

Common Thread
Quilt Guild
Annual Report

MAY 12, 2009

President's Report

I hope you all agree we have had an excellent season at Common Thread in 2008 - 2009. With the exception Of December, when weather forced cancellation of the evening, we have had fun, entertaining meetings and produced a great deal of community quilts.

Janet Hope did a wonderful job again by providing variety and interest in our programme. I think hers is the most challenging portfolio and she puts a lot of effort into it.

The Community Quilts committee, headed by Victoria Vanderlinden, moved along our goal to make a difference in our community with our quilts. I really admire the amount of work and caring our membership puts into these projects.

Retreats were popular this year under the guidance of Barb Till. Sylvie Proulx did wonders booking Workshops and our Shops of the Month did us proud with fabulous Raffle Baskets each month.

The Challenge was handled by Yvette Lessard with good response from the members. Liz Villeneuve kept our book collection in order, Fat Quarters club, under the care of Joyce Gale and Marjorie Hanson, paid off big for one or two lucky members each month, and Cairine Hinch gave us something new, a Row Robin, which was fun and challenging for those who participated.

And finally, I'm sure you join me in thanking Sylvia Gilfix for all the work she did this year to update our website, vamp up the newsletter and arrange to send everyone who has email, a message when the newsletter is available. I find that very handy indeed.

I'm glad I was able to fill the post of President this season. It has been an opportunity to get to know more of you and be inspired by your hard work and commitment to excellence in quilting. I'll look forward to more seasons in the Common Thread Quilt Guild.

Catherine Patterson
President

Minutes of Annual General Meeting

Tuesday, May 13, 2008, MIFO Centre

Annual Report:

The CTQG Annual Report was provided to members at the beginning of the meeting and formally presented by the president (Cathy Sheldrick) during the AGM.

Motion made by Shirley MacFadden to accept the minutes of the 2007 AGM, seconded

by Gale Joyce – majority member acceptance. No objections were voiced.

Financial Statements were presented. Motion to accept Financial Statements moved by

Linda Won, seconded by Susan Campbell – majority member acceptance.

Motion to accept the CTQG Annual Report be accepted by Paula Brown, seconded by Rachel Mathews. No objections were voiced.

Elections:

The following executive was nominated by acclamation as there were no other candidates, election was not required.

Past President: Cathy Sheldrick

President: Catherine Patterson

Vice-President: Vacant

Treasurer: Catherine Parkinson

Secretary: Jane Maddin

Retreats: Barb Till

Library: Liz Villeneuve

Newsletter and Webpage: Sylvie Gilfix

Community Projects: Victoria VanderLinden

Membership: Pauline McNally/Wendy Warren

Programme: Janet Hope

Publicity and Archives: Vacant

Workshops: Sylvie Proulx and
France Berlinguette

Quilt Show Coordinator: Vacant

Challenge: Lisette Lessard

Meeting was adjourned.

