

The Ottawa Valley Quilters Guild Members' Guide

2007-2008

The Ottawa Valley Quilters' Guild was founded in 1981 by three quilters. It has often grown to over 300 members, but this year will be capped at 250 members. The purpose of the guild is to share ideas, projects and to foster the art of quilting.

The purpose of this document is to record the policies and procedures that we've drafted to help run our various programs. If you would like a copy of the Constitution and Bylaws of the guild, please ask the secretary for a copy. It is also available on our website at www.ottawavalleyquiltersguild.org, along with other information about OVQG meetings, and our newsletter, "The Pieceful Times".

A list of committee chairs and their contact information is available at the meetings on the bulletin board or at the newsletter table. Alternatively, you can contact individuals through the email addresses available on the website.

Membership Options:

Type	Benefits	Cost
Full membership	Monthly meetings, access to our monthly newsletter and website, discounts at local shops, an opportunity to participate in guild activities like Block of the Month, attend guild organized workshops, use of the guild library and magazines, right to participate in the biennial quilt show.	\$35.00
Affiliate Membership	Admittance to regular meetings at \$2 (instead of \$5), and to special speaker meetings at \$5 (instead of \$10), access to our monthly newsletter and website. This membership was created to allow people who would like to maintain their association with the guild, but are rarely if ever able to attend and participate.	\$20.00

Meetings

The guild generally meets on the first Monday of the month (see exceptions), from September to June at St. Anthony's Soccer Club, 523 St Anthony St. just off Preston at the Queensway at 7:00 p.m. Additional parking can be found across Preston Street at the Adult High School of Commerce. Exceptions: when the first

Monday is a holiday (as is the case in September), the meeting takes place the following Monday. There is no meeting in January.

Cancellation: In the case of inclement weather during the winter causing a meeting cancellation, you may contact any member of the executive committee. A decision to cancel or not will be made by 2pm on the day of the meeting.

Please remember to **bring your membership card** as you will be asked for it on your way into the meetings, and at the library/magazine tables.

Visitors

Visitors: \$5.00 for a general meeting, \$10.00 for an out-of-town speaker. Visitors may register for workshops at the non-member rate when space is available.

Visitors Policy

Our new venue, though more comfortable and better acoustically, has limited seating capacity. Therefore, we can only admit visitors at 7:00 pm if space permits. We regret any inconvenience, but we must consider the members first and work within the restrictions of our space.

Advance ticket sales will only be done on given occasions where we have a larger space and know we will have room.

Newsletter

Newsletter submissions must be received by the 20th of each month. Email submissions are preferred. Space permitting, guild members may submit non-commercial, quilting related, advertisements or notices at no charge - maximum 2 per year. Commercial advertising rates: full page \$50, half page \$25, $\frac{1}{4}$ page \$12.50, business card \$6.25. Please contact us via newsletter@ottawavalleyquiltersguild.org.

The newsletter can always be found on our website www.ottawavalleyquiltersguild.org, or, if requested on your membership form, picked up at the meeting or mailed to you. If you will be absent, please arrange for someone else to collect it for you since these will not be kept from meeting to meeting. During the year, should you change your mind about having a printed copy held for you, please let the newsletter committee know. We are trying to be a 'green guild' and would not like to use any more paper than necessary.

Announcements

If you would like to make an announcement, please call one of the presidents before the meeting to ask for some time. These must be non-commercial, quilting related items.

Show and Tell

All members, no matter how long they've been quilting, are encouraged to bring their latest project to show to the guild. We all love to see the creativity and diversity of the talented members of our guild. We will try to have items available during the sharing component of the meeting for a closer look. Perhaps you would like to ask the creator some questions about her work.

Out of respect for the items, please do not visit them with food or drink.

Refreshments

In keeping with our 'green' theme, please bring your own mug. Coffee, tea and a container of water will be available.

Library

One of the benefits of being a full member is access to our great book and magazine libraries. Here are the basic rules according to the librarians.

1. OVQG Members can borrow four books at a time. New books are indicated with a star on the spine. Each member may borrow one at a time, with no renewals.
2. To borrow a book take the card from the pocket, print the due date (the month of the next regular guild meeting), your name and phone #.
3. Guild membership cards **MUST** be presented when handing in book cards to the librarian.
4. Books are due at the next meeting. Renewals of one month are possible with the approval of the librarian. Fines of \$1.00 per month per book will be charged on overdue books.
5. We will telephone members with overdue or requested books.
6. Borrowers are responsible for all books borrowed, and will be asked to replace damaged or lost books.
7. Return books at the start of meetings so we can replace cards and look for requests.
8. Library opens during Opportunity Hour but **PLEASE do not bring refreshments** to our tables.
9. Reservations are welcome by phone or email before meetings. Reservations made at meetings may not be filled until the following meeting. We are often very busy during the meetings, so written requests are encouraged.

