Tucson Handweavers & Spinners Guild, a fiber arts community

2014 / 2015

TUCSON HANDWEAVERS AND SPINNERS GUILD

HANDBOOK

TABLE OF CONTENTS

Officers and Committee Chairs
History of Tucson Handweavers and Spinner Guild
Past Presidents
General Guild Meetings
Board Meetings
Standing Committees
Community Outreach
Historian
Hospitality
Library
Membership
Sales and Events.
Standards
Workshops
Programs
Continuing Education
Loaner Loom Program
Loaner Loom Flogram
Meet and Greet
wenomig.
· ····································
Show and Tell
Member Memorial Funds.
Wember Wemonal Funds
Communications
Update
Woolgatherer
Website2
Miscellaneous
Photographs and Recordings
Study Groups
Study Groups
Guidelines for Establishing a New Study Group2

OFFICERS, COMMITTEE CHAIRPERSONS, APPOINTEES and STUDY GROUP COORDINATORS

2014-2015

Elected Officers

President	Jill Holbrook	744-1926	president@thsg.org
Co-President	Brenda Kelley	343-0032	bkkloom2@aol.com
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Secretary	Mary Alice Wagner	471-3988	wagnemal59@gmail.com
Treasurer	Dee Sundby	250-9089	cactuscrazee@gmail.com
Standards Chair	Donna Fischer	742-4671	ivy1pan2@yahoo.com
	Elaine Ross	825-3668	mogoat@wbhsi.net
	Micki Johns	441-2015	micki.johns34@gmail.com
	Jill Holbrook	744-1926	jillholbrook@earthlink.net
	Dawn Savage	850-0020	desertpeddler@cox.net
	Kathy Pease	742-4705	k.a.pease@hotmail.com

Committee Chairs

Community Outreach	Stefanie Teller		stefanieteller@cox.net
Historian	Suzy Swann	797-2110	smhickok@aol.com
Hospitality	Jana Ewart	605-393-7889	92 janaquilts@gmail.com
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Sales Event Coordinator	Lura Moore	744-1926	golfweaver@earthlink.net

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Update Editor	Joyce Boyle	232-1394	sjpboyle@aol.com
Website Manager	Lita Doesken	219-0687	ldoesken5@gmail.com

Study Group Coordinators

Basketry	Wendy Webster	490-2263	tapweaver@aol.com
Book Arts	Melinda Collins Knick	326-4973	zooplustwo@gmail.com
Clothing Design	Judith Segel	204-1370	jsegel@rain.org
Felting	Sally Hall	296-2642	shall83838@aol.com
	Susan Thompson	514-6148	suthomp@aol.com
Knitting	Pat Wood	529-8328	purls4pat@comcast.net
Porrey Cross	Lois Smolinski	825-5436	loisweaves2@wbhsi.net
Rug Weaving	Elaine Ross	825-3668	mogoat@wbhsi.net
Spinning	Jill Holbrook	744-1926	jillholbrook@earthlink.net
Surface Design	Merry Warner	629-9729	warnerm@m.arizona.edu
Rug Hooking	Adrienne Moore- Mortimer	749-0268	imhooking@gmail.com
Tapestry	Brenda Kelley	343-0032	bkkloom2@aol.com

TUCSON HANDWEAVERS & SPINNERS GUILD, a fiber arts community HISTORY

The Tucson Handweavers and Spinners Guild was founded in October, 1973 as the Old Pueblo Guild of Handweavers with 35 charter members. In 1974, members voted to change the name to the Tucson Handweavers and Spinners Guild. The Guild was incorporated in 1979 and received 501(C)(3) tax-exempt status in 1984. In 2010, "a Fiber Arts Community" was added to the name.

The Guild has always included weavers, spinners and fiber artists with diversified interests that include, but are not limited to, multi-harness weaving, tapestry, basketry, spinning, felting, dyeing and other textile arts. Guild members reflect a broad diversity of skills and accomplishments. The common bond of all members is the exchange of ideas and the deep desire to educate others about fiber arts.

To broaden its scope and provide more learning opportunities, the Guild joined the Handweavers Guild of America in 1975, and in 1977 joined the Arizona Federation of Handweavers and Spinners Guilds. Over the years the Tucson Handweavers and Spinners Guild has hosted statewide fiber-related conferences and workshops. The Guild holds a series of regular monthly day meetings with programs that are open to the public. These are presented by members and guest speakers alike. Many of the Guild members teach workshops around the country, as well as locally. Several members are certified handspun yarn judges and jury at county fairs and other events.

The Guild has an extensive library of books, monographs, videos and periodicals available for members. Workshops, taught by renowned fiber artists, are underwritten and presented for members. Scholarships to attend workshops have been issued to students at the University of Arizona and Pima Community College. In 2001, the Guild established a Continuing Education Program to provide subsidies for members to defray the cost of attending fiber-related conferences and workshops.

The *Woolgatherer*, the Guild's newsletter, provides updates, calendar events, fiber-related information and newsworthy notes for Guild members. THSG website was established in 2009 along with email Updates to provide broader communications for members and the public.

The Guild began organized juried shows in 1978 as a means to educate non-weavers and to challenge the members. From 1981 to 1987, the Guild conducted annual 2-day sales to the public, showcasing members' work. Since 1985, the Guild has hosted a fashion show to showcase members' work and bring the art of handweaving and fiber arts to the public. In addition to the apparel runway show, educational displays, demonstrations and a boutique of members' wares for sale are open to the public. Fiber colleagues from around the state are attracted to Tucson for this biennial event.

Study groups offer Guild members opportunities for concentrated focus on specific areas of fiber art – the techniques, designs and creativity. Porrey Cross was the first of these groups offering members opportunities for in-depth exploration of shaft-loom weaving. The Guild now offers 11 study groups: Porrey Cross (shaft-loom weaving), spinning, tapestry, basketry, felting, surface design, knitting, rug weaving, rug hooking, book arts and clothing design.

Guild objectives include promoting public appreciation of the art and craft of weaving, spinning and other fiber-related arts. The community outreach committee presents instruction, demonstrations and fiber-related displays at numerous schools, public events and other locations in the Tucson area.

