

SFQG Board Meeting – June 22, 2021

Location: Zoom Meeting on Line

Present: Claudia Shearer, Sumilu Cue, Gloria Miller, Cathey Kennedy, Valerie Lienkaemper, Ginger Ashworth, Jessica Church, Holly Gatto, Maren Larsen, Dani Lawler, Jeanie Low, Jeanne Matysiak, Dottie McHugh, Sam McIlraith, JoAnn Vail

Unable to Attend: Alex Byrne, Julia McLeod

Meeting Start Time: 7:01 PM

MSP: May minutes approved

President's Report: Claudia Shearer welcomed the group.

She announced that she will be stepping down as president next year. Cathy Miranker will be stepping down from Technology Committee Chair (we are looking for someone who can do routine Website maintenance).

The cost of the Virtual Quilt Retreat budget went up because the cost of the speaker that has been booked changed.

MSP: Proposal to revise the budget for the Virtual Retreat from \$1,425 to \$1,575.

Claudia is still waiting to hear back from St John's Armenian Church about our being able to hold our monthly meetings there. Until we know we can not come up with a plan for the guild to meet in person. The January meeting is currently the target date for our first in person meeting.

Newsletter: Ginger needs more time to make up the newsletter so the deadline for submissions will be a week earlier than currently. The deadlines are listed in the Newsletter report in the Attachments. Ginger has some people working with her now.

Vice-President's & Programs Report: Sumilu Cue submitted a detailed report outlining the duties and Julia McLeod and Judy Epstein have volunteered to be on the committee, but a third person is needed. Sumilu will be stepping down from her position as chairperson of this committee. (see attached)

Parliamentarian's Report: Valerie Lienkaemper Committee will review the bylaws and make recommendation to the board

Bylaws Review Committee

Valerie Lienkaemper
Adrienne Hickman
Ginger Ashworth
Dottie McHugh

Valerie reviewed what it means to "seconding a motion". Once seconded a topic valid and up for discussion by the group.

Nominating Committee: please let Valerie know if you have any suggestions for the open positions.

Nominating Committee

Valerie Lienkaemper
Gloria Miller
Peggy Cleary
Donna Logan
Elizabeth Chronis

Standing Committee Reports:

Committee reports are submitted in writing and distributed to the board by email. The reports that were submitted are added at the end of these minutes as attachments.

Old Business:

Fundraiser: UFO Mystery Challenge Please see Maren Larsen's report in the Attachments. Today the committee is requesting a budget of \$50 for the project.

MSP: Motion to approve the UFO Mystery Challenge and give it a budget of \$50 to cover the cost of prizes.

Purpose: To create a fun community building project that will engage our members and raise a bit of money.

What: Starting with donated orphan blocks, members will pick a grab bag (inside unseen) and make a finished quilted project.

Since this is the first time we have done this it is difficult to estimate participation. We are estimating between 25-50 participants, with 35 as our target. $35 \times \$10 = \350 or $50 \times \$10 = \500

QuiltAway: Jeanne Matysiak proposes that we have Friday and Saturday workshops, offering three each day. She requests a \$6,000 budget for instructor fees/lodging/meals. In the past we had four workshops each day and a \$8,000 budget but Jeanne believes the lower number of participants in the last few years justifies a lower cost to the guild. She did share some thoughts regarding workshops with Sam and Barb, but have not met with the committee yet. The new dates are Wednesday June 8 to Sunday, June 12, 2022. Participants will pay for their own rooms and their meals. Fewer people are anticipated to attend than last time.

MSP: Motion to pass a \$6,000 budget to cover instructor's fees/lodging/meals and also \$7,212.58 for the deposit to Walker Creek Ranch for June 8-12, 2022.

Unfinished/Ongoing Business:

Guild Anniversary Celebration. Jeanie Low is shooting for January or February as a potential target. No actual date has been chosen yet. Jeanne welcomes any and all suggestions for activities/prizes/etc.

Suggestion for workshop space: Jessica Church said that Community Outreach has been donating quilts at the Bay View Senior Center on Carol Street. She has noticed that they have a large space and asked the board if she could inquire if they are interested in allowing us to rent the space for workshops on occasion? The board thought it was a great idea to ask. The Police Academy is no longer available to us. Please report back to Claudia. Dottie suggested Lincoln Park Presbyterian as a possible alternative. A separate search committee may be needed. American Legion Hall in Pacifica was also suggested. Dottie and Sam have tentatively volunteered to help look.

