EDQG 2025-2026
Board Meeting Minutes

Location: FFAA Studio
Date/Time: Wednesday, 27 August 2025.
Attendees: Myrna Purser, Cathy Julien, Melissa Daoust, Charlene Thompson, Connie Errity, Pam Beaven, Margaret Landon, Charlene Marshall, Marjanne Geeraert
Absent:

#		Description	Discussion Notes	Action
1.0	**Governance**			
	1.1	***Call to Order***	7:03	
	1.2	***Agenda*** (Myrna) 1. Call for Additions 2. Approval	No additions	Motion: Melissa, Marg Carried
	1.3	***Minutes*** (Charlene T) ▪ 7 August 2025 1. Call for amendments 2. Approval of Minutes	No amendments	Motion: Myrna, Connie Carried
	1.4	***Chair Report*** (Myrna) 1. New Tripod/Camera? 2. Quilt Show Presentation?	See Report Tripod to hold camera for demos/show and tell would be beneficial A new camera may be needed if demos are to be continued	Deferred: Ad hoc for Grace Rumbold Fund Action: Melissa to purchase a tripod for meetings. Cost from Admin area of budget. Deferred: camera purchase Action: Quilt Show Presentation to be added to October board meeting Action: Myrna will ask if "host" of strategic meeting available for October 18
	1.5	***Vice Chair Report*** (Cathy)	No report	
	1.6	***Past Chair*** *(Melissa)*	See Report	Will continue to work on Rumbold Fund
	1.7	***Secretary*** *(Charlene T)* 1. Complete board contact information		
	1.8	***Treasurer's Reports*** (Connie) 1. Financials to July 2025		
	1.9	***Director of Governance*** (Marg)	Has had discussion with both Debbie and Kathy S	Connie will send email to Debbie as soon as possible to let her know

			Debbie had some ideas about identify new members at meetings Connie sends information about paid membership fees to Debbie. Garage Sale was a success. Another garage sale would be well received but not for next year. Board feels that alternating with other events would be better.	when fees have been received Action: Marg will contact Kathy S to let her know
	1.10	***Director of Education*** (Charlene M)	Global Quilt Connection Fall Retreat Is Full Spring Retreat will be at St. Albert Inn Cathy Tomm has some dates for zoom sew days. Cathy and Laurrie does not want to coordinate in-person UFO sew days. Community sew days on weekends also a request from some members.	Action: Charlene M to set up next Global Connection access Action: Charlene M will contact Cathy for zoom sew days Action: Charlene M to put article in newsletter to ask for interest in an in-person sew days and anyone interested in taking it on.
	1.11	***Director of Member Services*** (Marjanne) 1. Request for Procedure for interactions between Quilt Show and Advertisers/Member Services 2. Clarification of money allotment for advertising and request for procedure 3. Request for library raffle license	Procedure needed between member services and quilt show for advertisers before next Quilt Show Every year the board approves the budget for the next year for advertisers. This year it was based on the number of last year's advertisers. Budget approved in March. Budget is made to cover expenses; if committee generates more revenue then they have a bit more to spend; if they need more then they can ask for more	Action: Melissa to get lottery licenses for library. Myrna will help Melissa.

			New advertisers: Reimagined and Blue Barn All 5 of last year's advertisers have come back.	
	1.12	***Director of Community Outreach*** (Pam)	See Report	
2.0	**Operational**			
	2.1	***Incoming/Outgoing Communications*** Ethel would like to know if she can collect signatures on a Forever Canada petition at the meeting.	The guild needs to stay neutral. The petition can not affect business activity. Website lists all the place where it can be signed.	Action: No. It needs to stay separate from the guild and their meetings
3.0	***NEXT MEETING: Date: Sept 24, 2025 – 7:00 p.m.*** **Meeting adjourned at: 8:21 p.m.**			

EDQG Board Reports
Period ending: 27 August 2025

Executive or Committee Role	Chair
Executive or Chairperson Name	Myrna Purser
Report Date	August, 2025
For Information	

