



Halton Hills Quilters Guild

P.O. Box 74064, RPO Market Place
260 Guelph Street
Georgetown, Ontario, L7G 5L1

Annual General Report from Executives 2016 – 2017

President – Submitted by Sue Luque

July 2016

- Renewed our Community Group Registration with Town of Halton Hills, Recreation and Parks

July 7, 2016

- met with Judy Mair, went to Tandia in Acton to have name/signature put on Banking records
- Drop off Dignity Quilt to the Life Enrichment Supervisor for Seniors of Halton. This Quilt was originally started several years ago by Outreach, Judy Mair sewed the blocks together, Anne Balanyk took it to Kay Hannah, Kay provided the backing, batting and quilted it on her mid-arm machine. I did the binding. Anne Balanyk and I dropped it off July 8 and took photos for the news letter. We received thank you letter same day

Aug 2016

- Did a former members e-mail blitz
- Distributed brochures to Georgetown business.
- Aug 19 met with Anne Balanyk at Trinity Church to match quilt tops with backing, batting & binding fabric to be handed out at guild meetings.

Sept 2016

- Coordinated with Phyllis Benjamin to get a display in Youngs Pharmacy for Sept 18-24.
- Ordered roll of batting for Outreach
- Held first Exec. mtg. Sept 12, prepared minutes.

Oct 2016

- Coordinated with Sue Phillips to be at Milton Library, Oct 1.

Nov 2016

- Held Exec. mtg. Nov 7, prepared minutes

Feb 17 2017

- Anne Balanyk and I spent another morning matching up the last batch of quilt tops with batting, backing and binding fabric.
- I have quilted around 6 outreach quilts this guild year.

Mar 2017

- Held Exec. mtg. Mar 6, prepared minutes

Apr 2017

- Conducted vote at April 24th Guild meeting, regarding switching to daytime meetings. Vote was 22 No to 15 Yes. Meetings will continue in the evenings.

May 2017

- Held Exec. mtg. May 15, prepared minutes
- Prepared President Annual Report
- Collated HHQG Annual Report

June 2017

- Presided over AGM

Various

- Prepared Guild mtg. Agenda and Hosted Guild mtgs.
- Set-up chairs and tables for Guild mtgs.
- Answered many e-mail inquiries from website and members.

Website Administrator/Historian – Submitted by Sue Luque

August 2016

- Connected with James and got access to website.
- Started updating information & pictures on site.
- Added June 2016 newsletter, annual report & financial statement to site.
- Replying to e-mails sent to me from web-site.

Oct 2016

- Updated member sign in authorization. Deleted 43 unauthorized ID's.

Apr 2017

- Gave website new look

May 2017

- Prepared Website Editor Annual Report

Various

- Added Sept, Oct, Nov, Jan, Feb, Mar, Apr, May monthly newsletters to HHQG web-site
- Added new members access when requested

Quilt Show Convener – Submitted by Sue Luque

June 2016

- Booked Croatian Centre for Show
- Recruited Donna Thomas and Diane Evans to take on Raffle Quilt Construction.

July 2016

- Spend 5 days going through Oct 2011 Quilt Show documentation for guidance and 2 day typing up notes. Lots to do.

August 2016

- Obtained raffle license from Town of HH
- Met with Heather McLean of Town of HH re: Grant.
- Applied for "Ontario 150 Community Celebration Program" Grant from province.
 - Jan 20, 2017 received denied letter.

