

## SUMMARY OF RESPONSES TO THE RAAM QUESTIONNAIRE

*Twelve members responded to the questionnaire which is a response rate of 16%*

### 1. Do you understand the purpose of the RAAM program and how the current point system works?

Eight people said yes, and 2 others did not respond but commented on the remaining questions.

**Ad Hoc RAAM Committee Comment:** For the past 3 years, 1) a list of members who are eligible for a RAAM award, and 2) an annual summary of the RAAM Award is included in the first or second newsletter of the year. A list of members who reached a milestone anniversary are recognized in a newsletter as well.

### 2. Are there any changes or additions you would like to see made to the current RAAM points award program? If yes, please explain and tell us why.

#### Additional Demonstrations

- a) 7 people stated that points should be awarded for demonstrating at public events in addition to Lake Farmpark. There were suggestions concerning the coordination of additional events with the Show Committee and/or the Publicity Committee and to limit the number of additional demonstration events due to time constraints and the addition of RAAM points.
- b) Another suggestion was to double the number of points for demonstrating at Lake Farmpark to ½ point per hour and award ¼ point for each hour of demonstrating at other approved events. The rationale for increasing Lake Farmpark points is due to our obligation to volunteer at Lake Farmpark events in exchange for our free meeting room.
- c) There was a proposed process for adding a demonstration: A member must submit a written proposal to the Executive Committee for review that the event is an appropriate public event and if yes, then the question of whether RAAM points should be awarded for demonstrating at the event will be voted on by the members.
- d) It was recommended that a clarification in the WRSW Jobs and Responsibilities Handbook be made for partial points. Currently, the Standing RAAM Committee awards a 1/4<sup>th</sup> point for every hour of demonstrating at Lake Farmpark rather than requiring a member be present for 4 hours before a point is earned.

**Ad Hoc RAAM Committee Comment:** We recommend the suggestions in subsections a) and c) be adopted and award the same number of points for an approved additional demonstration as for Lake Farmpark demonstrations. A written proposal must be submitted in writing to the Executive Committee by October 31st of the year prior to the event. A form will be developed setting forth the required criteria. See Appendix A at the end of this document. We do not recommend Subsection b) be adopted for the sake of simplicity of calculating Award points. We

also do not recommend the suggestion in d) be adopted at this time, but rather that such a clarification be mentioned elsewhere.

**Executive Committee Meeting of 4/18/2023 Comment:** Points should be awarded for demonstrating at public events in addition to Lake Farmpark, up to 2 additional events per year. The process to add a demonstration will include a member filling out a proposal document that will be sent to both the Show and Publicity committee chairs prior to October 31st of the year prior to the event. These documents will then be discussed by the Executive committee, then brought to membership for a vote.

#### **Reading a Book to Children at a Library**

There were 2 remarks about reading a book at a library to children. One person said no points should be awarded. Another person compared this to earning points for demonstrating if materials were brought to show or a demonstration was included.

**Ad Hoc RAAM Committee Comment:** During one of the WRSW monthly meetings, the question of the receipt of RAAM points for reading the 2 Tom Knisely children's books to young children at local libraries. This question was asked due to the WRSW donation of these books to local libraries as a memorial for Urada Taylor's bequest to the Guild. We do not recommend RAAM points be given for this activity since it is not a public event.

**Executive Committee Meeting of 4/18/2023 Comment:** Agree with Ad Hoc Committee, do not recommend adding points for reading one of Tom Knisely's books at a local library, since it is not a public event.

#### **Monthly WRSW Guild Meetings**

There were mixed comments about the receipt of a point to attend a monthly meeting. Comments included the retention of one point; a reduction to ½ point to offset the addition of more demonstrations; and no points should be given for attending a meeting. Comments were 1) one point for attending a meeting didn't seem balanced with one point for 4 hours of demonstrating; and 2) attending a meeting via Zoom should not be worth as much as attending in person.

**Ad Hoc RAAM Committee Comment:** It is our recommendation that the Guild retain the one RAAM point for attending the monthly Guild meetings to encourage members to attend meetings whether via Zoom or in-person. Meeting new members, making friends and connections, creating community, and the opportunity to learn from both our programming and from one another is invaluable.

The Guild needs volunteers for various committees and a quorum is required to vote on issues and the annual election. There are various reasons why a member participates in person or by Zoom and we do not want to penalize a member for their choice.

**Executive Committee Meeting of 4/18/2023 Comment:** Continue to have members receive 1 point for attending monthly Guild meetings, for both ZOOM and in-person attendance options.

