



Common Thread  
Quilt Guild

Annual Report

For the year ended  
January 31, 2018

## President's Report

2017-18 has been a terrific year for our Guild! We've learned together, sewn together and reached out to our community together. I am so proud of what our Guild of 250 quilters has accomplished.

Our monthly meetings delivered programmes that stimulated our imaginations and brought us practical advice and techniques. The library continued to build our collection of books, magazines and rulers to support our learning at home, and our workshops brought in exceptional teachers to provide us with detailed instruction on a variety of quilting methods and patterns.

The Common Thread Quilt Guild puts a lot of effort into community outreach. This year our members contributed over 500 cuddle quilts to the Ottawa Hospital and over 160 quilts to other charitable organizations. We know from the feedback we have received that these quilts provide comfort to, and are well-loved by, the recipients.

Many hands have been hard at work on our 2018 Quilt Show – *Quilting Traditions* – to be held May 11-13, 2018. Our biggest challenge this year is getting the word out that our show has moved from the RA Centre to the City View Curling Club.

Through our newsletter and website, we have kept our membership informed and reached out to our community about the Guild's activities. Monthly newsletters contained everything from details about activities such as workshops, retreats and sew days to information about upcoming quilt shows across the province.

Serving our members and providing a solid foundation for the ongoing work and activities of the Guild were priorities for the Executive Committee in 2017-18. To enhance our efforts in these areas, the Executive Committee has implemented most of our new Constitution reflecting the current and projected needs and operation of the Guild. We had some early setbacks with changing our fiscal year to align with our membership year and programme year, but are back on track with this action to streamline the inner workings of the Guild.

The Common Thread Quilt Guild is a vibrant and supportive organization that enables members to learn, quilt and contribute to the community. It accomplished much in 2017-18 because of the dedication and hard work of our member volunteers, including committee members and members of the Executive Committee. It has been a privilege to serve with such giving people. Thank you all very much.

Debbie Isaac  
President

**Minutes of the Annual General Meeting (AGM)**  
 Mouvement d'implication francophone d'Orléans (MIFO) Centre  
 Tuesday, May 9, 2017

**Annual Report February 1, 2016 – January 31, 2017:**

The CTQG's Annual Report was provided to the members at the beginning of the meeting and was formally presented by the President, Tammy Davies, during the AGM.

A motion was made by Carole Maisonneuve to accept the Minutes of the May 10, 2016 AGM. This motion was seconded by Chantale Richard. By a show of hands, the membership of the CTQG voted to accept the Minutes of the 2016 AGM as presented. There were no objections noted.

The Financial Statements for the financial year February 1, 2016 to January 31, 2017 were presented by the Treasurer, Kathryn Barr. The Treasurer, Kathryn Barr, made a motion to accept the CTQG's Annual Report and Financial Statements as presented. This motion was seconded by Jeannine Lemay. By a show of hands, the membership of the CTQG voted to accept the Financial Statements for the financial year February 1, 2016 to January 31, 2017. Two objections were noted.

**Elections:**

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

The Directors and Officers of the Guild. President, Vice President, Secretary and Treasurer are dual-hatted as both Directors and Officers.

Past President	Tammy Davies	Community Projects:	Catherine Parkinson
President	Debbie Isaac	Website:	Ann Knechtel
Vice President	Vacant	Newsletter:	Eve Luecke
Treasurer	Kathryn Barr	Newsletter Billing:	Ann Louise Masek
Secretary	Kathleen Scolah	Programme:	Gwenne Beck-Pottier
Retreats	Adele Sauvé / Lynn Strban	Membership:	Debbie Patterson / Dorothy De Rose
Workshops	Sandra Baynes / Carol Nicholson	Quilt Show Coordinator:	Kirstin Fearon
Library	Paulette Beauchamp		

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**Minutes of the Annual General Meeting (AGM)**  
Mouvement d'implication francophone d'Orléans (MIFO) Centre  
Tuesday, May 9, 2017

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**Revised Constitution and Bylaws (2017)**

The meeting chair, Tammy Davies, opened the discussion by addressing why a review of CTQG's Constitution was undertaken. She explained that the proposed draft Constitution and Bylaws would address inconsistencies in the 2006 Constitution and would be more comprehensive. The recommended changes included aligning the guild's fiscal year with its operational year, budget approval no longer required by membership, changing the membership year to July 1<sup>st</sup> to June 30<sup>th</sup>, establishing a code of ethics, having a more accurate definition of the Executive Committee's role and if required the approval for Executive members to serve longer than four consecutive years.

She introduced the committee responsible for drafting the revised Constitution and Bylaws (2017). Committee members included Linda Won, Kathryn Barr, Eve Luecke and Tammy Davies.