Sept 2016

- Did first Venue walk-through
- Designed floor plan for show
- Held first committee meeting Tues Sept 13

Oct 2016

- Designed postcards
- Designed flyer
- Started design for program
- Started design for raffle tickets
- Started design of ballots
- Started design of give-away tag
- Requested CQA Rosette
- Started looking into award ribbons
- Ordered gloves
- Contact pole/divider rentals, have quote

Nov 2016

- Took raffle quilt top, batting and backing to Kay Hannah to have quilted.
- Held committee meeting Mon Nov 21.
- Cut 150 6" squares from outreach fabric

Feb 2017

- Started email publicity to on-line papers, news outlets, quilting related sites, other guilds.
- Gave Anne Balanyk stuff for Boutique that had been collecting
- Got raffle tickets printed. I (with the help of husband) had to staple into books. Distributed to Guild members

March 2017

- Applied for Community Sustainability Investment Fund from Town of Halton Hills
 - Decision to be made in July.
- Mon March 20 held committee meeting
- Arranged with Brampton Guild to borrow 1 x 2 slats
- Made our own wire hooks for \$20.40 so we will not need to rent at \$150.00
- Started booking venues to sell Raffle tickets.

April 2017

- Picked up quilt display rack from Judy Makinson.
- Went to Etobicoke Guild to sell raffle tickets
- Organized table in G-town mall to sell raffle tickets
- Ordered award ribbons
- Requested from Canadian Heritage, paper Canadian flags and bookmarks.

May 2017

- Confirmed raffle tickets sales venues, looking for people to go to venues.
- Went to Royal City Quilters Guild in Guelph to sell Raffle Tickets
- Prepared Quilt Show Coordinator Annual Report.
- Packaged post-cards to be sent to quilt shops and mailed

Various

- Continuously handing our post-cards
- Collecting empty thread spools for Dodie
- Contact Lions Club, Rotary Club, Maple Lodge Farms, M&M foods to do put on food at show. All declined.

Vice President – Respectfully submitted by Judy Makinson

I've held the position of Vice President since June 2016, where I have assisted the President. During this period, I've attended 4 executive meetings and 7 regular monthly guild meetings. I presided over one meeting as the President was away. As Vice President, one of my duties is to sit on the nominating committee.

Hearts & Hugs – Submitted by June Ball

This year I have sent five cards. I also purchased a box of cards, and a book of stamps. I would like to wish everyone a happy and healthy summer.

Program Report – Respectively Submitted by Marian Baidacoff

This year I sourced and booked 6 speakers for our guild meetings. In January I organized a Round Robin with 4 instructors; 3 of whom were guild members. Marg Brown taught a pieced feather block, Ida Jenkins taught machine-piecing your Quilt-As-You-Go quilt, and I taught Binding with a small accent strip as well as an easy way to sew your binding together. A friend of mine, Karen Andrews, taught how to make Sew Sweet Pod bags. At the February meeting I taught different methods of English Paper Piecing hexagons, as well as leading a Fat Quarter trading game.

In May I organized a guild road trip to see some of the Barn Quilts we had heard about at the March guild meeting, as well as visit a couple of quilt shops and stop for lunch. It was a very successful outing and I have been asked to organize another guild member outing in the fall.

Presently I am planning refreshments and activities for the June AGM. I have also already booked several speakers for the 2017/2018 guild year.

2016 – 2017 Program

September	Lorna McMahon - Sew Fresh Quilts	\$320.00	Fee and mileage
October	Joni Newman - Quirks and Quilts	\$300.00	Fee and mileage
November	Mary Dodd - Trunk Show	\$200.00	Fee (no mileage)
January	Round Robin	\$80.00	Gift certificates for instructors
February	Make-it/Take-it Hexagons and Trading game	\$75.73	Supplies
March	Mary Goodwin - Barn Quilts	\$100.00	Fee
April	Kelly DuMaresq - Scrap Quilts	\$271.28	Fee and mileage
May	Susan Clark - Sparking your Creativity	<u>\$235.00</u>	Fee and mileage
		TOTAL	\$1,582.01

Publicity – Submitted by Phyllis Benjamin

As the publicity person it was my responsibility to supply all local newspapers with information about our meetings, as a reminder for our members, to inform the general public about Halton Hills Quilt Guild and that we welcome everyone to our meetings.

As well as being in the weekly papers our notices are included in the *Sideroads magazine* which is published by the Independent four times a year.

