



**Ottawa Valley Quilters Guild**

**MEMBER**  
**HANDBOOK**  
**2015-16**

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

Available online at [www.OttawaValleyQuiltersGuild.org](http://www.OttawaValleyQuiltersGuild.org)

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## OTTAWA VALLEY QUILTERS GUILD MEMBER HANDBOOK

2015-16

### INTRODUCTION

The Ottawa Valley Quilters Guild was founded in 1981 by Ann Bird, Joyce Legault and Isabel Johnston, and formally incorporated in 1987. Since then, it has grown 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](http://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 \$40 per year, from 1 July to 30 June, and comes with many benefits: monthly meetings; a free guest pass valid September 2015-June 2016, 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. Optional Member costs include \$35.00 per year for a mailed copy of "The Pieceful Times", and \$4.50 for an engraved OVQG nametag.

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

([membership@OttawaValleyQuiltersGuild.org](mailto:membership@OttawaValleyQuiltersGuild.org))

### MEETINGS

**Meetings** are held ten times a year on the **first Monday of the month**, except when that day is a holiday (e.g., Labour Day, Easter Monday) 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 starting at 7 pm. There are no meetings in July or August. The Annual General Meeting is held in the spring. Reports from each committee appear in the newsletter. New Executive Committee members are elected and new committee members are announced. For more details refer to the Constitution on the OVQG website.

### Cancellations.

In case of inclement weather, cancellation notices are phoned and e-mailed 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, if they do not have a valid free guest pass, pay a fee of \$8. 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).

### **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).

Presentations are made to enhance our quilting knowledge. This may be an outstanding speaker telling about or showing quilted items or a special technique. The presentation might also be an electronic display. Program planners attempt to appeal to a variety of specialities.

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. There is a show-and-tell segment, except on very rare occasions, as well as draws for fat quarters for those who submitted a Baby Quilt or a block for Block-of-the-Month.

(program@OttawaValleyQuiltersGild.org)

### **Break Time.**

This is the time to take out a magazine or book, turn in your Block of the Month or Baby quilt, sign up for a workshop or just socialize. Sometimes goodies are available from 7:00 - 7:30 pm and during the break. Please consider bringing goodies and a list of the ingredients to a meeting. The ingredient list is helpful for those with allergies or dietary restrictions.

### **Shop of the Month.**

At each monthly meeting an area quilting-goods shop is invited to display and sell goods from their shop. The Guild supports this shop by buying a "basket" filled with quilting goodies. Meeting attendees receive a numbered ticket when they arrive and a draw is held at the end of the meeting. The lucky winner gets to take home the goodies.

### **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, as we'd love to see what you have been doing! At the meeting, all Show and Tell participants need to complete a photo release form found at the Show and Tell sign-up table. This form requires the name of the quilter and the quilt, and provides for the quilter's order in the

Show and Tell line-up. **Stop by the Show and Tell table to sign up and sign the photo release form.**

## COMMITTEES AND POLICIES

### **Block of the Month.**

Every newsletter (except June) publishes, a “block of the month” with cutting and assembly instructions along with fabric and colour selection. A sample block is displayed at the BOM table at that month’s meeting, allowing members to view it and ask questions. Members of all skill levels are then encouraged to try this block at home, and to submit one or more of them to the BOM table at the beginning of the following month’s meeting. There, the blocks will be attractively displayed as a quilt top for all to view during the meeting. For each block they submit (as specified in the instructions) the participant’s name is entered into a draw, held at the end of the meeting, to win some or all of the blocks. The number of recipients is determined at each meeting by the BOM coordinator depending on the number of blocks received.

### **Library.**

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

- OVQG members can borrow four (4) books at a time and one (1) DVD.
- New books are marked with an owl on the spine. Members can have only one new book out at a time, with no renewals.
- No refreshments at the book tables, please.
- The library closes during the presentations.

#### *To borrow a book*

1. Take the card from the pocket, print the due date – which is the next regular Guild meeting (i.e. Oct/2015), your name and phone number.
2. Present your completed book card(s) with your membership card to the librarian.
3. Books are due before the start of the next meeting. Renewals of one month are at the discretion of the librarian.

#### *To return a book*

Books are to be returned at the start of the meeting, which allows them to be processed for immediate availability during the break.

Reservations may be made by e-mail a week before the meeting at the latest. See the website for a list of holdings, which members can access by title, author or category. Unfortunately, only a rotating portion of the library’s holdings are available at any one 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.

## *Penalties*

Overdue fines are \$1 per month, per book/DVD/pattern. Members with overdue books will be e-mailed, then telephoned, if the book/DVD/pattern is more than a month overdue.

All books must be returned or replaced by the end of the year (June meeting). 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. Renewal of one's OVQG membership depends on it.

Note: 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 [library@OttawaValleyQuiltersGuild.org](mailto:library@OttawaValleyQuiltersGuild.org)

## **Magazines.**

Note: Magazines should be **checked-in before** the meeting to allow members full access to the inventory. Magazines may be **checked-out before the meeting or during the break**. **New magazines** are considered to be the last two issues of an active subscription. Only two new magazines can be checked out before the meeting. Additional new magazines may be checked out at the break. Generally, a maximum of 10 magazines may be borrowed per month.

