Santa Rosa Quilt Guild Policies, Procedures, and Reference Manual

Table of Contents

Guild Documents 2
Membership 2
Meetings and Special Events 3
Committees 4
Financial Matters 5
Member Benefits 5
Community Outreach 8
Fundraising 8
Reference Section 9
Appendix A: Founding Members (1976) 11
Appendix B: Past Presidents 12
Appendix C: Honorary Life Members 13
Appendix D: Merit Award Recipients 14
Appendix E: Community Outreach Recipients Through the Years 15
Appendix F: Luther Burbank Quilt 17

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- October 26, 2022 - Sharon Fry, Parliamentarian
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- Version 2.1: June 25, 2026 – Diane Hoxeng, Parliamentarian

The Santa Rosa Quilt Guild (SRQG) was established in 1976 and has remained active since its inception. The Guild incorporated in the State of California in 1983 and has federal and state tax-exempt status.

Guild Documents

Bylaws: define our primary objectives and describe how our organization functions. The Bylaws take precedence over other Guild documents. Modifications must be approved by the Board, then approved by vote of the Membership. The updated Bylaws will be submitted to the State of California.

Policies, Procedures, and Reference Manual: addresses operational matters that are not covered by the Bylaws and expands upon its contents and includes a Reference Section for ease of retrieval. Modifications must be approved by the Board. Maintenance is the responsibility of the Parliamentarian. This document is intended as a working reference for the Board and committees.

Member Handbook: designed for our Guild Members, the Member Handbook explains how the Guild operates by describing its organization, activities, and events. The Membership Committee is responsible for updating the Member Handbook in cooperation with the Parliamentarian.

Job Description Binders (a.k.a. Pink Binders): provides the Board and each Committee Chair with detailed job descriptions, task lists, resource listings, examples and templates, and other hints and tips. Each recipient is responsible for annotating changes in the binder during their tenure, adding examples and templates. Maintenance of the binders is the responsibility of the President. Updated binders shall be distributed at the Joint Board Meeting, or the first meeting of the new year.

Website and Communications Style Guide: establishes writing standards to be applied to all outward-facing and official Guild documents and postings, such as the Website, Newsletter, social media, Bylaws, Handbooks, and this PPRM document. The Website Committee Chair is responsible for updating the Communications Style Guide.

Consistency: These documents shall be coordinated by the Parliamentarian and updated as needed to assure consistency of action and practice.

Membership

Dues and Fees

SRQG operates on the calendar year. Dues paid by Active Members (hereafter known as Members), and fees paid by Affiliates are $50 annually. The first year's dues/fees are pro-rated, rounded up to the nearest half dollar: joining in the third quarter is 1/2 of the annual amount ($25.00); joining in the fourth quarter is 1/4 of the annual amount ($12.50).

Renewals will not be accepted until November, after the dues amount has been established.

Membership scholarships shall be awarded at the discretion of the Membership Committee, with the approval of the Board.

Affiliates

Businesses, organizations, and individuals wanting to support the Guild may be an Affiliate.

Affiliates may make business announcements of one minute or less at meetings by scheduling with the President. Once a year, Affiliates may also schedule a 15-minute presentation to the Guild. During that meeting, Affiliates may request a display table for their products or services. A maximum of two Affiliates

may be scheduled at any meeting, except Quiltathons or where their products will compete with speaker sales items.

Type of Membership may not be switched back and forth between Member and Affiliate.

Immediate Past President

The immediate Past President is exempt from dues for the year following his or her presidency. If the Past President is also an Honorary Life Member, he/she may receive a Workshop voucher equivalent to current dues in lieu of dues exemption.

Membership Cards and Roster

An annual Membership and Affiliate Roster consisting of those who have paid their dues or fees by the third Thursday in January will be made available each February. Changes and additions to the current Roster will be made available to Members by email after each meeting at their request to the Membership Chair. Membership cards are available on request to the Membership Committee Chair.

Distribution of Membership Roster information, except to Members for the purpose of personal contact, is prohibited.