Newsletter Editor Report June 2017 – Submitted by Joyce Winger

As newsletter editor for the year from September 2016 through to June 2017, it has been my responsibility to create, edit, and publish a monthly newsletter for the Guild membership. I was also responsible for keeping an email database of our membership and updating it as necessary.

A week or ten days into the month, as I received submissions by email from the executive of the guild and occasionally other members, I created a monthly newsletter. I also included some upcoming quilt shows from the Canadian Quilter website and the guild membership form. The newsletter was sent out to the membership about two weeks before the next scheduled guild meeting. The updated membership list was sent out only once or twice a year as required.

Occasionally there was the need to forward email messages or items of interest to the membership so I did that as necessary.

Workshop Report - Respectively submitted by Mary Merry

I worked with the Program Coordinator to arrange our first workshop and I used the training provided by the Guild years ago to teach the second workshop. I booked the venue, put notices in the newsletter, provided signup sheets and collected fees, did setup and take down of the room for both.

- 1) Tuesday, October 25th, 2016 - Stained Glass Workshop by Joni Newman, QuirksandQuilts.com
8 members (@\$35.00 each) and 2 non-members (@\$40.00 each) attended
We paid Joni \$300.00 and Trinity united Church \$55.00 - Our profit was \$15.00
- 2) Saturday, April 22, 2017 - Expanding your Creative Ability with an old Pattern by Mary Merry (member)
8 members @ \$10.00 each attended
We paid Hillcrest Church \$60.00 - Our profit was \$20.00

Library Report – Submitted by Susan FitzGerald

The Library continues to thrive with more members using the Library – probably due to some new books, the “Do It Yourself” approach and Elaine’s library list on the web site. Thank you Elaine for continuing to volunteer - enabling the list to continue to be of service.

The Library Draw is active pulling in dollars with the winner usually collecting a fat quarter and the choice of e.g. books/patterns. The second winner also wins!

In the coming term the Librarian intends to make an Inventory of the Books, Magazines and DVDs –SO please, to make it easier, check your book shelves, studios etc for any HHQG books hiding there! Reread them and return in September for others to enjoy and be educated in our Craft.

Membership Report – Submitted by Chris Hoover

Being new to membership, it was hard to know which members were new or returning.

We had 52 paid members since Sept. 2016.

The membership table was busy with many guests coming to monthly meetings.

Quite a number of name tags were purchased this year.

Already some members have paid up their fees for 2017-2018.

Duties:

- Collecting of membership applications - updating membership listing, informing Joyce Winger and Sue Luque
- Prepare welcome bags for all New Members. They consisting of name tag, pin, welcome letter and membership card
- Collection of guest fees - keeping track of names in the receipt book and monies collected and given to treasurer
- Monthly theme fabric to be chosen and mentioned in membership letter
- Purchasing fat quarters for monthly draws
- Organizing the 2 draws for every Guild meeting, submitted winners names to newsletter
- Attending executive meetings
- Summary of members and guests attending at the meeting to be submitted to the newsletter

Treasurer’s Report – Submitted by Judy Mair

As we come to the close of our year I am happy to report that we stayed well within our forecasted budget, leaving our finances very stable. We do have an upcoming Quilt Show with a proposed budget that should give us a nice profit to enable our guild to carry forward. A pleasant turn out of new members joining also helps our guild to go forward and along with our beautiful raffle quilt it will only add to our future as a guild.

Thank you for your support you have shown me as your treasurer.....Judy Mair

Community Outreach – Submitted by Anne Balanyk

Last year we made 46 placemats. In November 2016 we deliver some to link2care in Acton and EWAG in Rockwood.

I hosted two outreach days this Guild year.

Nov 2016 we made Adult Bibs. These were given to the Extendicare in Georgetown.

March 2017 we made 33 baby bibs in to difference sizes and 20 makeup bag/pencil cases. In April they were delivered to links2care in Acton and EWAG in Rockwood.

Both outreach days were well attended. Some members took fabric to work on at home. They were fun days and nice to see new faces there. Thank you everyone!