

## **Membership Directory and Handbook Editor Responsibilities**

The Membership Directory and Handbook Editor prepares the booklet and has it available to members by the October chapter meetings. The editor makes decisions of font and font size, color of cover, organization of the sections of the booklet, and choice of printer for the booklet.

The booklet is digest-sized (5 ½ inch by 8 ½ inches) with double-sided pages. Typically, it is produced using a Microsoft Publisher program. Microsoft Publisher prints 4 directory pages per 8 ½ by 11 inch sheet of paper and automatically organizes sections to print pages of text from page 1 to its last page when inserted anywhere in the booklet. Knowing that Microsoft Publisher prints in sets of 4 pages, the editor may choose to leave a blank page at the end of a section if the editor desires the next section to begin on a certain page, i.e., left-hand page or right-hand page. Sections of the booklet can be moved around within the booklet in order to minimize the number of blank pages. Refer to available websites to learn more about Microsoft Publisher. However, it is not necessary to have a desktop publishing or layout program. The entire directory can be produced in a word processing program. A spreadsheet program is helpful for alphabetizing membership data. The spreadsheet can also be used with a word processing program in a mail merge function to create your columns of member names.

The Membership Directory and Handbook contains 7 sections.

- **Cover:** Include typically the Booneslick Star, guild's name, and current fiscal year dates. BTQG mailing address typically goes "sideways" on upper left of the back cover. Choose a cardstock color that has not been used in recent years to help members find their most recent edition.
- **First page:** Include guild name, membership year, address and website, when and where chapters meet, dues and payable date, and statements of cancellation of meetings and commercial use prohibited.
- **Chapter Program Calendar:** Two pages. Include dates, topics, and speakers for July through the following September. Also include any special dates and speakers. Placing these 2 pages so they can be read side by side is preferred.
- **Board of Directors:** One page. Include office and chairperson title, the name of the person holding each position, and preferred phone number of each officer and chairperson.
- **Directory of Members:** Include alphabetically each member with information that they wish to have printed in the directory. Member's choices to include with their name are address, various phone numbers, email address, web address, and birth month and day (not year).
- **Photo Directory of Members:** Include members who choose to have their photo in the directory. Members can supply a photo via email to the photo-taking team, opt to use last year's photo, or have their picture taken from June to September's chapter meetings. The photo directory is a separate section rather than added to Directory of Members' section.

- Bylaws and Policies: Include the most recent approved version of each. Bylaws typically are finalized by June if any changes were made. Policies might have been revised by the Board as late as September each year. Include any “procedures” at the end of the Policies.

Officers supply information for Membership Directory and Handbook.

- Use the previous year’s directory available on thumb-drive from last year’s editor as a guide .
- Chapter Program Chairpersons will email the calendar of chapter programs and any special events/workshops.
- CEO will email a list of officers and chairpersons with their preferred phone number. If in doubt, contact those persons to confirm their preferred phone number or email.
- CEO will a list of current approved Bylaws and Policies.
- Vice-CEO will email dates, topics, and special speaker if known by mid-September.
- Quilt Show Chairperson will email the date and location of quilt show if known by mid-September.
- Treasurer will email a list of paid members with contact information after the September chapter meetings.
- Membership Chairperson will give you membership forms completed by each member. Compare these to information from the Treasurer. Call members to confirm address or other information that is in doubt! This is part of your proof-reading step.
- Membership Photo Team will periodically email photos of members. Open a folder in your email or on your desktop for these so that you can easily alphabetize them by mid-September.

Timing of publication:

You have the final responsibility of proofreading. You may use whomever you want to help with this step, but remember that the look can vary from printer to printer. To minimize the problem, be sure that the final review is done on the hard copy (or thumb drive) that you are taking to the printer.

July 1 begins the guild’s fiscal year. Members are asked to pay dues no later than August 15. However, you will have the best percentage of members listed in the directory and the most accuracy in chapter program lists if you do not publish until after mid-September. You must have the Membership Directory and Handbook available by October 1 for members to get at October’s chapter meetings.

By late August, get bids from at least 3 printing companies for “180 copies of a 40-page, digest-sized 5 ½ x 8 ½ booklet that includes a card-stock cover and folding with 2 staples.” For accuracy in their bid estimates, TAKE last year’s directory with you as a sample when you visit printing companies. WRITE DOWN how each company wants the master copy delivered to them, i.e., 1) as fully-paginated output, meaning that you need to figure out which “page” should be in which position on each sheet of paper if

you chose to not use Microsoft Publisher. Or 2) if they want one “page” on each sheet of paper and their print machine does the pagination. Do they want the master 3) on thumb drive or 4) as a paper copy or 5) as both thumb drive and paper copy?

In September at the Board of Directors meeting, you can read these bid estimates to the Board. However, the decision of printer to use is yours and includes not only the bid price but convenience for you, how the printing company wants the master brought/sent to them, and the turn-around time for picking up the finished booklets.

Before October’s chapter meetings, make a mailing label for each current member and adhere it to the back cover of booklets. This helps in distribution of booklets and mailing to any out-of-state members. The booklets with no label are for 2nd copy for officers and chairpersons, a 2nd copy for \$2.00 each that regular members may want, and a copy for each member who joins after mid-September. Routinely, 30 to 70 booklets are burned each June, so do not be overly generous in printing extra copies.

As per BTQG Policy number 5, each member gets one directory and may buy a 2nd one for \$2.00. Board of Director members are entitled to a 2nd copy at no cost. Directories are for members only. Only out-of-state members can have their directory mailed to them at guild expense.

Recent printing companies of the directory are Copies, Etc. in Boonville in 2014, and FedEx Office in 2017 to present.

Things I learned in the process:

Because of the photo directory, this project MUST be printed on a color copier. The price for black and white printing is the same regardless of which copier is used, but photos will look terrible unless they are printed by a color copier.

Another issue I had was the difference between “booklet” and straight printing fees. I used Microsoft publisher, so my digital file was already in booklet form. Just because you ask for booklet, the cost is basically doubled, because they assume they will have to convert it. At FedEx, I gave them the booklet file in PDF format, and they printed it. Then, they printed the cover using cardstock, and stapled them together for 10 cents each. This cost was by far less than any other bid.

I provided FedEx with our tax exemption certificate, and they gave us discounts because of it. I used my credit card to pay the bill, and gave the Treasurer a form for reimbursement.

Submitted by Alice Leeper, Directory Editor 2013-14

Updated by Dianne Jackson, Directory Editor 2014-15

Updated by Sharon Lawler, Directory Editor 2015-16

Updated by Debbie Odor, Directory Editor 2016-18, 2019-23