Meetings and Special Events

General Meetings

The Guild meets on the first and third Thursdays of the month, January through November, and in December on the first Thursday only. There are no meetings on legal holidays. Meetings start at 10 a.m. Guests are welcome at all meetings and are encouraged to join the Guild after attending one meeting.

Barring technical difficulties, some meetings, even those held in person, may be offered via Zoom.

Program Meetings

Speakers may or may not allow guests to view their lectures via Zoom. Non-members who have paid for a Workshop offered by the speaker through SRQG may join that Zoom Speaker Meeting. If the speaker grants permission for guests, the guests must be cleared with the Program Chairperson at least 24 hours prior to the start of the meeting, and the guest's name will be recorded in the minutes.

Board Meetings

The Board usually meets at 9 a.m. on the fourth Thursday of each month, except November and December. Meetings are typically two hours or less. If there is not a quorum, the meeting may be postponed or cancelled. All Committees are invited to have representatives at Board Meetings to serve in an advisory capacity.

Board Meetings may be conducted online or in person. A link to join the meeting, as well as the agenda, and all items to be reviewed by Board Members, shall be emailed to Board Members no less than 48 hours before the meeting.

The December Board Meeting shall be a Joint Board Meeting. All incoming and outgoing Board Members, Committee Chairs, and Members are invited to attend the Joint Board Meeting. Job Description binders (Pink Binders) are exchanged at the December Joint Board Meeting, if not before.

Members and Affiliates are welcome to attend any Board Meeting and may submit agenda items *in advance* to the President for Board discussion.

All Members and Affiliates may ask in advance to watch the Board Meetings via Zoom but will be muted unless they have submitted a request to the President at least 24 hours in advance to be placed on the agenda and be unmuted at their turn to speak. All attendees of the Board Meeting will be listed in the Minutes.

Within 10 days after a Board Meeting, the Secretary will email the Board Meeting Minutes to the Board, and other Guild attendees. Paper and digital copies of Board Meeting Minutes must be kept in perpetuity. Minutes must be made available to anyone upon written request.

Special Meetings

Special meetings may be announced as deemed necessary by the Board or the President, consistent with the Bylaws.

Robert's Rules of Order

Meetings shall be guided by Robert's Rules of Order; however, the Board may decide to reject or modify any specific section as is practical for the operation of the Guild. Identical copies of a specific edition shall be provided to all Board Members, and two copies provided to the Guild Library (one copy for onsite reference only).

Photography/Videography at Meetings

Only members of the Videography, Zoom, and Social Media teams may digitally record Guild meetings, including Show and Tell. Attendees may take photographs before, after, or during breaks. Guest speaker approval is required before digitally recording their work. Guest speakers must also be advised that Guild photographs are posted to our website. Program Chair shall announce whether photos are permitted, and any restrictions. The President or other person in charge of the meeting shall announce that no photographs may be taken during the speaker's presentation.

Members of the Videography team may take photographs during Guild meetings and events and post them on our website. Members showing their work may state that they do not want photographs of their work taken or posted to the website. The Guild policy is that photographs taken by anyone else are for personal use only.

Committees

Other than the Annual Committee Chairs (Audit, Budget, and Nominating), the President must appoint all Committee Chairs. Committee Chairs may select additional committee members.

Nominating Committee

The Nominating Committee consists of Parliamentarian as Chair, two Board Members, and two Active Members who are not Board Members. This Committee proposes candidates to the Board for the 13 elected positions. Candidates must be Guild Members and may be nominated by a member of the Committee, any Guild Member, or may self-nominate.

It is important that all Members are aware of the potential to serve the Guild in an elected capacity and are provided with a description of the nominating and election processes (including election involving single and multiple candidates for a position). It is crucial that these processes be transparent and equitable. Members should refer to the Bylaws and the Pink Binders for a description of the responsibilities of each elected position.

All positions are open until nominations close at the end of the third Thursday meeting in October. Accordingly, all announcements should indicate that *all* positions are open, regardless of whether the incumbent is willing to continue, or other candidates have been identified. All nominations must be accepted by the committee and reviewed only for qualifying Membership status or any unsuitability factors that might need to be discussed by the Board (e.g., out of town a significant portion of year or otherwise unable to attend Board meetings). Nominations may also be made from the floor at any meeting where the candidates are announced.

