

Retreat Committee

One of the highlights of a Guild year is often a Retreat. Retreats give us a chance to spend the entire weekend sewing away from our daily responsibilities and to get to know each other better.

The Retreat Committee is responsible for:

- planning a weekend (or more) getaway for guild members at a convenient and reasonably priced site;
- formulating a budget for the retreat that ensures the guild member cost covers the entire cost of the weekend;
- creating a registration form for members, setting the schedule for collecting money, collecting and depositing money with Treasurer following Guild procedures;
- making all arrangements with the Retreat site for food and housing, and making arrangements with the Treasurer (following Guild procedures) to ensure deposits are made on time and all bills are paid on the required schedule as set in contracts;
- notifying members about the details of the Retreat at various times before the weekend; and
- providing a report to Board after the report to help fashion future retreats.

The Retreat Committee should investigate appropriate places for the Retreat, check date availability, prices, and contract arrangements. The Retreat Committee Chair should prepare a recommendation with the pertinent information and present it to the Board before any commitments are made to any venue.

Once the Board approves the recommendation, the Committee Chair is authorized to execute contracts for the weekend. The Chair may designate a different committee member to execute contracts but only one person should be so designated.

The Chair should also designate one committee member to receive and deposit all monies with the Treasurer according to Guild procedures.

The Retreat is meant to be a relaxed weekend with the main focus on sewing and making friends. The Committee is encouraged to plan a welcome or “happy hour” event to encourage getting acquainted.

The Committee can choose to plan for classes, games, goodie bags, prizes, etc. however, these should be kept to a minimum, particularly if they significantly increase the cost of the weekend.