Meeting adjourned at 7:57 PM

Next meeting: July 27, 2021 via Zoom Meeting on line

Respectfully submitted by Cathey Kennedy, Secretary to the Board

Attachments:

Virtual Retreat Report: Submitted by Claudia Shearer

So far we have 19 sign-ups for the retreat. The info for the website was sent to Lisa (acting webmaster) on Sunday. I was a little slow getting this to Lisa as I've had family visiting from out of town. The registration info will be included in July's newsletter and in my July e-blast.

Budget / Expenditures

◦\$400 Speaker fee **REVISED** to \$550 for Lyric Kincard

◦\$500 -\$1,000 Swag Bags @ \$20 each

◦Incidental expenses (unknown) \$25

◦Total Budget + \$1,425 **REVISED \$1,575**

Estimated Total # of Attendees 25-50

Vice President Report: Submitted by Sumilu Cue

Nothing to report

Treasurer's Report: Submitted by Gloria Miller

Finance report June 20, 2021

Cash Flow and Profit & Loss for period ending June 20, 2021 attached.

Bank Balances:

PayPal	0.00
QuiltAway/Quilt Show Savings	0.22
QuiltAway/Quilt Show Checking	150.00
SFQG Savings	56,790.08
SFQG Checking	14,327.06
TOTAL	71,267.36

[/Users/cathey/Downloads/P and L as of June 20 2021.xls](#)

[/Users/cathey/Downloads/Cash Flow report June 20, 2021.xls](#)

Programming Report: Submitted by Sumilu Cue

July–Mel Beach

August–Giucy Giuce of Andover Fabrics

September–Lisa Thorpe

October–Marty Ornish

June–Valerie Goodwin: The Dialogue between Quilting and Architecture

Changes were made to the General Meeting because the speaker resides on the East Coast and is three hours ahead of San Francisco. Total number of participants during lecture was 96. Meeting ran the full two hours without breakout rooms.

Global Quilt Connection All-Star Sampler Platter Poll Questions:

1. Did you attend the Global Quilt Connection's All-Star Sampler Platter?

- Yes: 29/62 (47%)
- No: 33/62 (53%)

2. If you attended the GQC All-Star Sampler Platter, would you attend a future event like this one?
 - Yes: 28/62 (45%)
 - No: 1/62 (3%)
 - Did Not Attend: 34/62 (55%)
3. Where there any instructors that you would recommend to lecture or teach a workshop?
 - Yes: 15/62 (24%)
 - No: 47/62 (76%)

This last number includes individuals who did not attend the event.

Sew 'n Tell will be every other month until we go back in person. The next one will take place in August and then October.

Board Elections are in September and will be done on Zoom again.

Polling of Guild Members regarding Zoom meetings and In-Person meetings has been tabled. Not enough information regarding venue yet and a general sense that this will have to be an executive decision with regard to our program for 2022 which is looking like a transitional year for the guild.

Programming will research the possibility of 1) broadcasting In-Person meetings and 2) projecting out-of-town lectures onto a big screen at In-Person meetings while streaming lecture to online members. A budget and list of volunteer responsibilities will be created and brought before the Board for approval. This is contingent on SFQG securing a venue for its In-Person meetings and whether the right technology is available to accomplish these two objectives in a satisfactory manner for Guild members.

Below (at end of Attachments) are a description for the Program Committee Member's Responsibilities and Templates for our Lecture Contracts.

Parliamentarian Report: Submitted by Valerie Lienkaemper

The Nominating Committee will meet this week.

If you are interested in serving as President or Vice-President of the guild for next year (starting Oct 1st) or if you wish to nominate someone else, please send me an email.

Bylaws Review Committee

The Bylaws review committee will meet June 24th.

Free Table Report: Submitted by Valerie Lienkaemper

There are no free tables scheduled

Website Report: Submitted by Holly Gatto

Facebook Group and Page

I removed Non Members from the SFQG Facebook group

Currently the Facebook group has 92 members

The Facebook Group has been changed from Public to Private, these changes will take effect and be permanent as of June 23, 2021.

