

Ottawa Valley Quilters' Guild

HANDBOOK

2009-2011

**A Summary of Procedures, Programs,
Committees and Policies**

Available online at www.OttawaValleyQuiltersGuild.org

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Ottawa Valley Quilters' Guild
MEMBERS' HANDBOOK
2009-2011

INTRODUCTION

The Ottawa Valley Quilters' Guild was founded in 1981 by three quilters. Since then, it grew to nearly 400 members at its peak, with the current membership standing at about 200. The Guild not only promotes the traditions of quilting, but also inspires and fosters the art of quilting.

The primary purpose of this Handbook is to outline the policies and procedures that help run this organization and its various programs. The Constitution and Bylaws of the Guild can be seen on the website www.ottawavalleyquiltersguild.org under "Documents", or a copy can be obtained from the Secretary. The Handbook also serves the secondary purpose of introducing newcomers and prospective members to OVQG by giving an overview of Guild activities.

A list of Committee chairs and their contact information is published in every issue of the newsletter "The Pieceful Times", which is also published on the website. The list can also be found posted on the bulletin board at monthly meetings.

Membership is \$35 per year and comes with many benefits: monthly meetings; e-mail notification of the new issue of "The Pieceful Times"; access to our library of quilting books and magazines; preferential rate on OVQG workshops; discounts at many regional shops of interest to quilters; and participation in our biennial Quilt Show.

The **Membership Card** is required at every meeting. Members are asked to show it at the door, and at the Library and Magazine tables.

Meetings are held nine times a year on the **first Monday of the month**, except when that day is a holiday (e.g. Labour Day) when we meet the following Monday. Meetings are held at St. Anthony's Soccer Club, **523 St. Anthony Street**, off Preston Street at the Queensway. Meetings begin at **7:30 pm sharp**, preceded by a social time of tea and cookies starting at 7 pm. There are no meetings in January, July or August.

Cancellations in case of inclement weather in winter are phoned to the membership on the day. There will also be a notice on the website.

Visitors will be asked to sign the Guest Book and to pay a fee of \$5. This fee rises to \$10 when there is an out-of-town speaker. Visitors may register for workshops at the non-member rate when these have been opened to non-members (i.e. space permitting).

MEETINGS

Announcements. Members may ask to make a **brief** announcement at the monthly meeting that is quilting-related but non-commercial. Please ask the President for time at the mike several days **before** the meeting. It is our aim to close meetings by 9:30 pm to accommodate those who have a long drive home.

Program. Meetings start at 7:30 pm sharp, preceded by a social time from 7 pm onwards to give members a flexible arrival time and the libraries (magazines and books) time to receive and process returned items. Generally the meeting begins with Guild business followed by that meeting's presentation or program (see Newsletter for details). There is then a 10-15 minute break during which members sign out books and magazines, sign up for workshops, shop at Shop-of-the-Month or take a closer look at the items showcased during the program portion. Except for very rare occasions, there is always a show-and-tell segment, as well as draws for fat quarters for those who submitted a Baby Quilt or a block for Block-of-the-Month.

Refreshments. Tea, coffee and water will be available from 7:00- 7:30 pm, and during the break. Please remember to bring your own mug and do consider signing up to bring goodies to the next meeting. Styrofoam and plastic cups are available.

Show and Tell. All members are encouraged to bring their latest achievements and share them with the Guild during the Show and Tell segment of the meeting. Check if a form needs to be filled out beforehand. We'd love to see what you've been doing!

COMMITTEES AND POLICIES

Block-of-the-Month. Every newsletter features a "block of the month" with cutting and assembly instructions. Members then try this new block at home, making as many as they'd like, and bring it to the following month's meeting to the Block-of-the-Month table. A ballot with the participants' name is entered for every block made, for a draw later in the meeting. The blocks are attractively displayed as a quilt top and the lucky winner gets to take home all the blocks. Occasionally there are enough blocks for two or three winners to take home a quilt top's worth of blocks.