Through member donations, the Guild supports textile preservation and fiber art endeavors around the world. Financial resources from the Guild have been donated to: The Inca Museum in Peru, for conservation of pre-Columbian textiles; La Sociadad de Investigacion, Cultura de

Arte Norteno (SICAN), Peru; The Pasqua Yaqui Senior Center, Tucson, AZ; Arizona Historical Society for Textile Preservation, Tucson, AZ; Intermountain Weavers Conference, Durango, Colorado; Tucson Botanical Garden, Tucson, AZ; Adopt a Native Elder Program (supporting senior Navajo weavers), Park City, Utah; WARP (Weave a Real Peace), an international program supporting and encouraging women in third world countries to achieve financial success through fiber arts; and Synergo Arts, a non-profit dedicated to improving ergonomics for artists and artisans, Tucson, AZ.

The strength and continued growth of the Tucson Handweavers and Spinners Guild, from 35 founding members to more than 200, is a strong testament to the creative diversity and generous spirit of the members. The Guild continues to embrace new and emerging textile arts and the diversified fiber interests of its members. Concurrently, the Guild continues to honor the traditions of weaving and spinning, while encouraging members to strive for excellence in the art and fine craft of fiber arts.

TH&SG Guild Treasures

We are fortunate in our Guild to have many members who have not only been a source of inspiration to us all, but who have also given generously of their time and friendship to the Guild over many years. It was not an easy task to decide which "Guild Treasures" we would begin with. After deciding which members to celebrate, they were interviewed, photographed and their works displayed at the November 2009 meeting. Our presentation focused on each member's life history, interests and accomplishments in the fiber arts.

It was a privilege and pleasure to present the following TH&SG "Guild Treasures" for 2009: Curt Dornberg, Nita Bilinsky, Marilyn Heck, Olga Neuts, Joan Jacobson, and the late Esther Hughes.

In 2013, Joan Ruane, Barbara Eychaner and the late Lynn Silberschlag were celebrated as Guild Treasures. We continued the tradition of sharing their life history and accomplishments and displayed their work. In addition many members shared their stories of the impact of these three, all teachers, on their lives and fiber art work.

TH&SG PAST PRESIDENTS

1973 – 74	Pam Shack	1995 – 96	Lynette Silberschlag
1974 – 75	Joan Jacobson	1996 – 97	Lynette Silberschlag
1975 – 76	Su Egan	1997 – 98	Boone Jensen
1976 – 77	Eloise Evans	1998 – 99	Rotating Board Members
1977 – 78	Joan Jacobson	1999 – 00	Barbara Spelman
1978 – 79	Libby Walquist	2000 – 01	Barbara Spelman
1979 – 80	Barbara Eychaner	2001 – 02	Barbara Spelman
1980 – 81	Betsy Sinohui	2002 - 03	Lura Moore

1981 – 82	Betsy Sinohui	2003 – 04	Lura Moore
1982 – 83	Edie McConnell	2004 - 05	Betty Headrick
1983 – 84	Barbara Eychaner	2005 – 06	Betty Headrick
1984 – 85	Jo Swingley	2006 – 07	Cyndi Sorenson
1985 – 86	Martha Dederich	2007 – 08	Lura Moore
1986 – 87	Martha Dederich	2008 – 09	Eileen Glennon
1987 – 88	Olga Neuts	2009 – 10	Judith Billings
1988 – 89	Olga Neuts	2010 – 10	Carolyn Webb
1989 – 90	Judi Hasbrouck	2011 – 11	Rebecca Fabos
1990 – 91	Lynette Silberschlag	2011 – 12	Rebecca Fabos
1991 – 92	Myra Rees	2012 - 13	Jill Holbrook
1992 – 93	Boone Jensen	2013 14	Jill Holbrook
1993 – 94	Peggy Ingraham		
1994 – 95	Peggy Ingraham		

General Guild Meetings

The General TH&SG meetings are held on the 4th Wednesday of the month with the exception of November and December when the meetings are held the 3rd Wednesday due to the holidays at St. Philip's in the Hills Episcopal Church, located at the corner of Campbell Ave. and River Rd. The meetings begin at 9:30 a.m. with the program beginning at 11:00 a.m.

Board Meetings

The TH&SG board meets on the 3rd Wednesday of each month with the exception of November and December when the meetings are held on the 2nd Wednesday due to the holidays .Meetings are held at the Modular classroom opposite the silos on the U of A Agriculture Campus on Roger Rd west of Campbell Ave.

Board members to the best of their ability will respond to Guild related communications, i.e. phone calls and e-mails, within 24 hours of receiving these communications The response can be as brief as "We will get back to you on that as soon as possible". Then the follow-up becomes a priority. The Board member may appoint or delegate this duty if desired as long as the Web manager knows that a delegate has been appointed.

Board members will attend Board meetings or appoint a surrogate in order to enhance coordination of duties .

STANDING COMMITTEES

COMMUNITY OUTREACH

The Tucson Handweavers and Spinners Guild is committed to promoting the fiber arts and sharing our expertise with our community. Each year, the community outreach program participates in many extensive programs at local schools and libraries, demonstrations at the Pima Country Fair and other public venues. Members demonstrate traditional and contemporary fiber art skills to historical, art and school groups across the region using equipment dedicated

to the outreach program. The equipment includes looms, spindles and spinning wheels as well as an array of fibers. This service is free of charge to the community. For more information contact Stefanie Teller at stefanieteller@cox.net

HISTORIAN

The historian is responsible for assembling official reports, meeting minutes, photographs, media articles and all other materials relating to guild events and activities. Compilations of these in electronic form (CD) as well as printed out and assembled in a binder are prepared for storage in the Guild Library at the end of each Guild year.

HOSPITALITY

The hospitality chairperson, with the support of guild members, is responsible for refreshments and drinks for the monthly general meetings. The chairperson is also responsible for facilitating two potluck lunches: one in December and another at the May meeting.

Guild members sign up each month to bring refreshments to the next meeting. The hospitality committee is responsible for the sign-up and for the setup of refreshments, coffee and tea at each meeting.

LIBRARY

The Tucson Handweavers and Spinners Guild is fortunate to have an extensive collection of books and research materials for its members' use. We encourage our members to take full advantage of its contents. A catalog of the collection is on our web page in the Member's section. It is also at the library table at each monthly meeting.

The Guild librarian is responsible for the Guild's collection of books, periodicals, videos, DVDs, photographs, and its historical materials. There are extensive and complete instructions on all the processes required to serve our library's function, and the detailed instructions to do them. This manual is part of our Reference only collection. The librarian and her committee update the library records, research new books, periodicals and materials for the members' use. Requests for materials will be filled as late as 3 days before the regular monthly meetings. In addition, materials to borrow that are pertinent to the Guild's monthly program will be at each respective meeting.