The Facebook Page has 177 Likes and 195 people are following the Page

Facebook Page Posts in May: 4

Facebook Group Posts in May: 11

Instagram

Instagram Posts in May: 22

Instagram Followers: 375

TicketTailor

We sold 2 Nonmember tickets to our June Meeting with Valerie Goodwin

Tickets sold for Virtual Quilting Retreat: 19

Tickets sold to Line Dancing Workshop: 2

Tickets sold to Geometricks Workshop: 2

Membership Report: Submitted by Dani Lawler

Current membership counts:

Full/lifetime members	220
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Affiliates	17
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Newsletter Subscribers	4
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New members since May 23	3
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QuiltAway Report: Submitted by Jeanne Matysiak

Here's the grand news, we have a reservation for Walker Creek Ranch! I had to change the date last week when they realized they booked two groups for the same weekend, giving us bunk beds only.

Our new date is Wednesday, June 8 - Sunday, June 12, 2022. The rates are nearly similar to the 2020 fees. Each participant has the flexibility of booking lodging for a 3 or 4 night stay. In economy guests bring their own linens/towels, we use only the lower bunk beds. We will have two semi-private options, 2 or 3 person rooms and private rooms.

I propose we have Friday and Saturday workshops, offering three each day. I request a \$6,000 budget for instructor fees/lodging/meals. In the past we had four workshops each day and a \$8,000 budget but I believe the lower number of participants in the last few years justifies a lower cost to the guild. I did share some thoughts regarding workshops with Sam and Barb, but have not met with the committee yet regarding workshops.

As in the past, participant fees cover lodging and meals, and the guild is paying for the workshops. I have tentatively reserved the same number of rooms as we had reservations for in 2020. If you want me to move ahead with confirming the reservation I would need to meet with Gloria to issue the deposit of \$7,212.58 and ask our insurance agent for a certificate of insurance.

Newsletter Report: Submitted by Ginger Ashworth

I recently discovered:

I need more time to produce the newsletter. When I took on this volunteer position in 2014, I inherited a timeline from the previous editor: the first Tuesday of the month was the deadline for contributors to send in their articles. That basically gives the editor three days to get it all done.

WHY

- I can no longer stay up all night to work on, and finish, the monthly newsletter, which is what I used to have to do many, many times.

- When I sent out the June 2021 *Quilters Cables*, I included a call-out for assistance to produce it. Many people responded; I am totally grateful to our incredible group for the offers for collaboration. I have decided to accept the help that's been offered. So, now I have a few editorial volunteers; when you work with a team things can take a bit more time (especially initially).

I am not changing the deadline for July 2021. However, starting with August, the *new* deadlines are three weeks prior to the guild general meeting.

Publication Month	Deadline	Meeting Date
July 2021	July 6	July 20
August 2021	July 27	August 17
September 2021	Aug 31	September 21
October 2021	Sept 28	October 19
November 2021	Oct 19	November 9
December 2021	<i>no newsletter</i>	December 21

Sewing Circles Report: Submitted by Sara Guyol

One new member has joined Julia's zoom circle.

No other requests for Sewing Circle participation have been received.

I have been contacting circles associated with the guild's zoom account in order to determine their area/s of focus and their open/closed (to new participants) status.

No responses to this request to date, but I will continue to update the board as things progress.

I have been reaching out to existing circles to find any who may be interested in the spotlight features that we are making available.

No takers to date.

Postcards Report: Submitted by JoAnn Vail

Nothing to report

Historian's Report: Submitted by Jeanie Low

Lorraine Woodruff-Long's Quiltmaker video interview has been posted on our website in the Members Only section under Quiltmaker Stories. Thanks to Holly Gatto and Lisa Lieberman for making it possible.

Round Robin Report: Submitted by Mary Spadaro

Nothing new to report. Still 22 participants handing off every other month. Final rounds will be completed by October 2021, in anticipation of a late Oct/early Nov reveal.

Sew & Tell Report: Submitted by Judy Epstein

Not scheduled until August. No submissions thus far, but it's early.

Still hoping to coordinate with Sara to feature a Sewing Circle's work along with a future Sew & Tell.

Community Outreach Report: Submitted by Jessica Church and Adrienne Hickman

We had a great month. With 31 people dropping by or contributing to the making of a quilt. We had a new member come by and take a few kits as well as a few current members who came by to pick up their workshop supplies, who had not been by before, and then took a kit or 2.