#### **Payment of Dues by September 30th**

This question had two opposing answers. One person did not feel this was balanced with the points for demonstrating and may not be needed. Another person wished to retain the point.

**Ad Hoc RAAM Committee Comment:** It is our recommendation that the point for payment of dues by September 30<sup>th</sup> be retained. The Guild has an annual Ad Hoc Budget Committee which cannot submit an accurate budget without knowing how much income the Guild has for the following year.

**Executive Committee Meeting of 4/18/2023 Comment:** 1 point for payment of dues for next year by **November** 30th of current year. Moving this from September to November, since the budget committee has been meeting in January for the past few years.

#### **Splitting RAAM Award Among More than One Workshop**

Two members suggested that the RAAM Award be available to use for more than one workshop. One member said this would allow a member who cannot afford the cost or time of a longer or more expensive workshop to use the spread the RAAM Award.

**Ad Hoc RAAM Committee Comment:** It is our recommendation that this suggestion be not adopted. This proposal would result in an increase in the time/amount of work for the Standing RAAM Committee.

**Executive Committee Meeting of 4/18/2023 Comment:** Members may split the RAAM award between 2 workshops, spending a total of \$300 (calculating 80% of instruction cost per workshop). Members must use the remaining amount within 12 months of taking the first class. Next RAAM point eligibility is based on the last usage of the award. (3 years from the date of last class). To offset the additional work this will give the standing RAAM committee, the member would need to submit a newsletter article or present on the workshop at a meeting for both classes/workshops taken. If a member wants to split the award, they will need to indicate this on the RAAM intent document sent to the RAAM committee.

#### **SIG Attendance**

Two people expressed a desire to receive points for attending SIG meetings in addition to the points given for instructing at a SIG meeting.

**Ad Hoc RAAM Committee Comment:** It is our recommendation that this suggestion not be adopted. Membership in a SIG is an optional benefit of being a WRSW Guild member. Each SIG has 8 points per year to award to members who provide instruction at a SIG meeting.

**Executive Committee Meeting of 4/18/2023 Comment:** Getting points for SIG attendance, as membership of SIG is an optional benefit of membership. And already have points allocated by each SIG for those that instruct/plan meetings.

#### **Officer and Committee Chair RAAM Points**

One person thought that the number of points for a committee chair should be the same as the number of points for an officer and the points for each position should be reduced to 2.

**Ad Hoc RAAM Committee Comment:** It is our recommendation that this suggestion is not adopted, and the current number of points be retained. The officer positions require a significant commitment of time, and the Guild cannot function without officers. The Chair of a Standing or Ad Hoc Committee is a commitment of time, which can be significant. These committees are necessary for the Guild to function well.

**Executive Committee Meeting of 4/18/2023 Comment:** Felt current allocation was adequate.

### **3. What are your concerns, if any, about the cost or sustainability of the RAAM awards program?**

- a) Some members wondered if COVID affected the use of the RAAM Award Program. b) A few people mentioned funding as a concern due to COVID and the lack of workshops during this time. The increase in the cost of workshops may make them less profitable for the Guild and too expensive for Guild members. c) Someone suggested the Workshop Committee consider the use of ZOOM/on-line workshops. Note: When a Guild member volunteers for the Chair of this committee, they will be advised of this suggestion.
- d) There were several suggestions to decrease the amount of the RAAM Award to \$100 - \$150. Another member suggested a decrease in the amount of the award if the available funding falls below a set amount.
- e) There were several comments about the wording of the program and thought it was more of a bribe rather than a reward and there was too much emphasis on earning RAAM points which personally had the effect of making them less likely to volunteer. Another person mentioned that there are so many ways to earn points that it is less likely to motivate members because it is not straightforward and should be simplified.
- f) Three people thought that new members or longer-term members would not get involved because it takes too long to earn points.
- g) One member expressed a concern that due to the addition of SIGs and Ad Hoc Committees points can accrue too fast for the RAAM Award budget.
- h) It was suggested that the WRSW Jobs and Responsibilities Handbook be updated to state that the RAAM Award program be reviewed every 3 – 5 years.

**Ad Hoc RAAM Committee Comment:** We recommend that the RAAM Award remain at \$300 and the requirement to review the program be done at least every 5 years. The RAAM Award Program was established as an incentive for members to volunteer. A member is not obligated to participate in the Program or to use the Award. Not every member uses the Award.

**Executive Committee Meeting of 4/18/2023 Comment:** RAAM award to be kept at \$300. Requirement that the RAAM program be evaluated at least every 5 years.