10. All books must be returned or replaced by the end of year (June meeting) in order to renew your OVQG membership.
11. Executive may borrow books over the summer, a good reason for lending a hand in the running of our guild!

Please feel free to contact the librarians with reservations, questions or concerns.
(Library@OttawaValleyQuiltersGuild.org)

Magazine Library

To check out magazines:

1. OVQG full members may select up to 4 magazines.
2. Fill out your full name and phone number on the card. The 'due date' is the month of the next regular guild meeting.
3. Put the card in the envelope on the back of the title sign for the correct magazine.
4. You will be asked to show your guild membership card.

To check in magazines:

1. Bring your magazines to the magazine table BEFORE the meeting begins. Locate the correct box for each title.
2. Behind the title sign there is an envelope with the cards for borrowed magazines. Find the card for your magazine. Double check that the library card matches exactly the pocket info in the back of the magazine. Make sure that the issue and volume are correct and that the pattern (if there is one) is in the pattern pocket.
3. Cross your name off the card, place it in the pocket of the magazine and replace the magazine in the correct box.
4. If you do not bring your magazines back BEFORE the meeting, you will have to wait until the borrowing time at the opportunity hour is almost over to return them and then choose from what is left if you want to borrow more magazines.

There will be a **\$1.00 charge** for **late returns** and a **\$3.00 charge** if someone is on the waiting list for a particular book/magazine. If the book/magazine is not returned the member signing the item(s) out will be liable for the total cost of that item(s) and the shipping to replace that item.

Please contact the magazine librarians with any questions, concerns or suggestions to improve the magazine lending. (email Magazines@OttawaValleyQuiltersGuild.org)

Workshops

There are many exciting workshops offered each year for every level of quilter from beginner to advanced. These are announced in the newsletters and at the meetings, where you can see samples. It's a great opportunity to learn all kinds of new techniques plus have the fun of getting to know other guild members in a more relaxed setting.

Workshop Policy:

- Locations vary and are listed separately for each workshop
- Payment, by cash or cheque, is required to reserve your spot in the class.
- The cost is set up to reflect the cost of the teacher and venue for a minimum number of students. Any profit is put towards reducing the fees for more expensive classes.
- Non-members may take a workshop for an additional fee, space permitting.
- The class fee is non refundable. A refund is given only if the class is cancelled.
- Registration is available at meetings, by phone or email. Registration by phone or email is only complete upon payment by the beginning of the next meeting. Because it is difficult to fill workshops at times, the workshop coordinators reserve the right to accept registration as soon as the class is finalized.
- Registration is closed when the class fills, or on a specified date, for out of town teacher workshops. You will be notified a week before the class, if the class is not being held.

For more information contact one of the workshop coordinators, or email Workshops@OttawaValleyQuiltersGuild.org

Block of the Month

You will notice a group of blocks displayed that have been made by members during the previous month. Each newsletter has a pattern and directions for the next month's block. When you bring in completed blocks to the next meeting you enter a ballot for each block you've made. The lucky winner(s) of the draw get(s) to take home (the) blocks for that month

Doctors on Call

Don't know what to use for a border? Don't know how to bind your latest quilt? The Doctor on Call is available each meeting to help you with any quilting dilemma.

UFO (UnFinished Object) program

This program is geared to giving you the assistance and incentive to finish a project that just isn't getting done by entering it into the UFO points program. Points are awarded for either:

1. completing the project by June, or for
2. giving it away to a charity program.

At the end of the year, everyone's points are tallied and the person with the most points wins a prize!

1: Getting it Done!

1. The UFO must be of a quilting nature only.
2. It has to have been started. (i.e. not just a pattern and some fabric.)
3. Points are awarded depending on how much is left to be done:

Construction-blocks, appliqués, piecing, borders to completion	4 points
Sandwiching- layering, basting, pinning, etc to completion	3 points
Machine or hand quilting, embellishing, etc to completion	2 points
Binding, labels and sleeve	1 point

2: Letting Go

Many of us have UFO's that we will never finish for whatever reason. The UFO program accepts donations of projects you don't wish to complete and offers them to various charity groups such as Baby Quilts, Victoria's Quilts, etc.

Give-Away Rules:

1. Label any Give-Away UFO's with the fibre content, as some charities require 100% cotton. If the fibre content is mixed or unknown please indicate that clearly.
2. The program reserves the right of how to distribute the donated project.
3. 1 point will be awarded for any UFO give-away.

