



Common Thread  
Quilt Guild

Annual Report

For the year ended  
June 30, 2019

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## President's Report

It has been a great year to be a quilter! Our guild this year has done extraordinary things and produced even better quilts. I want to extend my thanks to the general membership without whose participation, we could not have had such success in our programming, and also to the Vice President who took the helm when I couldn't attend. Special thanks to the very hard-working executive, whose leadership and dedicated work has been the backbone of our guild's activities. And what activities they were: workshops, speakers, retreats, charity work, new books, sew days, shop hop, fat quarters, shop of the month, mystery quilts, and more. However, we should not forget the less glamorous support jobs that keep the wheels turning: secretary, treasurer, newsletter, membership, wrangling volunteers – things to be seen in more detail in the following reports.

For me, the most significant measure of the quality of our guild was our spur of the moment response for the Food Bank and Tornado relief to our Ottawa neighbours. We should also applaud ourselves for the meaningful volunteer presence at Quilt Canada; without our guild, there would have been a great void in volunteer presence. Also, congratulations to those who participated in Quilting Gone Viral as well as entries into the Quilt Canada Show.

On a practical level, this year we addressed the issue of the numbers in our guild, given the need for membership spaces and the confines of our meeting place. To that end and given that there may be upcoming changes at MIFO, we have had a good investigation into alternative locations. I worked hard at streamlining our meeting process so that we would start and finish on time. Our Vice President worked diligently to post complete job descriptions for all executive positions on the website. In addition, at our last general meeting, we passed changes in our constitution which included formalizing Sew Days as an activity within the guild and limiting the spending authority of the Executive on non-forecasted items, to \$5K. I think that our capacity to make changes in the guild structure reflects a proactive response to the changing needs of the guild members.

I look forward to the opportunity as past president to be able to work with the executive. I had a great year as president and thank everyone for their support but I am looking forward to at least one year of quilting from the back row and lots of shopping!

Laurelle Callaghan  
President

**Minutes of the Annual General Meeting (AGM)**  
Mouvement d'implication francophone d'Orléans (MIFO) Centre  
Tuesday, November 13, 2018

**Annual Report February 1, 2018 – June 30, 2018:**

The CTQG's Annual Report was provided to the members at the beginning of the meeting and was formally presented by the Vice-President, Vicki Ross, during the AGM. The AGM agenda covered the period of February 1<sup>st</sup> to June 30<sup>th</sup> 2018. This catch up AGM was prepared because the Guild has changed its operating year to September to June. This aligns the membership year and financial year. The election portion of the AGM will remain in the upcoming May meeting.

The Vice-President noted that she hoped all had read the report and the minutes of May 8, 2018 on page 2 and 3 in the report. Debbie Isaac, Past President, Kathryn Barr, past treasurer and Kirstin Fearon, Quilt Show lead quickly highlighted their contributions for this period to the membership.

A motion was made by Barb Till to accept the CTQG Report for February 1, 2018 to June 30, 2018, as well as the minutes from the AGM of May 8, 2018. This motion was seconded by Sandra Baynes. By a show of hands, the CTQG membership voted to accept the CTQG's Annual Report and the minutes of the May 8, 2018 AGM. There were no objections noted.

The Financial Statements and budget for the upcoming fiscal year were presented by the Treasurer, Barb Till. A motion to accept the financial statement and budget was made by Lisa Fedak, and was seconded by Pauline McNally. By a show of hands, the membership of CTQG voted to accept the Financial Statements and budget as presented.

The meeting was adjourned by the Vice President, Vicki Ross.

# EXAMINER'S REPORT 2019

20 Oct 2019

Vicki Ross, President  
Common Thread Quilt Guild  
Orleans, Ontario

Dear Madam President:

## **RE: Examination of Common Thread Quilt Guild Financial Records 2018/19**

Pursuant to the provisions of the Constitution of the Common Thread Quilt Guild I have conducted an examination of the Guild's Financial Records. This includes the detailed Profit & Loss Statement, Bank Statements and the financial reports prepared by the committee chairs for the various guild membership activities. These records reflected the Guilds activities during the period of 1 Jul 2018 to 30 Jun 2019. These financial reports prepared by the committee chairs for the various guild membership activities were all examined thoroughly. All entries on the detailed Profit and Loss Statement were verified against the bank statements as well as the documentation provided by the chairs of the various Guild committees. No errors were identified during the examination. As a result of the examination, I have found the Common Thread Quilt Guild Financial records from July 2018 to June 30 2019 to be complete and in good order.

I can provide no recommendations that would improve on the record keeping. Having all of the necessary support documentation available during the examination allows the examiner to have a very clear picture of guild activities and its financial controls

Please convey my appreciation to your treasurer, Barb Till as well as all of the various committee chairs for their continued excellent 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 examination task a relatively simple and straightforward process.