### **4. Please include any other comments or thoughts you may have on the RAAM awards program.**

- a) The sentiment that members volunteer because they wish too rather than to obtain points was expressed.
- b) Some points need to be clarified or revised, Points should be concise and simple to understand.
- c) A member mentioned that the Guild's purpose should be kept in mind.

**Ad Hoc RAAM Committee Comment:** Our opinion is that the current points are clear and concise.

The Guild's Bylaws state: *"Its purpose is to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts."*

**Next Steps:** After review and approval of this Summary by the Executive Committee, this Summary will be sent to all Guild members for review prior to the discussion of it at the April 25, 2023 general membership meeting.

## Appendix A

### **Criteria for receiving RAAM points for events other than the Guild's commitment to demonstrating at LFP 2 weekends per year: Lamb Jam and Apple Festival**

1. A RAAM point eligibility form must be completed and given to the Show Committee Chair by October 31st of the preceding year.
2. Once the form has been reviewed and determined to be eligible for RAAM points by the Show Committee and Publicity Committee Chairs, it will be submitted to the Executive Committee for review, and if approved by the Executive Committee, it will be submitted to the membership for discussion and a vote.
3. The amount of RAAM points given out will be 1/4 point per hour - the same as those awarded for demonstrating at LFP.
4. The event must be a public event and open to all Guild members.
5. Signup sheets for demonstrating will be available to Guild members at Guild meetings. Members who are not able to attend Guild meetings in person will contact the designated Show Committee person to sign up via email.
6. No one demonstrating at these events will be allowed to sell items.
7. These additional events will be restricted to no more than 2 events per year. If there are more than 2 eligible submissions, it will be on a first come basis.
8. In order to receive RAAM points for demonstrations, the event must be in keeping with the purpose of WRSW as spelled out in the Guild's Bylaws: to teach and promote the arts of spinning, weaving, dyeing and related fiber arts.

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#### **The RAAM eligibility form will include:**

The above information

Name of organization requesting the Guild demonstrate

Contact person information -both from the organization and from the Guild Background about the organization

Why this event should be eligible for RAAM points.

Time, date, and location

## Appendix B

### Adjustments to Handbook (pages 21-23)

#### WRSW Reimbursement for Active Membership program – revised 8/22/2017 & 4/2023

The purpose of WRSW is to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts.  
(from Guild Bylaws)

#### Purpose:

1. To encourage and educate Guild members in their individual interests in fiber techniques and applications through the attendance of classes and workshops.
2. To encourage members to be actively involved in Guild activities, such as attendance at meetings, participation at Guild demonstrations, serving on a committee, etc.
3. To give the recipient the opportunity to give back to the Guild in the sharing of information gleaned from the learning experience.

#### Rules for application:

1. Guild members will have accrued 70 active membership points, and will have not already received an award within the space of three years.
2. Eligible members will submit an application of intent to take a class **or classes** in the next year once points have been accrued. **Members will need to include if they will be splitting the award as part of the application of intent.** This isn't for approval or rejection purposes, but to give the member an opportunity to think about what they want to study, and to alert the Committee of budgetary needs to anticipate in the coming year. If the member decides not to take the class, no loss of points will occur and the member may submit an application in a subsequent year.
3. Reimbursements are available for up to 2 classes or workshops per award usage **only a single class or a single workshop offering.** This includes a single class or workshop that extends for multiple days. (This **could cover 2** ~~will not cover multiple~~ classes over a single convention, like Convergence or Midwest Weavers, etc. This will not be used towards room, board, transportation or materials fees.) This is purposeful so that the member will focus on one **or two areas** of study, with the encouragement to expand that single class over several days, if they so wish.

#### Requirements for reimbursement:

1. Recipients will need to provide proof of payment after the date of the class. This can be a receipt from the school, workshop, host guild, etc. with a listing of the class portion of the fee, or it can be a 2-sided copy of a cashed check with a listing of the class fee attached. This is so that the reimbursement committee can actually see what the price of the single class/workshop offering is minus any materials fees.
2. Recipients will also be required to submit either a) a 250 word article plus photographs for the Guild newsletter describing their class experience or b) provide a Guild program about their area of reimbursement study. **If the member attends 2 classes as part of their award, they are required to submit one of these two options for each class. (This could be one program and one newsletter article, or 2 of each).**
3. Reimbursement will occur after all requirements have been met, so it may be more advantageous to recommend the newsletter article because it will be quicker to fulfill than to wait for space to open up in the program schedule. Before a member takes a class, if they have any questions or concerns about these requirements, they should contact a Committee Member.
4. Please note that points are not transferrable from one member to another.

