



# WEST HOUSTON QUILTER'S GUILD

## NEW MEMBER HANDBOOK

## Welcome to WHQG

This handbook is designed to provide new members with information on the West Houston Quilters' Guild (WHQG). It will provide you with a basic understanding of what it means to be a member, our community service obligation, our programs and workshops and some of the fun things that go on in this guild. We hope that the handbook will encourage you to become involve in the many activities and take full advantage of the many things this guild has to offer.

### THE MEETING:

WHQG meets monthly, the 3<sup>rd</sup> Wednesday of each month. Beginning in May 2008 meeting will be at the Farm and Ranch Club, Saltgrass Building (Abercrombie Rd) off Patterson Rd in Bear Creek Park.

In general our meetings follow the schedule outlined below:

6:30	Social Time, sign in and sign up for Show and Tell, charm squares, etc.
7:00	Meeting begins with President's welcome and announcements followed by: <ul style="list-style-type: none"><li>• Business Reports by Board Members (Board Members report on areas of their responsibilities as needed.)</li><li>• Show and Tell - members "show off" their latest creation and "tell" us about what inspired them to do so.</li></ul>
7:45	Break – 15 to 20 minutes. Allow members to get a snack, buy raffle tickets, visit the library, pick up charm squares/strips, sign up for activities, etc.
8:00	Guest Speaker's Presentation
8:50	Final announcements and door prizes. Meetings end at 9:00 PM.

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## WHAT IS OUR GUILD ABOUT?

### **We are about OUR HISTORY!**

The West Houston Quilters' Guild is a non-profit organization founded in 1993 with the purpose of developing and nurturing appreciation for the art of quilting and its history. Simply put, we are a group of people who love quilts!

### **We are about COMMUNITY SERVICE!**

The West Houston Quilters' Guild members have a long history of sharing their talents with others. There is nothing more satisfying to our members than to create a comfort quilt for someone in need. Community projects include The Project Linus, Nursing Home Quilts and Bear Creek Assistance Ministries Christmas Stocking Project.

In recent years our Guild has provided comfort quilts to Spanish Meadows Nursing Home, Jackson County Nursing Home, Oaks of Brookshire Advanced Living Home, Legend Oaks Nursing Home, the Rehabilitation Center in Ganado, Davita Dialysis Center Katrina evacuees and Project Linus. Our members have supported members of the Girl Scouts by making quilts for wounded soldiers and caps for cancer patients. We don our elf hats early each year and help out Santa by making hundreds of Christmas Stockings for the Bear Creek Assistance Ministries.

The West Houston Quilters' Guild does not limit its generosity to just a few organizations. As one can see by the list of organizations that benefited from our comfort quilts, our members continue to provide support where needed. In the future, opportunities for providing comfort quilts will also include women's shelters, orphanages and child protective services.

To fulfill our guild's community service obligation we ask our members to provide the comforts quilts that are donated to organizations in need.

### **We are about EDUCATION!**

#### Monthly Speakers

We have speakers from all over the world come to talk and show us new and exciting aspects of quilting. Our speakers vary from the traditional to modern art quilts.

#### Workshops

Several times a year the Guild sponsors workshops. These workshops vary from project orientated to mastering techniques. Class size is small and reserved for members only.

### **We are about FUN!**

*(Each is explained in further detail in the Appendix)*

#### Bees

We also have about 20 Bees. A Bee is a smaller group of quilters (typically 10-15 people) that meets to provide an opportunity for members to get to know each other, learn new skills and share quality quilting time.

#### Bi-Annual Quilt Show:

Since 1999, the West Houston Quilters' Guild has held a quilt show every 2 years featuring quilts, wallhangings, clothing, etc. made by members of the guild. Members can choose to have their entries judged, ribbons are awarded, and individual evaluations are given. The show also invites numerous vendors to bring the newest in quilting fabrics, tools, gadgets, antiques and others items dear to a quilter's heart. Members are not only encouraged to enter their creations in the show but to sign up to be part of the quilt show committee that produces this event or showcase their talent by helping construct the show's donation quilt.

#### Charm Swap

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Every month we organize a "Charm Swap". Participants exchange 6" squares of a particular kind of fabric (juvenile prints, reds, plaids, etc.) or 2 ½" wide strips cut from selvage to selvage (this is referred to as WOF – Width of Fabric) for the purpose of increasing their personal fabric stash.