Periodic reports are presented to the Board concerning resource materials such as, but not limited to: recommendations for appropriate storage and utilization of resource materials; lending policies; and additions to the collection. Regular submissions to the Woolgatherer and the weekly update function to keep members informed.

Checking Out Books, Periodicals and Audio/Video

Contact Adrienne Moore-Mortimer, Librarian, at 749-0268 or <u>dontdodewey@live.com</u> to borrow an item from the library. Members may make arrangements to meet at other than the regular monthly meeting location to borrow or return items at a time and place that is mutually agreeable from September to June.

All items with the exception of those designated REF may be borrowed for one month during the entire year. On the card, located in the front of the book, magazine or video, members are to record the due date, their name and telephone number. Books are to be returned at the next Guild meeting. A book may be renewed by the due date, and be renewed once more if no one else has requested the item. Also, materials may be borrowed during the summer for 4 months, to be returned to the library by the September's meeting. Those items marked REF (Reference) may be used at the library storage or arrangement with the librarian.

There is a sign-out, three ring binder that we use for the magazines, a section in the binder assigned for each subscription. It requires an entry written by the guild member with their name, phone number and due date for each issue borrowed.

Requesting an Addition to the Library

If members have requests for additions to the library, contact Adrienne at 749-0268 or dontdodewey@live.com .

Making a Contribution to the Library

Contributions of books, magazines, DVD and videos are gratefully accepted. Please contact the librarian.

Key to Using the Library Listing

The library is arranged according to the Porrey Cross Library system from Interweave Press.

- The <u>first identifier</u> is a catalog number ©, indicating the general topic of the book. The list is organized by these topics.
- The second identifier is a catalog subcategory (CS). It indicates one of several things:
 - o For **BOOKS**: a letter, 3 numbers and a letter help classify by author.
 - For <u>Non-BOOKS</u>: for example, DVDs, study group notebooks (SGN), fashion show notebooks (FSN), or magazines (M) as listed below.

3M 3M Corporation AA Annies's Attic

ACI ACI

ALF American Life Foundation AM Anchorage Museum

ATHA Association of Traditional Hooking Artists

AUDIO audio tapes

AVL AVL Looms

AWC American Wool Council
BBG Brooklyn Botanical Garden
BHG Better Homes and Gardens
BWMB British Wool Marketing Board

CAT catalogue

CCA Canada Council For the Arts
CCP Craft Course Publication

CD CD

CONV Convergence CW Complex Weavers

CWSG Complex Weavers Study Group

D directories

DBCAC Dairy Barn Cultural Arts Center

DP Direction Press

DVD DVD

Fsamp fabric samples FBRA Fiberarts

FSN fashion show notes

HGA Handweavers' Guild of America

HN THSG Historical Notes

HWVN Handwoven

ICS ICS

ILG Irish Linen Guild INTWV Interweave Press

ITNET International Tapestry Network LCCC Lakewood Civic Cultural Center

M magazine MCCAL McCall's

MDSA Museum Der Stadt Aschaffenburg

MFA Museum of Fine Arts

MFPA Manmade Fiber Producers Association

MIFA Museum of International Folk Art

ML Museum of London

MMA Metropolitan Museum of Art
MVTN Merrimac Valley Textile Museum
NLC Newcomb Loom Company

NL newsletter

NOTES notes

NSWG North Shore Weavers Guild

PAPER paper

PC private collection
PWN Pendleton Woolen Mills

Ref reference

RHTG Robert Hillestad Textiles Gallery

SCG Shuttle Craft Guild SGN THSG study group notes

s.l. unknown location s.n. unknown author

SWATCH swatch THRDS Threads

TM Textile Museum, The-Washington, D.C.

TWIST Tablet Weaving International Studies and Techniques

VAM Victoria and Albert Museum

VCR VCR

WEC Wool Education Center
WGB Weavers' Guild of Boston
WSN workshop notes

MEMBERSHIP

Membership is extended to all persons with an interest in fiber arts who submit a membership application and pay the required dues. With a Guild membership you have access via the member's area of the website at www.thsg.org to our handbook, by-laws, and member roster. A Guild member has access to our extensive lending library, is able to participate in any of the various study groups and is eligible to apply for continuing education grants. Members receive discounted rates for workshops and receive priority during workshop registration.

The guild membership year starts in September and ends in September of the following year. Full time students enrolled in fiber related classes at institutes of higher education are eligible for a discounted membership fee. Membership application forms are available at www.thsg.org or you may contact membership@thsg.org for more information. Membership payment can be made via PayPal, check or cash.

SALES AND EVENTS

Guidelines

The Tucson Handweavers & Spinners Guild hosts a variety of opportunities for members to exhibit and sell their work to the public. Events include, but are not limited to: fashion shows, Tucson Museum of Art fall and spring craft markets and invitational exhibits. All members are invited to participate in these events.

Each seller's work must have juried status as determined by the Standards Committee prior to the event. Contact the Standards Committee chair to schedule a jury process review. (Please read the Standards Committee guidelines).

The Sales Event Coordinator organizes and supervises the setup and take-down of the sales space and schedules the volunteer staff for each event. Member participants must take an active part in 2 of the 3 aspects of each sales event: (1) set up and display, (2) a sales shift and (3) clean up and take down.

The Guild assesses a 10% commission on sales in which the Guild participates under the umbrella of another organization, such as the Tucson Museum of Art. A 30% commission is assessed on sales events organized and promoted by the Guild, such as the Fashion Show Boutique. In addition to these commissions, the city government assesses a 2% sales tax on all sales within the Tucson city limits. This tax is collected from all participants who do not have a city business license.

Although every effort will be made to monitor and protect sales merchandise, TH&SG assumes no responsibility for losses or damage,

Participants must sign up or otherwise inform the coordinator of their intent to participate in an event. Participants must use the sales tags and inventory forms provided by TH&SG. These are available at the meetings prior to the event. The inventory forms are also available in the members' section of our website at www.thsg.org

Each sale item must be listed on the inventory form and tagged as instructed. Participants are responsible for the delivery of all tagged items, along with a completed inventory form, to the event location and for the retrieval of all unsold items at the close of the event. Dates, delivery times and actual locations of sales events will be posted on the website and noted in the Update and the *Woolgatherer*.

Following each sales event, the Guild Treasurer and Sales Event coordinator will provide participants with an accounting of individual sales and a check for sold items, less commission, within two weeks, and/or as soon as monies are received by the Guild from a sponsoring organization, such as the Tucson Museum of Art.