Financial Matters

All committees must work within the current year's budget. If more funds are needed, requests must be presented to the Board for approval *in advance* of the expenditure. To avoid additional delays, the Treasurer should be advised in advance so that any necessary figures may be researched prior to the Board Meeting.

Home Printing: Members may be reimbursed at 5 cents a page for black and white, and 10 cents a page for color. Printing reimbursements must be accommodated by the pre-established budget of the committee.

Request for Special Funding: The maximum funds that may be authorized by the Board for each unbudgeted request is $500. Requests for more than $500 must be approved by the Guild Members.

Sale of Quilts

Personal Quilts: Quilts on display in an exhibit organized by SRQG (e.g., Person Senior Wing at Finley Center), where the venue allows the sale of quilts, shall be negotiated directly between the quilt maker and the purchaser. SRQG shall not participate in the sale.

Quilt Donated to Community Quilts: Quilts donated to Community Quilts by Guild Members for the purpose of donating to an organization in our community shall not be available for sale.

Contracts and Agreements

All contracts that include a liability clause must be signed by the President, Vice President, or Treasurer on behalf of the Guild. All signed contracts and agreements must then be recorded with the Guild Treasurer.

Member Benefits

Awards

Honorary Life Member (HLM) status may be awarded for continued outstanding service to the Guild. To be eligible the individual must have been a Guild Member for at least five years and must have served one full term on the Board, and one full term in a different Board position or as a Standing Committee Chair by Founders' Day, the third Thursday in September. Each HLM receives a Certificate of Recognition and a laminated permanent Membership card. The HLM is exempt from paying dues for life. There is no limit to the number of nominees to be considered, and the HLM designation may be granted to more than one individual in any given year. In some years there may be no award at all.

Merit Award (MA) may be bestowed on a Guild Member who has contributed an especially dedicated amount of time and expertise to a project beneficial to the Guild. To be eligible, the Member must have been a Member for at least two years by Founders' Day, the third Thursday in September. This award may be presented to an individual or each member of a team meeting the criteria. MA recipients receive their

choice of an engraved disc or a voucher which may be applied to either the following year's dues or a Workshop equivalent to the following year's dues to be attended during the following year. If a Workshop is chosen, but the Member is unable to attend (due to health, vacation, significant family event, etc.) the Member may request a deferment to the next year or transfer to another Guild Member. A Member may receive additional Merit Awards to acknowledge other contributions to the Guild. In some years there may be no award at all.

Nominations must be submitted by the first meeting in June and shall contain a statement of justification and signatures of at least 15 percent of Guild Membership as of January 31 of the current year. The three-person Awards Committee consists of the Chair appointed by the President, and a Board Member and a General Member chosen by the Chair, shall review the nominations for eligibility and signature validity. A General Member is any Guild Member who is not on the Board. Qualifying nominations will be presented at the June Board Meeting for approval. Awards are presented at the Founders' Day Meeting, the third Thursday in September.

Calendar

The President is responsible for ensuring the yearly calendar is current on the website home page. The one-page Guild Calendar is posted on our Website each January and updated periodically.

Member Information

Member information is maintained as part of the Membership database and can be found in the Roster. Membership Committee and Group Email Coordinator should be notified of any changes. Member information is restricted to Guild use only and may not be distributed to non-members. Members and Affiliates may not use Member information for non-Guild purposes.

Group Email

SRQG provides group email service for those who choose to receive group emails. If a Guild Member wishes to be removed from the group email list, contact the Group Email Coordinator. Members or Affiliates may submit a request for distribution to the Membership through the Coordinator. Submissions must be of general interest to Members, and should not be religious, political, or frivolous in nature. Affiliates may submit business advertisements through the group email.

The suggested donation to the Guild is at least 10% of the sale price of items that are sold via the Guild group email. This does not apply to estate or garage sales that a Guild Member wishes to inform the Guild about.

Insurance

SRQG liability insurance covers property damage and personal injury caused by Guild Members or guests that are participating in a Guild-sponsored event. .