Donations Received in June

Made with Member Fabrics

11 lap

6 baby

11 Premie

18 tops

Outreach Kits Returned

18 lap

3 lg lap/ twin

1 child
2 pillowcases

Quilts Delivered
9 lap size quilts to Family House
8 lap size quilts to Bayview Senior Center

We have baby and lap size quilts set aside to deliver to General Hospital and Laguna Honda but they will not be delivered before the meeting.

Member's Sewcial Report: Submitted by Maren Larsen
There was no Sewcial in May because of the virtual sampler platter offered by the Global Quilt Connection.

Below is the information about a potential UFO Mystery Challenge for consideration.

UFO Mystery Challenge – SFQG

Purpose: To create a fun community building project that will engage our members and raise a bit of money.

What: Starting with donated orphan blocks, members will pick a grab bag (inside unseen) and make a finished quilted project.

Since this is the first time we have done this it is difficult to estimate participation. We are estimating between 25-50 participants, with 35 as our target. $35 \times \$10 = \350 or $50 \times \$10 = \500

Request: We are requesting the Board approve the UFO Mystery Challenge and give it a budget of \$50 to cover the cost of prizes.

Committee: Gloria Miller, Maren Larsen, Valerie Lienkaemper, Carolyn Bower, JoAnn Vail, Jessica Church, Dottie McHugh

1. Members donate UFO's and orphan blocks to the project.
(Donations can be dropped off at community outreach days, free table, Maren's house, maybe a couple of drop off site outside of SF.)
Why donate? Clean up your sewing space, eliminate guilt for not completing it yourself, see your work completed in a way you didn't expect, help the Guild raise money.
2. A small group of quilt fairies (volunteers) sort the donations and put together bags of unfinished items. This may include orphan blocks, cut fabric or unfinished projects. A starting photo can be taken of the contents of the bag to include in the final Sew and Tell slideshow.
Gloria Miller, Janet Mednick, Carolyn Bower, Christine Reiter and Maren Larsen have volunteered to be the quilt fairies.
3. The sorted blocks are put into fabric "Grab bags" so that the unfinished project can't be seen. To keep it fun, random surprises can be put in with some of the bags. (Starbucks gift card, fat quarter, fabric postcard, tea bags, Sees candy, etc.) Dottie McHugh and Joanne have volunteered to make the fabric bags.
4. Members make a \$10 cash "donation" to pick a "UFO Mystery Bag." No peeking or touching first. Instructions and timeline will be included in the bag. If you accidentally get your own UFO, you may exchange it for a different bag. (Distribution could be at community outreach, a free table, picked up from someone's house or even delivered to house bound members. We don't want to incur expenses of postage if possible.)

Why would someone want to participate? For FUN! Be part of a group project with a limited time and size commitment, use those brain cells by challenging yourself to finish a project you didn't begin – try a new color combination or technique, win a prize, have your finished project in the final slide show, help the Guild.

5. Participants are given a limited amount of time to make a finished project with the contents in their grab bag.

6. Timeline:

- a. July – collect donated UFO's
- b. August – distribution of bags to participants
- c. September – people work on project
- d. October - Sewcial to help brainstorm ideas, motivate to finish
- e. November – deadline for completed project with photo
- f. December – Sew and Tell show and drawing of final prize

7. We will encourage donations to community outreach, but this is not a condition of participation.

8. Rules can be simple, for example:

- use at least half of the items in the grab bag on the front of the project
- may add their own fabric to complete the project (but try not to purchase anything new)
- must be completed (not just a top) by agreed deadline in order to participate in prize drawing

9. Finished projects will be shared together at a meeting (December 2021) through a special Sew and Tell.

10. Finished projects will receive a completion ticket and be entered into a token prize to be drawn at the December meeting when items are displayed.

Sample of Instructions

Welcome to the UFO Mystery Challenge

Your mission, should you decide to accept it, is to create a completed quilted project with the contents of this bag.

You must use at least half of the items in this bag, including some on the front.

You may add items from your own stash or the free table, but try not to purchase anything new.

Please take a photo of the contents of your bag before you begin and include it when you submit your final photos to sew and tell.

The guild will hold a Sewcial in October to help problem solve and motivate participants to get to the finish line.

All fully completed projects will be entered in the final prize drawing.