Checks and monies received at the meetings or any sales event are to be given immediately to the Treasurer. The Treasurer will then be able to give accurate reports on the status of the Guild's money to the membership as directed by our By-laws.

To participate in a Guild sales event or for more information please contact the Sales Event Coordinator.

Seller Expectations

- Outside sources (such as the Tucson Museum of Art) that sponsor sales events, retain a commission. TH&SG retains an additional 10% for those events. Events sponsored solely by TH&SG (such as the Fashion Show Boutique) retain a 30% commission. All sellers will be informed of the commission to be charged prior to the event.
- 2. An inventory sales sheet, perforated sales tags, and instructions on preparing your sale items will be provided to each seller by the coordinator.
- All participants must have juried status as indicated in the Standards Committee guidelines prior to the event. Contact the Standards Committee chair to set up your jury appointment.
- 4. Each seller is expected to work at least one sales shift and assist with the event display "set up" and/or "take down".
- 5. The seller will deliver tagged sales items and a completed/signed inventory sheet to the event venue at the time designated by the coordinator.
- 6. The seller will pick up unsold items immediately after the event. The coordinator is <u>not</u> responsible for items left at the event.

STANDARDS AND JURIED STATUS

The standards committee seeks to promote growth in skills and workmanship, thereby offering members a process for feedback on their work and recognition of their level of accomplishment, through achievement of juried status.

The committee shall consist of a minimum of 6 members including the chair serving 3 year terms. The terms shall rotate with 2 members joining each year. A minimum of 3 committee members must be present during a jurying session.

In compliance with Article VI of the Bylaws, juried status affords each member the opportunity to have their work evaluated by the standards committee. Any member wishing to participate in a Guild-sponsored event (fashion show, sales event, gallery show, etc) must have juried status. Presentations at monthly guild meetings are exempt. The jurying need be done only once for each category. Without juried status, any member wishing to enter a piece of work in a Guild-sponsored event must have the standards committee jury that entry. Members are requested to seek juried status in adequate time prior to an event.

Jury Categories

Jurying is based on criteria provided by each of the guild's study groups. Juried status is available in the following areas:

Basketry Rug Weaving Book Arts Spinning

Clothing Surface Design

Felting Tapestry Knitting Weaving

Rug Hooking

Fiber Related Articles (items not associated with a study area)

Multiple techniques used in an item will not be juried independently, but in relationship to the entry category on the jury application form. For example, beading may be included on a felted piece, but the evaluation is for felting and not the beading. The whole piece will be evaluated for the overall craftsmanship as well as the category being judged. As new study groups are added, and standards submitted, opportunity for juried status will then be available in that area.

Jury Procedures

Jurying is done outside the Guild meetings to allow for adequate privacy and adequate time to evaluate the submissions. At least three members of the standards committee must be present at any jurying session. To arrange an appointment for a jury review the Standards Committee Chairperson. Each Guild study group provides criteria for their particular areas of fiber arts

expertise to the standards committee. These standards include, but are not limited to: workmanship, finishing, appropriate use of techniques and overall presentation. A Guild member need not be a member of any study group to be juried in any category.

Member applicants must submit three pieces of different techniques, patterns or processes representing their work. A completed jury application form for each category is submitted along with the articles to be juried. Forms and study group criteria are available at both evening and general meetings, and on the website at www.thsg.org.

Applicants receive a report of the committee's evaluation for each piece. Juried status is awarded or may be referred back to applicant to resubmit after recommendations are completed. Resources for assistance are available if needed or requested

The standards committee recognizes an awarded Guild member with an invitation for the recipient to display their entries to the membership at the following monthly Guild meeting. Recognition is also published in the *Woolgatherer*.

The standards committee reserves the right to reject items submitted for Guild events that fail to meet the standards of previously juried work.

Standards Committee Criteria

- 1. The foremost criteria for evaluating an item is quality craftsmanship.
- 2. Items must be made by the applicant. If more than one person is involved, all should be identified on the jury application form.
- 3. Items must be clean and finished appropriately for the techniques used.
- 4. Items should not be ones made in a class or workshop.
- 5. If a pattern is used, the source must be identified.
- 6. Fiber content and end use must be identified for each item. Materials used should be appropriate for the end use. We encourage the use of natural fibers and high quality synthetics.
- 7. Any items showing the presence of insects will be immediately removed from the area and not juried.

WORKSHOPS

The Tucson Handweavers and Spinners Guild schedules a variety of workshops for its members. These are offered as close to cost as possible, as the objective is education and not a profit for the Guild. Tuition varies according to instructor fees and transportation costs, spaces available for rent and the number of people in the workshop. Study groups and individuals are encouraged to offer names and suggestions to the workshop chair so that we may meet the

interests of the Guild members. For current offerings, check the workshop table at the general meetings, the *Woolgatherer* newsletter and the Guild website www.thsg.org.

To reserve a seat in a workshop, tuition must be paid in full at registration. Workshop registration will be open to non-members after Guild members have had a period of time to register. Non-members will pay an additional fee. All participants must also sign a TH&SG Waiver of Liability at the workshop.

Payments can be made by Pay pal or check. When registering by mail, please include your name, phone number, e-mail address, name of the workshop and payment. If you don't have an e-mail address, please be certain the workshop chair has your mailing address for sending instructions and materials list. Payments made by check should be made payable to TH&SG and is preferred for bookkeeping reasons. Please write the name of the workshop on the memo line. Registration materials may be sent to Workshop Chair, PO Box 65413, Tucson, AZ 85728.

Some workshops may have a materials fee for items the instructor supplies for the workshop. The materials fee is paid directly to the instructor on the first day of class. This is different from the list of supplies or items that the instructor may request you to bring to the workshop.

If a workshop is canceled by the Guild at any time, the full tuition amount will be reimbursed. Students canceling 14 days or more before the workshop registration deadline receive a refund minus a \$10 cancellation fee. Students canceling 8 to 13 days before the workshop registration deadline receive a 50% refund. Students canceling 7 days or less before the workshop registration deadline receive no refund, except in extraordinary circumstances. If the student prefers to find a substitute to take their place from the wait list for the workshop, or from other sources, the student may seek full reimbursement from the substitute. Please notify the workshop chair, at workshops@thsg.org, of any substitutions prior to the scheduled workshop date.

Workshops are for educational purposes. Students are not to bring items to sell during the class

Hosting a Visiting Instructor

Hosts need to provide, or make arrangements with the workshop chair, for transportation to and from the workshop. Arrangements for breakfast and dinner and a bedroom with a private bath are requisites. The Guild will reimburse reasonable costs for food purchased for the instructor and for the instructor's meals at a restaurant with the class or host. The host is advised ahead of time of any food or pet allergies or special needs. If a companion accompanies the instructor details are to be worked out in advance.