Facilities have their own liability insurance to cover guests and class participants. Facilities may or may not cover people acting as instructors. It is important to review liability insurance for all parties when planning events at new locations or with community organizations.

If Certificate of Liability is requested by an organization, it may be requested through the Treasurer. There shall be no additional cost to the Guild.

Memorial Funds

The "Dolly Haines Memorial Fund" was established in 2012 by her family, supplemented by additional Member donations. Details about the inception of this fund are located in the Reference Section.

On Founders' Day, the third Thursday in September, one gift shall be made from the Dolly Haines Memorial to a Guild Member using the sign-in sheet. The winner must be present in person, wearing their name tag, or online to win. The recipient is given a Memorial voucher which may be applied to the following year's dues or the equivalent of a year's dues applied towards a Workshop to be attended during the following year. If a Workshop is chosen, but the Member is unable to attend (due to health, vacation, significant family event, or other unavoidable conflict) the Member may request a deferment to the next year. This gift is transferable to another Guild Member or prospective Member.

Name Tag Drawing

The Name Tag Drawing awards a prize to two recipients per meeting. Prizes are awarded to Guild Members/Affiliates who sign in at the Membership table, based on their position on the numbered sign-in sheet. The winner must be present and wearing their name tag to receive a prize.

Newsletter

The *Stitch'n Times* newsletter contains news and reminders of Guild information and is a reference for such items as upcoming programs and the status of ongoing activities. The deadline for submittal is announced by the Newsletter Editor. A price list for commercial advertisements is available upon request to the Newsletter Editor.

Programs and Workshops

The Program Chair is responsible for making arrangements for speakers and Workshops.

Programs: All speakers must have a signed contract with the Guild. The Guild's standard contract language may not be changed without the approval of the Board, except for minor tailoring to the speaker/instructor.

Guild Members may not execute a contract with SRQG and may not conduct a Program or Workshop for financial compensation. However, a Guild Member may offer a Program with the understanding that there will be no financial or other compensation, including meals.

Maximum mileage reimbursement will be at the current IRS rate. Contracted speakers/instructors may have items available for purchase before and after the meeting.

Workshops: Workshop instructors must have a signed contract with the Guild. The Guild's standard contract language may not be changed without the approval of the Board, except for minor tailoring to the speaker/instructor. Guild Members may not execute a contract with SRQG and may not conduct a Program or Workshop for any compensation. Maximum mileage reimbursement will be the current IRS rate. Workshop instructors may have items available for purchase at the Workshops.

The Workshop schedule is posted on the website and in the newsletter. Signup sheets shall be available at least three months prior to Workshops. To reserve a space, sign up and submit payment. Non-members are allowed to sign up for a Workshop after the 30-day Members-only sign-up period. The sign-up duration may vary depending on the Workshop instructor's cancellation policy.

The lodging host shall be given a voucher for a free Workshop, or the voucher can be used for payment of next year's Guild dues. The voucher is transferable and expires one year from the date of issuance but may be extended with the approval of the Board.

Sunshine Cards

The Guild sends get-well, sympathy, congratulatory, milestone birthday, and general "thinking of you" cards to Members and Affiliates, and sympathy cards to their families. It is up to the Chair of this

committee to decide the appropriateness of sending such cards to former Members based on an evaluation of the duration of Membership, involvement with Guild activities, or reason for Membership lapse (i.e., health, moved). Concerns may be discussed by the Board. Cards may be circulated at meetings for signatures and other supportive commentary.

Online and Recorded Meetings

Zoom may be used for General Meetings, Board Meetings, and Program Meetings and Workshops. General Meetings are usually recorded and made available via Zoom link. Speaker presentations and Workshops on Zoom are typically not recorded. Board Meetings are recorded for the benefit of the Secretary and are not available to the Membership.

Activities

The Santa Rosa Quilt Guild offers many activities such as Sew-a-Row, Block of the Month (BOM), and Friendship Blocks. The activities and details are listed in the Member Handbook. Each activity exists only if a Member volunteers to be the Chair of the committee.

