

916 Liberty Street
Fredericksburg, Virginia

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HANDBOOK

Introduction

The Fredericksburg Spinners and Weavers Guild was organized in 1982 and is comprised mainly of members from the surrounding area. The purpose of the Guild is to provide an atmosphere and place where individuals interested in weaving, spinning, knitting and other fiber arts may gather, share, teach, and promote the knowledge and use of fiber arts in the Fredericksburg, VA area. Members of the Guild demonstrate at various fairs and fiber festivals and take part in activities throughout the community. Our members are active in local charity groups and contribute fiber related items to those in need.

Contact

Reaching out to members of the Guild is easier than ever. There are several options for contacting the Guild and connecting with its members.

Email: fswguild@gmail.com

Web Site: www.fswguild.org

Facebook Members Only Group: <https://www.facebook.com/groups/562706807615611>

Facebook Community Page: <https://www.facebook.com/fswguild>

Officers and Coordinators

Officers are elected for a two-year term with President and Secretary elections held in opposite years to Vice President and Treasurer. Coordinator positions are created at the discretion of the President. The Executive Board is comprised of the elected officers plus the coordinators at the request of the President.

Elected Officers	Guild Email Address
President	President@fswguild.org
Vice President	Vice_president@fswguild.org
Secretary	Secretary@fswguild.org
Treasurer	Treasurer@fswguild.org

Coordinators	Guild Email Address
Social Media	SocialMedia@fswguild.org
Education & Outreach	Outreach@fswguild.org
Hospitality	Hospitality@fswguild.org
Librarian	Librarian@fswguild.org
MAFA Representative	Fswg_mafa_rep@fswguild.org
Newsletter	Newsletter_editor@fswguild.org
Membership	Membership@fswguild.org
Sales	Sales@fswguild.org

MEETINGS

Guild meetings are held on the second Saturday of each month at our studio in LibertyTown Arts Workshop. When circumstances dictate, they may be held either via the Zoom conferencing platform or as a hybrid in person/ Zoom meeting. Members will be notified no less than a week before the meeting about the location and method of meeting. When required, Zoom links will be emailed to Guild members no later than the week before the meeting. When meeting in person at the studio, members are asked to sign up to provide refreshments once a year. Show and tell is a part of each meeting and members are encouraged to share their current works and finished projects. Any changes to the meeting schedule will be noted in the newsletter, posted to the Guild Web Site, www.fswguild.org, and emailed to members. This will include emergency closures.

FIRST FRIDAY

LibertyTown Arts Workshop participates in the Fredericksburg First Friday Gallery Openings which occur on the first Friday of each month. Guild members are encouraged to be in the Guild studio to work on their current spinning, weaving, knitting, or other fiber projects during this time and discuss their work with visitors.

STUDIO SPACE

The Guild maintains a studio as a resource for all members at LibertyTown Arts Workshop. The studio hours coincide with the hours of LibertyTown:

Monday - Saturday	10 AM – 8 PM
Sunday	10 AM – 6 PM

AVAILABLE STUDIO RESOURCES

CUBBIES

“Cubbies” located along the wall of the studio contain a variety of materials for use by Guild members. These include various cones of yarn, dye materials and other items. Items are there for any member to use. Consumable items do not need to be replaced; however, a donation to the Guild is encouraged. All other items should be returned after use. Members of the Executive Board and Coordinators maintain boxes in the cubby wall, as well as members renting space in the studio. Maintenance of the “cubbie” area is the responsibility of all members. Storage drawers located under the worktable near the back door, contain drop spindles and other materials available for demonstrations and/or members’ use.

YARN SAMPLES

Yarn samples from Halcyon, Webs, Red Stone Glen, and Jane Stafford School of Weaving are kept in the cubbies, below the warping board. These samples should remain in the studio for the convenience of all members.

LIBRARY

Numerous books and magazines related to weaving, spinning, knitting, and other fiber related subjects are available for reference and inspiration.

Book Check-out/Check-in Procedures:

1. In each book, there is a pocket which contains a card listing the book/author.
2. Use this card to fill in your name and the check-out date.
3. Once the card is filled out, please put it in the card box located on the wall next to the bookcase. (The box is labeled.)
4. Books may be checked out for 30 days.

When the book is returned, please place it in the Return Box which is in the bookcase. A complete searchable list of Guild books is available on our website at this link, www.fswguild.org

Magazines are also available in the studio and include Shuttle Spindle and Dyepot, Spin Off, and Handwoven. Current and back issues of the magazines are available in the magazine files located on the table, and on the library shelves. Except for current issues, magazines can be checked out for a maximum of two weeks. If you are unable to return the magazines within this time, you are encouraged to browse the magazines in the studio, since these are subscriptions to share among the members.