PROGRAMS

CONTINUING EDUCATION

A fund for continuing education was established by the Tucson Handweavers and Spinners Guild to support and encourage members to attend classes/workshops. A secondary purpose of these grants is to expand the knowledge of the entire membership when those who have received these grants share what they have learned, gained or created from the class or workshop. The money for the grants comes from guild fundraisers, donations and memorial funds. Each year the board budgets an amount for continuing education for that year.

Application Guidelines

The 1st Vice President or an appointed delegate receives and reviews applications, maintains the records of grants awarded and the applicant's fulfillment of responsibilities including sharing of the experience. If there is any question regarding the suitability of a grant request, the Board will review the application and respond in writing to the applicant if denying the grant.

Applicant must be a member of the Guild for a minimum of one year and may receive a grant no more frequently than every three years.

Application forms are on the THSG website: www.thsg.org in the members section under forms. Applications are submitted to THSG, Attn: Continuing Education, P.O. Box 65413, Tucson, AZ 85728.

Funding Guidelines

Grants are given specifically for the class/workshop requested in the member's application and only upon confirmation of the class/workshop. The maximum per grant is \$250. If for any reason an applicant cannot attend, the grant money must be refunded to the Guild. If multiple members are attending the same class or workshop only one may receive a grant for that class or workshop. In this case the grant is based on a first come basis.

Sharing of the Workshop Class or Experience

The 1st Vice President (or delegate) posts the name of the recipients of the grants and the title of the class/workshop in the *Woolgatherer*.

The recipient is required to share the experience of the class/workshop with the Guild membership. The preferred method of sharing is to do a program at the general meeting or a presentation for a study group meeting. In lieu of this the recipient may do a display of the work done or inspired by the class/workshop along with photos and other relevant materials at a general or evening Guild meeting. The recipient (or designated speaker) will introduce the display to the group giving a brief description of the experience of the class/workshop to the group and at break the recipient will be available at the display for questions and more detailed information if requested. If other Guild members attended the same class/workshop, they may be invited to display their work or photos along with the recipient.

LOANER LOOM PROGRAM

The primary objective of this program is to make available to members, looms and basic weaving supplies for a limited amount of time. This program will afford members the opportunity to explore weaving prior to purchasing expensive equipment.

Guidelines

- 1. The guild offers (2) loaner loom packages. Each "package" consists of one 4-shaft Wolf Pup Loom, 3 reeds (8, 10 and 12 dent), raddle, 2 lease sticks, 4.5 yard warping board, hand crank bobbin winder, assorted shuttles and bobbins.
- 2. Equipment and supplies will be stored in the guild storage unit.
- 3. All guild members are eligible to participate in the program.
- 4. A "package" will be made available for a (4) month period. The member– borrower may request to extend the contract providing there are no new demands for the loom.
- 5. The member-borrower will sign a contract agreeing to care for the equipment and return it in good condition at the end of the (4) month term. (See Forms on our Website)
- 6. This program will be coordinated by a member-volunteer appointed by the Guild President.
- 7. To inquire about borrowing a loom, contact the sales event coordinator who currently oversees the loaner loom program.

MEET and GREET

At each general meeting the Guild provides a "Meet and Greet" table staffed by friendly and helpful Guild members. This committee welcomes new members and guests, provides information about the Guild, study groups, how to navigate our diversified offerings and the many sponsored programs.

For information regarding this program, or to volunteer as a "Meet n' Greet" member or mentor, please contact the appointed Meet and Greet member.

MENTORING PROGRAM

Member volunteers serve as mentors to new members requesting assistance in a particular fiber art area of interest. Those wishing for mentoring may ask the Membership Committee Chair or the Study Group Coordinator of the group related to the area of interest for willing mentors.

PHILANTHROPY

In 2010, a philanthropy committee was formed in the spirit of our 501(3c) nonprofit status. The committee is charged with developing guidelines, policies and procedures for donations made by THSG.

The Tucson Handweavers and Spinners Guild budgets a Board approved amount for donations to philanthropies each year. THSG members are invited to submit a proposal for a donation of money from THSG to a charity or not-for-profit program that is fiber-arts related.

Applications

Application forms are available through www.thsg.org and from committee members. They must be completed in full and submitted on behalf of not-for-profit organizations whose mission is fiber arts-related. The form must be submitted by a THSG member in good standing and received by the philanthropy committee by February 1st. The philanthropy committee will review applications and present its recommendations to the board by May 1st. Guild members are encouraged to seek eligible local applicants to apply for these funds.

Allocation and Disbursement of Funds

The board determines the budget for donations and decides which applications, if any, to fund. Selected recipients are announced by the president at the May meeting and in the *Woolgatherer* newsletter. The treasurer will send a check to the recipient organization, together with a cover letter from the committee and the final report form.

Follow-up

An organization receiving a philanthropic donation is responsible for submitting the final report form to the chairman of the philanthropic committee within 90 days of receipt of the funds. Should the receiving organization fail to file the final report within the 90 day period, the philanthropy committee is charged with contacting the organization to assure receipt of the final report form. The original copy of this form is kept with the original application and a copy is sent to the treasurer for her records.

Conflict of Interest

Members of the board have a duty to remove themselves from voting if they have a compensation arrangement with, or serve on the governing board of an organization on whose behalf THSG has received an application.

SHOW AND TELL PRESENTATIONS

Guild members are invited to "Show and Tell" their latest creations to the membership at each general meeting. Items are to be finished and presentations should be short to allow opportunity for all to present.

A "Show and Tell" table is available for members to display their creations after the "Show and Tell" portion of the meeting. This allows fellow members to view the creations and meet the artist during the break.

SUNSHINE COMMITTEE

The Sunshine Committee strives to bring a bit of brightness into the day of members who may need encouragement and support through a difficult situation. On behalf of the Guild this committee forwards a card, signed by the Guild, to the member or the member's family. All information is held confidential by the Committee unless otherwise requested by the recipient. Any member, who is aware of a need, is requested to notify the Sunshine Committee Chair

MEMBER MEMORIAL FUNDS

Through the generosity of some of our members who have passed on and their families and friends, our Guild has been the beneficiary of monies donated directly to the Guild as well as monies acquired from the sale of donated equipment and supplies. Starting in 2007, the Guild's treasurer began setting up individual bank accounts in memory of each member. In a few instances, families designate the funds to be used for a specific purpose and every effort is made to honor their requests. In most cases, families and friends expect the Guild membership to determine how the funds are to be used.