Community Outreach

Community Quilts

The Santa Rosa Quilt Guild makes and donates quilts to organizations serving people in need of comfort and support. Many Members make quilt tops and finished quilts at home to donate to the Community Quilts program. Finished quilts and tops can be brought to any General Meeting.

In addition, the Guild holds Quiltathons three times a year in February, May, and October to prepare quilts for donation.

Community Education

The Guild sponsors and contributes to the growth of knowledge of quilting techniques by offering classes and Workshops to the community. Information about current educational activities is reported in the newsletter and announced at General Meetings.

Pet Projects

Many of our Members have causes they are passionate about. While not officially sponsored by SRQG (no Guild funding or resources are used), these activities align with our purpose. Individuals wishing to bring their projects to the Membership must present their projects to the Board for prior approval. To differentiate such activities from Guild-sponsored Community Quilts, we refer to them as Pet Projects.

Fundraising

To supplement the annual Membership dues, the Guild holds a number of fundraising activities that include, but are not limited to, the Opportunity Quilt, Treasures Tables, Boutique, and Silent Auction. More details are available in the Membership Handbook.

The Opportunity Quilt is one of the biggest fundraisers for the Guild. A committee is responsible for the design or acquisition of the quilt that requires Board approval, and a committee responsible for the sale of the Opportunity Quilt tickets.

A record of each year's Opportunity Quilt, along with its story, winners, and ticket sales, is maintained by the Guild Historian. The SRQG website can also be referred to for images and background information about each year's Opportunity Quilt.

Reference Section

Santa Rosa Quilt Guild History

On the third Thursday in September, the Guild traditionally celebrates Founders' Day in memory of its beginning. In 1976, the same year as the nation's bicentennial, a group of women took a quilting class from Joyce Gross at the Santa Rosa Junior College. Upon completion of the class, Joyce encouraged the students to continue meeting, so Dotty Zagar invited the group to her home for the inaugural meeting of what would become the Santa Rosa Quilt Guild (SRQG). Dotty recalled that 1620 quilters attended that meeting.

This group of quilters continued to meet, first at a Baptist Church, then at the Farm Bureau, followed by a couple of locations at Coddingtown Mall, until the group found the location at the Scottish Rite Masonic Lodge facility shortly before 1990. The Guild moved its meeting location to the Veterans Memorial Building in 2018. (A list of Founding Members is located in the Appendix A.)

It is unknown when the Founders' Day celebration was initiated, but in 1990 it was being recognized with salad and cheesecake supplied by Guild Members. Currently, a potluck lunch is provided by Guild Members, and County Fair quilt prize winners are invited as special guests.

The Guild was assigned a tax identification number in 1977, incorporated with the State of California in 1983, and received state charitable organization tax exempt status in 1983 (a similar federal status was finalized in 1986).

Guild Logo

Ed Gross of Mill Valley, CA, husband of Founding Member Joyce Gross, designed the SRQG rose to be used as a logo for the 1983 Festival of Quilts. He later adapted it for our banner. It is also used on our Guild stationery, website, and newsletter.

In August and September of 1984, the rose on the SRQG banner was stitched by Vernice Thorn and the lettering was done by Betty Thorn. Quilting was done by Vivian Danz, Winifred "Wyn" Reddall (President 1986–87), and Dorothy Lucas in 1985. Additional quilting was added in 1987 by Vivian Danz.

Founding Members

Many of those quilters who gathered after the completion of the quilting class at the Santa Rosa Junior College were instrumental in the birth of SRQG. These Founding Members and all other Members who joined the Guild by September 20, 1976, were classified as Charter Members. The classification of Charter Member was changed in 2014 to Founding Member by a revision of the Bylaws.

Memorial Funds

Dolly Haines: In 2012, upon her death, the Board approved the establishment of the Dolly Haines Memorial Fund. Dolly was born on August 21, 1910 and passed away at 101 on February 8, 2012. Though she never made a quilt, she loved being at Quilt Guild, and over the years she knitted hundreds of baby hats for the Sutter Hospital Neonatal Intensive Care Unit to be donated in the Guild's name. Dolly "dressed up" for our meetings and was always interested in everyone's wearable arts. Her dazzling smile made each and every one of us feel very special. Mary Bruun, a Guild Member, was instrumental in starting the Dolly Haines Memorial Fund in honor of her dear aunt. A record of the Dolly Haines Memorial Fund recipients can be found with the Guild Historian.