## Challenges

Several times throughout the year, our guild organizes "Challenges". Here's your chance to explore your creative side. Whether you design an original block or incorporate the theme fabric into your favorite block, the challenge blocks are a favorite activity.

Monthly Newsletter: Our monthly newsletter will keep you posted on the guild's current events and activities. The current and past newsletters are posted on the guild's website.

## Quilt Retreat

Each spring and fall the Guild puts together Quilt Retreats. Approximately 15 - 25 members take a weekend off from cooking, cleaning, husbands and children to stay at a bed-and-breakfast outside Houston and treat themselves to uninterrupted sewing time with fellow quilters. Sometimes an organized project is planned (such as a Mystery Quilt) and sometimes everyone works on their own individual UFO's. Check the Calendar for dates. Sign up early – spaces fill quickly.

## Website: [www.whqg.org](http://www.whqg.org)

Here's a place to go between meetings. It's updated often so check it between meetings to keep up with the latest announcement and local activities.

## **We are about \_\_\_\_\_ !**

This is the part that you fill in. Become involved, join a bee, participate in guild activities and make a new friend or two! Your guild is about YOU!

## **IN SUMMARY:**

As you can see, our guild is about many things. We are in the "business" of giving, education, sharing and fun. Giving of our talent to those less fortunate, to the community and to each other, learning from our speakers, workshops and challenges and sharing with our friends and family our love of quilts. Fun is in the center of everything, the giving, the learning and the sharing.

Your membership is the key to enriching your love of quilting. Join a bee, tell a board member you'll lend a helping hand, go to the community service bee, attend a sew-in or enter a challenge. Take full advantage of the activities in your guild.

And finally, we are glad to have you!

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## APPENDIX

### BEES

Although we thoroughly enjoy our monthly meeting, smaller groups, or bees, extend our acquaintance within the larger guild, and are a great forum for exchanging ideas, learning new skills, and making new friends. Our guild has many bees, and each bee sets its own rules, such as when and where to meet, meeting frequency, number of members, and activities.

Activities in bees range from working on your own projects, doing a block swap, making comfort quilts, doing round robins, gathering to go to quilt shows, shop hops and retreats and so much more. (Check out the website to see some of the activities of the bees). When you join a bee your knowledge of quilting increases as does the fun and friendships. Fill out a Bee Interest Form, available at the membership table or the website ([www.whqg.org](http://www.whqg.org)). This will be passed to the head Beekeeper, who will assist you in finding the right group for you.

### BOARD OF DIRECTORS

Listed on the website and in each newsletter, the Board of Directors guides us through our quilting year. The Board meets on a monthly basis and you are welcome to attend any of the meetings. Meeting time and place are listed in the newsletter. Minutes of the meetings are posted on the website in the Member's section. Elections are held annually in November, and the newly elected board assumes leadership in January. Do consider becoming involved with the board; it is a wonderful way to extend your acquaintance with other members, and will enhance your sense of belonging.

### BREAK

During the course of the meeting, usually immediately after Show and Tell, the President will announce a short break of up to 20 minutes. This is an opportunity to avail yourself of the provided refreshments, check out the Library and Community Service tables, pay dues, pick up a Challenge packet, buy raffle tickets, sign up for workshops, and visit.

### CHALLENGE

Several times a year, the Challenge Committee will propose the challenge activity which may include packets of fabric selected appropriate for the announced theme. Members purchase the packet for a minimal fee usually not to exceed \$5.00, create a block (or two, no limit as to how many blocks you turn in as long as you incorporate the challenge fabric) of their choice, and return the block(s) the next month. The returned blocks are numbered and displayed and all members present at that meeting are asked to vote for their favorite block. Prizes are awarded for first, second and third place.

After the members have voted, if the challenge was to make quilt blocks, a quilt top (or two depending on the number of blocks received); will be assembled by the Challenge Committee. This unquilted piece, usually wall hanging size, will be offered for raffle at the next meeting. Tickets granting you an opportunity to win this item are sold for \$1 each or 6 for \$5. Incidentally, every member who purchases a challenge packet of fabric gets tickets equivalent to the purchase price of the fabric packet. Generally challenges introduced one month are due at the next month's guild meeting. There may be occasions where a challenge is provided in which participants are encouraged to use scraps from their own stash in lieu of purchasing a fabric packet. All challenges will not necessarily result in a quilt top or even a raffle; some challenges may result in the finished product becoming the property of the maker.