To this end, a few Guild members met in 2008 to establish some guidelines. Our objectives were to utilize the funds in a way that would be true to the memory of the individual, meaningful to the families and friends, and to touch as many Guild members as possible.

Current Guidelines for Use:

- Establish and maintain a "Loaner Loom" program by purchasing (2) small used floor looms, along with some basic weaving equipment and making it available to all members who would like to explore the joy of weaving before making a personal financial commitment. (Equipment and supplies were purchased and our program is in full operation.)
- Provide additional funds to the Librarian for the purchase of special books or DVD sets without exceeding her annual budget. A special bookplate indicating "This book was purchased for our Library using funds from the individual's Memorial Fund" would be applied.
- 3. Memorial funds will be used to subsidize workshops and programs to allow the Guild to host well known and accomplished workshop instructors and program speakers we could not otherwise afford. The funds will also be used to lower the cost of these workshops for TH&SG members. In each case, the Guild will advise the family of how the funds are being used and inform the membership of the amount of the subsidy and its positive impact on members' costs. The Program Chair and the Workshop Chair are responsible for providing this information.
- 4. The Executive Board is open to review additional ideas and suggestions for the future.

COMMUNICATIONS

WEEKLY UPDATE

The *Update* is our weekly email publication, one page in length, and is used to inform subscribers of pending guild and other newsworthy fiber-related events as well as promoting the contributions and accomplishments of our members. We respect your time and attention by controlling the frequency of our mailings. The *Update* is emailed to member subscribers once a week on each Tuesday unless there is a time-sensitive event whose date would pass prior to the next update. During the summer months (June, July and August), there will be no regular Updates and publication will resume the last Tuesday of August. Special Announcements will be sent as, and if, needed to keep subscribers up to date. There is no paid advertising in the *Update*.

Content

The *Update* is used to inform readers of pending guild and other fiber-related events. A commercial event may be publicized depending upon space availability. This posting will include the name of the event, the date and a link to further information. The item will not be placed in the same area as upcoming THSG Guild events to distinguish it from official Guild events. When the *Woolgatherer* is published by the *Woolgatherer* committee, the link to the *Woolgatherer* will be in the first section at the top of the Update page. A personal item submitted about a member's death or illness must have the permission of the member or a family member prior to publication. Items for sale or rent will not be published in the email *Update*. All items for sale or rent should be submitted to newsletter@thsg.org for publication in the *Woolgatherer* newsletter.

Submissions

Board members, chairpersons or study group leaders may submit *Update* information. Members who have items of interest for the *Update* may request that a board member, committee chairperson or study group leader submit their item for publication in the *Update*. They are responsible for insuring that the content is accurate and timely. The *Update* editor may also highlight items of interest found in the *Woolgatherer* and/or the THSG Website. All submissions to the *Update* are to be newsworthy notes of 250 words or less presented in Word format, arial font, 10 pt. Submissions must include member's name, publishable contact information, and all active website links. Member's name will not be published without consent. Items for the *Update* are due by Sunday at noon prior to the Tuesday am publication. All items for the *Update* are to be submitted through admin@thsq.org with "Update" in the subject line.

Privacy

The weekly *Update* is sent to members and those who request them. Each email contains an easy, automated way to unsubscribe. Members' email addresses are safe. Though the *Update* may include announcements from third parties in some mailings these messages will come

directly from the Guild. The only personal information published is the name and email address of the contact person. No phone numbers are published without the member's written permission. The *Update* editor will not use the Update email list except for Guild business. There will be no monitoring of individuals and their usage.

THE WOOLGATHERER, Monthly Newsletter

The *Woolgatherer* is the monthly newsletter produced for TH&SG members. It is newsy, has commercial advertisements, information about guild and individual events and other fiber-related events. It is published the first of every month except July and August.

The *Woolgatherer* is available online as a pdf, in the public Newsletter section of www.thsg.org. Members are alerted via email of its posting to the website. Please contact Shirley Dornberg, Membership Chair at membership@thsg.org for information on securing your Members Area access information.

The *Woolgatherer* includes, but is not limited to: announcements, notices, information on Guild activities and events, newsworthy notes on Members, reminders and updates, items for sale, and fiber-related advertising. Commercial advertising is permitted with a paid advertisement to the Woolgatherer.

Submissions

Items can be submitted by anyone. The editor of the Woolgatherer determines Guild relevance. Members are encouraged to submit fiber-related information and articles, photos, calendar events, as well as items for sale to the newsletter editor at newsletter@thsq.org. Email submissions should be sent in the body of an email with 'Newsletter' in the subject line. Emails must include the Member's name and email address. All submissions to the Woolgatherer are to be presented in Word format and Arial font, 10 pt. Photos are sent as a jpg attachment. Images should have a resolution of 300 dpi, in a size no less than 300kb and no more than 2.5mb. Images pasted in the body of an email cannot be used. Images copied and pasted from websites are unusable because of the low resolution. Deadline for submission is noon on the Friday following the general meeting, which is the 4th Wednesday of each month. During the summer and holidays, however, the deadline is noon the Friday after the fourth Wednesday. The latter applies to the summer when there are no General Meetings but there is a September Woolgatherer and for the December and January issues when the General Meeting is moved up a week in November and December because of the holidays. Sticking to the fourth Friday deadline allows members a little extra time for submissions, especially when the holidays intervene.

Calendar events of interest must include event name, date and times, exact location address, publishable contact information and active links submitted in the body of the email. Please post 'Calendar' in the subject line.

Privacy

The only personal information published is the name and email address of the contact person. No phone numbers are published.

Article/News Submissions

Members are encouraged to submit fiber-related information and articles, photos, calendar events as well as items for sale to the newsletter editor at newsletter@thsg.org. Submissions should be sent in the body of an email with 'Newsletter' in the subject line. Emails must include the member's name, not just the email address.

Advertising

Guild members and non-members may advertise fiber-related supplies, items for sale and/or services in the *Woolgatherer*. Ads must be submitted copy ready in the body of an email to newsletter@thsg.org. Payment must be made to THSG and sent to the Guild treasurer prior to publication.