Yours Sincerely,



Jack D. Hearfield, Examiner

CC: Barbara Till, Guild Treasurer

**Common Thread Quilt Guild  
Balance Sheet 2019  
(At Year End June 30)**

<b>ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash	35,985	31,814
Short-term deposit		16,244
Accounts receivable	1,170	264
Prepaid expenses	5,750	0
<b>TOTAL CURRENT ASSETS</b>	<u>42,905</u>	<u>48,322</u>
<b>LIABILITIES AND EQUITY</b>		
Accounts payable	0	0
Deferred revenue	4,550	7,175
<b>Total Current Liabilities</b>	<u>4,550</u>	<u>7,175</u>
Retained earnings, beginning of year	41,147	31,639
Add net income (loss) for the year	-2,792	9,508
<b>Retained earnings, end of year</b>	<u>38,355</u>	<u>41,147</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>42,905</u>	<u>48,322</u>

## Common Thread Quilt Guild Income Statement

	Year Ended	5 months ended
	June 30, 2019	June 30, 2018
<b>REVENUE</b>		
Advertising	1,667	1,187
Fundraising	2,440	1,270
Guest fee	265	155
Guild pins and badges	202	217
Interest	30	61
Library	526	506
Membership	9,244	4,546
Quilt Show	0	23,395
Retreats	14,801	5,595
Sew days	1,590	690
Shop hop	665	630
Workshop	3,305	1,455
<b>Total Revenue</b>	<b>34,736</b>	<b>39,707</b>
<b>EXPENSES</b>		
Bank charges	63	2
Community projects	1,718	463
Equipment lending	940	102
Fundraising	1,508	750
Guild pins and badges	346	17
Library	1,161	669
Membership	119	5
Office and general	2,059	1,158
Programme	3,675	1,094
Quilt show		15,129
Rent	5,400	2,600
Retreat	12,663	4,654
Sew days	1,507	714
Shop hop	1,174	1,289
Website	823	0
Workshop	4,371	1,553
<b>Total Expenses</b>	<b>37,527</b>	<b>30,199</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>-2,792</b>	<b>9,508</b>

## Committee Year End Reports:

### Community Projects

Committee Chair: Catherine Parkinson  
Committee member: Sherrill Crowder

The members of the guild continue 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 given to the Ottawa Hospital General Campus at risk babies. 590 quilts were given between September 2018 and June 2019. Barb Till kindly delivered them to the hospital;
- **Kidney Foundation** – We no longer have a contact for this charity but these children will be included in the CHEO Long Term and Frequent Visitors 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** – 18 quilts were delivered for the women and children sheltered there;
- **Cornerstone Housing for Women** – 13 quilts were delivered for the women sheltered there;
- **Infant and Child Development Program of Algoma Public Health** – 4 quilts were given;
- **YM/YWCA TRY Program** – A new charity on our list, the TRY program provides low cost housing with support for women who are homeless or at risk of being homeless. We were able to provide 27 quilts to them;
- **CHEO Long Term and Frequent Visitors Charity** – 45 quilts were given to the Volunteer Services for children at CHEO;
- **Carty House for Refugee Women** – 12 quilts were given to Carty House;
- **Chernobyl, Belarus** – 16 quilts from our guild were sent via Mary Bernard of Brockville for use in the orphanages and affected communities.

Through the generosity and creativity of the membership, we were able to support all the charities listed above.

### Library

Committee Chair: Paulette Beauchamp

The library had a successful year with the help of volunteers, whose help is very much appreciated. 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 are always welcome. We also added rulers to our library collection to be borrowed like books and magazines.

During our inventory, we removed books and magazines that have not been taken out since 2015 to make room for new ones. These books and magazines, as well as many generous book and magazine donations, were then offered at our annual sale. Our annual book sale was again a great success!



## Membership

Committee Chairs: Dorothy DeRose, Pauline McNally

Monthly Attendance is shown in the table below. There was an average of 138 members and six guests per meeting.

Date	Members	Guests
September 2018	151	15
October 2018	159	12
November 2018	152	1
December 2018	120	1
January 2019	129	6
February 2019	<i>Cancelled due to weather</i>	
March 2019	143	5
April 2019	108	6
May 2019	149	5
June 2019	132	4

Membership statistics:

- 264 registered members which includes 29 free memberships\*
- 55 guests attended meetings throughout the year

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

## Programme

Committee Chair: Gwenne Pottier

The 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:

- In September Monique Wilson of Applehill Quilting shared her quilting journey and gave us a trunk show of her beautiful work.
- October was another enjoyable evening spent with Robbie Chapman of Quilts of Valour. This organization provides free quilts for former and serving members of the military.
- In November Jen Swallow from Happy Wife Quilting came and did her trunk show and also brought her shop for us to do some retail therapy.
- As per tradition, December was a social evening. Refreshments were served and games of Strip Poker, Quilt word unscramble, Quilty Bingo and Find a Friend Poker were enjoyed by all. We had door prizes and finished with Bring and Brag.
- We started off the new year with a presentation by the Quinte area quilter, Bill Stearman. Bill, a natural story teller and CQA prize winner, had some inspired work to show us and also taught a course the following day to members.
- In February the weather did not cooperate and our monthly meeting was cancelled.
- Ottawa Quilter Irene LaFleche came in March to do a trunk show and also promote Quilt Canada.