1. Seminars – attended two Alberta Government Community Service webinars: Strategic Planning; Role of the Board Chair
2. Vice-Chair – spoke with Cathy Julien and offered her the position of Vice-Chair for a term of 1 year; she accepted; I then forwarded her the Webmail information; FFAA info; and ZOOM info to inform her about her jobs regarding studio bookings and zoom usage by members;
3. Bank Signing Authority – Met with Charlene, Melissa and Connie to sign all of the Banking documents. Charlene has submitted them; waiting confirmation from that Bank that all documents are in order and we can proceed with the new Board members having signing authority.
4. Grace Rumbold - Working with Melissa to move forward with the donation; ad hoc Committee for Grace Rumbold Donation;
5. Quilt Show – Spoke with Sharon at length about the quilt show; She and Melissa have agreed to Chair the next quilt show.
6. Basket Raffle – 1176 tickets sold; Exp. $302.40; Profit: $3,617.60; AGLC report completed;
7. Quilt Raffle – currently gathering raffle tickets; draw at September Guild meeting; asked Laurrie G. to ask retreat members to bring tickets to the retreat for collection

For Discussion:

New Camera and tripod? For demos prior to guild meetings;

For Decision:

Sharon and Melissa would like to do a presentation to the Board at the October Board meeting. They would like to do some preliminary work for the next show now. One idea would include purchasing additional advertising materials. Their presentation will include some of their ideas and outline their request to use some of the profits from the 2025 Edmonton Festival of Quilts.

Executive or Committee Role	Vice Chair
Executive or Chairperson Name	
Report Date	August, 2025
For Information	

No report: Position just filled

Executive or Committee Role	Past Chair
Executive or Chairperson Name	Melissa Daoust
Report Date	August, 2025
For Information: (Sent by Kathy)	

1. The room has been booked with the ATA but still waiting for a contract.
2. Prairie Rose Challenge has been designed and I will present it at the October meeting

Executive or Committee Role	Secretary
Executive or Chairperson Name	Charlene Thompson
Report Date	August, 2025
For Information:	

No report

Executive or Committee Role	Treasurer
Executive or Chairperson Name	Connie Errity
Report Date	August, 2025
	Financials

Executive or Committee Role	Director of Governance
Executive or Chairperson Name	Margaret Landon
Report Date	August, 2025
For Information:	
Report as per committee areas below	

Executive or Committee Role	Endowment
Executive or Chairperson Name	Kathy Strawson
Report Date	August, 2025
For Information/Discussion:	
Kathy was pleased with the response she heard about the garage sale at the banquet and the money raised. If the board is in agreement, she would like to do this again next year.	

Executive or Committee Role	Membership
Executive or Chairperson Name	Debbie Bykowski
Report Date	August, 2025
For Information	
No report	
For Discussion:	
Debbie is expecting about 100 emails soon as members send in their fees. Is it possible to forward them to her immediately so she can acknowledge the receipt?	

Executive or Committee Role	Director of Education
Executive or Chairperson Name	Charlene Marshall
Report Date	August, 2025
For Discussion:	
No report	

Executive or Committee Role	Program
Executive or Chairperson Name	Kathy Logan de Chavez
Report Date	August, 2025
For Information	
No report	

Executive or Committee Role	Retreats
Executive or Chairperson Name	Laurrie Gerzanich
Report Date	August, 2025
For Information	
No report	

Executive or Committee Role	Sew Days
Executive or Chairperson Name	Cathy Tomm
Report Date	August, 2025
For Information	
No report	

Executive or Committee Role	Director of Member Services
Executive or Chairperson Name	Marjanne Geeraert
Report Date	August, 2025
For Information:	