### CHARM SQUARES

The definition of a charm quilt is one made of a single shape, with no fabrics repeated but that's only the beginning to what you can do with charm squares and there are several books and patterns on the market that helps with ideas to turn your charm squares into a beautiful quilt. Many times these squares are part of our month exchange or swap. See "swap" for further details

### COME QUILT WITH ME

As part of the International Quilt Festival (IQF) held in early November here in Houston, volunteers from the West Houston Quilt Guild man the quilting frame set up by the IQF to demonstrate the art of hand quilting. More recently, this activity has been called An Old Fashioned Quilting Bee. Every member who donates time

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(scheduled in 2 hours shifts) to this endeavor is granted free entrance to the IQF on that day. A member of the WHQG Quilt Show Committee is responsible for organizing this event.

## COMFORT QUILTS

All lap size quilts and baby quilts ("blankets") created for donation to our Community Service Committee are considered comfort quilts. This is the part that makes our members feel proud to be known as a quilter and allow us to share with our community. We all know how nice it is to get under a quilt when you are sick or having a bad time and to know that our love of quilts and quilt making can bring a little sunshine to someone in need is undeniably a special feeling. As you'll see in every month's Show-n-Tell our members are very generous supplying these beautiful quilts. Check our website ([www.whqg.org](http://www.whqg.org)) for size guidelines and pattern ideas.

## COMMUNITY SERVICE

An important part of our guild activities is outreach to the community through our quilting skills. We donate comfort quilts designed for every age group: babies, toddlers, young children, teens and adults. Check the website for size guidelines and some sample patterns. Each December, the Community Service Committee (and any guild members that volunteer) will participate in the distribution of these comfort quilts to every resident of a selected nursing home. Early in the year, the chairman will ask the membership to nominate a west side nursing home to be the recipient of these donated items.

Each and every guild member is encouraged to create at least one quilt for the elderly and one for the children's charity (Project Linus) every year. Keep track of the time you spend on making the Comfort Quilts and record the hours on the sign-in sheet at the monthly meetings.

Our guild is fortunate to have a bee devoted totally to the creation of charity quilts. The bee, *Comfort Quilters*, meets every Tuesday at the Krogers on Hwy 6 and W. Little York. All members are invited to attend this bee. Please ask any Community Service Committee member for more information. Remember, whether you work on comfort quilts at home or at a bee, please record your hours on the sign-in sheet at the monthly guild meetings.

***HINT::** Many of our members turn in their comfort quilt(s) during the month that their birthday falls, this way you have a date to put on your calendar, others find that they may use their mom's birthday, a son or daughter's or an anniversary date to remind them it's time for their quilt to be turn in. Of course, whenever you turn one in it will be greatly appreciated and don't forget to sign up for Show-n-Tell and let the group see your quilt(s). You never know what will inspire someone else.*

## DEMO NIGHT

At times the guild will have a Demo Night. Experienced guild members will demonstrate a technique of general interest. Several stations will be set up in the seating area of the meeting room, and members attending the meeting will rotate among all stations to observe the skill or technique shown. An informative handout usually accompanies the demo.

## DIRECTORY/ROSTER

The roster is published on-line in the Members-only area of the website in March. The on-line roster is updated several times during the year. It contains useful information including name, address, phone numbers, e-mail address and birthday (not year, please!) of all members, a list of the board of directors, and a listing of affiliated bees. It is not printed for distribution, but is available through the website. The web mistress will provide the log in and password necessary to view the roster. Members without computer access can request a hard copy from the Membership Chairperson.

## DONATION QUILTS – (also known as Opportunity Quilt or Raffle Quilt.)

In addition to Comfort Quilts, a committee within the guild creates an outstanding bed-sized quilt as a fundraiser in conjunction with our bi-annual quilt show. The funds raised with this are disbursed to a local charity and for education costs for the guild. This is one of the Guild's primary fund raiser. Here's an opportunity to join in with others. The need for volunteers is great. This effort begins about 16 months before the next show. Whether you are a novice or expert you'll be welcome to join the committee.

