

CQEC=Creative Quilters of Ellis County
 GaQG=Garland Quilt Guild
 MLOTA=Mineola League of the Arts
 RRVQG=Red River Valley Quilt Guild

CTQG=Common Threads Quilt Guild
 MKQG=McKinney Quilters Guild
 QGD=Quilters Guild of Dallas
 TnCQG=Town 'N Country Quilt Guild

DQG=Denton Quilt Guild
 MQG=Mesquite Quilt Guild
 QGP=Quilters Guild of Plano
 VAQG=Van Alstyne Quilt Guild

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How long is Secretary's term of office? / Term Limit?			
CQEC	1 year / 2 years	MLOTA	N/A / N/A
CTQG	2 years	QGD	1 year / 2 years
DQG	2 years / Yes	QGP	2 years
GaQG	2 years / 2 years	RRVQG	1 year
MCKG	1 year / I don't now limit	TnCQG	1 year / 2 years
MQG	1 year / 2 years	VAQG	1 year / 2 years
How do you take minutes?			
CQEC	Handwritten	MLOTA	Handwritten
CTQG	Handwritten	QGD	Handwritten
DQG	Handwritten	QGP	Handwritten
GaQG	Handwritten	RRVQG	Handwritten
MCKG	Handwritten	TnCQG	Handwritten
MQG	Handwritten	VAQG	Handwritten
How detailed do your notes need to be?			
CQEC	As detailed as possible	MLOTA	No formal spec, but are usually detailed
CTQG	I try to get all the topics and information I can	QGD	Moderately detailed
DQG	Just basic info, attendees, motions, announcements	QGP	Moderate
GaQG	Motions are recorded word for word	RRVQG	Very detailed
MCKG	Basic sentences following the agenda	TnCQG	Usually, 2 printed pages, with votes, dates
MQG	Very	VAQG	Not very
Does someone else proofread or approve the minutes?			
CQEC	President	MLOTA	Not usually
CTQG	I send to couple of friends to proofread	QGD	Submitted to newsletter editor.
DQG	No	QGP	Yes
GaQG	Yes, President proofs and okays release of meeting minutes	RRVQG	Yes
MCKG	Yes	TnCQG	Newsletter editor, approved at next meeting
MQG	Yes, Newsletter editor	VAQG	President and Newsletter person
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How long are the guild minutes kept? How? Where?			
CQEC	7 years / hardcopy and thumb drive - storage unit	MLOTA	Not sure – a binder in the board room
CTQG	Not sure—I have several past year in a box at my house	QGD	Not sure - online and hardcopy
DQG	Do not know. Used to be kept in TWU archives	QGP	Forever? Hardcopy in storage and on PC
GaQG	Minutes are kept indefinitely via jump drives	RRVQG	Forever- passed on the next sec
MCKG	I don't know	TnCQG	At term end, they go into archive
MQG	4 years, guild office and online	VAQG	Unknown
Do your duties include minutes of the Executive Board Meetings? / Of major Committee Meetings?			
CQEC	Yes / No	MLOTA	No / No
CTQG	Yes /	QGD	Yes / No
DQG	Yes / No	QGP	Yes / No
GaQG	Yes / No	RRVQG	Yes / Yes
MCKG	No / No	TnCQG	Yes / Yes
MQG	Yes / No	VAQG	No / No
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How are your minutes distributed to the guild? / How soon after meeting do they go out?			
CQEC	Email - included in Newsletter - 2 weeks	MLOTA	Email / 1 week before next meeting
CTQG	Newsletter - monthly	QGD	Website/newsletter / about 3 weeks
DQG	Newsletter - week after meeting	QGP	Email / 1 week after meeting
GaQG	Newsletter - weekend before next meeting	RRVQG	Email
MCKG	Website & email / I don't know	TnCQG	Newsletter / 15 days
MQG	website & email / 2 weeks	VAQG	Email / 2 weeks after meeting

Do you have hardcopies available at the next meeting? / Are previous month's minutes read aloud at the next meeting?			
CQEC	No / No	MLOTA	Yes / No
CTQG	In Newsletter / No	QGD	No / No
DQG	No / No	QGP	Yes / No
GaQG	No / No	RRVQG	Yes / No
MCKG	No / No	TnCQG	Yes / Yes
MQG	Yes / No	VAQG	/ No

Are minutes approved in some way by vote of the membership?			
CQEC	Yes	MLOTA	Yes / presented at meeting, and approved
CTQG	Yes	QGD	No
DQG	No	QGP	Yes / in newsletter & approved at meeting
GaQG	Yes / Minutes published in newsletter.	RRVQG	Yes
MCKG	Minutes published in newsletter.	TnCQG	Yes / approved by vote at meeting
MQG	Yes	VAQG	Yes / approved at meeting

4 As secretary, are you in charge of all correspondence for your guild?			
CQEC	No	MLOTA	No – project chairmain handle their own
CTQG		QGD	No
DQG	No	QGP	Not that I know
GaQG	No	RRVQG	Not all
MCKG	I don't know	TnCQG	Usually. I write letters as needed
MQG	No, President is	VAQG	No

How often do you report to the board and to the membership?			
CQEC		MLOTA	Monthly at League Board meeting
CTQG	I send out a copy of minutes to board by email	QGD	Monthly
DQG	Board meetings are approved at the next board meeting.	QGP	Monthly
GaQG	Monthly to the Board and Membership	RRVQG	N/A
MCKG	Monthly to each	TnCQG	Monthly board meeting and guild meetings
MQG	At meetings	VAQG	Monthly board meeting and guild meetings

What do you see as the hardest part of your job?			
CQEC	Attending all meanings	MLOTA	Take notes as disc. Drifts/people talk at once
CTQG	It's hard to hear during the meeting to take minutes	QGD	Minutes due to newsletter 4 days after mtg
DQG	Write fast and remember what was said, get names correct	QGP	Keeping track of names
GaQG	Staying involved in discussions while recording information	RRVQG	
MCKG	Getting knowledge about how the guild works	TnCQG	Making sure the minutes are not overly long
MQG	Not knowing shorthand	VAQG	Writing fast enough, hearing everything

What advice would you give to someone considering your job?			
CQEC			
CTQG			
DQG	Keep yearbook close for members names, be able to paraphrase what was said - not just word for word		
GaQG	It is a commitment to be at every Guild meeting and Board meeting or find a replacement to take notes		
MCKG	Ask more questions first. Guild members are very helpful so I am confident that on the job training will occur		
MQG	You won't be asked to do anything else		
MLOTA	Have a "co-secretary" to take notes if you are not at a meeting. This was the coordinator doesn't have to find someone as the meeting is starting. This also ensures the minutes are written in the same style each month		
QGD	Keep up with it		
QGP	Keep good records, type up minutes within 12 hours of the meeting & have help with getting the names right		
RRVQG	Stay organized		
TnCQG	Try to keep the minutes under two typewritten pages		
VAQG			

Additional Comments:			
	How should we archive guild records?		
	As a back-up secretary, I received very few (no) instructions....but the primary secretary has been a consistant no-show, so I have carried on the best I can		