Magazine Check-out/Check-in Procedures:

1. A spiral bound notebook is located on the top of the center bookcase. When checking out magazines, please enter your name, date borrowed and the name and date (issue) of the magazine.
2. Enter date returned when you return the magazine and put the magazine in the Return Box.

BULLETIN BOARDS

There are two bulletin boards in the studio to provide a means to share information and ideas. The bulletin board above the center bookcase is used to announce upcoming Guild events. As space permits, it may also be used to announce upcoming LibertyTown events and other fiber related events which would be of interest to members. The second bulletin board is located on the side wall. This board may be used for all other forms of information. Please date any item you post so the information can be kept current.

POLICIES FOR STUDIO SPACE RENTAL

1. Any individual interested in renting studio space must be a member of FSWG.
2. Application should be made to the Guild president for information pertaining to space availability and cost per month. The application form can be found on the center bulletin board, our web site and in the appendix of this Handbook. Each rental space is limited to approximately 5'x 7'. The president will maintain a record of interested members listed in order of the date of their application.
3. Each person is responsible for moving equipment in, keeping area neat, and having an on-going project on their loom or wheel.

4. Each person renting space is requested to be at the Studio during LibertyTown public hours on a regular basis.
5. Studio rent is due on the first of the current month.

STUDIO EQUIPMENT AVAILABLE FOR LOAN

The Guild owns a variety of equipment which is available for members' use. Some of the items are in the studio. Others are stored in members' homes because of a lack of storage space in the studio. Members who wish to borrow any of these items should complete the Checkout Form and contact the Librarian to make arrangements. A list of the equipment and a copy of the Checkout Form can be found in the Appendix of this Handbook and on our website.. There is not a specific time limit for borrowed equipment, but consideration must be shown if there are members waiting.

In addition to this equipment, the Guild owns a variety of tools for spinning and weaving for use in the studio. There are warping boards, a bobbin winder, an umbrella swift, a Handy Andy Andean plying tool, a drum carder, a strip cutter for rags, a scale and other miscellaneous items. This equipment is shared among all members while working in the studio, so please keep it in a condition ready for the next member to use. Please do not leave your materials on the equipment unattended as others may be waiting to use it. Please make sure to clean the drum carder thoroughly after you use it to avoid having your fibers blend with those of the next user.

POLICIES GOVERNING SALES at LIBERTYTOWN

1. An individual interested in selling items through the Guild at the LibertyTown Arts Workshop must be a member of FSWG.
2. Members should notify the Sales Coordinator of their interest in selling by completing the Application for Sales. This can be found on the center bulletin board, on our web site and in the Handbook Appendix. Once application has been made, a minimum of three items "representative of" those to be sold in each genre will be reviewed by the screening committee. Each genre included for sale will be reviewed separately. There will be a one-time fee of \$10 for the screening process.
3. Items to be sold are to be fiber related, i.e., handspun yarns, knitted, woven, or hand-dyed items, fiber, basketry, felting or handcrafted "tools of the trade". Beadwork items must also include some aspect of the above.
4. All items for sale should be individually labeled with the person's name, description (i.e., shawl, scarf, place mat, etc.), fiber content, care instructions and inventory number.
5. All sales will go through LibertyTown Arts Workshop, except for Guild members selling to each other. In this case sales can be direct between members.
6. Each person selling is responsible for checking the sales cubby for his or her receipts and payments and for keeping inventory up to date.
7. Items for sale are to be rotated (every three months, if possible) and sellers are encouraged to rotate seasonal items as appropriate.
8. This policy shall be reviewed and updated by the Executive Board, as appropriate.

APPENDIX

1. List of Serving Officers and Coordinators
2. List of Equipment
3. Equipment Checkout form
4. Studio Space Application
5. Sales Application
6. Job Descriptions

LIST OF SERVING OFFICERS AND COORDINATORS

Elected Officers Current Presiding Member

President	Lesley Reynolds
Vice President	Kara Pekar
Secretary	Nicole White
Treasurer	Denise Kash

Coordinators	Current Presiding Member
Social Media	Lesley Reynolds
Education & Outreach	Keren Pritchett
Hospitality	Mary Snellings
Librarian	Denise Kash
MAFA Representative	Aileen Campbell
Newsletter	Aileen Campbell
Membership	Ishtar Watson
Sales	Judy Klehm

LIST OF EQUIPMENT

At Florence Ridderhoff's House
 Two 4 harness table looms
 Three Inkle looms

One tapestry loom
One package of Lease sticks.
Reeds
 12 dent 37" long
 6 dent 37" long
Two table loom reeds, both 12 dent
Box of miscellaneous stuff and some heddles

At Keren Pritchett's house
One 8 harness table loom.

At Judy Klehm's house
One 26" Dorset loom with 4 harnesses and four treadles.