Dotty Zagar: In 2013, upon her death, the Board approved the establishment of the Dotty Zagar Memorial Fund with a donation by her husband, Hank, his daughter, Diana Gandara, and other family

members, plus donations by Guild Members. Dotty was a Founding Member of SRQG and remained a Guild Member until her death. (See Guild History and Founding Members above.) She also served as President, Secretary, Historian, and in many other capacities over the years. She was honored for her dedication and hard work by being named Honorary Life Member in 1987. Maybe most importantly, Dotty made everyone feel welcome. Sadly, Dotty passed away on June 30, 2013, at the age of 88. She remained a very Active Member until the end, contributing numerous Community Quits and frequently entering her quilts in the County Fair. Her meticulously crafted Butterfly quilt, which incorporated Friendship Blocks, posthumously received a blue ribbon at the Sonoma County Fair. This fund expired in 2024. A record of the Dotty Zagar Memorial Fund recipients can be found with the Guild Historian.

Susan Silvey: Susan joined SRQG in 2003, and passed away on November 7, 2018. She stipulated in her will that $5,000 be given to SRQG. The Board decided that a "Susan Silvey Sew Day" to remember and honor Susan would be held the second Thursday of June each year until the funds run out. This is not a Guild day, but is close to Susan's June 13 birthday. Money from the fund was used to rent a facility for Guild Members to gather and work on projects of their choosing, and lunch was provided. This fund expired in 2024. The Susan Silvey Day is now known as Member Sponsored Sew Day, and continues if funds are available.

Pertinent Guild Business Information

- *Articles of Incorporation* filed May 6, 1983 #1141295
- *California Charitable Trust* #51179
- *IRS Section 501(c)(3)* final determination March 25, 1986
- *FEIN 94-2422442* (assigned Aug 8, 1977)
- *California FTB Section 23701d* status May 6, 1983
- *California State Board of Equalization Resale License* SR JH27-797117 August 11, 1989

Insurance Policies

- *Businessowners Policy #97-C1-8730-1* expires March 2 annually
- *The Inland Marine Policy #97-C1-8730-1* (for the Opportunity Quilt) expires March 2 annually
- *Not For Profit Organizational Liability Policy Including Employment Practices Liability Coverage #PS0000004861300* expires April 7 annually

Appendix A: Founding Members (1976)

- Kathy Allen
- Jody Berger
- Kitty Dobbert
- Joyce Gross
- Gene Isaacs
- June Moes
- Rose Norris
- Joyce Sharpe
- Nancy Shea
- Mary Wescott
- Dotty Zagar

Appendix B: Past Presidents

- 1976-77 – Madelon Cahill
- 1977-78 – Kay Regan
- 1978-79 – Roberta “Bobbie” Sandwina
- 1979-80 – Dorothy “Dotty” Zagar
- 1980-81 – Victoria Sears
- 1981-82 – Sandra Stevens
- 1982-83 – Linda Yaeger
- 1983-84 – Jeanette Hinton
- 1984-85 – Judy Markoff
- 1985-86 – Hanya Parker
- 1986-87 – Winifred “Wyn” Reddall
- 1987-88 – Kathleen “Katie” Alix
- 1988-89 – Jancy Muensterman
- 1989-90 – Nancy Parmelee
- 1990-91 – Janet Baldwin
- 1991-92 – Karen Mansergh
- 1992-93 – Lee Trevelyan (first of two terms)
- 1993-94 – Elizabeth Marrs
- 1994-95 – Warren Whaley

At its inception in 1976, the Guild fiscal year was from September through August. In 1996, the fiscal year was changed to January through December.