How to Participate in the UFO Program:

1. Check in at the UFO table to register your UFO project and get a ticket for the registration draw. The Doctor on Call will record what is left to be completed, or if the project is to be given away.
2. Get any help needed from the quilt Doctors on Call.
3. Complete your project(s).
4. When you bring back your completed item with your registration slip, you get another ticket for the draw that night.
5. Show and Tell your new FO!
6. You have until June 2008 to gather your points.

OVQG Study Fund

Every year, our guild offers members four Study Fund scholarships up to the amount of \$150.00. These scholarships are to be used by the end of one full year from the date of issue and can be spent on any quilting or textile course of your choosing (education only).

Recipients either give a brief presentation about their course and display their project at a guild general meeting or submit a written report suitable for newsletter publication. This allows the benefit of the course to be shared with other guild members. Successful study fund applicants may not reapply for a study fund in the following two years.

DEADLINE for application to the study fund draw is generally December. Extensions will be noted in our newsletter.

If you are interested in the Quilt Study Fund, please write your name, address and phone number indicating that it is for the Study Fund for the year 2008, and submit this piece of paper to one of the presidents. Successful applicants will be notified at the February meeting.

Raffle Quilt

The guild makes raffle quilts in order to raise money for guild activities and all guild members assist by selling tickets to support their guild.

Quilt Show

Every two years, the guild hosts a Quilt Show in the spring. In 2007, almost 3000 people attended the show over the course of 3 days, including groups bussing in from other cities and towns.

You must be a full member to display items at the quilt show. Further requirements for entry and volunteering positions available will be posted by the Quilt Show committee as we approach the next show. This will be held in May 2009.

Guild Discounts at Supporting Shops

Policy: Be certain to mention that you are a Guild member and **always** present your membership card before the processing of your purchase. If you don't remember to mention it before the transaction has been entered in the cash register, please leave it until next time. A list of shops providing discounts to guild members is handed out in September. If you have questions, please see the Publicity Coordinator.

CHARITY ACTIVITIES

The OVQG has an ongoing commitment to projects that benefit the community.

Charity Quilts

The guild makes a few charity quilts each year for the benefit of charitable organizations in our community. Community organizations apply to the guild to be the recipients of one of these quilts that are then raffled by their organization to raise funds. Quilt tops come from several sources: blocks made by members, donations from the UFO program. If you would like to contribute, see our Charity Quilt Assembly co-ordinator.

Conditions for application for a charity quilt

Applicant organizations must be a registered charity (show us your registered charity number), and have no political or religious affiliations.

The applicant organization must:

1. Recognize that the quilt made by the OVQG has a value of \$1500 to \$2000. It is the responsibility of the recipient organization to pay for a written certified appraisal of the quilt, and they must be prepared to sell the number of tickets equal to the value of the quilt.
2. Agree to raffle the quilt within a year of its receipt from the OVQG.
3. Agree not to solicit from another quilters' guild for the same event.
4. Understand that it may take up to 3 years before a suitable quilt becomes available.
5. Understand that they may not request another quilt from OVQG within 5 years of its receipt.
6. Agree to submit to OVQG, for our archives and within 2 months of the raffle, a report of the event including the following items: date of the raffle, number of tickets sold, amount of money collected, name, address and a photograph of the winner.

Please send filled out applications to charity@ottawavalleyquiltersguild.org.

Baby Quilts

All guild members are invited and encouraged to participate in our ongoing program of providing baby quilts for the premature babies at the Rich Little Special Care Nursery, Ottawa Civic Hospital. This is the special care nursery at the Civic Hospital. These quilts are used for protecting the tiny babies from the lights and noise of the nursery. The babies take the quilts with them when they finally go home. Talk to the

co-ordinator to find out more and to obtain ideas and patterns. There are also often bags of scraps available to use in making little quilts.

Requirements for a Baby Quilt for the Special Care Nursery:

- Size: no larger than 24" x 24"
- Fabric: 100% cotton or cotton flannelette for outer layers (do NOT use polyester as it can create static)
- Batting: Cotton or polyester batting
- Quilting: Please avoid using invisible thread as it can loop and catch tiny fingers or toes. There should NOT be so much quilting on the quilt that it is stiff. The idea is to make the project light and flexible.
- Binding: Can be done envelope / pillowcase style, or standard binding
- Label: If you don't have a label, an OVQG one will be put on the quilt

The quilts brought in each month are displayed for everyone to admire. Thank you notes / pictures are put up on our bulletin board. If you have any questions, please see the baby quilt coordinator (email BabyQuilts@OttawaValleyQuiltersGuild.org).