1. Reports as per committee areas below.
2. Committee Members
   a. The following committee members are retaining their current positions on the committee:
      Vicki Robson – newsletter editor, but looking for a new person to train
      Brandis Purcell – desktop publisher
      Ethel Ray – member prizes
      Sandra Plouffe - library
      Audrey Round – cards
      Charlene Thomspon - webmaster
      Communications chair is vacant (Judy Elliot)
   b. I have reviewed what I see at the job description of the "Communications Chair".
      For the forseeable future, I will be acting as Communications Chair. This will allow me to understand the position before I hand it to someone else.
      We will advertise in the Newsletter for people interested in working with us, but not rush to fill the position.
3. Documentation Review for MemberServices
   We all know having the current and correct documentation for management is essential. With that in mind, a copy of all relevant documentation for MemberServices will be placed on the web site under the appropriate headings. This clear cut direction gives a solid place to store what is needed. It is preferrable to permamently storing documents on Google Drives or on personal workstations. Working copies of documents can be stored in those locations but published essential documents will be stored on the web page.
4. Google Workspace is a potential advantageous product for us to use. I will investigate it further to see if there is a benefit. To investigate this product, the non-profit number is required. <u>Please provide me with the non-profit registration number to pass onto Vicki.</u>
5. Newsletter archiving – is the links feature a problem?
   Past newsletters are available under the Archive selection on the sidebar menu.
   I reviewed an 2023-24 newsletter to see if following the links for the articles is an issue (I used the library monthly report to test this), and it is not fruitful in showing the archived information for that newsletter. I see this as something to improve. I will propose solutions in the future.

Executive or Committee Role	Webmaster
Executive or Chairperson Name	Charlene Thompson
Report Date	August, 2025
For Information	
No report	

Executive or Committee Role	Communications
Executive or Chairperson Name	Marjanne Geeraert/Judy Elliot
Report Date	August, 2025
For Information	

1. Guild Advertising – Broadening the Scope of Advertisers
   Marjanne is currently sourcing new advertisers. (Judy Elliot)
   I did read the scope of allowed advertisers and am adhering to that.
   Ethel Ray will be sending out letters, I have added a few new businesses the list.
2. Cards Sent Out
   Audrey sent out 4 cards, mainly get well or thinking of you, since the last report. In the future we may send out cards for reasons other than sympathy or support. I added back into the Newsletter the "Notes From Friends" feature to aid this effort.

For Discussion:

1. Guild Advertising – Sponsorships and How They Interact with MemberServices
   Funds from Two gold sponsors from the quilt show will be reallocated to member prizes. (Judy Elliot)
   I would like a procedure developed for the interactions between Quilt Show and Advertisers and MemberServices. I appreciate the money being returned for MemberServices use, but anticipate a formal agreement for such actions in the future.
2. Guild Advertising – Prize Money Allocations for the Upcoming Guild Year
   Currently 3 $50 gift cards will be given out at each meeting. (Judy Elliot)
   I would like a clarification on the matter of how the money allotment is decided each guild year. I have looked at the bylaws and the policies and do not see it clearly stated.
   Clarification is needed and a written policy/statement is needed.

Executive or Committee Role	Library
Executive or Chairperson Name	Sandra Plouffe
Report Date	August, 2025
For Information:	

The Library committee has done a yearly audit of the library books since the last guild year. No books were culled this year. The library committee has created their monthly report listing their raffle monies.

For Discussion:

The Library Committee needs a new raffle license for Sept.
The Library Committee will also be requesting a new licence in March to re- align their financial year with the financial year for the guild.

Executive or Committee Role	Director of Community Outreach
Executive or Chairperson Name	Pam Beavan
Report Date	August, 2025
For Information:	
No report	

Executive or Committee Role	FFAA Representative
Executive or Chairperson Name	Judy Schofield
Report Date	August, 2025
For Information	
Noreport	

Executive or Committee Role	Community Services
Executive or Chairperson Name	Judi Coté
Report Date	August, 2025
For Information	

1. Community Service Committee met over the summer with our last day of the 2024-25 program year tomorrow Monday, August 25th. It has been a pleasure having new members join us.
2. Several small donations of fabric were given over the summer and we were able to share fabric with the Black Gold Guild.
3. EDQG members will have donated over 400 quilts this 2024-2025 year and those are just the ones I know about. Some members quietly donate their quilts on their own.
4. It is a pleasure Chairing this Committee with Brenda Morris's help and we look forward to another fun productive year.
5. Brenda and I are away in September touring Australia. Vicki Robson will look after the sew days and open the Studio while we are away.