You have until November 9, 2021. As usual, should you be unable to complete this mission, you may disavow any participation in this project. Good Luck. (This bag will not self-destruct in 30 seconds, it's up to you to finish the UFO!)

(PS. Community Outreach prefers donated baby quilts from 36" by 36" to 36" x 45" and lap quilts 45" x 60." This is not a requirement of the challenge, only an FYI.)

Workshops Report: Submitted by Sam McIlraith

- July (10 & 17) workshop Intriguing Interleaves with Mel Beach sold out.

- November (13 & 14) - 2 separate Workshops with Brenda Gael Smith - website registration is now open & ticketing all set-up. Thank you Lisa & Holly.
 - Nov 13 Line Dancing 2 - 5 pm
 - Nov 14 Geometricks 2-5 pm
- January (29, 2022) - workshop Mapping Personal Places with Valerie Goodwin (June '21 speaker) - contract signed, online registration soon
- Website updates for overall Workshops pages as well as individual workshops have been sent to Lisa and look forward to working with her so that it has a more visual look and feel.
- Barb and I continue to look at and reach out to upcoming instructors and would like to know more about when / where we will be able to meet in the future so that we might start booking in person workshops as well as live/virtual workshops.

Quilt Show 2023 Report: Submitted by Alex Byrne

We have a date for the next Show - Friday 24th and Saturday 25th of March 2023. We have St Marys booked from Tuesday 21st to allow for judging and so on. I am going to wait until September before trying to get the band back together. We are going to need a lot of new people since many of those who were going to help with the 2021 Show pledged that that would be their absolute last appearance.

Sewing Circles Report: Submitted by Sara Guyol

My report on Sewing Circles has been submitted.

In addition to the information in that report, I have been reaching out to existing circles to find any who may be interested in the spotlight features that we are making available.

No takers to date.

Addendum to Programs Report:

Program Committee Member Responsibilities:

1. Divvy up calendar with other committee members.
2. Research and contact potential lecturers.
3. Negotiate, draft, finalize contracts (see attached for sample contracts), and put signed agreement into a shared Google drive folder for the committee.
4. Get hi-res photos per contract from lecturer and put them into a shared Google drive folder for the committee.
5. Work with committee to write articles for newsletter and website.
6. Contact speakers prior to scheduled lecture (beginning of month is best) to remind them to submit their invoice and W-9 for payment.
7. If online, schedule "tech rehearsal".
8. If in person and local, schedule a dinner meeting and help with the set-up and take down.
9. If in person and not local, arrange hotel and transportation, schedule dinner, and help with set-up and take down.

Following are the 3 sample template contracts for various types of Guest Speakers:
(each is on a separate page)



Agreement between the San Francisco Quilters Guild and Lecturer

Online Lecturer Contract

Lecturer Name:
Email Address:
Cell Number:
Address:

Guild Contact 1:
Position:
Email Address:
Cell Number:
Address:

Guild Contact 2:
Position:
Email Address:
Cell Number:

Lecture Date and Time: Tuesday, date at 7 pm (Pacific)/time (time zone)

Dress/Tech Rehearsal: Week of August 23, 2021
Time TBD

Name and	
Description of Lecture:	Title of Lecture
	Short description

Lecture Format: **Zoom/Virtual Meeting:** Lecture will be delivered over the internet. The San Francisco Quilters Guild [SFQG] will be responsible for registering participants and hosting the online link for the lecture. Program Chair and/or Guild Tech Director will meet with Lecturer on Zoom prior to lecture to test connectivity and discuss program. Lecture Moderator will monitor chat feature and collect questions for Q&A.

Lecture Recording: SFQG and Participants may not record or photograph any portion of Lecturer's presentation.

Publicity Photos: Lecturer will promptly email SFQG or share via Google Drive or Dropbox 3-5 large, hi-res photos that can be used on SFQG website and newsletter to publicize lecture.

Fee and Payment: The cost for the lecture is \$ and payment will be remitted after receipt of Invoice and W-9.

Cancellation Policy:

Neither party shall be held to this contract if the lecture is cancelled due to illness, accident, act of God or should an unavoidable circumstance occur. We will make every effort to reschedule and Lecturer will provide a list of teachers who can fill in at the last minute with similar offerings at the same price. If technological difficulties occur such as power outages or equipment failure, everything will be done to reschedule if possible.

Signatures:

Please print and sign. Keep one copy for your records and email/mail to [Program Chair or Program Committee Member].

