

Long-Range Planning Committee Accomplishments for 2013 _____

Based on the thought that *knowledge without facts is merely supposition*, the Long-Range Planning Committee (LRP) hosted six focus group discussions in 2013 for Chapter Presidents, Vice Presidents and Program Committee reps, Secretaries, Treasurers and Membership chairs as well as an all-day event for the entire Executive Board. Professionally facilitated by LRP volunteer Esther Meinhardt, these were a resounding success.

Hosting a meeting may be an *activity*, but the focus groups turned out to be both an activity and an accomplishment. They were a learning experience for everyone involved. Participants not only fueled LRP with information; they quickly came to realize the benefit of taking a few hours to share their Chapter's unique way in which they handle common procedures. Most participants expressed the desire to meet annually in the future.

Surprisingly, several of the items brought to light in 2013 ended up moving rapidly forward for immediate Executive Board review and action. Not so surprisingly, much of the information gathered so far will require further research and review before being brought to the Executive Board in the form of a proposal.

The major accomplishments for Long-Range Planning in 2013 include:

- ***Identification of five strategic areas of concern for the Guild***, including: facility management, communication, fact gathering, new member and chapter needs, and training and succession planning for an all volunteer organization.
- ***Development of a unified application form for Guild membership*** for Executive Board review and approval that establishes minimum attendance and requires acknowledgment of a code of conduct for all Guild-sponsored meetings

(including Chapter meetings, retreats, bus trips, etc.).

- ***Approval by the Executive Board to create a Publicity Advisory Board*** of five Guild-member volunteers to draft written guidelines for the Executive Board and its Standing Committees.
- ***Reservation of a weekly Sew-In room*** was a product of a discussion by LRP members about facility management. This is the first time the Guild will have a meeting space for whatever purpose we deem necessary. The Program Committee will monitor use and take reservations for Chapter activities; otherwise the space is available for any member to work on projects outside of their Chapter meeting.
- ***The "New Chapter" package*** has been updated to reflect input from recently added Chapters. Additionally, new Chapters that did not receive a full \$250 start-up grant (due to the deduction for copying and assorted items provided to them) have received payment to bring them up to the full \$250 amount. In the future, the Standing Committee on Membership will be a separate category in the Guild Budget with an allocation sufficient to cover administrative expenses.
- ***The Guild Budget will be reformatted*** to provide income and expenditures by category: including one for General Funds and one for each Standing Committee, among others to be determined. Additionally, the 2014-2015 Guild Treasurer will research purchase of suitable software to prepare, maintain and generate reports as well as appropriate security and backup software.

Long-Range Planning Committee Goals for 2014 _____

1. **Create a Facilities Management Subcommittee.** A number of Guild members volunteered at the Executive Board Focus Group to help with LRP's Facilities Management initiative. Forming a group was held off due to the end of year holidays and the amount of work already in progress. All those who volunteered (and any other members who wish to join the LRP Facility Management Subcommittee) will meet on Friday, February 21 to set goals and determine action steps (Jasmine Room at Hibiscus Recreation Center; 9:30-11:30 a.m.).
2. **Create a Publicity Advisory Board.** The Publicity Advisory Board will have the autonomy and authority to establish how they will proceed. It is expected that members will meet with the LRP Committee to discuss expectations and establish a reasonable timeframe for completion of the written guidelines. LRP will provide whatever support is needed; seek review of the draft report by every Standing Committee chair; and present the final, written Guidelines to the full Executive Board.
3. **Draft and distribute a Membership Survey.** Nearly all focus group and meeting discussions kept harking back to the overall problem with communication. The Quilting Guild represents a large and diverse group of people with different quilting goals and skill sets. Our ranks are moving toward 1,000 members who will meet in 17 locations around The Villages. Over the long term, the Executive Board needs to be confident in the lines of communication used to keep our Chapter officers and members informed; and in the ways we solicit feedback and suggestions from our membership. Communication is a two-way activity and incredibly important to the success of any organization.

The members of the LRP Committee recognize that the Quilting Guild of The Villages is a nonprofit organization governed and consisting largely of retirees who share a love for the often time-consuming art of quilting. Change does not happen fast in an organization of all volunteers and that is most likely a good thing. This is not a business where we could form teams to meet daily. But that does not mean we cannot move forward and plan for the future.

Mission Statement

The Long-Range Planning Committee mission is to identify issues, research options and find solutions to over-come obstacles so the Quilting Guild of The Villages may achieve its goals.

LRP Meeting Schedule

1st and 3rd Fridays of every month in the Jasmine Rm. at Hibiscus Recreation Center, located nearby to Kane Garden Country Club
(9:30-11:00 a.m.)

2013 Long-Range Planning Committee Members

Jeanette Flint, Former Guild President; Joy Lynch, Membership Chair; Ruth Mazurski, VP and Program Committee Chair; Esther Meinhardt, LRP Facilitator; Marilyn Paluszak, Chair and QGOTV Webmaster
Alice Nicholas, Guild President (ex officio)