Library. The Guild has a great collection of quilting books, instructional DVD's and patterns to lend on presentation of one's membership card. The procedure and policies are as follows:

1. OVQG members can borrow four (4) books at a time. "New" books, marked with a star on the spine, may be borrowed one at a time, with no renewals.
2. To borrow a book, take the card from the pocket, **print the due date** (month of the next regular Guild meeting), **your name and phone number**.
3. Present your **completed book card(s) with your membership card** to the librarian.
4. Books are due at the next meeting. Renewals of one month are at the discretion of the librarian.
5. Overdue fines are \$1 per month, per book. Members with overdue or requested books will be telephoned.
6. Damaged or lost books are the responsibility of the borrower who will be charged a replacement fee equal to the cost of purchasing and shipping.
7. Books are to be **returned at the start** of the meeting, which allows them to be processed for immediate availability again during the break.
8. **No refreshments** at the book tables, please.
9. Reservations may be made by phone or e-mail before the meeting. See the website for a list of holdings. Unfortunately, only a rotating portion of the library's holdings are displayed at a particular meeting, hence an advance book reservation ensures that the book will have been brought. For this reason also, reservations made at the meeting (in writing, please) may not be possible to fill until the next meeting.
10. All books must be returned or replaced by the end of the year (June meeting). Renewal of one's OVQG membership depends on it.
11. Only the Executive may borrow books over the summer, another good reason to consider stepping up and lending a hand.

To contact the librarian with suggestions for book acquisitions, reservations or questions, write to ypadmin@OttawaValleyQuiltersGuild.org who will forward your message.

Magazines. Note: Magazines are **checked in before** the meeting, and **checked out during the break**. This reduces much confusion for borrowers and returnees alike, not to mention the librarians. Please arrive early enough to return your magazine(s).

Checking IN magazines (**before the meeting**):

1. Magazines must be returned to the Magazine Table **BEFORE** the meeting begins. Please double-check that the pattern (if there is one) is in the clear pocket at the back. Hand it to a Magazine Librarian, who will process it for you.
2. **LATE** returns are charged \$1 per magazine, per month.
3. **Damaged or lost** magazines are the responsibility of the borrower, who will be charged a replacement fee for the lost or damaged magazine.
4. **ALL** magazines must be returned or replaced by the end of the year (June meeting). Renewal of one's OVQG membership depends on it.

Checking OUT magazines (during the break):

5. OVQG members may borrow up to 4 magazines at a time.
6. Having selected a magazine, **take out the card** from the pocket at the back of the magazine. **Print your full name, phone number with area code, and due date** (the month of the next regular Guild meeting).
7. **Please check that** the title on **the card** (issue #, vol.#, year of issue, etc.) **matches** the corresponding information on **the cover of the magazine**.
8. **Submit card(s) to the Magazine Librarian** and show your Guild membership card.

To contact the Magazine Librarian with suggestions for magazine acquisitions, reservations or questions, write to vpadmin@OttawaValleyQuiltersGuild.org who will forward your message.

Newsletter. Newsletter submissions are due by the 18th of the preceding month, with preference for electronic submissions.

Commercial advertising rates: full page, \$50; $\frac{1}{2}$ page, \$25; $\frac{1}{4}$ page or Business Card Plus, \$12.50; business card, \$6.25. To submit, contact newsletter@OttawaValleyQuiltersGuild.org. Space permitting, Guild members may submit non-commercial, quilting-related advertisements or notices **at no charge**, up to a maximum of 2 per year.

In the interests of clarity and cohesiveness, the editorial team adjusts submissions as required.

Current and archived newsletters are available on the website.

Workshops. There are many exciting workshops offered every year for every level of quilter from beginner to advanced. These are announced in the newsletter, and samples of the technique are on display at the meeting. It's a great opportunity to expand your horizons, to have fun, and to meet other Guild members in a less formal setting.

Workshop Policy:

1. Locations vary and are listed separately for every workshop;
2. Payment is by cash or cheque, and is required to reserve your spot in the class. The fee reflects the cost of hiring the teacher and venue for a minimum number of students. Any profit is put towards reducing the fee for more expensive classes.
3. The fee is non-refundable. A refund is given only in the case of class cancellation.

4. Registration is either in person (at meetings), by phone, or by e-mail, with payment due **before the start** of the following meeting.
5. Non-members may register for a workshop at the non-member rate, space permitting.
6. The workshop committee reserves the right to accept registrations as soon as a class is finalized. Registration is closed when the class is filled, or on a specific date when the teacher is from out of town. Should a workshop **cancellation** notice be necessary, participants will be notified at least one week before the class date.

Please feel free to contact the Workshop Coordinator with your questions, suggestions or request for registration at workshops@OttawaValleyQuiltersGuild.org.

OUTREACH

Charitable Activities. OVQG has an ongoing commitment to projects that fill a need in the community.

Baby Quilts. The Guild provides 300-400 quilts annually for the infants of the Rich Little Special Care Nursery at the Civic Hospital. This is a special care nursery for premature babies, and the quilts protect them from the lights and noise of the nursery. When the babies finally go home, they take the quilt with them. **All Guild members are invited and encouraged to participate in this project.** For ideas and patterns go to the Baby Quilt table at meetings and talk to the coordinator. You'll also be able to admire the latest contributions. Occasionally there are bags of scraps available for use in making these little quilts.