Name
Lecturer

Date: _____

Name
SFQG Program Chair

Date: _____



Agreement between the San Francisco Quilters Guild and Lecturer

In Person/Local Lecturer Contract

Lecturer Name:
Email Address:
Cell Number:
Address:

Guild Contact 1:
Position:
Email Address:
Cell Number:
Address:

Guild Contact 2:
Position:
Email Address:
Cell Number:

Lecture Date and Time: Tuesday, [date]
Set-up: 6:15 pm, Meeting starts at 7:00 pm, 60 minute Lecture starts at 8:00 pm

Lecture Location:

Name and Description of Lecture:

Lecture Equipment: The SFQG requires that speakers bring their own projector, computer, and cables. The Guild provides a projection screen, podium, three quilt stands, and display table. Please note other presentation requirements here:

Publicity Photos: Lecturer will promptly email or share via shared online drive 3 to 5 large, hi-res photos to SFQG contact.

Lecture Fee:

Reimbursements:

Mileage: SFQG will reimburse Lecturer at the current rate for your round trip (\$0.xx/mile)

Round Trip: xx miles from [location] plus tolls \$x.00.

Meals/Expenses: SFQG will host you to supper at 5 pm on date at [restaurant name and address]

Invoicing and W-9: Lecturer will submit invoice and W-9 for fees and expenses before the lecture.

Cancellation Policy: Lecturer agrees to give six week notice of cancellation for lecture with NO FEE due lecturer. SFQG agrees to give six week notice of cancellation for lecture, NO FEE due lecturer. The cancellation date for this lecture is [date].

Signatures: Please print, sign, and return to [SFQG contact]. Keep one copy for your records and email/mail to [SFQG contact].

[lecturer name]

[SFQG contact name]
[title]

Date

Date



Agreement between the San Francisco Quilters Guild and Lecturer

In Person/Non-Local Lecturer Contract

Lecturer Name:
Email Address:
Cell Number:
Address:

Guild Contact 1:
Position:
Email Address:
Cell Number:
Address:

Guild Contact 2:
Position:
Email Address:
Cell Number:

Lecture Date and Time: Tuesday, [date]
Set-up: 6:15 pm, Meeting starts at 7:00 pm, 60 minute Lecture starts at 8:00 pm

Lecture Location:

Name and Description of Lecture:

Lecture Equipment: The SFQG requires that speakers bring their own projector, computer, and cables. The Guild provides a projection screen, podium, three quilt stands, and display table. Please note other presentation requirements here:

Publicity Photos: Lecturer will promptly email or share via shared online drive 3 to 5 large, hi-res photos to SFQG contact.

Lecture Fee:

Reimbursements:

SFQG will pay for one-night accommodation on [date] at [hotel name, address, and phone number] or equivalent accommodation with Lecturer's approval.

Transportation: SFQG will be responsible for Lecturer's travel on [lecture date] from [point x] to hotel, then supper, meeting, and back to hotel.

SFQG will also be responsible for travel on [date after lecture] from hotel to [point y].

Meals/Expenses: SFQG will host Lecturer to supper at 5 pm on [lecture date] at [restaurant name and address] or equivalent with Lecturer's approval and will reimburse for breakfast on [date after lecture]. SFQG will also contribute \$xxx towards shared air travel from [point z] to SFO.

Invoicing and W-9:

Lecturer will submit invoice and W-9 for fees and expenses before the lecture.

Cancellation Policy:

Lecturer agrees to give six week notice of cancellation for lecture with NO FEE due lecturer. SFQG agrees to give six week notice of cancellation for lecture, NO FEE due lecturer. The cancellation date for this lecture is [date].

Sharing of Travel Expenses:

If the Lecturer engages with additional nearby groups around the time of the SFQG engagement, the SFQG will share travel expenses on a pro-rata basis among such groups. Otherwise the Lecturer must agree not to contract for other engagements with the same area on the same trip.

If other groups cancel within 30 days of SFQG lecture, SFQG will be responsible only for its shared portion of transportation costs.

SFQG will not be responsible for costs incurred by the lecturer that are not listed above.

Signatures:

Please print, sign, and return to [SFQG contact]. Keep one copy for your records and email/mail to [SFQG contact].

[lecturer name]

[SFQG contact name]
[title]

Date

Date