Financial Report As At January 31, 2009

		Feb 1, 2008 - Jan 31, 2009	Feb 1, 2007 - Jan 31, 2008
REVENUES			
	RETREAT	\$ 5,689.48	\$ 11,193.34
	WORKSHOPS	\$ 1,270.00	\$ 1,795.00
	MEMBERSHIP	\$ 6,529.00	\$ 6,306.00
	GUEST FEES	\$ 176.00	\$ 456.00
	ADVERTISING REVENUE	\$ 1,164.00	\$ 1,415.50
	CHALLENGE	\$ 456.00	\$ 360.00
	FUNDRAISING INCOME	\$ 1,991.15	\$ 2,251.10
	LIBRARY FINES	\$ 179.00	\$ 212.00
	MISCELLANEOUS INCOME	\$ -	\$ -
	POSTAGE FEES	\$ 178.00	\$ 380.00
	GUILD PIN SALES	\$ 105.00	\$ -
	BADGES	\$ 153.00	\$ 59.50
	QUILT SHOW INCOME	\$ 18,352.66	\$ -
	Total Revenue	\$ 36,243.29	\$ 24,428.44
EXPENDITURES			
	RETREAT EXPENSES	\$ 5,833.32	\$ 11,247.47
	WORKSHOP	\$ 876.60	\$ 2,908.30
	LIBRARY	\$ 879.56	\$ 894.55
	NEWSLETTER	\$ 813.79	\$ 673.80
	RENT	\$ 3,392.50	\$ 2,942.50
	PROGRAM SPEAKERS/EXPENSE	\$ 2,765.89	\$ 3,284.63
	COMMUNITY QUILTS	\$ 1,706.45	\$ 1,608.25
	CHALLENGE EXPENSE	\$ 408.23	\$ 590.97
	MEMBERSHIP	\$ 82.82	\$ 235.02
	OFFICE & GENERAL	\$ 688.89	\$ 38.76
	Director's Insurance	\$ -	\$ -
	QUILT SHOW EXPENSES	\$ 16,204.07	\$ -
	BADGES	\$ 196.78	\$ 45.43
	FEES, DUES	\$ 921.52	\$ 330.08
	FUNDRAISING EXPENSE	\$ 600.00	\$ 675.00
	INSURANCE	\$ 79.00	\$ 275.00
	BANK FEES	\$ 117.66	\$ 279.38
	Total Expense	\$ 35,567.08	\$ 26,029.14
	NET INCOME	\$ 676.21	\$ (1,600.70)

Balance Sheet As At January 31, 2009

Assets	January 31, 2009	January 31, 2008
Cash & Investments	30,163.98	28,131.31
Accounts Receivable	489.00	1,276.79
Cash Advances	20.00	20.00
Prepaid Expenses	1,725.00	2,420.21
Total Current Assets	<u>32,397.98</u>	<u>31,848.31</u>
 Liabilities & Equity		
Deferred Income	2,616.00	2,498.00
Accounts Payable	223.32	49.54
Retained Earnings	29,300.77	29,558.66
Net Income	257.89	-1,600.70
Total Equities & Liability	<u>32,397.98</u>	<u>30,505.50</u>

Auditor's Report

4 April 2009
President.
Common Thread Quilt Guild
Orleans, Ontario

Dear Madam President:

RE: Review of Common Thread Quilt Guild Financial Records 2A0409

Pursuant to the provisions of the Constitution of the Guild I have reviewed the appropriate Common Thread Quilt Guild financial records and bank statements for 2008109. We find them to be in good order. All entries in the General Ledger were verified against the bank statements as well as the documentation provided by the chairs of the various guild committees. All discrepancies found were discussed with the treasurer and have been resolved.

As this is the fourth year I have conducted financial reviews for the Guild I find that each year the recommendations for the most part have been implemented and the reporting by the various chairs has improved considerably. This year the review was made even easier where the Treasurer identified on the Membership control sheets the actual line item that pertained to an amount of cash that was destined for another file, ie; the breakdowns for current membership, deferred membership, newsletter, postage, etc. It was also good to see that some of the previous recommendation have been implemented, namely the use of receipts and greater use of the Financial Control Sheets.

There were still two small problem areas with regard to reporting:

Quilt Show: The audit of the quilt show records this time was easier than two years ago with respect to expenses, however there were still no control sheets provided regarding the deposits for admissions and rental receipts from vendors. On the back page of one of the expense control sheets I found a list of vendors who had paid and the amounts paid. The remainder I was not able to confirm, however have accepted that the money was received.

Workshops & Programs: This year I found much better detail regarding number of participants and expenses however the problem of identifying the honorariums paid out to teachers/instructors and speakers still exists. Here again this year I had to rely on the Cancelled Cheques in the Bank Statement to ascertain who payments were made to. As was recommended last year it would be beneficial if on the Expense control sheets the coordinators could provide the name of the presenter or instructor which would make verification a little more straightforward.

As a result of this year's review I am making two recommendations for your consideration:

1. Workshops and Program: Identify the teacher/instructor or speaker and report the amount of the honorarium paid for that event.

