



## 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 (LCQG) in 1985. Since that time the guild has met on a regular basis with the purpose of sharing individual expertise and promoting quilting.

**Guild meetings:** Regular meetings are held each month except July, August, and December at CASA, 230 – 8<sup>th</sup> Street South, Lethbridge. Most meetings take place in the evening, but during the winter months, meetings may take place in the afternoon. Meeting dates and times are posted on the Guild website.

**Mailing Address:** Lethbridge Centennial Quilters Guild  
230 – 8<sup>th</sup> Street South, Lethbridge, AB T1J 5H2

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

**Membership fees** annual fees are to be paid at the April and May meetings, or mailed, (before May 31<sup>st</sup>) to the above address (see page 3 for amounts).

### 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.

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

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

**Canadian Quilters' Association (CQA)** – Our guild has membership in the Canadian Quilters Association. Individual memberships are also available at a subscription fee per year, which entitles you to their magazine along with other membership privileges.

**Community Quilt Workshop** – Each year guild members get together 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 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, and their 2 year term start from the AGM forward.

**Exchanges** – Sometimes the Program Committee arranges these around a theme such as Christmas or Valentine's. They take various forms, which will for each exchange be explained by the Committee. Participation is optional.

**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.

**Looney Draw**- Members may purchase tickets for \$1.00 each or 3 for \$ 2.00 for a prize to be won at each meeting.

**Members** – Persons who are current in paying their annual dues. All members are welcome and encouraged to participate in any Guild activities, to become part of the Guild community by enjoying all the programs and events organized by the Guild and to take an active part in this by volunteering to help with the arranging and organizing of these events and programs.

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

<i>New Members:</i>	\$25.00 (\$15.00 between January & May)
<i>Regular Membership:</i>	\$30.00 (\$25.00 if paid between April 1 <sup>st</sup> and May 31 <sup>st</sup> )
<i>Students:</i>	\$5.00

**Name Tags** – Each member is provided with a name tag in their new member kit. **The guild encourages members to wear their name tag at each meeting.**

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

**Quilt Show** – Our Guild Quilt Shows were historically hosted by the Galt Museum. In 2009, we held our first biennial independent show at the Lethbridge College. The Festival of Quilts Committee is responsible for 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** – Weekend retreats have been part of the guild activities. In the past they have been held at the Bloomin' Inn in Pincher Creek, and the Southern Alberta Bible Camp. Interest in sleep-away retreats has fallen off and in-town retreats have been more popular and less costly. Whichever type of retreat is on offer, they always promise to be fun for the participants who spend the weekends sewing, eating, socializing, having fun, and sometimes winning prizes.

**Sew Days** – Usually held on the third Monday of each month, quilters have met over the years at various locations to work on individual projects. There is a minimal charge to cover venue rental. Details of these events are provided to members by email.

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

**Website** – <https://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.

## 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. These 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
- Newsletters after each regularly scheduled meeting
- Information about LCQG approved events – Sew Days, Workshops, Community Quilt Workshop, Retreat, etc.
- Information/requests that will be of interest to some members which is received from other guilds or from non-profit organizations.

Information about guild activities will be posted on the LCQG website at <https://www.lethbridgequilters.ca>. We have a social media presence at [www.facebook.com/lethbridgequilters](http://www.facebook.com/lethbridgequilters).

## **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.

### **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 committees.
- 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.
- To send appropriate get-well and bereavement cards to members, as indicated by any member of the guild.

### **SECRETARY**

- Maintain a current list of active members with information provided by the membership committee.
- Record 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 information about Guild activities to the Canadian Quilters' Association as necessary for publication in the CQA magazine.
- Maintains Guild records.

## **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), and arrange for the audit to be finalized before the Annual General Meeting.

## **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, they should request that another committee member attend on their 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.

Anyone making purchases for the guild should submit receipts attached to an Expense Sheet (available from the Treasurer) with the expenses itemized and totalled. Please put your name, the committee, and what the purchase was for (e.g. door prizes, quilt batting, etc.) on the sheet. Submit to the Treasurer for reimbursement.

All Committees collecting money from the membership (e.g. loonie draws, workshop fees, etc.) will count the funds, write the amount down and sign it before putting the cash in a zip-lock bag. Label the bag with the committee's name and give it to the Treasurer for deposit.

## **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 purchase items for the door and looney 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 presenters 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 aid 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 SUPPLY COMMITTEE**

The purpose of this committee is to provide community quilt supplies and 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 shown 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 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 Michaels 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 retreats.

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 provide the appropriate member information to the LCQG secretary who maintains the membership list.

The Committee Responsibilities are:

- Collect membership dues as required from members and provide them with a membership card and original receipt. The copy of the receipt remains in the Receipt Book.



- Transfer funds collected to the Treasurer using the transfer tally sheets provided. Retain a copy of the receipt of transfer in Membership binder.
- Collect Members' Name, Address, Telephone number and e-mail address and forward the information to the Secretary who will maintain the membership list.
- Hand out "New Member Kits", which contain a welcome letter from the President indicating where to find a copy of the LCQG Handbook, a name card, a Guild Brochure, and a fat quarter.
- Send email to members who have not paid their dues by May 31, gently reminding them that dues are overdue.
- Provide Committee Report to AGM Chair.
- Membership Cost:
  - \$25.00 per year for new members and existing members if paid prior to the AGM (May 31)
  - \$30.00 per year for existing members if paid after the AGM (May 31)
  - \$15.00 for NEW Members Only who join January to May.
- Procedure for New Members:
  - New member fills out New Member Form.
  - Collect Membership Fee and issue receipt and Membership card.
  - Give out New Member Kit
- Procedure for Membership Renewal:
  - Write out and give receipt to member.
  - Give new membership card stating member's name and expiry date (which is May 31 of the following year)
- Procedure for Guild Meetings:
  - Arrive 30 minutes early, assemble membership list and supplies.
  - Welcome Members and ensure they highlight their name on the Membership list.
  - Write any Guests' names on the bottom of Membership list page one, and if the Guest arrived alone, try to seat them with a member who attends regularly.
  - Just before the meeting starts, give the attendance count of members and guests to the Chair of the meeting.
  - Retain Membership list in the suitcase and email Secretary with the members and guests count.

## **SPECIAL EVENTS COMMITTEE**

The purpose of this committee is to coordinate social events.

The committee responsibilities are:

- To provide a supply of beverages, plates, cups napkins etc. for the event, if required.
- To organize any major social event (for example the Christmas luncheon in December).and collect the event fees from participants.
- Transfer any collected monies to the Treasurer for deposit.
- At the end of the event ensure the clean-up rules of the venue are obeyed by requesting volunteers to help.

## 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.

## TECHNICAL COMMITTEE

The Technical Committee will consist of one or more members to fulfill the following roles:

**Webmaster:** The purpose of this position is to maintain the LCQG website and maintain the links to social media (such as Facebook).

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-

Responsibilities are:

- To photograph "Show and Share" at the monthly meetings-
- To photograph LCQG events (workshops, retreat, quilt shows, pot-luck, etc.)
- To purchase equipment and storage material as approved and required.
- To arrange for a replacement photographer if you are unable to attend a meeting.

## QUILT SHOW COMMITTEE

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

The committee responsibilities are:

- To meet with the venue and establish a date for the show (1st 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.

Revision dates:

February 19, 2011 (Janet Thompson)

June 12, 2012 (Trudy Walker)

June 25, 2013 (Kathy Oliver)

September 21, 2017 (Pjam Swen)

June 2019/April 2023 (Connie Chaplin & Judy Barnett)