Tammy said that extensive research had been taken by the committee. Their research included reviewing the Constitution and Bylaws of other quilt guilds, reviewing government regulations related to not-for-profit organizations and the process for, and the implications of changing our fiscal year end.

The April and May Newsletters notified the Guild membership that the Executive Committee had prepared a draft revised Constitution and that it would be presented at the May 9, 2017 AGM. All guild members were encouraged to review the both existing Constitution (2006) and the proposed revised Constitution (2017). Both were posted on the guild's website.

The chair invited guild members' comments on the draft Constitution and Bylaws.

**Vote on Revised Constitution and Bylaws (2017):**

Motion: Tammy Davies  
To accept the draft Revised Constitution and Bylaws (2017) as approved by the Executive Committee with an amendment to Article VIII, #4

Seconded: Jeannie Lemay Carried

The meeting was adjourned by the chair, Tammy Davies.

21 Apr 2018

Debbie Issac, President  
Common Thread Quilt Guild  
Orleans, Ontario

Dear Madam President:

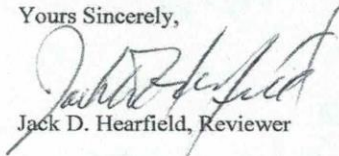
**RE: Review of Common Thread Quilt Guild Financial Records 2017/18**

Pursuant to the provisions of the Constitution of the Guild I have reviewed the appropriate Common Thread Quilt Guild financial records 2017/18. All entries were verified against the documentation provided by the chairs of the various guild committees. There were no errors found during the review. As a result of the review I have found the Guild Financial records for 2017/18 to be complete and in good order.

I can provide no new recommendations this year. The treasurer took great effort to ensure that all of the necessary documentation was provided to support each of the activities. Having all of the supporting documentation available during the review it allows the reviewer to have a very clear picture of guild activities and its financial controls.

Please convey my appreciation to the treasurer and all of the various committee chairs for their continued efforts in maintaining the highest quality of record keeping for the guild. Their due diligence with accounting for the income and expenses of the guild membership as a whole through its activities reflects very positively on the guild and continues to make the reviewing task quite a simple and straightforward process.

Yours Sincerely,



Jack D. Hearfield, Reviewer

CC: Kathryn Barr, Guild Treasurer

**Common Thread Quilt Guild  
Balance Sheet  
as at January 31, 2018**

<b>ASSETS</b>	<b>2018</b>	<b>2017</b>
Cash	16,183	17,864
Short-term deposit	16,244	16,244
Accrued interest receivable	203	57
Prepaid expenses	5,589	3,000
<b>TOTAL CURRENT ASSETS</b>	<u>38,219</u>	<u>37,165</u>
<b>LIABILITIES AND EQUITY</b>		
Accounts payable	361	326
Deferred Income	6,219	3,025
<b>Total Current Liabilities</b>	<u>6,580</u>	<u>3,351</u>
Retained earnings, beginning of year	33,814	33,769
Add net income (loss) for the year	(2,175)	45
<b>Retained earnings, end of year</b>	<u>31,639</u>	<u>33,814</u>
 <b>TOTAL LIABILITIES AND EQUITY</b>	 <u>38,219</u>	 <u>37,165</u>

**Common Thread Quilt Guild  
Income Statement  
For the year ended January 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>REVENUE</b>		
Retreats	14,395	13,950
Membership	7,177	8,345
Fundraising	2,412	2,351
Sew days	1,852	810
Workshops	1,825	2,000
Advertising	1,163	792
Guest fees	357	392
Guild pins and badges	267	115
Library	185	241
Interest	147	188
Quilt Show	0	24,315
<b>Total Revenue</b>	<b>29,780</b>	<b>53,499</b>
<b>EXPENSES</b>		
Retreats	12,604	12,309
Rent	5,050	4,700
Programme	4,241	5,497
Workshops	1,518	2,349
Sew days	1,491	326
Fundraising	1,369	750
Community projects	1,333	1,115
Office and general	1,297	1,508
Library	1,259	870
Equipment lending	927	0
Website	441	5,664
Guild pins and badges	193	212
Bank fees	157	144
Membership	75	224
Quilt show	0	17,786
<b>Total Expenses</b>	<b>31,955</b>	<b>53,454</b>
<b>NET INCOME (LOSS) FOR THE YEAR</b>	<b>(2,175)</b>	<b>45</b>

## COMMITTEE YEAR-END REPORTS

### Community Projects

Committee Chair: Catherine Parkinson

Committee members: Victoria Vander Linden, Sherrill Crowder and Lyse Potvin.

