

Policy and Procedure: Retreats

The guild hosts two quilting retreats each year, Spring (April) and Fall (October). The retreat has space for 24 maximum, including the 2 required coordinators.

Retreat Coordinators – Two members will coordinate the retreat. Coordinators will negotiate the contract in coordination with the board. Contracts for the retreat will be signed by a different board member for each contract. Coordinators will pay to participate, but at a reduced cost of \$120 each. Coordinators will plan the retreat activities, select meals, promote the retreat, and take registration. They will coordinate with the venue to set up the retreat. The coordinators provide oversight at the event. They will keep records regarding the retreat, update the retreat notebook and hand off notebook to the next coordinators.

Member Sign Up – Following the announcement of the retreat date, members may sign up on the interest list (eleven months prior to retreat). First 22 members on the interest list are given the first chance to register, the remainder will form a waiting list. Members will be notified five months prior to the retreat that registration is open and a minimum deposit is due to hold their place. If a space is not held with a paid deposit five months prior to retreat, that member will lose her place & members on the waiting list will be contacted to register.

Waiting List – When the available spaces on the member interest list are filled, members will be placed on a member waiting list. Non-members will be placed on a separate waiting list.

Non-members – If retreat spaces are not filled by members three months prior to the retreat, the retreat will be opened to non-members. An additional fee of \$25.00 will be imposed. News of openings may be shared with other guilds, but not the general public (i.e. social media)

Payments– A non-refundable deposit will be required at the time of registration and commits the member to attending. Payment may be made earlier than required to secure your spot. Final payment will be due three months prior to the retreat. All registration payments will be made to QBTB. Attendance at the retreat will not be allowed if full payment has not been received prior to the start of the retreat, & may cause forfeiture of the deposit.

Retreat	Interest Sign Up	Registration & Deposit	Wait List Registration	Final Payment
Spring	May-October	November Meeting	January	January Meeting
Fall	November-April	May Meeting	July	July Meeting

Refunds – Refunds will not be made unless the space can be filled.

Replacement arrangements must be made through the coordinator to be sure the waiting list priorities are maintained. Vacant spaces will be filled as follows:

- (1) by a member on the waiting list
- (2) a member
- (3) a non-member.

When time permits, all refunds will be made through QBTB, or by reimbursement directly to the person not able to attend if last minute arrangements need to be made. Refunds will not be issued by the treasurer until reimbursement has been received.

Fee – The fee for the retreat will cover ALL cost of renting the facility as detailed in the contracts (sleeping rooms, meeting rooms, set-up, take-down, deposits,& meals.) as well as other retreat costs (liquor license, pro-rated equipment replacement, supplies, participant swag). Coordinators and Board should review the contract and identify costs before setting the participant fee aided by the sample worksheet below.

Requests for reimbursement must be submitted to the treasurer no later than the next business meeting following the retreat, and will only be paid if covered by retreat fees collected in excess of the amounts due Dumas Bay in the contracts. Any unused fees will revert to the Guild’s general treasury.

Retreat Fee Worksheet (SAMPLE based on 24 participants)

Expense	Contract 1	Contract 2	Total (2018)	Participant
Sleeping Rooms			\$3,780	\$157.50
Meals			\$3,132	\$130.50
Room Set Up			\$200	\$8.33
Room Take Down			\$200	\$8.33
Deposit	Carried over?	Carried over?		
Taxes			\$781.92	\$32.58
Facility Total			\$8,093.92	\$337.25
Liquor License			\$30	\$1.25
Consumable Supply			\$50	\$2.08
Equipment Replacement			\$25	\$1.04
Event Swag			\$50	\$2.08
Coordinators Discount			\$ 240	\$10.00
TOTAL			\$8,488.92	\$353.70
Participant Fee				\$354.00