters that are donated at any given meeting. [fabric@friendshipstar.org](mailto:fabric@friendshipstar.org)

## **Facebook**

FSQ has a Facebook page and a Facebook Group. If you are on FB, why not like our page! Visit <https://facebook.com/FriendshipStarQuilters/> and join the group <https://www.facebook.com/groups/421870746339372?> The group will allow you to post pictures of your own work or other related articles. If you aren't on Facebook, the page is "public" so you can still view it just by going to the links above. We will be posting meeting reminders and other items that might be of interest to you. If there is something you think might be interesting to others - quilting related of course - you can post it to the group. If you have questions, you can email the admins at [facebook@friendshipstar.org](mailto:facebook@friendshipstar.org)

## **Holiday Party**

Traditionally, a holiday party has held during the December general meeting. A least one volunteer is needed at this time to coordinate this event. In 2023 the December meeting will be via Zoom, but we hope to return to the annual party in 2024.

[hospitality@friendshipstar.org](mailto:hospitality@friendshipstar.org)

## **Library**

The Guild maintains a library of books, magazines, articles, etc. that have been donated over the years. These are free to all members to check-out of the library and return at the next monthly meeting. They are available during our in-person meetings. We no longer maintain any CD's/DVD's since the growing popularity of YouTube has rendered these obsolete.

If a member has a suggestion/request for the library to purchase a book, please contact the current librarians. See the membership directory for contact information, or speak to them during one of the meetings. [library@friendshipstar.org](mailto:library@friendshipstar.org)

## **Marketing**

For some programs, like the Quilt Show, volunteers may be asked to help with marketing of these events.

## **Membership**

Membership in the guild is maintained by payment of the annual dues (currently \$35 annually, \$20 if out of state, payable in June). The membership chairperson is responsible for collecting membership fees at the monthly meetings, providing new member kits to new members, providing membership-related information to the newsletter chair each month, and maintaining a membership database. Knowledge of MS Office Word and Excel or equivalent products is critical.

Annually, based on the membership list, a directory is created and provided electronically to all the members. This usually occurs by the October meeting.

[mbrshp@friendshipstar.org](mailto:mbrshp@friendshipstar.org)

## **Newsletter**

The Guild's newsletter "Quiltline" is published monthly, except for July, and is provided electronically. The newsletter is posted on the Guild website. All members are welcome to make submissions for the newsletter. The editor sends an email to the membership requesting articles for the upcoming issue and giving the date by which they are due. The goal is to generally publish a day or two prior to the 1st of the next month.

[newsletter@friendshipstar.org](mailto:newsletter@friendshipstar.org)

## **Nominating Committee**

A nominating committee is appointed by the Executive Board each spring, no later than April, and shall consist of at least three (3) members. It shall be the duty of the Nominating Committee to prepare a list of candidates for office and to secure their permission to be nominated. The president will also call for volunteers from the general membership meetings and those people will be added to the ballot for the various offices. The new officers are then voted in at the June meeting. Officers serve for one year, though may choose to run for a second year, if desired.

## **Pins**

Sporadically, a special pin may be developed for either/or the guild as a whole or the quilt show. [guild\\_pin\\_sales@friendshipstar.org](mailto:guild_pin_sales@friendshipstar.org)



## Programs

The programs committee identifies and schedules workshop instructors and guild lecturers. Guild members are notified of all workshops and lectures by the program committee, and provided with sign-up/registration information. These types of programs are most often a specialist in a particular type of quilting who is sharing her/his methods.

[programs@friendshipstar.org](mailto:programs@friendshipstar.org)

## Publicity

As with Marketing, there are times when publicity volunteers are needed to help spotlight special events being sponsored by the guild. [publicity@friendshipstar.org](mailto:publicity@friendshipstar.org)

## Quilt Show

The Guild sponsors and coordinates a Quilt Show, not only as a fund raiser for our guild, but for the benefit of our members, in having a venue to show their quilts. The show consists of the showing of those quilts, with a 'Viewers' Choice' vote on favorite quilts, a special quilt made by a member (or group of members) for which raffle tickets are sold, raffle baskets, a silent auction, the raffle of a Featherweight sewing machine, member demonstrations, a service project area, a boutique with a variety of member crafts available for sale, and various vendor booths. Fun for everyone!

While the Quilt Show began as an annual event, the Guild switched to biennial in 2013. Below is a listing of the more recent Quilt Shows offered through the Guild along with the name(s) of the quilt show Chair(s):

2001	Gifts of Friendship	Dori Casrtro
2002	The Magic of Quilts	Rose Remund/Margaret Natof
2003	The Japanese Influence	Coralyn Colladay/Darlene Summers
2004	Stars Across the Centuries	Liz Brodsky/Diane Heller
2005	It's A Small World	Coralyn Colladay/Margreta Silverstone
2006	Forever Friends	Burt White/Suzanne Brown
2007	Crazy for Quilts	Elizabeth Slade/Sandy Means
2008	A Tisket, A Tasket	Kathy Barton
2009	Quilting USA	Nancy Colladay/Coralyn Colladay
2010	Quilted Jewels and Gems	Kathy Barton/Nancy Colladay
2011	No quilt show because our dates coincided with Easter and Passover, so we held Bingo instead as fund raiser	
2012	The Rhythm of Quilting	Linda Dixon/Susan Hayes
2013	Heart and Home	Karen Slayton/Jean Farrell
2015	Galaxy of Quilts	Barbara Kilby/Diana Marshall

2017	Sunshine and Moon Glow	Dottie Acton/Connie Ross
2019	Oh My Stars!	Connie Ross/Teresa Peterson
2023	A Celebration of Quilts (made in 2020)	Trish McTighe / Judy Walsh

Our next quilt show will take place in 2025. Many volunteers will be needed for the successful outcome so we hope you will consider responding to the summons when it goes out! [quiltshow@friendshipstar.org](mailto:quiltshow@friendshipstar.org)

## **Quilt-o**

Periodically when we gather for a guild meeting, we will play Quilto following the business meeting. It's your standard Bingo format, except that we use the letters "Q U I L T" and our markers are M&M's (also good for snacking!). We ask participants to pay \$2 and 2 fat quarters for their first 2 cards, and additional cards may be purchased for \$1 and one fat quarter. Winners receive a stack of fat quarters.