The members of the guild continued to provide quilts for those in need by donating supplies and tops or completed quilts in support of the following charities:

- **Cuddle Quilts** – Sherrill Crowder oversaw the distribution of supplies and the collection of the quilts to be given to the Ottawa Hospital General Campus for babies at risk. An incredible 577 quilts were given between February 2017 and January 2018 – thank you! Barb Till very kindly delivered them to the hospital;
- **Kidney Foundation** – In May 2017, a delivery of 3 quilts was made to the Kidney Foundation for distribution to the children on dialysis at CHEO;
- **Chernobyl, Belarus** – for this fiscal year a total of 123 quilts from our guild were sent via Mary Bernard of Brockville for use in the orphanages and affected communities (84 were specifically designated for this charity);
- **Eastern Ottawa Resource Centre (EORC)** – This year, the EORC did not request any quilts from us for use by their Victims of Violence and Mental Health clients;
- **Interval House** – 36 quilts were delivered for the women and children sheltered there;
- **Cornerstone Housing for Women** – 26 quilts were delivered for the women sheltered there;
- **Infant and Child Development Program of Algoma Public Health** – 39 children's quilts were delivered for the at-risk infants and children experiencing development delays, plus 5 small quilts for teeny tiny babies;
- **Carty House for Refugee Women** – last September we made a special delivery of 11 quilts to Carty House – the quilts were happily received by the residents there

Through the generosity and creativity of the membership, we were able to support all the outreach recipients listed above. We would be happy to hear from you if you see a need that we could satisfy.

### Library

Committee Chair: Paulette Beauchamp

The library had a successful year with the help of volunteers. We needed help from additional volunteers for the opening and closing of the library prior to the meetings. We added a number of books and magazines on a variety of quilting interests including art quilting, scrappy quilting and quilts from jelly rolls and precuts. Suggestions were always welcome. We also added rulers to our library collection to be borrowed like books and magazines.

Our sale of used books and magazines in June was aided by many generous donations and some old inventory.

We look forward to next year and seeing all the members who use our library.



## COMMITTEE YEAR-END REPORTS

### Membership

Committee Chairs: Dorothy DeRose, Debbie Patterson

Monthly Attendance (on average 122 members per meeting):

Date	Members	Guests
February 2017	91	4
March 2017	62	9
April 2017	154	14
May 2017	118	4
June 2017	135	7
September 2017	161	6
October 2017	150	7
November 2017	135	9
December 2017	94	2
January 2018	123	3

Membership statistics:

- 250 registered members which includes 17 free memberships\*
- 14 name tags were sold.
- 1 Guild pins were sold
- 65 guests attended meetings throughout the year

*\*free memberships are given to Guild executive members from the previous year.*

### Newsletter

Committee Chairs: Eve Luecke, Editor, and Ann-Louise Masek, Advertising

2017/2018 was a busy and successful year with 21 advertisers. The newsletter was published 10 times, posted to the website and an email notification was sent to the membership monthly with a link to the website.

### Programme

Committee Chairs:

01 Feb – 30 Jun 2017 - Linda Won and Shirley MacFadden-Geiger

01 Jul 2017 – Present - Gwenne Pottier

Our aim with programme during this reporting period was to continue to offer a variety of topics, to foster fellowship among quilters, and promote the art of quilting. Together we explored:

- The world of quilting with Sherida Giddings, as she shared with us her journey that has taken her to the precision of Judy Niemeyer's paper piecing techniques;

## COMMITTEE YEAR-END REPORTS

### Programme continued

- Our imagination with Sherri Hisey, Border Creek Station Pattern Company, on decoding the math on “Settings & Borders”;
- The creative process of Michèle Gagné, Hammond, over the past 6 years and how she utilized all her scraps; and
- Ideas on how to use those unusual fabrics with Patti Carey, Northcott.
- September guild season was launched by Grace Noel from Almonte - a surface pattern designer and designer of the Trend Ex Canada 150 fabric.
- Claire Hailot from Aylmer joined us in October to show her beautiful quilts and tell her journey from quilter, to quilt shop owner and pattern designer.
- In November, Kathy Wylie came to speak about Judging Quilts and shared many valuable tips to improve any quilter’s work.
- December was not only our Christmas social, it included the return of our quilt made for the Canada 150 celebrations. Pat Lamaire brought the full collection for our viewing pleasure.
- Judi Miller joined us in January to speak about her nature inspired thread paintings.

### Mystery Quilts

In May 2017, in addition to our Annual General Meeting, we unveiled some 60 Mystery Quilts. Ninety participating members received their first installment the previous June, and the following 6 installments were distributed each month from September 2016 to February 2017.

In September 2017, our members signed up for another mystery quilt challenge which came to us from the Modern Quilt Guild in PEI. Thanks to Laura Malo for organizing this activity.