- 1996 – Geraldine “Gerry” McDonald
- 1997 – Lee Neuerberg
- 1998 – Lois Stephens
- 1999 – Lois Stephens (January through April, then moved away)
- 1999 – Mary Guthrie (May through August)
- 1999 – Justine Lott (September through December partial term, then a full term in 2001)
- 2000 – Robert “Bob” Oliver
- 2001 – Justine Lott (also partial term in 1999)
- 2002 – Betty Upchurch and Norma Viglienzone (co-presidents)
- 2003 – Diana Roberts
- 2004 – Lee Trevelyan (second of two terms)
- 2005 – Geraldine “Gerrie” Congdon
- 2006 – Sharon Mills
- 2007, 2008 – Pamela “Pam” McVey
- 2009 – Linda Hooper
- 2010, 2011 – Jan Andrews
- 2012 – Janice Juul
- 2013 – Christopher “Chris” Nolen
- 2014, 2015 – Vicki David
- 2016, 2017, 2018 – Jim Jensen
- 2019, 2020, 2021 – Genelle Voorhees
- 2022, 2023 – Diana Codding
- 2024, 2025, 2026 – Linda Ralleca

Appendix C: Honorary Life Members

- Pre-1986 – Gene Isaacs, Joyce Gross, Katie Alix
- 1987 – Dotty Zagar
- 1992 – Lois Stephens
- 1993 – Marjorie Crist
- 2001 – Sharon Fry
- 2002 – Elizabeth Marrs
- 2003 – Lee Trevelyan
- 2006 – Norma Viglienzone
- 2007 – Betty Upchurch
- 2008 – Phyllis Gallaway
- 2009 – Jan Andrews
- 2010 – Linda Hooper
- 2011 – Lavella Cassinelli
- 2013 – Pam McVey
- 2014 – Joy McGoran
- 2015 – Rhonda Denny
- 2016 – Diana Roberts
- 2017 – Jim Jensen
- 2018 – Janice Rodgers
- 2019 – Mary Wood
- 2021 – Genelle Voorhees
- 2025 – Diana Codding
- 2026 – _____

Appendix D: Merit Award Recipients

- 1994 – Sharon Fry (Library)
- 1998 – Melissa Trunick and Linda Morand (Bus Trips)
- 2001 – Marilyn Swanson (Newsletter onto computer)
- 2001 – Juanita Campbell (Bag Lady)
- 2002 – Lavella Cassinelli (Community Quilts)
- 2002 – Phyllis Gallaway
- 2002 – Gerrie Congdon (Set up our Guild's website)
- 2002 – Bob Oliver, Betty Upchurch, Diana Roberts (Opportunity Quilt)
- 2003 – Betty Upchurch (Boutique)
- 2004 – Lynn Williams (Updated our Treasury on the Computer)
- 2005 – Mary Wood (Updated our Bylaws, and Policies and Procedures)
- 2005 – Linda Sims (Community Smart Program)
- 2005 – Pam McVey
- 2006 – Angie Kiker (Webmistress)
- 2009 – Glenda Ross (Opportunity Quilt Sales and Promotion)
- 2010 – Anne Dondero and Pam Brown (Updated Members Handbook)
- 2011 – Karen Boscolo (Community Quilts)
- 2011 - Sandra McConnell, Justine Lott, Mary Wood, Glenda Ross, Joy McGoran, Lynne Atkinson, Joanie Bellinghausen, Rose Marie Lara (Library Volunteers)
- 2013 – Pam Beebe and Anne Dondero (Community Quilts)
- 2014 – Laura Barrett (Community Quilts)
- 2014 – Carolle LeMonnier, Georgiann Morrissey, Edy Sorensen, and Judy Lindberg (Hospitality)
- 2015 – Mirna Estes (Distribution of leftover Silent Auction items)
- 2015 – Jan Andrews, Sharon Fry, Phyllis Gallaway, and Jim Jensen (Update Policies, Procedures and Reference Manual)
- 2016 – Jan Westerman and Betty Upchurch (Valley Fire Quilting Bee)
- 2016 – Linda Hooper (Show-and-Tell, Videography, Website Manager)
- 2017 – Genelle Voorhees (Beth's Quilting Club, Roseland University Prep)
- 2018 – Linda Hooper, Jim Jensen, Toni Anderson, Jan Andrews, Alana Colburn, and Vicki David (Receiving, processing, and storing post-fire donations)
- 2018 – Janet Tonkin and Mary Wood (Fire survivor quilts)
- 2019 – Genelle Voorhees, Jan Westerman, Toni Anderson, Alana Colburn (Committee for the "The Mad Hatter's Tea Party" Tri-Guild Luncheon)
- 2021 – Jan Nilsen – COVID mask project
- 2021 – Ann Nolen – Zoom setup
- 2022 - Elaine Ramires and Elaine Tucker - Zoom
- 2023 – Debbie Faris Cole – Community Sewing Classes
- 2024 – Janice Juul – Breast Cancer Heart Pillows
- 2024 – Margo Pitter – Hospitality
- 2026 – _____