Rates and Sizes

Ad size	Members			Non-members		
Black & white	1 issue	5 issues	10 issues	1 issue	5 issues	10 issues
Business card size ad 2.25" h x 3.75" w	\$ 4.50	\$ 20.00	\$40.00	\$ 8.00	\$ 38.00	\$76.00
½ page 4.75" h x 3.75" w	\$ 5.50	\$ 25.00	\$50.00	\$ 10.00	\$ 48.00	\$96.00
½ page 4.75" h x 7.5" w	\$ 7.50	\$ 35.00	\$70.00	\$ 15.00	\$ 73.00	\$146.00
Full page ads			Pric	-	le upon reque er@thsg.org	est to

WEBSITE

The Guild website www.thsg.org is our Guild's window to the world. The website contains current information about Guild and other fiber related events including study group meetings, special events, workshops, newsletter publications. There is also a member's area for current Guild members; members are issued a unique username and password for access to this area of the website. The member's area contains the Guild handbook and by-laws as well as the membership roster, standards criteria, library listings and forms.

Website Content

Only THSG or fiber related events are publicized on the THSG website. The home page photo blocks are used to promote THSG study group meeting information, THSG workshops, and THSG fund raising or other THSG sponsored events. There is no commercial advertising or paid advertising on the website; individuals or groups desiring advertising may submit their listing to the *Woolgatherer* newsletter at newsletter@thsg.org. Publicity for commercially-sponsored events can be listed on the calendar. If there is an event or workshop that is of a commanding interest to the Guild and is sponsored by a non-profit organization it may be listed in the "Non-THSG Events" area under the Events tab of the home page.

Fund Raising for THSG through Amazon.com

The Guild is participating in the Amazon Associates Program. The Guild will earn referral fees for all products anyone (member or nonmember) purchases from Amazon by clicking on the link to Amazon on the THSG website on the ABOUT US page. The link will go directly to the Amazon home page. Accounts, charges and online orders will not be changed by going through the THSG link but the Guild will earn a small percentage of every purchase. The funds earned from this Associates Program will help primarily with costs for library maintenance and storage. You may contact admin@thsg.org with any questions on this fundraising.

Submissions

Members who have items of interest for the Website may request that a board member, committee chairperson or study group leader submit the item for posting. They are responsible for insuring that the content is accurate and timely. All items for the website are submitted through admin@thsg.org and should be submitted to the webmaster one week prior to posting. Study Group Leaders are required to submit their information on the Friday before the General Meeting. The person or entity submitting the item to be posted is also responsible for requesting the item be removed from the post.

Monthly Calendar Listing

Calendar events of interest must include event name, dates and times, exact location address including zip code, publishable contact information and active links. This information is submitted in the body of an email with "Calendar Event" in the subject line to admin@thsg.org

Privacy

All public postings will have only the name and email address of the member. No phone numbers will be listed on the website. The webmaster will do no monitoring of individual accounts.

Contact information

Please allow 24 hours for responses

<u>webmaster@thsg.org</u> - Can't find your way around the site? Need to submit an item but not sure who or where to send it?

<u>admin@thsq.org</u> - Send calendar items/events for the Website and the *Update* to this address. Deadline for posting to the *Update* are Sunday at noon.. Study Group leaders, please copy this e-mail address when submitting items for the *Woolgather* and Website. Photos are welcome.

membership@thsg.org - Send any changes to member contact information and questions regarding Guild membership to this address. Don't have your password? Need a new password?

<u>newsletter@thsg.org</u> - Send articles, items of interest and study group meeting information to this address for the monthly newsletter (*Woolgatherer*). Provide date of event, start and end times, event heading, event venue, street address, city and Zip code. Also send information on items for sale to this address.

<u>president@thsg.org</u> - Members are welcome to attend the monthly board meetings. Please RSVP to this address for time and location.

workshops@thsg.org - Email questions about THSG workshops to this address.

PHOTOGRAPHS AND/OR RECORDINGS OBTAINED FROM GUILD EVENTS

All photographs, audio and video recordings obtained from functions or events sponsored by the Tucson Handweavers and Spinners Guild are for the personal use of the photographer and/or for education or promotions as directed by the executive board of the Tucson Handweavers and Spinners Guild. Under no circumstances are these photographs and/or recordings to be posted or published without the written permission of the executive board.

STUDY GROUPS

In addition to the general meetings, programs, and workshops, Members are invited to participate in one or more of the study groups. The study groups offer a more intense focus on a specific area of fiber art – techniques, designs and creativity. The groups generally meet once a month, at a time and location separate than that of the general meeting. Members are encouraged to visit any and all of the study groups. The benefit of a Study Group allows you to associate with members who have the same interest and can be a great source of encouragement and new ideas. See contact information for each study group in the descriptions below.

Basketry Study Group

The Basketry Study Group is for those interested in learning how to develop and create beautiful, interesting baskets. Enthusiastic participants construct a variety of baskets using flat plaited reed, round reed of varying thickness, metal such as flat and round copper, recycled cereal boxes, coiled cotton material, saguaro boots, and other materials from nature. Meetings are the 1st Saturday of each month, September through May. For more information about this inspiring group, meeting locations, and what's planned for the 2014-2015 guild year, contact Wendy Webster, Coordinator, at tapweaver@aol.com.

Book Arts Study Group

The Book Arts Study Group meets on the fourth Saturday of each month from September through June at 1:30 p.m. until 4:30 pm at the UA Ag Center Mobile Unit at Roger and Campbell. All levels of interest and experience are welcome. Contact: Melinda Collins Knick at zooplustwo@gmail.com

The Book Arts Study Group studies the craft and art of making artists' books, incorporating traditional and innovative book structures, following our own designs, layout, presentation and content. Members are encouraged to incorporate their other fiber arts interests into the design of their books.

Each month all the members' present Show and Tell, in addition to a program for the meeting which can range from a mini-workshop, lecture or field trip to Book Arts related places of interest

In 2013-14 we will be doing some collaborative sessions with the Surface Design Study Group, and we will visit the papermaking Lab at UofA

Clothing Study Group

The Clothing Study Group welcomes anyone interested in making wearables. The meetings focus on education, sharing and critiques. The purpose of this study group is to encourage and support members in the creation and construction of clothing. The group's process encompasses all aspects inherent in a successful wearable: fit, pattern, fabric, embellishment and more. The fabric choice may be whatever each student determines to be appropriate for each project.

Meetings are the 3rd Friday of each month usually from 9:30 am to 12:00/1:00 pm. Meeting locations vary. For more information contact co-coordinator, Judith Segel at isegel@rain.org or Marilyn Heck.