### Fat Quarter Draws & Bring and Brag

At every meeting members participated in Fat Quarter draws and shared their work during Bring and Brag, for which there were prizes drawn.

### Shop of the Month

Catherine Patterson and Linda Won arranged for the Shop of the Month, including two raffle baskets:

February 2017	Mad About Patchwork	September 2017	Quilters Barn and Gifts
March 2017	Quilting Quarters	October 2017	The PickleDish
April 2017	Adam Hamilton Bolts	November 2017	Quilty Pleasures
May 2017	Wendy Foster Threads	December 2017	Shop cancelled
June 2017	Flair with Fabrics	January 2017	Les Ateliers Quilt et Coton

We tried to act upon members' suggestions and appreciate your continued input.

## COMMITTEE YEAR-END REPORTS

### Retreats

Committee Chairs: Lynn Strban and Adele Sauvé

This past year, we held six “in-town” retreats at the Notre-Dame-des-Champs Community Centre, 3659 Navan Road, Ottawa. The number of participants and dates were as follows:

Date	Number of Participants
April 21-23, 2017	35
April 28-30, 2017	19
October 27-29, 2017	33
November 3-5, 2017	32
January 19-21, 2018	29
January 26-28, 2018	34

### Website

Committee Chair: Ann Knechtel

Our web site continues to be a good communication tool to get information out to our members and others alike. It is updated several times a month and contains information about our activities, resources, governance and other things of interest to our community.

In the past year, our website was visited approximately 6,400 times by about 2,600 people (includes new and returning visitors). This means our page view was around 15,000/year with the average being 2.35 pages/visit.

Our web site is mobile friendly and is viewed on different types of devices. Approximately 3,200 visits were on desktops, 2,200 on tablets and almost a 1,000 on mobile phones.

### Workshops

Committee Chairs: Sandra Baynes, Carol Nicholson

Six workshops were held during this reporting period; five at Notre-Dame-des-Champs Community Centre, 3659 Navan Road, Ottawa and one (Precision Piecing) at Aquaview Community Centre, 318 Aquaview Drive, Orleans.

Date	Workshop Name	Instructor	#
February 25, 2017	Wrapped in Ribbon	Sherida Giddings	unavailable
March 11, 2017	Wrapped in Ribbon	Sherida Giddings	unavailable
April 1, 2017	Precision Piecing	Michèle Gagné	10
November 16, 2017	Scrap therapy	Carol Fitz-Gibbon	12
November 18, 2017	Precision Piecing	Michèle Gagné	14
December 2, 2017	Pre-Cuts	Sue Shute	6

## COMMITTEE YEAR-END REPORTS

### Quilt Show

#### 2018 Quilt Show

Committee Chair: Kirstin Fearon

Committee members

Secretary: Cathy Sheldrick

CTQG President: Debbie Isaac

Registrar: Shirley MacFadden

Treasurer: Kathryn Barr

Members' Market: Paulette Beauchamp

Volunteers: Janice Namiesnowski, Lyse Potvin

Merchant Mall: Cathy Gaudet

Set Up: Eve Luecke, Ann-Louise Masek

The Common Thread Quilt Guild will present their biennial quilt show for 2018 Mother's Day weekend at the City View Curling Club, 50 Capilano Drive, Ottawa, Ontario. This year's Merchant Mall will have 20 vendors mostly from Ottawa and the surrounding area:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. 3 Dogs Quilting - Glide Thread | 11. Fabric Box                |
| 2. Textile Traditions             | 12. Kallisti Quilts           |
| 3. Flair with Fabrics             | 13. Mad About Patchwork       |
| 4. Fran O'Neill                   | 14. Ottawa Sewing Centre Inc. |
| 5. Phyllis' Home Décor            | 15. Kawartha                  |
| 6. The Pickle Dish                | 16. Cozy Quilts               |
| 7. Taylor Sewing                  | 17. Heartworks                |
| 8. Quilting Quarters              | 18. Flare Fabrics             |
| 9. Bytowne Threads                | 19. Cotton Mill Threadworks   |
| 10. Folk Village                  | 20. Quilters Barn and Gifts   |

Show times are:

- Friday, May 11, 2018 from 10:00 a.m. to 5:00 p.m.
- Saturday, May 12, 2018 from 10:00 a.m. to 5:00 p.m.
- Sunday, May 13, 2018 from 10:00 a.m. to 4:00 p.m.

The price of admission is \$10 for one day or \$15 for the weekend, and free for children under 12 accompanied by an adult. Buses are always welcome.

Sincere thanks are extended to all that participated, the many volunteers, the members of the Committee, and especially Jenn McMillan for her Art Design.