#### Rules guiding eligible reimbursements:

1. The amount awarded will be 80% of the cost of the single class or single workshop offering, and the total cost of reimbursement will not exceed \$300. **For members splitting reimbursement between 2**

classes/workshops, each reimbursement will be 80% of the cost of each workshop, up to \$300 total. (Example: if taking a \$100/class then a \$300/class, a member would receive reimbursement for \$80 for first class then \$220 for second class, for a total of \$300 maximum.)

2. Reimbursements will be made after the ~~single~~ class/workshop is taken, and also after receipt of proof of payment (as listed above) as well as a receipt of newsletter article or the presentation of the scheduled Guild program.
3. **For members splitting reimbursement between 2 classes/workshops, the second class must be taken within 12 months of the first class date.**

#### Administration of reimbursement:

A committee will be chosen to administer the reimbursement. It should include the Treasurer and at least 2 other people. The committee will not need to choose from among the applications, but will need to make sure that all eligible recipients fulfill application requirements for reimbursement. **This document will be reviewed at least once every 5 years to make needed adjustments.**

#### Project plan:

The sample project is based upon the minimum number of points that can be accrued in a 5-year period to be eligible for a WRSW Reimbursement Award for Active Membership.

1. Points are given for completed events or responsibilities. Dues, Meetings, Demonstrations, and Teaching points are awarded after the event is over. Officers, SIG Facilitators, and Committee points are awarded at the end of the year for successful service rendered, according to the Jobs and Responsibilities Handbook.
2. Points are never "docked". They are only awarded upon successful completion of a project or when the office or committee year is completed.
3. Points are only deducted when used towards a reimbursement award. All other points in the member's bank will continue to accrue.
4. Points will be held in the event that a membership is not renewed in the course of a year, but after 365 days of non membership, any returning member's points return to zero.

Sample project - This is a sample of the minimal requirement to achieve an award in 5 years:

Year 1 - Paying dues or postmarked by the last day of September 1

Attend 80% of yearly general meetings (8 meetings) 8  
 Participate in demonstrations for 2 four-hour segments 2  
 Active involvement in a committee (not as Chair) 3  
 TOTAL 14

Year 2, 3, 4, 5 - Same as above ~~14x4~~

5 YEAR TOTAL 70

5. This plan can be supplemented in several ways, according to each member's preference and availability.  
 Example: Attending all meetings in a year is 10 points. Additional Demonstration time is 1 point per 4 hour segment.

Below is a full list of activities available to members:

Paying dues or postmarked by the last day of ~~September~~**November** (no later than) 1

Attending General Guild meetings (per meeting) 1

**\*\*Demonstrating at a Farmpark-~~or other~~ Guild approved** event (per 4 hour segment) 1

Publishing a 250 word article in the Guild newsletter (not as Award requirement) 1

Serving actively on a Guild committee 3

Presenting a Guild program (not as Award requirement) 3

Chairing a committee (doesn't include VP as chair of Programs) 5

Facilitating a SIG (in the case of co-chairs...split points) 4

Holding an elected office (Executive Committee not counting VP) 6

\*VP as elected office, and fulfilling Year 1 of Programs, development \*6



\*Fulfilling Year 2 of Programs, chairing implementation of plan) \*5

Instructing for a SIG (total of 8 points available per year per SIG awarded by facilitators to instructors)

\*Note that VP works with programs for 2 years, helping the committee to create the programs in Year One as VP (ex. in 2017 for 2018 programs), and then facilitates the implementation in Year Two as the Programs Chair for that year (ex. in 2018 as that year's Program Chair).

**\*\*Note that non Farmpark demonstrating opportunities will be limited to 2 events per calendar year. If a member wishes to propose a new demonstration opportunity, they need to fill out the "Request for Demonstrations" Form, below, and submit to Show and Publicity Chairs by October 31st of year prior to the event.**

Supplementing the basic requirements can speed up the time to achieve the 70 points necessary for an award. Conversely, less activity will still accrue points, but it may take longer than 5 years to achieve an award. Points are never docked, and you may choose to achieve points as fast or as slow as you wish.

## Appendix C

### Request for Demonstrations Form

Criteria for receiving RAAM points for events other than Lake Farmpark. Must be given to Show & Publicity Committee Chairs by October 31st of preceding year.

Name of organization requesting the Guild demonstrate:

Time:

Date:

Location:

Contact person information -both from the organization and from the Guild:

Background about the organization requesting demonstration:

Why this event should be eligible for RAAM points:

Any other information relevant to decision to add RAAM points: