



# HANDBOOK

## HISTORY

In the spring of 1984 a group of Lethbridge quilters joined to make a quilt commemorating Lethbridge's Centennial. The enthusiasm generated by this project led to the formation of the Lethbridge Centennial Quilters Guild in 1985. Since that time the guild has met monthly with the purpose of sharing individual expertise and promoting quilting.

**Guild meetings:** 4<sup>th</sup> Tuesday of each month except July, August and December  
7:00 PM  
Lethbridge Senior Citizens' Organization, 500 – 11 St South

**Quilt Days:** 3<sup>rd</sup> Monday of each month unless otherwise advised  
Coaldale United Church, 2202 - 28 Street, Coaldale  
9:00 – 4:00

1<sup>st</sup> Saturday of each month unless otherwise advised  
Kate Andrews High School, 2112 - 21 Street, Coaldale  
9:00 – 3:00

**Mailing Address:** Lethbridge Centennial Quilters  
811 - 5 Avenue South, Lethbridge, AB T1J 0V2

**Website:** [www.lethbridgequilters.ca](http://www.lethbridgequilters.ca)

## MISSION STATEMENT

"Learning, sharing and caring together as a community of quilters"

## OBJECTIVES

- To encourage, retain, revive, and develop quilting skills
- To prevent loss, extinction and deterioration of same
- To carry on, and take part in the exhibition of quilts
- To provide instruction and the opportunity for quilters to share their skills, and for each quilter to gain new knowledge from viewing the work of others
- To educate the public to the value of quilting as an art form and the value of good handwork
- To enlarge upon our present skill, to challenge our mind and capability by organizing for lectures, speakers workshops etc.
- To provide a meeting place for all Guild sanctioned activities
- To effectively manage the property of the Guild
- To maintain our ability to acquire necessary funding by holding sales, raffles, or applying for government grants
- To promote and establish a standard for objective quilt judging in Southern Alberta

## WHAT'S THAT? LEARNING OUR LANGUAGE

**Allied Arts Council** – As part of the Lethbridge art community the LCQG subscribes to a membership in this organization.

**Annual General Meeting** – The Annual General Meeting of Lethbridge Centennial Quilters Guild is held the fourth Tuesday in May.

**Business Meetings** – The guild has three general business meetings a year in September or October, January and the AGM in May.

**Business Meeting Minutes** – These minutes are circulated following the three business meetings a year. They are more formal than the newsletters following a program meeting.

**By-Laws** – These are available on our website or by request.

**Committees** - There are many committees working to provide service to the guild. Please see the guild by-laws or handbook for details.

**Canadian Quilters' Association (CQA)** – Our guild has membership in the Canadian Quilters Association. Individual memberships are also available at a cost of \$56.60 per year which entitles you to their magazine and reduced class registration fees at Quilt Canada.

**Community Quilt Workshop** – Each year guild members get together one Saturday in early spring to sew individual quilts to be distributed in our community. The pattern (or patterns), batting and backing are provided by the guild. Members use fabrics from their own stash.

**Community Quilts** – This refers to the quilts made at the Community Quilt Workshop, those made by members at any other time from the same pattern as well as any others donated by members. They are distributed to various organizations and facilities in our community.

**Dolly Quilts** – These quilts can be any size from “Barbie” on up. They are collected throughout the year and given to the Salvation Army and Lethbridge Family Services in late November for distribution to children at Christmas. Members use their own fabrics, patterns and ideas.

**Door Prizes** –Members in attendance at guild meetings receive a ticket for door prizes—no purchase necessary.

**Email/No email** – Minutes, Newsletters and guild related information are forwarded to members via email. If you do not have email we encourage you to find an email buddy to relay the information or provide stamped self-addressed envelopes to the secretary.

**Elections** – All positions are for a two year term. The President, Vice-President, Secretary and Treasurer are elected at the Annual General Meeting. Committee vacancies are filled by volunteers.

**Exchanges** – Sometimes the Program Committee arranges these around a theme such as Christmas or Valentine's. They take various forms but often each member who wishes to participate provides some fabric. Then another member makes something using that fabric and returns it.

**Executive** – The executive consists of President, Past-President, Vice-President, Secretary, Treasurer and the chairs of each of the committees.

**Executive Meeting Minutes** – The executive meets the week before the membership meetings to deal with guild business. The minutes of these meetings are circulated to the members as soon as possible afterward.

**Hostesses**- At each meeting several members volunteer to provide snacks at our break. The guild provides beverages. Duties are posted in the coffee cupboard and in our handbook.

**Library** – The guild has a good collection of books and magazines available on loan for members. The library cupboard is in the kitchen at the back of the gym where we meet and is accessible any time the Lethbridge Seniors' Centre is open. The combination for the lock is available in your membership package or from any member. Rules for using the library are posted in the cupboard or are available in our handbook.

**Loonie Draw**- Members purchase tickets for \$1.00 each for a prize to be won at each meeting.

**Membership Dues** – Paid each year as follows:

<i>New Members:</i>	\$25.00 (\$15.00 between January 1 & May 31)
<i>Regular Membership:</i>	\$30.00 (\$25.00 if paid before May 31)
<i>Students:</i>	\$ 5.00
<i>Corporate:</i>	\$50.00

**Membership List** – Available to each member for personal use only, this list shares members' email, addresses and telephone numbers.

**Name Tags** – Each member is provided with a name tag. These are available at the door as you come in. Everyone is encouraged to wear theirs and return it to the box as they leave.

**Newsletters** – The secretary emails (or mails) a newsletter following our program meetings.

**President's Block** – When a president's 2-year term is complete, she chooses a quilt pattern and provides it along with a small amount of fabric to be used by members who wish to contribute a signed square for her quilt.

**Quilt Show** - Quilt Shows were historically hosted by the Galt Museum. In 2009, we held our first biennial independent show at the Lethbridge College. An adhoc committee starts one year in advance planning the show and all members enjoy participating by showing their quilts and volunteering at the event.

**Quilt Canada** – This national show held annually at different Canadian venues is sponsored by CQA.

**Retreat** - This 3-day event has been held the last several years at the Bloomin' Inn near Pincher Creek on Mothers' Day weekend. It always promises to be fun for the 20 or so participants who spend the weekend eating, sewing, winning prizes and having fun.

**Sew All Days** – The third Monday of each month, quilters meet at the Coaldale United Church from 9:00 – 4:00 to work on individual projects. Bring lunch, machine and power bar. A large mat and table for pinning quilts is available. Cost is \$5.00. Also, a free Saturday event is held at Kate Andrews High School (the 1<sup>st</sup> Saturday of the month from 9:00 – 3:00). Details of these days are provided to members by email.

**Show & Share** – Members are encouraged to show their completed projects at the conclusion of each monthly meeting.

**Treasured Stash Door Prizes** – The program committee chooses a monthly draw theme (fat quarters, notions, etc). Members may participate in the draw by bringing the specified item.

**Triangle Squares Birthday Party** (Shelby Trip) – This Montana guild invites us to their annual birthday party held in early October in Shelby, Cutbank or Vallier. The day features a program, lunch, merchant mall, quilt show and lots of prizes. Area quilt stores extend their hours and offer discounts and specials. Our members register for this event in June and travel to Montana by car pool.

**Website** – [www.lethbridgequilters.ca](http://www.lethbridgequilters.ca) – access guild information and view pictures of recent Show and Share and guild events.

**Workshops** – Local and national teachers provide workshop opportunities to members at reasonable cost. Lunch is often included.

## **COMMUNICATION WITH MEMBERS**

To the extent possible, all communication with guild members will be done electronically. Members who are not able to access information electronically may provide the secretary with stamped, self-addressed envelopes and hard copies will be mailed to them. Those members can also use the “buddy system” to have information relayed to them if they choose to do so.

The following will be sent to members by the secretary:

- Executive Meeting Minutes
- Business meeting minutes/Newsletters for each regularly scheduled meeting
- Information about LCQG approved events – Sew Days, Workshops, Community Quilt Workshop, Retreat, Shelby Party etc.
- Information/requests that will be of interest to some members which is received from other guilds (i.e. quilt shows, displays), or from non profit organizations (Allied Arts Council, Alzheimer’s Society etc.) Out of the ordinary requests will be referred to the Executive for approval prior to posting.
- Advertising will be done by word of mouth.

Information about guild activities will be posted on the LCQG website at [www.lethbridgequilters.ca](http://www.lethbridgequilters.ca).

## **ROLES AND RESPONSIBILITIES (EXECUTIVE)**

### **PAST-PRESIDENT**

- Chair the nominating committee which is formed no later than January 31 of each year.
- Maintain the Lethbridge Centennial Quilters Guild storage area.
- Maintain and label Lethbridge Centennial Quilters Guild equipment and act as contact for loans and return of same.
- Review and update the Lethbridge Centennial Quilters Guild handbook yearly.

### **PRESIDENT**

- Prepare agenda and chair the membership meetings.
- Conduct Executive Committee meetings as stipulated in the by-laws.
- Organize and conduct the Annual General Meeting in cooperation with the Executive Committee.
- Compile a list of possible Lethbridge Centennial Quilters Guild sanctioned events and conduct a vote on the same at the Annual General Meeting.
- Collect mail and distribute it to the appropriate committee.
- Carry out Lethbridge Centennial Quilters Guild business as directed by the membership and Executive Committee.
- Act as the Lethbridge Centennial Quilters Guild contact to other quilting organizations and the general public.

### **VICE-PRESIDENT**

- Submit meeting and program information to the Lethbridge Herald, Leisure Service Guide, the Allied Arts Council and other media as required.
- Assume the duties of the President in the absence of the President.

## **SECRETARY**

- Maintain a current list of active members with information provided by the membership committee.
- Record and distribute (via e-mail or letter mail) the minutes of all Executive Committee meetings to the membership.
- Prepare and distribute membership meeting notices and subsequent newsletters/minutes (via e-mail or letter mail) to all members.
- Forward Lethbridge Centennial Quilters Guild related information to the membership following approval of the President.
- Provide copies of minutes/reports to the Canadian Quilters' Association each month.

## **TREASURER**

- With the assistance of the Executive Committee, establish an annual budget for the Lethbridge Centennial Quilters Guild.
- Maintain financial records of the Lethbridge Centennial Quilters Guild, and report to the Executive Committee and membership as required.
- Receive and promptly pay authorized bills from members and suppliers.
- Undertake banking for the Lethbridge Centennial Quilters Guild (make deposits, write cheques, arrange for update of signing authorities for Officers, manage investments with the assistance of the Executive Committee).
- Prepare the annual financial report for audit at the end of the fiscal year (March 31).

## **COMMITTEE ROLES AND RESPONSIBILITIES**

All committee members volunteer for a two year term. To the extent possible, each committee will have a mix of 1<sup>st</sup> year and 2<sup>nd</sup> year members to ensure a smooth transition from year to year. Each committee will designate one person as CHAIRPERSON, who will represent that committee at the LCQG Executive meetings, and who will be responsible for reporting to the guild as required. If the Chairperson is unable to attend a meeting she should request that another committee member attend on her behalf. The Chairperson of each committee is responsible for organizing meetings with committee members as required to conduct the business of the LCQG. The Chairperson will also assist in establishing the annual budget for their committee. They will be responsible for submitting expenses for payment, for ensuring that expenditures are within the allocated budget and for preparing and presenting a short written report outlining committee activities for the LCQG Annual General Meeting.

## **PROGRAM COMMITTEE**

The purpose of the program Committee is to plan, organize and present program components at the regular monthly meetings that support the guild objectives and meet the expectations of guild members.

The committee duties are:

- To survey the LCQG general membership to determine which activities, speakers, demonstrations etc. they wish to have included in the program.
- To solicit volunteers who may be willing to present particular programs.
- To plan, schedule, organize and present the program at the monthly meetings.
- To advise the Library Committee of the program topics, so that subject related library books can be selected for display at the meetings.
- To purchase items for the door and loonie prize draws and to transfer funds to the Treasurer.
- To include annual activities in the plan – September Potluck, November Christmas activity, May Annual General Meeting, and any other activities as determined at the AGM.
- To confirm with presenter the subject and time allocated for each program, to provide reminders in advance of each meeting, to arrange for equipment required for the presentation, and to offer assistance to the presenter for setup and takedown.
- To introduce the presenter and to thank them on behalf of the LCQG.
- To reimburse LCQG members who present program segments for out of pocket expenses.
- To arrange for compensation/honorarium/token of appreciation for non guild presenters.
- To facilitate Show and Tell at the regular LCQG meetings.

## **COMMUNITY QUILT WORKSHOP COMMITTEE**

The purpose of this committee is to organize a workshop for LCQG members, at which time quilts destined for distribution in our community will be sewn.

The committee responsibilities are:

- To research and select a pattern (or patterns) and make a sample of each pattern to be show at a guild meeting prior to the workshop.
- To provide the secretary with pattern instructions to be circulated with meeting minutes or guild newsletter to all members.
- To set a date, time and location for the workshop, and provide the information to the secretary for distribution to all members.
- To arrange for door prizes for all workshop participants.
- To purchase a supply of backings and batting to be distributed to those who attend the workshop, as well as members who choose to donate a community quilt made at home.
- To maintain a supply of quilt labels which are provided to members to attach to the back of each quilt donated.
- To keep a record of guild members who attend the workshop, and of the number of backs and batts distributed each year (required for budget purposes).

## **COMMUNITY SERVICES COMMITTEE**

The purpose of this committee is to coordinate the collection and distribution of quilts made for this purpose, and to arrange for temporary display of the quilts in various locations within our community.

The committee responsibilities are:

- To have a committee member available at each meeting to collect quilts donated by members.
- To determine the organizations/facilities which have been selected to receive quilts. Such facilities may include St. Michael's Care Centre, Extendicare, Lethbridge Regional Hospital, Lethbridge Family Services, Salvation Army and others chosen by the committee and agreed upon by the LCQG.
- To maintain an annual record of community quilts received, and the date and final recipient of each.
- To arrange for display of quilts within the community and to maintain a record of the dates, locations etc that quilts were on loan.
- To coordinate the collection of "Dolly Quilts" for Christmas distribution to deserving children in our community. Dolly Quilts can be any size, and can be made for both sexes. Target date for receipt of quilts is the October meeting, but they can be accepted at any time. Arrangements for delivery are made through the Salvation Army Thrift Shop Office and Lethbridge Family Services in late November.

## **RETREAT COMMITTEE**

This committee is responsible for planning and facilitating the LCQG annual retreat.

The committee responsibilities are:

- To select and confirm the retreat date with the venue provider.
- To provide the membership with the pertinent information, including the cost per person for attending.
- To establish a list of members/guests who wish to attend, and collect the appropriate fees prior to the retreat date.
- To transfer funds collected to the Treasurer upon receipt of payment.
- To confirm the number attending with the venue.
- To organize sleeping arrangements, meals, and activities (if desired) for participants.
- To arrange payment for our hosts and confirm the date of next retreat prior to departure.

## **MEMBERSHIP COMMITTEE**

The role of the membership committee is to collect the annual dues from current and new members and to provide the appropriate member information to the LCQG secretary who maintains the membership list.

The committee responsibilities are:

- To collect membership dues as required from members, and to provide them with a membership card and receipt (made in duplicate, original to member).
- Transfer funds collected to the Treasurer. Retain receipt of transfer for membership records.
- To collect members name, address, telephone number and e-mail address. Forward that information to the Secretary who will maintain the membership list.
- To hand out “ new members kits”, which contain a welcome letter from the President, a copy of the LCQG Handbook, a copy of the mug tote pattern, a name card, the combination for the library lock and a fat quarter.
- To call new members prior to the next scheduled monthly meeting, reminding them of the date etc.
- To call members who have not paid their dues, reminding them that they are in arrears.

## **SOCIAL/HOSPITALITY COMMITTEE**

The purpose of this committee is to coordinate social events and to recognize significant events of individual LCQG members.

Responsibilities are:

- To establish a roster of hostesses for the monthly meetings. This is done in September for the months October to June. Hostess names are to be provided to the Secretary for inclusion in the meeting notice each month.
- To provide a supply of beverages, plates, cups napkins etc. for the monthly meeting and any other social events.
- To organize any major social event, for example the Pot-luck supper in September.
- To send appropriate cards to individual members as required.
- To take care of name tags – put them out, collect at the end of each meeting, and make sure every member has one.

### **Hostess duties are:**

Check meeting reminder to see who is on hostess duty. There can be a lot of time between sign up and the date you are supplying snacks, so it is easy to forget your commitment.

If you are on hostess duty, and are unable to attend the meeting, please arrange for another member to replace you. If you are unable to do that, contact the Social Committee chairperson and she will arrange a “swap” date for you.

Hostesses must arrive by 6:30 on meeting night. Put tablecloths on serving tables, make coffee and hot water for tea and hot chocolate, set out cups, stir sticks, sugar, powdered cream, tea, hot chocolate mix, plates, napkins and snacks that have been provided. When the break is announced, add juice and remove covers from food.

After the meeting is over, clean up by emptying, washing and drying the urns, putting all supplies in the cupboard, wiping the tablecloths and folding for storage, and placing any garbage in the appropriate containers. Lock the cupboard, and place the key in the library cupboard.

## **LIBRARY/ARCHIVES COMMITTEE**

The purpose of this committee is to manage the LCQG library collection, and to ensure archival records are maintained as required.