Before you leave home:

1. Gather all magazines **due** to be returned.
2. Ensure any **pattern** (if there is one) is in the clear pocket at the back of the magazine.
3. Remember your **OVQG membership** card if you wish to check-out more magazines.

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

1. Magazines to be returned should be **deposited in the box marked 'Returns' BEFORE** the meeting begins. Magazines not returned on the due date are considered **late**. A charge of \$1.00 per month will be charged to the borrower for late returns.

2. **Damaged or lost** magazines are the responsibility of the borrower, who will be charged a replacement fee for the damaged or lost magazine.
- A magazine that is more than two months late and is not returned will be considered lost. In the case of lost magazines, the borrower will be charged a replacement fee. If a replacement is unavailable then the borrower will be charged a fine that equals the retail price as published on the magazine cover.
  - A cut pattern insert is considered a damaged magazine.
  - A missing pattern insert is considered a lost magazine.
3. ALL magazines must be returned or replaced by the end of the year (June meeting).

### **Checking OUT magazines (before the meeting; during the break):**

1. OVQG members may borrow up to **10 magazines** at a time. Only two new magazines can be checked-out before the meeting. Additional new magazines may be checked out at the break.
2. Having selected a magazine, **take out the card** from the pocket at the back of the magazine. **Print your name, phone number and the due date in month/year.** The due date is the month of the next regular Guild meeting.
3. Please **check** that the **title** on the card **matches** the corresponding information on the **cover of the magazine**.
4. **Submit card(s) to the Magazine Librarian and show your Guild membership card.**

To contact the Magazine Librarian with questions, reservations or suggestions for magazine acquisitions, write to [magazines@OttawaValleyQuiltersGuild.org](mailto:magazines@OttawaValleyQuiltersGuild.org).

### **Newsletter.**

The Newsletter is published 9 times a year. There are no publications in January, July or August. Newsletter submissions are due by the 18th of the preceding month. Electronic submissions are preferred.

Commercial advertising rates (per issue): full page, \$50; ½ page, \$25; ¼ page or Business Card Plus, \$12.50; business card, \$6.25. To submit, contact [newsletter@OttawaValleyQuiltersGuild.org](mailto: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. As a service to our members, there is a free “help-wanted” section in the newsletter for non-members to advertise for quilt services e.g., need for long-arm quilters, hand quilters, restorers, quilt experts, etc.

In the interest of clarity and cohesion, 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 techniques are on display at meetings. It's a great opportunity to expand your horizons, have fun and meet other Guild members in a less formal setting.

([workshops@OttawaValleyQuiltersGuild.org](mailto:workshops@OttawaValleyQuiltersGuild.org))

#### **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 or exceptional circumstances, such as a death in the family or a serious illness requiring a medical note or hospital visit. If a workshop participant cannot attend a workshop which they have paid for, they are encouraged to find a substitute who can pay them for the workshop and then inform the workshop coordinator that they have found a replacement.
4. Registration is either in person (at meetings), by phone, or by e-mail, with payment due **6 weeks before the workshop**.
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](mailto:workshops@OttawaValleyQuiltersGuild.org).

## OUTREACH

### Charitable Activities.

OVQG has an ongoing commitment to projects that fill a need in the community. The Guild is happy to take on other, perhaps smaller projects, that involve quilting, and **suggestions are always welcome**. Send inquiries or suggestions to [charity@OttawaValleyQuiltersGuild.org](mailto:charity@OttawaValleyQuiltersGuild.org).

### Meals on Wheels.

The Guild provides placemats for Meals on Wheels. Guild members are encouraged to incorporate upcoming holiday themes into the placemats (i.e. Thanksgiving, Christmas/Holiday).

Guidelines: 12" x 12" or 14" x 14"

### Victims of Violence.

Guild members are also encouraged to make quilts for the Victims of Violence charity, which are donated to children, teens, and adults.

Guidelines:

Children's Quilt: 40" x 30"

Teens & Adult Quilt: 40" x 60'

### 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 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 Guidelines:

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. [babyquilts@OttawaValleyQuiltersGuild.org](mailto:babyquilts@OttawaValleyQuiltersGuild.org)

### 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 Quilts 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. Not request another quilt within 5 years of receipt of the first;
6. Agree to submit to OVQG a report of the event within 2 months, for our archives, 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 on submitting a request, please contact [charity@OttawaValleyQuiltersGuild.org](mailto:charity@OttawaValleyQuiltersGuild.org).

## OTHER PROJECTS

### **Study Fund.**

Each year the Guild offers four Study Fund scholarships of \$150 each, for members to spend 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 (2015) was a huge success, where 202 quilts, art quilts and quilted garments made by OVQG members were admired by over 2,000 visitors. Check the "Quilt Show" link on the website for more details of this spectacular event.

## OTHER

### **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 [program@OttawaValleyQuiltersGuild.org](mailto:program@OttawaValleyQuiltersGuild.org) for up-to date information, or to organize such a retreat or suggest a different type of retreat.

### **Shop Discounts.**

There is a list of shops who graciously offer a discount to Guild Members (see website for instructions on how to ask shops if discounts are available). We would ask that Members mention their OVQG Membership and show their card **before** the purchase is processed. Should you forget, 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.**