## **Raffle Quilts**

Each year, a quilt pattern is developed and/or selected and either one member, or a group of members works on this quilt through completion. The quilt is then shown at regional quilt shows and raffle tickets are sold, with the winning ticket usually drawn at the end of the biennial quilt show (or another event in the alternating years). Our 2024 Raffle Quilt will be raffled on June 3, 2024. [opportunity\\_quilt\\_marketing@friendshipstar.org](mailto:opportunity_quilt_marketing@friendshipstar.org) / [opportunity\\_quilt\\_tickets@friendship.org](mailto:opportunity_quilt_tickets@friendship.org)

## **Retreats**

Each winter the Guild has a retreat at the Bon Secours Conference and Retreat Center in Marriottsville, Maryland. The 2024 retreat will take place February 16-19.

A large, light-filled sewing room is available to our group and each person has a 6 foot table to use. The tables are arranged in groups of 3-5 tables. Participants bring their own sewing equipment and projects to work on. There are communal cutting tables and ironing stations. It is fun and inspiring to see what others are working on.

The retreat starts on Friday morning and participants can stay either two nights or three nights. Food and lodging (all single person rooms) are included in the same building.

Registration begins the summer before the retreat. Registration is limited to 30 participants and a waiting list is maintained, once those 30 spaces are filled. The next

retreat will take place after the first of the year, so visit the FSQ website to find out how to register or to be placed on the waitlist. [retreats@friendshipstar.org](mailto:retreats@friendshipstar.org)

## **Service Projects**

Service projects are an integral part of any quilting guild and FSQ is no different. Our Service Projects team is top notch and many guild members participate in working on projects as their time permits. Our guild donates quilts and pillowcases to a variety of local hospitals, nonprofits and social services agencies, as well as other organizations that may request quilted articles from us.

Service Projects workshops are scheduled twice a month and are held at Fairhaven United Methodist Church. These workshops allow members to come by and participate in spray basting and tying quilts, as well as picking up pre-packaged fabric packages to take home with them, for sewing a variety of sizes of quilt tops that will then be finished by the guild and donated. [servproj@friendshipstar.org](mailto:servproj@friendshipstar.org)

## **Small Groups**

There are several small groups (or mini groups) that have been formed within the Guild. These small groups meet on a weekly or monthly basis for the purpose of community, support, and sewing, but may also take on special projects as a group. The groups may meet in a neutral location, in one another's homes, or even on Zoom. While most of the current groups may be at their limit, there is usually a group or two looking to add a new member and/or a new group may be formed as needed. Sip 'n Sew is one small group that is open to unlimited membership and is hosted by the guild on the 3<sup>rd</sup> Thursday of each month from 7 to 8:30pm via Zoom. An email is sent out each month to remind the membership of the upcoming meeting and to sign up for the Zoom link. This is a great way to meet and sew with new friends, while from the comfort of your own home. [small\\_groups@friendshipstar.org](mailto:small_groups@friendshipstar.org)

## **Summer Challenge**

Generally, there is a 'challenge' issued for all who would like to participate to make a quilt with a particular guideline provided – for 2023 the challenge is to use triangles in any way you wish as you create your quilt. The quilts are displayed at our October meeting, members vote on the top favorites (to win bragging rights), and all the quilts are then donated to service projects to distribute.

## **Sunshine and Shadow**

The Sunshine and Shadow part of our guild is usually just one person (but could be more) who takes care of being in touch with any of our members who have something to celebrate, or to mourn. This may be posting an announcement to the guild listsrv celebrating a member's quilting achievement or recognition (acceptance into a major show,

getting published, other quilt or professional recognition, etc). This may also be by calling or sending a card on behalf of the guild to anyone grieving the loss of a loved one or undergoing health concerns. We depend on our members to advise the Sunshine and Shadow chair of any needs in this regard. [sunshine@friendshipstar.org](mailto:sunshine@friendshipstar.org)

## **Web Administration**

The Web Administrator updates the FSQ website (friendshipstar.org) as needed, so the information is current and useful. The home page acts as a summary of what is happening in the guild, with links available for more information. The site contains links to the date and location of the next meeting, future events such as a quilt show or a retreat, membership, speakers and programs, blog, newsletter, library, Service Project Workshop dates and locations, and a link to a contacts page. Also, a link to the monthly fabric raffle is listed. These corresponding pages are updated as information and needs change.

The Web Admin also maintains the guild's email account which includes addresses for officers who wish to use a public facing account and not their personal email address. [webadmin@friendshipstar.org](mailto:webadmin@friendshipstar.org)

## **Yard Sale**

FSQ holds an annual Yard Sale fundraiser, usually in May or June, which is a source of income for the guild. Quilting and sewing supplies are donated primarily by our members. Several months before the Yard Sale, communications are sent out asking the FSQ members to bring in their donations. Items collected include fabric, books, patterns, panels, UFO's, batting, sewing supplies, etc. and the Yard Sale committee gets them ready for sale. At the Yard Sale, the items are marked to sell and displayed so that members, friends, and others can shop. Any leftover items are then donated to various charities. [yard\\_sale@friendshipstar.org](mailto:yard_sale@friendshipstar.org)