

## **Matrix Committee Report to the Quilters Unlimited Board June 20, 2011**

At the Quilters Unlimited (QU) Board meeting on March 24, 2011, the results from the chapter surveys conducted in February-March 2011 were reviewed. A common theme was difficulty in finding volunteers to hold leadership positions for the various jobs causing chapter presidents to take on additional responsibilities, inequities in the effort expected of individual chapters based on how the QU job and Quilt Show jobs aligned on the matrix, possible lack of interest in certain QU-sponsored events, and interest in reducing overall workloads (i.e., simplify).

As a result of the general review of membership feedback, the QU Board formed a committee to further review the chapter inputs and determine how the current job matrix might be redesigned to address ideas and concerns provided by the membership. Committee members included:

- Kath Heslep
- Linda Dorsey
- Lynne Fishburn
- Kathy Gray
- Cindy Grimord
- Virginia Hodge
- Linda Jamrogowicz
- Karen Loftus
- Carolyn O'Flaherty
- Sandra Rees

The committee met three times:

- April 13, 2011 – reviewed chapter survey results in greater detail and selected committee co-chairs, Virginia Hodge and Cindy Grimord. In general, the membership had little interest in continuing the Fall Lecture and the Quilt-In.
- April 20, 2011 – regrouped jobs to achieve a more balanced and equitable work load for any given chapter, and developed definitions of each job category and its responsibilities. The goal was to give each chapter one job to the extent feasible. This included recombining aspects of previous jobs in new ways. Due consideration was given to commitments already in place.
- April 27, 2011 – developed a revised matrix of chapter assignments starting with current matrix assignments and re-assigning as necessary based on new job groupings/definitions and consideration of work activities already underway (e.g., raffle quilts) as well as commitments for spring and fall lectures already in place. Where questions arose, Chapter Presidents were contacted for their input, particularly when a chapter might have a job assignment return sooner than might have been the case per the current matrix.

A copy of the revised matrix, including job definitions, is attached. This matrix incorporates the following changes from current practices:

- Annual Meeting + Speaker to coincide with Quilt Show beginning with the 2013 quilt show (2012-2013 QU Year). Assigned Chapter arranges for venue and food, and hosts speaker. Classes for the speaker are part of the quilt show classes and are addressed by the chapter with the Classes assignment.
- Create a QU Board Committee led by the QU Vice President and Chapter Program Leads. Committee identifies annual meeting speakers and recommends to QU Board for approval; also coordinates program speakers among chapters and maintains listing of QU and chapter speaker history. Annual Meeting logistics handled by Chapter with Annual Meeting assignment; classes (starting 2013) and workshops (in 2012) handled by Chapter with Show Classes assignment. Given

top national speakers book 2-3 years in advance, speaker selection/recommendation expected to occur several years in advance of planned dates.

- Show pin designed by Show Committee, ordered by Chapter with Show Financials assignment, and provided to Boutique to sell and return proceeds to Big QU.
- Fall Event is a lecture with workshops as is already committed for Fall 2011 and Fall 2012. After that, the assignment is a quilt-in or other QU-wide gathering event as decided by the Chapter with the assignment. Planning for the event may need to occur in year(s) prior to assignment; for example, Haymarket has Fall Event for 2016/2017 QU Year – event would be conducted in Fall 2016 and may require planning to occur in prior years depending on choice of event.
- Signs for show and nametags are prepared as needed by each show assignment (i.e., Classes, Education, Setup, Vendors, Volunteers, etc.). Nametag template and supplies provided by Show Financials Team.
- Chapters perform their own activities to celebrate National Quilting Day with the public.

The draft matrix was circulated among the committee members for final comment and revisions were made based on comments received.

Recommendations to the Board:

The Matrix Committee recommends the revised job definitions and revised chapter assignment matrix be adopted for implementation effective July 1, 2011.

The Matrix Committee recommends that the Vice President form a Speaker Committee starting with the 2011-2012 QU year with the activities and responsibilities as outlined above.

The Matrix Committee recommends that a committee be appointed to create a master notebook with a more detailed description (1-2 pages) of each job on the matrix to ensure all details are captured and clearer communication of job requirements as they pass from chapter to chapter.