

August 27, 2024

Hi XXXXXX,

We appreciate you taking the time to share your concerns and suggestions. We value your feedback and are grateful for the opportunity to address any questions you may have had from yesterday's meeting.

Our comments are below in red.

Kind regards,

The Sewing & Quilting Club Leadership Team

Leadership Team & CLC Members,

On August 16th, I received an email from Katrina that said, "We encourage you to share any specific concerns or suggestions you may have for improving the club." After attending the meeting on August 26th, I do have some suggestions to share with the Leadership Team.

On August 19th, the General Membership Agenda was sent to all members. One of the topics on the agenda was Club Charter Revision Discussion & Voting. Before that meeting, a majority of members did not know our club installed on-line voting.

- As previously announced, members were informed about the Charter Revisions at the July meeting. A reminder of the vote was also sent out with the August agenda. The majority of votes were cast electronically at the August meeting, with 61 members voting. However, online voting was also available to those members not attending, and 17 members took advantage of this option. Several at-home voters expressed their appreciation for the convenience of voting from home.

Because the voting was something new for all of us, it would have been a good idea to walk us through the process by showing us examples on screen or by giving us a sheet of instructions that informed us on how to vote, when the voting period ended, who was going to see the tally of votes, and how the results were going to be announced. **

- We addressed the question about how the election results would be shared. We confirmed that they would be sent out by email and posted on our website.

You tried to answer these questions after people asked for more information. It seems a 1:00 p.m. shut off time was too early for a first-time vote.

- We extended the voting time until 1:00 PM to provide support to any members who needed it. After a brief check-in to identify those who might require assistance, only four members indicated they needed help. We assisted each of these members, ensuring they were able to successfully participate in the voting process.

Time for voting needs to be extended. Many of our members did not attend the meeting or watch facebook and were not informed of on-line voting before the meeting. 78 votes for a club of 226+ may reflect that members needed more communication before the meeting so they would have had the opportunity to vote.

- While the club has maintained a membership of approximately 220 members since 2021, voter turnout for recent elections and policy votes has been notably low. The last four votes have seen fewer than 64 members participating. Yesterday's vote, however,

witnessed a slight increase in attendance (80), indicating that members were aware of the vote and its importance.

When the nominating committee was explaining the process of nominations, that also would have been a good time to have the instructions on the procedure written out for each member.

- We emphasized that the committee responsible for the election process was not referred to as the nominating committee. Our three-member Elections Committee announced that they would be posting information about the election process on the bulletin board above the check-in computer in the Sewing Room. They also provided detailed instructions to meeting attendees on how to submit their candidacy.

A bullet point explanation would have been sufficient. This could have been put on the same sheet of how to vote. When I asked the question how the election nomination would be handled if people on the leadership team decided to change positions. The Nominating Committee did not know how to answer.

- Members were informed at the meeting that if an officer resigned after the nomination deadline, a special election would be held to fill the vacant position. According to the CCPMs on page 60 #5 – “A vacancy must be filled within 60 days by special election.”

At that time, Diane and Lorene both said they were not moving. Life happens and an explanation should have been prepared in case those changes did happen.

The Leadership Team decided that whoever wants to be the person who would like to represent either the Education, Workshop, or Machine Training & Cleaning needed to take over those responsibilities and attend all the meetings. That to me means, the same people who are chairs of those groups now will have a position and a vote on the leadership team. So how is the membership supposed to vote for a person who may be highly qualified, but does not want to be the chairperson of that group?

- The membership approved a charter revision, with a vote of 55 to 23, to add three new positions to the Leadership Team: Education Officer, Workshop Officer, and Orientation and Machine Training Officer. These officers will be required to do the duties of the position they are elected to. Any club member can run for these positions and gain voting rights if elected. However, the current chairs of these positions will not be automatically part of the Leadership Team unless they are elected in the upcoming November 2024 election.

Brainstorming is always a good idea. A meeting of all groups, SIGS, etc. should have met to come up with ideas on who and how to add three voting positions to the team. Emails and phone calls do not allow everyone to sit together and share their ideas.

- The current Leadership Team is planning a meeting with all SIGs, and class instructors. Once a date has been set, they will be notified.

People need to feel like they have ownership in some of the decision making.

The comments made above seem to be all communication related.

- Our Leadership Team is committed to open communication with our members. We are always available to answer questions or provide assistance by phone, email, or in person at the sewing room. We also regularly send out email updates to keep members informed about important news and announcements.

XXXXXX XXXXXX

Candidate Submission Process

To submit your name for a Leadership position, please follow these steps:

1. **Submit Your Application:** Any qualified member can submit their candidacy by using the Club's "Contact Us" page on the Home Screen.
2. **Complete the Submission Form:**
 - Select "Elections Committee" as the contact.
 - Provide your full name.
 - Specify the Leadership position you are seeking.
 1. President
 2. Treasurer
 3. Education Officer – **pending until approval by the CLC & BOD**
 4. Orientation & Machine Training Officer – **pending until approval by the CLC & BOD**
 5. Workshop Officer – **pending until approval by the CLC & BOD**
 - Briefly explain your reasons for wanting to serve on the Leadership Team.
3. **Confirmation:** All three members of the Elections Committee will receive your submission.
4. **Candidate List:** The Elections Committee will post a list of candidates on the bulletin board above the Check-In computer within two days of receiving your application.
 - **If your name is not posted within two days**, please contact a member of the Elections Committee. Their names and phone numbers will also be posted on the bulletin board.
 - **All submissions must be made through the "Contact Us" page.** If you need assistance, please contact a member of the Elections Committee.

We encourage qualified members to consider running for a Leadership position.

Thank you for your interest in serving our club.

Elections Committee Members:

Carol Meyers 510-301-5261

Carol Karl 310-849-4247

Jo Noguchi 808-989-7766