

Our meetings are held on the first Monday of every month. In case of a big storm, we try to reschedule. Call a member of the executive to confirm

Please wear your Nametag to each meeting, it helps us to put a name with a face. Show your tag at the registration desk to get a ticket for the doorprize draw.

Guild Pins are available at the registration desk for \$5. S

how & Tell is a major part of our meetings. It is a good way to see what members are working on and get inspired. We would like everybody to participate. We believe that everybody's project is a work of art and that we can learn both from mistakes as well as masterpieces. Members showing finished projects will be entered in a draw.

We maintain Photo Albums of the Show & Tell projects. Please flip through them regularly to make sure that your name has been recorded next to photos of your quilts. This is our only historical record.

Members may borrow up to 3 items from the Library each month, only one of which may be labeled "new". Books are due at the start of the next meeting. No additional items may be borrowed until overdue items have been returned. Fines are \$1/item/month

Each month we raffle off a package of 4 Fat Quarters (approx 18" x 20" each) . Tickets are sold during the break for \$1 each. Money collected goes towards buying more library books.

Feel free to bring a Guest to one of the guild meetings. Please bear in mind that because of our Waiting List, no non-member should come more than once per year.

We will be holding regular Unfinished Project Days (UFPDs). This is a day where the hall is available from 9 am to about 3 pm for members to work on whatever they like. Come and sew without the distractions of home. Meet other members. Get inspired. Ask for help. There is often an organized demonstration of a particular technique, but feel free to also ask about other members' projects. In the event of a storm, please call a member of the workshop committee to find out if the UFPD will go ahead or not.

The Guild occasionally arranges for an outside teacher to come in and teach a Workshop. The fee for these is usually \$20 and a minimum # of participants are required to cover costs. Participants must both PREREGISTER and PREPAY for workshops.

Workshops and UFPDs are organized for members only.

There will be Bulletin Board at each meeting. Please use this resource to post announcements about items that you have for sale or would like to find, upcoming quilt shows, etc. Curious members are encouraged to browse the notices during the break.

To address the guild about something, please CALL the coordinator BEFORE arriving at the meeting, so that your topic can be added to the agenda. If you have any questions, please do not hesitate to ask any member of the executive. New ideas are welcome at anytime. Use the Suggestion Box located on the front desk if you wish to remain anonymous.

ECQG Executive Responsibilities

Coordinator	Chair executive & regular meetings -> book location, determine agenda coordinate with Landlord -> book the hall, pay rent, keep keys, disable/enable security, turn on/off heat Sign cheques. Review financial information Ensures program and workshop committees have developed plans
Assistant Coordinator	Assist Coordinator in their job responsibilities & replaces her if absent Traditionally becomes next Coordinator
Secretary	Keep minutes at executive and regular meetings Obtains approval for minutes & sends them to newsletter editor
Treasurer	Collect receipts & write cheques to reimburse executive members Report detailed financial information back to executive. Detailed information should include receipts and disbursements by category: (i.e.) program, workshops, memberships, library, charity, rent, misc, other
Newsletter Editor	Collect & layout information from members -> minutes, upcoming events, descriptions of past events, patterns, recipes, etc. Bring copies to meeting. Send electronic copy to NB Guild Liaison.
Guild Liaison	Maintain contact with other NB guilds > exchange newsletters; coordinate our representatives to biannual Gathering of the Guilds.
Photographer	Photograph quilts at show & tell. Develop photographs & place in albums. Allow space for names & descriptions. Create/maintain scrapbook of Guild events
Charity Coordinator	Research charities and present to the Executive recommendations for a vote Initiate small charity projects that members can assist with.
Program Committee	Organize program -> organize meet & greet activities, invite speakers, determine rules for auction, etc. Arrange Christmas Party -> book restaurant, sell tickets, decorate tables, determine rules of gift exchange, buy door prizes, etc.
UFPDs / Workshops	Coordinate members to give demonstrations. Purchase door prizes. Book instructors & hall. Collect names & fees from participants.
Library	Decide how to spend annual budget -> what magazines/books to buy. Catalogue & add cards for new books. Replace cards in returned books. Unloaned books must be placed out on tables & returned afterwards. Call members who don't return books. Collect fines. Determine which books never go out & need to be recycled.
Membership	Collect membership fees & issue membership cards. Develop a welcome package for new members Maintain membership phone/address list & waiting list. Greet members at each meeting & hand out tickets for nametag draw.
Fat Quarters	Purchase & bundle 4 fatquarters / meeting. Sell tickets at break.
Set-Up	Bring out/return banner, bulletin board, suggestion box, etc. each meeting