

Effective Date: 03/05/2023

Draft

DRAFT Properties

Purpose

The purpose of this document is to set forth policies governing the management of Guild owned property and the ways in which the property is to be received, managed, and maintained.

Authority/Relevant Documents

Articles of Incorporation, Article III

Policies & Operational Procedures: Finances, General Committee Information

Policies

I. Acquisition of Items

- A. With input from the Board and/or membership, the Chair and committee are responsible for accepting donations and/or acquiring properties suitable for use within the Guild, but not in infinite numbers, according to the following criteria:
 - 1. Item can be used for beginning weaver classes – e.g., table loom and accessories; warping board; shuttles; hooks, etc.
 - 2. Item can be used for experienced weaver workshops – e.g., multi-shaft table looms; Marudai or inkle looms; card weaving tools.
 - 3. Items can be used for weaving adjunctive activities – e.g., rag cutters, carders.
 - 4. The ~~considered~~ item requires ~~an~~ acceptable level of work to make it functional.
- B. The Chair and committee are responsible for ensuring that equipment is inspected, repaired, and maintained in reasonable working condition and that an up-to-date inventory, including dollar value of items, is maintained.
 - 1. Up-to-date records shall reflect the property usage and issues or problems identified by the user.
 - 2. Lost or damaged property will be replaced by the borrower, in an amount equal to the cost of a suitable repair or replacement.
- C. Existing Guild Policies and Operational Procedures for the receiving, handling, counting and management of funds shall be always followed. Additionally, those responsible for budgeted income and expenses shall follow existing Guild POPs for budget development and adjustments. See Finances document.

II. Disposal of Items

- A. Items donated and deemed not acceptable for Properties inventory (for example: floor loom, requires unacceptable level of repair, not usable for class/workshop) may be disposed of in the following manner:
 - 1. Offer items to members for sale. ~~or donation.~~
 - a. ~~If a donation, members making donations must specify where donation will go (general fund or grant fund). If not specified, donations go to the general fund.~~
 - b. ~~If sold, advise~~ Notify the Treasurer of sale, filing a Sales Receipt form as sales tax is due to be paid. ~~This may occur if it is a large item or sold on behalf of a member/donor.~~
 - 2. If not sold to members, items may be offered to other guilds or advertised to the public at large.
 - a. For further details, refer to "Properties Job Duties" document or Properties notebook.

III. Use of Property by Guild Members

- A. All usage of guild-owned equipment is subject to rental fees ~~and sales tax~~ except for the following:
 - 1. Equipment used by a member for public demonstrations.
 - 2. Equipment used by a Guild study group or as a traveling loom.
- B. Rental fees are established by the Board of Directors. (See Operational Procedures below for current rental fees.)

~~IV. Use of Property by Non-Guild Members~~

~~Non-members from out of the area may be allowed to rent equipment if both parties sign an agreement and a deposit (\$100 or more) is required.~~

V. Other Items

- A. The Properties Committee is also responsible, ~~along with other applicable individuals~~, for the oversight and storage of other items owned by the Guild, subject to available space. Such items may include the following:
 - 1. Historical Records (Secretary)
 - 2. Show and Sale display props (Show & Sale Chair)
 - 3. Library materials (Library Lead)

Operational Procedures

I. Rental fees are as follows:

- A. No fee for the use of raddles, stick shuttles, slewing hooks, or lease sticks.
- B. Looms (4 and/or 8 shaft ~~table looms Woolhouse, Rasmussen, Mountain, Dorothy, Bergman, and Louet~~) ~~\$25.00 \$35.00~~ for up to 60 days; ~~\$8 \$12~~/week thereafter.
- C. Additional equipment (Mountain loom stand, supplemental warp beam; Inkle looms; Marudai Stand; Drum Carder; Rag Cutter; Warping Board) ~~\$10.00-\$15~~ for up to 60 days; ~~\$5.00 \$7.50~~/month thereafter.
- D. Individual reed or temple ~~\$5.00 \$7.00~~ for up to 60 days; ~~\$2.00 \$4.00~~/month thereafter.
- E. Fees are paid when items are checked out, any remainder is paid on return.
(Note: Inflation since 2014 is 1.41%; recommended fees above are 1.41% above previous rates, rounded for convenience.)

II. Accepting Donations

When accepting donations, Committee Chair should issue receipts to donors for tax purposes as appropriate.

III. Repair or Replacement of Damaged or Lost Property

- A. Review of the equipment both on leaving the facility and returning, as well as input from the borrower, will document need for routine repair and maintenance, which may be done by the Properties committee or Guild volunteers.
- B. Damage in excess of normal wear and tear should be discussed with the borrower with the hope an agreement can be reached, repair affected, and the Guild reimbursed for repair costs.
- C. If the property is lost or damaged so badly that repair is not feasible, the borrower shall reimburse the Guild for the cost of replacing the item.
- D. If the Properties chair, making reasonable efforts, is unable to reach the borrower in a reasonable amount of time and recovery of the item is not deemed possible, the item will be deemed lost.
 - i. Chair will notify the Board.
 - ii. If Board efforts do not yield results, the Board may direct Membership to consider the individual a “member not in good standing”, thus not allowed membership privileges until and unless the issue is resolved.