2. Quilt Show: As part of the Quilt Show Report Summary Provide a record of Revenue Deposits for admissions as well as identifying in a list all vendors and the amounts they paid for space or whatever they were paying for.

Please accept these comments and recommendations as constructive measures to ensure that the financial records of the Guild are full and complete and compliant with the requirement of the Canada Revenue Agency.

Yours Sincerely,

Jack Hearfield

CC: Guild Treasurer

Committee Year End Reports

Community Projects

Committee Chair: Victoria VanderLinden. Committee members: Barbara Donaldson and Catherine Senécal.

The members of the guild continue to provide quilts for those in need by donating supplies and finished quilts, tops, quilting, and finishing. The completed quilts were donated to five charities:

1) Ovarian Cancer: two queen sized quilts were made by her friends and the Guild to honour Bonnie Parks, a member who died from ovarian cancer. Angels in Action raffled one in November 2008 to raise \$3,000.00. The other will be raffled by Ovarian Cancer Canada in November 2009.

2) Cuddle Quilts: Barbara Donaldson has overseen the distribution of supplies and the collection of the quilts to be given to the Ottawa Hospital-General Campus at-risk babies. 351 quilts were given between June 2008 and April 14, 2009. Members Maria Fleming and Janice Namiesniowski oversee their delivery.

3) Victims of Violence: 63 Comfort Quilts have been given to the director, Sandy Milne, for distribution to her clients between June 1, 2008 and April 14, 2009.

4) St.Mary's Outreach Centre- 102 Baby and Child quilts have been given to the Centre and the Home between June , 2008 and April 14, 2009.

5) The Odawa Native Friendship Centre- a request for 40 quilts to be presented at the Elder Appreciation Ceremony in June was embraced by the membership. They will be delivered at a dinner at the Centre.

Eleven members and friends attended a Community Projects workday held in conjunction with the in-town retreat April 18, 2009. Fabric, a pattern and lunch were furnished by the Guild.

The Strip Down for the Summer Contest 2008 saw 20 members participate, producing 19 finished quilts and 24 tops by October 2009. The Cottage Industry 2009 summer contest is off to a good start with 16 scrap kits signed out in April.

Thank you to all the CTQG members who provided for these donations in every way possible. Many hands make light work.

Victoria VanderLinden
Committee Chair

Membership

205 registered members which includes 13 free memberships*

29 members paid to have newsletter mailed

21 guild pins were sold.

50 guests attended meetings throughout year

Attendance by registered members:

June = 108

Sept. = 146

Oct. = 126

Nov. = 139

Dec. = cancelled

Jan. = 119

Feb = 93

March = 129

April = 123

On average 122 members attend meetings. Attendance is lowest during winter months.

*free memberships include executives from previous year and 1 youth membership

Pauline McNally and Wendy Warren

Retreats

We held three in-town and one out-of-town retreats this past year..

October 17-19, 2008

- at the Notre Dame des Champs Community Centre, Navan ON
- 6 people attended

November 28-30, 2008

- Nav Canada Training and Conference Centre, Cornwall , ON
- 21 people attended

March 6-8, 2009

- at the Notre Dame des Champs Community Centre, Navan ON
- 20 people attended

April 18-19, 2009

- at the Notre Dame des Champs Community Centre, Navan ON
- 13 people attended both days
- 9 additional sewers on the Saturday only (worked for Community Projects)

Barb Till

Website

This year we implemented a new design for our website. These revisions were intended to make the website layout more logical and easier to navigate for web novices and web pros alike. We are planning to arrange for the private area for guild executive on the website to be in place for next September. It would be preferable to have a searchable database, so that will have to be figured out.

Newsletter

This year we welcomed Jane Maddin's input for a monthly article on "quilt musings". As usual I would like to get more input from members to make the newsletter a little less dry. I am thinking that I will write small articles about our executive members next year ... time permitting, of course.

Sylvia Gilfix