Felting Study Group

We've planned a great start to the new year of felt study. Our first project will encompass our art entries for the THSG Fashion Art Show as well as the theme of "Peace" for our fellow worldwide felters in Felt United, a non-profit organization.

We will be making pre-felts the first meeting using found objects of your choice and carded wool, silk, etc. The dryer method will get a workout! The second meeting we'll cut apart these lovely pre-felts and share them within the group for a whole new creation a la Martien van Zuelin (our guest teacher from last year). The third meeting will see us embellishing our expression of "Peace" and finishing those last minute details.

We'd like to invite any and all guild members who are interested...newbies as well as experienced felters. We are a fun group who loves to share and mentor each other so come and see what felt is really all about! We'll be meeting on the first Thursday of each month—our first meeting is Thursday, October 2nd, so mark your calendars.

Location: Spirited Hands Studio 851 N. Corinth Ave (near Speedway/Wilmot)

Contact: Sally Hall or Susan Thompson 873-7388 feltingmagic@gmail.com

Knitting Study Group

The Knitting Study Group is open to all with an interest in learning more about knitting, increasing their knowledge and skills, and trying new techniques. Beginners and advanced knitters will all benefit from sharing with the group. Project participation is not required; those who want to sit and knit are more than welcome.

Meetings are the 2nd Saturday of each month, September through May, from 1:00 p.m. to 3:00 p.m. The September meeting will be a show and share. The study will begin in October. Check the website calendar at www.thsg.org, the *Update*, or the *Newsletter* for meeting locations. You may also contact Pat Wood, Coordinator, at 520-529-8328 or purls4pat@comcast.net.

Porrey Cross (Shaft Looms) Study Group

The Porrey Cross Study Group is an open membership, supportive group studying selected topics in shaft-loom weaving. There are currently 35 members of all skill levels – beginner to advanced. In addition to providing support for individual work, each year members select a joint project to encourage growth and learning. Project participation is not required but members who do participate usually give individual presentations and hold a sample exchange. Study has covered topics such as woven lace, color, twills, plain weave, profile drafts and block

weaves. The Porrey Cross Study Group produced *The Sonoran Desert Flowers Date Book*, a woven-sample book which was sold to raise funds for the Guild.

The study topic for 2014-2015 is "Weaving for Fashion". Members will weave fabric, select patterns, and complete garments for the 2016 fashion show. Discussions on appropriate yarns, weaving structures, garment patterns, and finishing will occur throughout the year. All Guild members are welcome to join us at any time.

Meetings are held in members' homes on the 2nd Friday of each month. The meeting concludes with a pot-luck salad lunch. For more information and meeting locations, contact Lois Smolinski, Coordinator, at loisweaves2@wbhsi.net.

Rug Study Group

Rug weavers of all experience levels – from beginner to expert – and those interested in woven rugs are invited to join the rug study group. This group's commitment is to try new techniques, designs and materials, all to improve members' knowledge and skills.

Meetings are held in members' homes, the 2nd Tuesday of the month, 9:30 am to noon. For more information, contact Elaine Ross, Coordinator, at 520-825-3668 (home) 520-429-7685 (cell) or mogoat@wbhsi.net.

Rug Hooking Study Group

This group will focus on original designs using traditional methods, and non-tradittional approaches for floor coverings, wall-hangings, pillow tops, dimensional objects, wearables and decorative table mats

Meeting dates are set up for the entire year as follows:

Saturday's dates are 9/20, 11/15, 1/17, 3/21 and 5/16. These meetings will be at the Tucson College, 5151 E. Broadway Blvd. (between Swan and Craycroft), access to parking is on Rosemont north of Broadway Blvd.

Thursday's dates are 10/2, 12/4, 2/5 and 4/2, and will meet be conducted at Adrienne Moore-Mortimer's home. All meetings will be from 9:30 to 12:30. Coordinator: Adrienne can be reached at 749-0268 or imhooking@gmail.com

Spinning Study Group

The **Spinning Study Group** welcomes all spinners and those interested in spinning. This is an active, entertaining and imaginative group. The Spinning Study Group created the award winning miniature handspun ranch called "El Rancho de Rocinante". Our Cotton Study and Protein Study notebooks are in the THSG Library.

27

The official meeting is the 4th Wednesday of the month after the General Guild meeting at 12:30 p.m. in the same location as the General meeting. Our study this year has been undecided but may be varied with multiple members presenting a variety of topics. All interested are welcome.

A less formal meeting also occurs at 1 pm on the 3rd Saturday of every month at Kiwi Knitting Co., 2540 E. 6th St. This meeting continues through the summer months. For more information, contact Jill Holbrook, Coordinator, at 520-744-1926 or jillholbrook@earthlink.net.

Surface Design Study Group

The Surface Design Study Group studies the embellishment of fabric to enhance the visual and/or tactile impact of the piece. Members examine the principles of design, composition and color as well as the study of various techniques to change the surface of a piece. These techniques have included stamping and stencils, foiling, batik, painting/dyeing, decorative sewing and beading. During the year the group has several challenge projects which call upon members to use these techniques.

Meetings are held the 4th Saturday of the month, 9 am to 1:00 pm. For more information, contact Merry Warner, Coordinator, at 520-629-9729 or warnerm@email.arizona.edu.

Tapestry Study Group

The Tapestry Study Group is open to all skill levels. The group's main purpose is to encourage and support members in their weaving endeavors. The group selects an annual project. Each member is encouraged to participate; however, participation is voluntary. Projects include the interpretation of a theme and the study of various tapestry weave elements. Each member decides which elements to use. Participating members are requested to give a presentation on their chosen elements at a monthly meeting during the year.

Meetings are held the 2nd Saturday of each month, at 9:30 am, September through May. This year's meetings will be held at the U of A Agricultural campus modular building when available and at member's homes. Please check the website at www.thsg.org for confirmation of date, time and location. For more information, contact Brenda Kelley at 343-0032 or at bkkloom2@aol.com.

Guidelines for Establishing a New Study Group

Because the Guild encourages members to pursue a variety of fiber arts interests, members wanting to establish new study groups should submit a written request to the Guild president at president@thsg.org. Limited monetary support for rent and materials for study groups is

available dependent upon TH&SG's current budget. For current study groups, reimbursement and rent can be requested from the Treasurer. New study groups, that are just being formed, will need approval from the Board before reimbursements and rent can be approved.

General guidelines for a study group are as follows:

The study group must be fiber related.

A minimum of six members

Meeting times should be 2-3 hours

Meet once a month

Participants must be a member of TH&SG

A visitor may attend two meetings