Baby Quilt Requirements:

- Size: 24" x 24" (give or take an inch)
- Top Fabric: 100% cotton in colours or prints suitable for babies;
- Back Fabric: 100% cotton flannelette;
- NOTE: no polyester on the exterior as it can cause a static reaction;
- Batting: any batting is acceptable;
- Quilting: by hand or machine, but do not quilt too densely to keep the project light and flexible. Do NOT use invisible thread, it can loop and catch tiny fingers or toes;
- Binding: Can be standard binding or envelope/pillowcase style;
- Label: Attach a label displaying OVQG, or write OVQG directly on the backing fabric with a permanent fabric pen.

The BQ table is set up at every meeting and there are always quilts to inspire you. Check the bulletin board for lovely Thank You notes and cute pictures of babies covered in OVQG quilts.

Charity Quilts. Every year the Guild makes several charity quilts to be used for fund-raising by certain non-profit organizations in the community. Organizations apply to the Guild to receive one of these quilts, and agree to raffle or auction it off to raise funds. Quilters who would like to contribute to the making of such quilts are asked to see the Charity Quilt coordinator.

The applicant organization must be a registered charity (registered charity number required), and have no political or religious affiliation.

The applicant organization must:

1. Recognize that the value of a quilt made by OVQG will have a value of \$1,500-\$2,000. The recipient organization must pay for the appraisal, and if raffled, must be prepared to sell a number of tickets at least equal to the value of the quilt. If auctioned, the reserve bid must equal the appraised value of the quilt.
2. Agree to raffle or auction the quilt within a year of its receipt from the OVQG (the required raffle license from the City could take months);
3. Agree not to solicit another quilters' guild for the same event;
4. Realize that it may take up to three years for a suitable quilt to become available;
5. The organization may not request another quilt within 5 years of receipt of the first;
6. For our archives and within 2 months of the event, the organization agrees to submit to OVQG a report of the event including: date of raffle or auction; number of tickets sold and amount of money collected or amount of winning bid; and also the name, address and photograph of the winner.

For application forms and further details of submitting a request, please contact vpprogram@OttawaValleyQuiltersGuild.org.

Other Projects. The Guild is happy to take on other, perhaps smaller projects that involve quilting, and **suggestions are always welcome**. E.g. placemats for Meals on Wheels in time for the Thanksgiving meal delivery.

Study Fund. The Guild offers 4 Study Fund scholarships of \$150 each annually to members, to be spent on any quilting or textile course of the recipient's choosing within one full year from date of issue.

To collect the scholarship, recipients are required to either, give a brief presentation about the course and display the resulting project to the Guild membership at a general meeting, or submit a written report suitable for publication in "The Pieceful Times." In this way, the Guild as a whole benefits as well.

The Study Fund Draw is generally held in December. If interested, simply write "Study Fund" plus current **year** along with your name, address and phone number, and give it to the President in time for the draw at the December meeting.

Successful applicants may not reapply for a Study Fund in the following two years.

Raffle Quilt. The Guild makes raffle quilts to raise money for Guild activities, and Guild members assist by selling tickets in support of their Guild.

Quilt Show. The Guild hosts a Quilt Show every second year, generally on the Mother's Day weekend in May. Our most recent "Festival of Quilts" show (2009) was a huge success, displaying 230 quilts, art quilts and quilted garments made by OVQG members which were admired by 2700 visitors. Check the "Quilt Show" link on the website for more details of this spectacular event.

OTHER

At Home with Quilts. To showcase our quilts in non-Quilt Show years, the Guild hosts an "At Home with Quilts" event. The public is invited to tour several specific houses, each with a theme and with many quilts on display. The very first, very successful tour was held in September 2008, and future ones will be held at two-year intervals from that date. Please contact vpprogram@OttawaValleyQuiltersGuild.org for more information or to volunteer.

Retreats. Weekend retreats for Members are held in response to demand. Typically, the Guild participates as a group at retreats held by Quilters' Pleasure Weekend at the NAV CAN Centre in Cornwall. Contact vpprogram@OttawaValleyQuiltersGuild.org for up-to-date information, or to organize such a retreat, or to suggest a different type of retreat.

Shop Discounts. There is a list of shops who graciously offer a discount to Guild Members (see website). We would ask that Members mention their OVQG Membership and show their card **before** the purchase is processed. In case you forgot, please do not inconvenience the shop by asking the sale to be re-entered. **We thank these local shops for their generous support of our Guild.**