At Anna Branner's house
Two boxes of cookbooks

At Liberty Town
One Schacht Baby Wolf floor loom with 8 harnesses and 10 treadles.
One Schacht loom bench.
Five Niddy Noddies.
Two Inkle looms.
One Fricke spinning wheel.
Three warping boards (two hanging on the wall and not in use).
One Maradai for Kumihimo.
One Andean knitting tool with carrying bag.
A large number of steel heddles 9" that go with the Dorset.
Several hand carders that are not in very good shape.
Several drop spindles
Bobbin Winder
Swift
Kiwi Spinning Wheel
Louett Spinning Wheel

At Bonny Davia's house
Rigid Heddle Loom

Fran Slaterbeck also has a 22" Harrisville loom with 4 harnesses and 6 treadles that she will make available to Guild members. However, it should NOT be on the inventory.

FREDERICKSBURG SPINNERS AND WEAVERS' GUILD
LibertyTown Arts Workshop
916 Liberty Street
Fredericksburg, Virginia 22401
www.fswguild.org

EQUIPMENT CHECKOUT FORM

Name _____

Address _____

Phone Number _____

Email _____

Equipment Borrowed _____ Inventory Number _____

Date Borrowed _____

Date of Anticipated Return _____

Comments/Equipment Condition _____

Return Date _____

Signature _____

Librarian's Signature _____

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APPLICATION FOR STUDIO SPACE

Date _____

Name _____

Email address _____

Equipment to be used in the space _____

Height _____

Length _____

Width _____

Comments and or special requests _____

I have read and will abide by the Studio Space Rental Guidelines as outlined in the Guild Handbook.

Signature _____

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APPLICATION FOR LIBERTYTOWN SALES

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number with Area Code: _____

Email Address: _____

Items being presented to screening committee:

Genre:

1. _____

2. _____

3. _____

Genre:

1. _____

2. _____

3. _____

Please check the following statements:

____ I have read the policy and guidelines pertaining to Sales and agree to abide by them.

____ I have attached my one-time non-refundable screening application fee of \$10.00.

Signature _____

JOB DESCRIPTIONS

Elected Officers

Serving two year terms

President:

- Officiate at Guild and Board meetings
- Liaison with LibertyTown Arts Workshop and other organizations on the Guild's behalf
- Appoint Coordinators as appropriate and needed
- Facilitate the resolution of questions or issues regarding the Guild

Vice President:

- Preside over Guild/Board meetings when the President is absent
- Establish and publish a schedule of programs for each meeting of the year
- Facilitate the program at each meeting

Secretary:

- Maintain a written record of all meetings of the Guild/Board
- Distribute the minutes to members after each meeting
- Handle Guild correspondence as required

Treasurer:

- Receive all deposits and disburse all Guild funds
- Keep an accurate record of the Guild's income and expenses
- Maintain a record of members' dues paid
- Report the financial status of the Guild at each meeting
- Maintain a Guild Budget and approve all Guild expenses and expenditures

Coordinators:

Selected at the discretion of the President

Social Media:

- Coordinate and maintain the Guild's presence in social media, including maintaining the website, Facebook and Instagram
- Distribute information regarding the Guild activities to the media as appropriate
- Facilitate the distribution of information/announcements of upcoming Guild events

Education/Outreach:

- Serve as the Liaison for organizations/events requesting Guild participation
- Coordinate the attendance of members at each event

Hospitality:

- Arrange signup sheets and coordinate refreshments for each meeting
- Establish and maintain the list of refreshment volunteers and the months they agreed to serve
- Remind members when it is their turn to provide refreshments
- Inventory and maintain refreshment materials
- Arrange the Guild Holiday Party

Librarian:

- Maintain the Guild Library and a current database of all books and videos
- Check in and reshelve materials when they are returned by members
- Accept donated books and determine if they should be added to the library
- Catalogue and shelve new books as received
- Maintain the Guild equipment inventory
- Check out and in Guild equipment loaned to members
- Accept and catalog equipment donated to the Guild

MAFA Representative:

- Maintain contact with the MAFA organization
- Communicate all MAFA information to the Guild in a timely manner
- Assist Guild members in using the resources of the MAFA organization

Newsletter:

- Collect all information and collate into the Guild Newsletter each month
- Distribute the newsletter, no later than one week before the next Guild meeting

Membership:

- Receive and maintain the enrollment forms for new members
- Send new membership information to the Treasurer, Secretary and Newsletter coordinator
- Send new members a welcome message and a copy of the Guild Handbook
- Assist the Treasurer with contacting members who are in arrears with their dues payment

Guild Sales:

- Convene the Sales Screening Committee when a member applies to participate in the Guild Sales arrangement with LibertyTown
- Oversee the Screening committee during the decision-making process
- Collect the one-time sales fee and notify the Treasurer of the member's status