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## **DOOR PRIZES**

Every member is requested to provide a door prize (drawings at each meeting) at least once during the year. The item should be quilt-related, contemporary, and of good quality. A good rule of thumb is to bring something you yourself would like to find inside that wrapped package or gift sack. **TIP:** *Pick a month to bring your door prize and continue from year to year, several members have found that their birthday month is the perfect month to bring their door prize. There is no limit to the number of times you can bring a door prize.*

**EXCHANGE:** See “swap”.

## **GARAGE SALE**

At times a “Garage Sale” is held. Members or groups of members can reserve a table for a modest fee, and display any items they wish to part with. Proceeds from each table enriches the pocket of the persons selling merchandise. The Guild also has a table at the Sale, and will gladly accept items donated by the general membership.

WHQG has an extensive lending library, which is constantly being replenished. Membership entitles you to check out any book you like for one month. Late fees are \$1 per month. If you would like to see a specific book added to our Library, let the librarian know, and she will acquire it if at all possible. Donations from members are acceptable, and encouraged. We also have a large supply of magazines available for your purchase. Future plans include listing the books on WHQG website.

Feel free to recycle your quilt related magazines and donate them to the library. The funds received from the sale of magazines go towards the purchase of new books for the library.

## **MEETING**

WHQG meets monthly, the 3rd Wednesday of each month. Our new permanent home for meetings beginning in May 2008 will be at the Farm and Ranch Club, Saltgrass Building (Abercrombie Rd) off Patterson Rd in Bear Creek Park, unless otherwise notified. We congregate around 6:30, and the business meeting begins at 7:00 p.m. After brief reports from officers and committee chairs, we enjoy Show and Tell followed by a short break for refreshments. Our program follows the break, and we end the evening by announcing the number of charm squares for next month, and awarding door prizes. Non-members may visit up to three times before joining the membership. We do not have the facilities to provide for childcare during our meetings.

## **MEMBERSHIP TABLE**

The Membership Table is the place to go when it's time to pay your annual dues (currently \$25 per year.) You can also turn in your completed Bee Interest Form here.

## **NEWSLETTER**

Our newsletter “Sew On and Sew On” is available on the website, ([www.whqg.org](http://www.whqg.org)) for all to view. We encourage everyone to read the newsletter online to save time and postage. Members who do not have computer access may request a copy of the newsletter be mailed to them. A limited number of copies of the newsletter may be available at the Welcome table. These are printed primarily for our guests, so please wait until break to ensure all guests get a copy. Personal member information is never revealed in our newsletter.

## **NEWSLETTER ADS**

Advertisements may be placed in our newsletter by anyone. Check with Publicity Chairperson to learn current costs.

## **OPPORTUNITY QUILT – See Donation Quilt**

## **PROGRAMS**

Each Guild meeting will include some kind of program for the second half of the evening, following our break.

One of the favorite types of Programs held at Guild is a guest speaker. We are very fortunate to be able to work closely with other guilds in our area to bring in Internationally known personalities who present a program of some type, previously selected by the Program Chairman and Board. Most speakers also bring quilts along to add visual impact in the demonstration of their program.

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## QUILT SHOW

A very important part of our life is the bi-annual quilt show. The show is held in the early part of the odd years. The location changes as is necessary. The quilt show chairman and her committee meet monthly for most of the two years in between shows, and work very hard to put on an event that will be enjoyable to quilters and non-quilters alike.

## QUILT ANGEL

Selecting a Quilt Angel is one of the final items of business for the year. Anyone can nominate a member to be considered for this honor. The criteria for selecting this year's angel is service to the guild, during the current year. Current board members are not eligible to win.

## RAFFLE QUILT - See Donation Quilt

## REFRESHMENT TABLE

At each meeting snacks, soda, ice are brought in by members of the guild to put out on the refreshment table located at the back of the meeting room. Some members whip up a batch of their best cookie recipe others chose to bring the plates/cups/napkins or a couple bags of ice. Remember to bring a 2 liter bottle of soda too! Our members have repeatedly voted to continue the refreshment table so each member is asked to bring something at least once during the year. The board will supply the refreshments at the December meeting. **TIP:** *Pick a month to bring your refreshments/2-liter soda and continue from year to year, several members have found that their birthday month (if you don't have Dec. birthday) is the perfect month to bring their refreshments. There is no limit to the number of times you can bring refreshments.*