Committee responsibilities are:

- To purchase new material/books for the library, with consideration given to guild member suggestions.
- To accept donations which may be placed in the library, space permitting, or may be redirected to individual guild members or other groups at the discretion of the committee.
- To catalogue each item by category, affixing a card pocket, a card with the name of the item and author, a label and the guild stamp on the inside of the item and on the card pocket.
- To ensure continuity of our subscriptions to The American Quilter and The Canadian Quilter. Invoices must be given to the Treasurer for payment, and magazines are to be catalogued upon receipt.
- To maintain an accurate up to date list of all items included in the library.
- To provide the Webmaster with pertinent information for each new purchase for inclusion on our website.
- To complete an inventory in April of each year. Members are requested to return all borrowed books at the April meeting to facilitate this process. After verifying the library contents with the inventory records, members with outstanding items are to be contacted and asked to present the item to the committee for verification. The list of any missing items is to be given to the LCQG Secretary for publication to members.
- To contact members with overdue books, requesting their return.
- To organize and maintain the storage of clippings, ribbons, awards, thank you notes, Quilt Show memorabilia etc.

## **LCQG LIBRARY RULES FOR MEMBERS:**

- Only LCQG members in good standing may borrow items from the library.
- To sign out a book, remove the card from the card pocket in the back of the book, sign and date the card, and place it in the box which contains such cards.
- To return a book, remove the card from the storage box, add the date of return, place the card back in the card pocket and put the book back in library in alphabetical order.
- Guild members MAY NOT sign out a book and relend it to another individual.
- Each member is trusted to return material when due. Date of purchase is found on the card.

New books, magazines, videos etc.	1 month
Items older than one year	2 months
Summer rental	3 months (June to September)

- Members may have 2 books and 4 magazines in their possession at one time.
- The library is accessible to members whenever the Lethbridge Senior Citizens Center is open. It is secured with a combination lock – combination is in your membership package. To lock the cupboard, insert the loop into the lock and turn the number dials to lock it. Please test the lock by

pulling on it to ensure it is secured. To get to the library you must pass through the gym, so please be considerate of anyone using the facility when accessing the back room.

- Due to space constraints, storage of items in the library cupboard must be approved by the library committee.

## **WORKSHOP COMMITTEE**

The purpose of this committee is to research the LCQG member preference for workshop topics and instructors, to plan and present the appropriate workshop to the members.

The committee responsibilities are:

- To determine the membership needs – number of workshops, topics, preferred instructors.
- To establish a list of potential workshops and teachers, complete with contact information, course plans and availability. Qualified members of the LCQG will be included in the list if they so desire.
- Plan workshops as approved – date, instructor, topic, venue, meals, refreshments, cost per person etc. Open registration to LCQG members, collect the appropriate fees and submit to the treasurer. Registration can be extended to non members if space is available.

## **WEBMASTER**

The purpose of this position is to maintain the LCQG website to meet the needs of the members and the quilting public.

Responsibilities are:

- To gather information and edit for uploading onto the website.
- To modify the website to meet the changing needs/desires of the membership.
- To ensure that the information on the website is current.
- To assist in training qualified LCQG members who are interested in assuming the responsibility of the position.

## **PHOTOGRAPHER**

The purpose of this position is to record events of the LCQG for archival purposes.

The responsibilities are:

- To photograph “Show and Tell” at the monthly meetings, including the quilter in the photo, and maintaining a list of the individual and date of the showing.
- To visually record LCQG events (workshops, retreat, quilt shows pot-luck etc).
- To label and file all photos, CD’s in the Guild Archives.
- To purchase equipment and storage material as approved and required.
- To arrange for a replacement photographer if you are unable to attend a meeting or event.

## **QUILT SHOW COMMITTEE (AD HOC)**

The purpose of this committee is to plan and execute the biennial Quilt Show sponsored by the LCQG.

The committee responsibilities are:

- To meet with the venue and establish a date for the show (1<sup>st</sup> weekend in June, odd numbered years).
- To prepare an action plan, with appropriate timelines for completion of each action item.
- To determine what, if any, money making ventures are to be undertaken.
- To maintain financial records for the quilt show, and all relevant activities. Funds collected are to be transferred to the Treasurer for deposit to the LCQG account.
- To hold regular committee meetings. Chairperson to prepare an agenda, assign responsibility for specific action to the appropriate member, and review action plan and record progress.
- To keep guild members informed and excited about entries for the show.
- To plan show activities – demonstrations, entertainment, lectures, refreshments etc.
- To solicit a sufficient number of volunteers to ensure the success of the show.
- To acknowledge the contribution of volunteers to the show.
- To prepare a written report to be presented to the June meeting of the LCQG.