Appendix E: Community Outreach Recipients Through the Years

Community Quilts

- Alternative Family Services
- American Legion #489
- Assistance League
- Catholic Charities
- Council on Aging Senior Social Club
- Emancipated Foster Youth
- Fire Survivors 2017 and 2020
- Jewish Family and Children's Services
- Kaiser Permanente NICU
- Kaiser Breast Cancer Awareness
- La Luz
- Let's Read Outside with Land Paths
- Local Convalescent Hospitals
- Local Residential Care Homes
- Local Veterans
- Memorial Hospital Cancer Ward
- Memorial Hospital Neonatal ICU
- Memorial Hospital Pediatrics
- Public Health Visiting Nurses/Teen Parents
- Salvation Army (doll quilts)
- Secret Santa
- Senior Advocacy Services (silent auction)
- Sutter Hospital Neonatal ICU
- The Living Room (silent auction)
- TLC Foster Care
- Valley of the Moon Children's Home
- Verity (Sonoma County Rape Crisis Center)
- Vietnam Veterans of America (raffle)
- Windsor Rotary
- Welfare League (doll quilts)
- Windsor Lions Club (raffle)
- YWCA

Other Community Projects

- American Association of Zookeepers (silent auction)
- American School (cloth napkins)
- Baby Closet (various items for infants)
- Bird Rescue Sanctuary (Artificial Crocheted Bird Nests)
- Days for Girls (menstrual kits)
- Dementia patients (fidget aprons and tablecloths)
- FISH & Elisha's Pantry (raffle)
- General Community (knitted caps)
- Kaiser (breast cancer heart pillows)
- Kid Street Learning Center
- Little Dresses for Africa (Pillowcase dresses for African girls)
- Local individuals in need
- Maui Wildfire (quilts and pillowcases)
- Meals on Wheels (placemats)
- Pomo Native Community (sewing materials and classes)
- Santa Rosa Community Health (receiving blankets)
- Visions of Compassion, Cuba
- Windsor Senior Center (walker bag-alongs)

Community Education – Sewing and Quilting Classes

- Cloverdale Library
- SR City Parks and Recreation at Finley Community Center
- Rincon Valley Regional Library
- Roseland Library
- Roseland University Prep Community

Appendix F: Luther Burbank Quilt

In 1986, a quilt was made to commemorate the Guild's tenth anniversary and given to the Luther Burbank Home and Garden Center. It hung in the Carriage House Museum on Santa Rosa Avenue in a specially constructed plexiglass frame for ten years until it was moved to the Finley Center. Luther Burbank (March 7, 1849 to April 11, 1926) was an American botanist, horticulturist, and pioneer in agricultural science. He developed more than 800 strains and varieties of plants over his 55-year career.

The committee included Vernice Thorn, who designed the overall layout, and Judy Markoff, who drew Luther Burbank's silhouette, and along with Jeanette Hinton, worked with Vernice to choose the colors and flower designs. Guild Members were asked to supply designs and fabrics, as well as appliqué, embroidery, and hand quilting. New York Fabrics donated fabrics for the lattice and background. Various Guild Members supplied fabrics, hand appliquéd, embroidered, and hand quilted the wall quilt.

The architectural designs surrounding Burbank's profile include his residence, greenhouse, carriage house, and garden gate. Other blocks depict a few of his better-known horticultural creations, such as the Shasta Daisy, Santa Rosa Plum, and Russet Burbank Potato.