## RETREATS

A guild sponsored retreat is typically a three day weekend spent at a facility that is usually, but not always, specifically designed to accommodate a group of women and their sewing machines and all the necessary supplies for sewing, such as Ott lights, irons, small fans and any other electrical appliance one typically uses when sewing a quilt. We have a couple of places that can accommodate us and we have regular retreats at these places. They are the Red Barn in Coldspring and Aunt Faye's Place outside of Conroe. Both of these places were built with the quilter in mind and have ample electrical outlets built right into the tables, comfortable chairs, design walls for laying out blocks, cutting tables at a comfortable height and ironing boards and irons. We have two regular retreats at the Red Barn. The fall retreat is always the weekend after Labor Day in September. The spring retreat depends on when Easter occurs.

What should you bring to a retreat? If you attend the Red Barn retreat, you need to bring all of your bed linens and bath towels, comfortable clothes, your personal toiletries any medicines you might take and your sewing machines, a small iron and a wooden TV tray on which to place a portable ironing board if you want to iron next to your chair, an Ott light and SEVERAL projects to keep you busy for three days of sewing. You also want to remember your patterns and extra fabric in case you make a mistake and your sewing supplies such as rulers, scissors, seam rippers, rotary cutters, extra needles, thread, etc. It is kind of like going to camp!

Aunt Faye's Place provides linens so you do not need to bring bed sheets or bath towels. Most ladies still like to bring their own quilts and pillows to this retreat. Those of us who have attended retreats for a while usually have a special "retreat quilt" that we have made to take to retreats.

What does one do at a retreat and why should one even consider going to one? We SEW and we SEW without the daily interruptions of having to take care of our children or husbands or answer the phone or doorbell. SOMEONE ELSE makes wonderful meals for us and we leave our sewing machines long enough to eat and then we go right back to sewing WITHOUT doing the dishes or tending to ANY SORT of housework. We meet other quilters from our Guild and we form wonderful friendships that are impossible to form just by going to a monthly meeting. We laugh a lot! We play games, we talk and share and learn. We usually work on our own projects. It is always optional to play any of the games or to join in the Secret Sister exchange. A Secret Sister is like a Secret Pal. You leave a small gift on your Secret Sister's bed or at her machine when she isn't looking. The Secret Sister is unveiled on the last day of the retreat.

Sleeping arrangements: The Red Barn is set up as a dormitory with twelve beds on each side. It accommodates 24. Aunt Faye's place is dormitory style on the second floor but has two bedrooms on the first floor with four to a room sharing a full bathroom with a large shower. It accommodates 20 people.

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On occasion, our Bees find smaller locations to have a retreat. Costs and the facilities and activities vary but the fun is just as great!

## **SIGN-IN SHEET**

At each meeting there will be a sign-in sheet. Please be sure to put your name on the sheet and complete the section for the number of your volunteer hours for the past month. Whether you volunteer through being part of a committee, making comfort quilts or teaching, please record your hours.

## **SHOW AND TELL**

At every meeting, everyone is invited to take a turn in the spotlight to SHOW their finished project and TELL us all about it. We want to hear your name, and we would like to know something about the quilt – your inspiration for making it, perhaps, or the occasion for which it is made, or just who is the lucky person to be the owner of it, even if it is yourself. And SHOW and Tell is not limited to just quilts, many members show they quilted jackets, vests, purses, table runners and even a “found treasure” out of a relative's attic, a quilt packed away for years and years. Many members think Show and Tell is reason enough to join our Guild. Make sure to sign up when you have quilt(s) to show. The form is located by the member's sign-in sheet in the lobby and has a place for the name of your quilts and for your permission to put your quilts pictures on our guild website.

## **SUGGESTION BOX**

At each meeting there is a suggestion box in the lobby, usually by the name tag bins. This is your opportunity to give a suggestion, ask a question that you have not been able to get a response to or tell us about a concern. Whether the suggestion/comments come in signed or anonymously, they will be addressed.

## **SWAPS**

In general, a swap is an activity where one brings a specified number of items (charm squares, 2 1/2” strips, blocks, etc) all alike and “swaps” with the number of people participating thus each person receiving the same number of items back but all different. At times some of our Bees have a guild wide swap. Instructions will be given as to what is being “swapped” and the number you need to bring to swap and any specific criteria. Some swaps revolve around using up your scraps, while other may revolve around a particular color or pattern. Instructions will be given out to all that sign up to participate.

