

## Seminar Mentor Report June, 2021

- Conference calls were held in February, March, April and May. Faculty Chairs were invited to join the call in February and Registrars were invited to join in April.
- We continue to use Zoom as a platform. Unless there are internet issues, the participants enjoy seeing each other; albeit virtually.
- Seminar Schedule is as follows
  - **2021** – Austin held in Georgetown June 1 – 4, 2021 ← **NOTE DATE CHANGE!!! Classes are now Wednesday – Friday!**
  - **2022** – Shreveport Rose, June 14 – 18, 2022
  - **2023** – Houston Embroiderers’ Guild, June 7 – 10, 2023
  - **2024** – Held in San Marcos, June 9 – 13, 2024. SCR Region will host in San Marcos.
- Seminar Guidelines continue to be a living document. The latest revisions were published in October, 2020.
- We continue to gather statistics on seminar registrations by month. Hopefully, this data will help with planning future seminars.
- The Seminar Chairs agreed that the Future Seminar committee meeting, traditionally held at Seminar, is no longer necessary because of our monthly Zoom meetings.

### Seminar Mentor Call Schedule

Month	Chair	Major Tasks	Timeframe
January	Seminar Chairs	• N/A	• N/A
February	Faculty	<ul style="list-style-type: none"> <li>• Write class contract</li> <li>• Call for Proposal Letters</li> <li>• Class selection</li> <li>• Send Class contract to teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Winter 2 years prior to Seminar</li> <li>• Spring 2 years prior to Seminar</li> <li>• Fall 2 years prior to Seminar</li> <li>• Winter 1 year prior to Seminar</li> </ul>
March	Seminar Chairs	• N/A	• N/A
April	Registrar	<ul style="list-style-type: none"> <li>• Registration form</li> <li>• Opening of registration</li> <li>• Register students</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2 years prior to Seminar</li> <li>• One year prior to Seminar</li> <li>• June – April prior to Seminar</li> </ul>
May	Seminar Chairs	• N/A	• N/A
June	<b>No Meeting! Enjoy Seminar!</b>		
July	Seminar Chairs	• N/A	• N/A
August	Hospitality	<ul style="list-style-type: none"> <li>• ordering pins and bags</li> <li>• favors and decorations</li> </ul>	• One year prior
September	Seminar Chairs	• N/A	• N/A
October	Treasurer	<ul style="list-style-type: none"> <li>• Open bank account</li> <li>• Make deposits</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as seed money is received. October/November</li> <li>• June one year prior to Seminar</li> <li>• Quarterly then Monthly in last year.</li> </ul>
November	Seminar Chairs	• N/A	• N/A
December	<b>NO MEETING! Enjoy the holiday season!</b>		