Executive or Committee Role	Festival of Quilts
Executive or Chairperson Name	Melissa Flaherty & Sharon Miskew
Report Date	August, 2025
For Information:	
No report	

Statement of Activity

Edmonton and District Quilters' Guild

April 1-July 31, 2025

27 Aug 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
41 Past Chair Income	0
4110 Banquet Income	4,249.68
Total for 41 Past Chair Income	**$4,249.68**
42 Community Outreach Income	0
4200 Community Services Income	150.00
4300 Quilt Show Income	0
4356 Quilt Show Online Raffles	5,861.72
4360 Quilt Show Vendor Income	14,136.55
4365 Quilt Show Sponsorships	1,220.50
4370 Quilt Show Admission	22,324.75
4380 Quilt Show Fall Quilt Raffle	1,935.00
4381 Quilt Show Gift Basket Raffle	3,925.00
4390 Quilt Show Donations	128.60
Total for 4300 Quilt Show Income	**$49,532.12**
Total for 42 Community Outreach Income	**$49,682.12**
44 Education Income	0
4500 Retreats Income	0
4510 Retreat -Spring Income	460.00
4520 Retreat - Fall Income	12,115.00
Total for 4500 Retreats Income	**$12,575.00**
Total for 44 Education Income	**$12,575.00**
46 Governance Income	0
4600 Membership Income	0
4610 Membership Fees	9,459.74
Total for 4600 Membership Income	**$9,459.74**
Total for 46 Governance Income	**$9,459.74**
47 Member Services Income	0
4700 Library Income	0
4710 Library Raffle Income	435.00
4720 Library Book Sale	131.45
Total for 4700 Library Income	**$566.45**
Total for 47 Member Services Income	**$566.45**
48 Interest Income	59.07
Total for Income	**$76,592.06**
Cost of Goods Sold	
Gross Profit	**$76,592.06**
Expenses	
61 Past Chair Expense	0
6210 Prairie Rose Show Expense	700.00
Total for 61 Past Chair Expense	**$700.00**

Statement of Activity

Edmonton and District Quilters' Guild

April 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
62 Community Outreach Expense	0
6200 Community Services Expense	0
6210 Charity Supplies	867.01
Total for 6200 Community Services Expense	**$867.01**
6300 Quilt Show Expense	0
6310 Quilt Show Raffle Expense	4,146.45
6320 Quilt Show Expense	36,197.53
Total for 6300 Quilt Show Expense	**$40,343.98**
Total for 62 Community Outreach Expense	**$41,210.99**
64 Education Expense	0
6400 Program Expense	0
6450 Global Quilt Connections	223.81
6460 Speaker Fees	450.00
Total for 6400 Program Expense	**$673.81**
6500 Retreat Expense	0
6520 Retreat - Fall Expense	832.65
Total for 6500 Retreat Expense	**$832.65**
Total for 64 Education Expense	**$1,506.46**
66 Governance Expense	0
6600 Membership Expense	0
6620 Membership Supplies Exp	428.87
Total for 6600 Membership Expense	**$428.87**
Total for 66 Governance Expense	**$428.87**
67 Member Services Expense	0
671 Library Expense	0
6710 Library Raffle Prizes	54.79
6720 Library Book Purchases	189.87
Total for 671 Library Expense	**$244.66**
675 Communications Expense	0
6770 Website Expense	149.99
6780 Member Prizes	347.70
Total for 675 Communications Expense	**$497.69**
Total for 67 Member Services Expense	**$742.35**
685 Guild Grants	0
6860 Continuing Education Grant	500.00
Total for 685 Guild Grants	**$500.00**
68 Administration	0
6805 Square Fees	39.42
6806 Bank Fees	105.00
6840 Rental - Meeting Facility	1,443.75

Statement of Activity

Edmonton and District Quilters' Guild

April 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
6850 Rental - Storage Space	1,890.00
Total for 68 Administration	**$3,478.17**
Total for Expenses	**$48,566.84**
Other Income	
Other Expenses	
Profit	**$28,025.22**