How does this swap (exchange) work? At the beginning of each year a list of categories for the charm squares or strips will be posted in the newsletter and on the website. If you want to participate in the upcoming month's swap all you need to do is to sign up! In the lobby there will be a table devoted to the charm square exchange with a notebook. All you need to do is to sign on the page for the upcoming month's swap. At the end of each meeting the number of members that have signed up will be announced (and also posted on the website and in the newsletter) and this will be the number of squares/strips you need to bring to the next meeting.

In 2008 the “charm” swap began to include 2 1/2” strips. These are strips of fabric are cut selvage to selvage (WOF = width of fabric) and 2 1/2” wide, these are also know as “jelly rolls”.

For example: It is announced that there are 20 members signed up for next months challenge. The challenge is red fabric. This means that at the next meeting you will bring twenty 6” squares of red fabric. (The fabric should be predominantly red but could have other colors (designs) in the fabric too.) You will put 1 square in each of the 20 piles on the table. Cross off your name on the sheet in the notebook to indicate you have brought your squares. Once everyone has had a chance to put out their squares, the squares will be put in the plastic bags (“kitchen baggies”) which has your name on it and usually can be picked up during the break. You baggie will contain 20 different red fabric squares.

If the next's month's swap involves strips, it is the same principle, you will bring 21/2” strips for the number of people that signed up.

At times, it will be announced that those participating in that month's swap can enter in a drawing for a basket of fat quarters. The participants (of that months swap), if they choose, can bring a fat quarter, relating to that month's theme and a drawing will be held, the winner gets all the fat quarters.

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**Hints:** Bring your squares/strips in a gallon size plastic bag (baggie) (make sure your name is on the bag), leave your bag in the basket provided. Be sure to mark your name off the in the notebook and sign up for next month's challenge if you are interested. Any extra squares/strips, or piles of unclaimed squares, will be donated to the Community Service Committee for inclusion in a kit. If you have signed up, but left your trade at home, you may bring them the next month. Your stack will be held for you until the next time. Remember, if you are still unsure about signing up and participating ask a board member to walk you through the steps, we were all new members at one time.

## TIN CAN RAFFLE

A feature at our bi-annual Quilt Show is the Guild Boutique. This booth is stocked with donations from the Guild's bees as well as individual members. Some are offered directly for sale, but most are destined for a Tin Can Raffle. A number is assigned to the item, often a quilt, and a large tin can with the same number is placed as close as possible to that item. All quilt show attendees are afforded an opportunity to buy chances on any or all of these items, placing their tickets, with contact information entered, in the appropriate tin can. Late in the afternoon of the last day of the quilt show, drawings are held to announce the winners of the various items. One does not have to be present to win.

## WORKSHOPS

Workshops are generally, though not always, held in conjunction with a guest speaker's visit. One of the greatest benefits of Guild membership is the opportunity to participate in workshops presented by some of the best known names in the contemporary quilt world. This is a chance to work one-on-one with an expert, to learn new techniques, to ask questions and get their opinion. A workshop fee is nominal to guild members, as the cost is underwritten by the guild. These are held wherever room can be found, normally at a local quilt shop. Non-members may attend these workshops only if available space has not been filled by Guild members.

There will sometimes be workshops held called "sew-ins"; there is no fee associated with attendance at this type of event. The Community Service Committee is frequently the sew-in sponsor, as the intent is to create or finish **Comfort Quilts**.

## WEBSITE

Our website is [www.whqg.org](http://www.whqg.org). Check it out for everything you need to know about our Guild. There is a lot of information available there, including the current and past newsletters, a brief description of our **bees**, a calendar of events, some Frequently Asked Questions (with answers). There is also secure members only section (to gain access you will be give a user name and password) where the roster, board minutes and the guild's financial statement can be found.

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## IN CONCLUSION

As you can see the West Houston Quilter's Guild is a busy organization and we are so fortunate to have lots of willing hands to keep our Guild activities giving to our community. The best way to meet people and get the most out of your membership is to be part of the action. Join a bee, tell a board member you'll lend a helping hand, go to the Comfort Quilter's meeting, or ask questions of members at the meetings. Soon you'll feel right at home! And we are glad to have you.