## Programme continued...

- April was all about the Shweshwe fabric from South Africa. Celeste Compton entertained us with her presentation on the history of this rich fabric along with beautiful work. Of course, she also brought lots of fabric for us to buy. Celeste taught a workshop the following day.
- In May, Green Party member and accomplished quilter Anita Payne from Perth brought her stunning quilts and hangings to show us. Many were made from recycled materials and had an environmental theme.
- In June we wrapped up the year with the reveal of the mystery quilts. About 20 guild members presented their finished quilts which was a Merry Mayhem challenge organized by Laura Malo.

The Programme Chair has acted upon suggestions from members by booking several speakers that were suggested. She has also connected with other guilds to share the expenses of incoming speakers. Input from members is always welcome.

## Mystery Quilts

Once again Laura Malo volunteered to organize a Mystery Quilt Challenge for the Guild. She purchased a Merry Mayhem pattern and posted monthly clues. In June, a dozen or more Quilts were revealed from completed to blocks and prizes were awarded.

## Canadian Quilter Association Member Guild Challenge

Our Guild participated in subject challenge based on the theme, Quilting Goes Viral. In May, six members submitted small projects which were judged by the owners of Quilty Pleasures. Rachel Mathews had the winning submission, which will now hang at Quilt Canada in June 2019 and will be judged against entries from all over Canada.

## Shop of the Month

Linda Won arranged for the Shops of the Month, and with the assistance of Kathy Scolah, they purchased two gift baskets from the Shop of the Month vendor, which were then raffled off.

Meeting	Vendor
September 2018	Quilting Bees, Vankleekhill
October 2018	Flair with Fabrics, Chesterville
November 2018	Happy Wife Quilting, Carleton Place
December 2018	Quilters Barn and Gifts
January 2019	Sew Jo's Ottawa
February 2019	Mad About Patchwork ( <i>meeting cancelled</i> )
March 2019	Ateliers Quilt et Coton, Gatineau
April 2019	Meerkat Trading
May 2019	Paisley Quilts
June 2019	Wendy Foster Threads

## Fat Quarter Draws

Susan Baker and Del Jazey generously gave of their time to collect fat quarters on guild night from the members each month based on a theme. At every meeting somebody went home with the FQs and a challenge to make a quilt. In June, the best quilt, as voted on by membership, won a prize. Only one member brought in an item.

## Bring and Brag

This popular activity allows members to showcase their creations. A raffle ticket is given for each item presented and a draw for a prize completes the evening.

## Retreats

Committee Chairs: Paula Patterson and Wendy White

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
October 19-21, 2018	30
October 26-28, 2018	30
January 18-20, 2019	29
January 25-27, 2019	28
April 26-28, 2019	33
May 3-5, 2019	35

## Website

Committee Chair: Carole LaForge

Our website continues to evolve and be a good communication tool to guild communities. It is updated regularly and this year we added a photo gallery for the “Bring and Brag” event during our guild meetings. We update our calendar to provide our membership reminders about our retreats, workshops, sew days and guild meetings. Our website is full of information including up and coming quilt shows.

In the past year, our website was visited approximately 7,590 times by about 3,737 people (includes new and returning visitors). This means our page view was around 19,000/year with the average being 2.5 pages per visit.

Our web site is mobile friendly and is viewed on different types of devices. Approximately 3,547 visits were on desktops, 2,260 on tablets and almost 1,580 on mobile phones.

## Workshops

Committee Chairs: Sandra Baynes, Carol Nicholson

Nine workshops were held during this reporting period. Details are indicated below.

<b>Date</b>	<b>Workshop Name</b>	<b>Instructor</b>	<b># of Participants</b>
September 22 & 29, 2018	You Quilted That With Your Walking Foot?	Irene LaFleche	11
October 17, 2018	Mythical Nisse Workshop	Dorothy De Rose	6
November 17, 2018	Precision Piecing	Michelle Gagne	13
December 1, 2018	T-Shirt Quilts	Gwenne Pottier	9
January 9, 2019	Double Disappearing Nine Patch	Bill Stearman	22
February 23, 2019	Easy Peasy Thread Painting	Bridgett O'Flaherty	9
March 2 & 16, 2019	You Quilted That With Your Walking Foot?	Irene LaFleche	7
April 10, 2019	Introduction to Reverse Applique	Celeste Compion	8
May 4, 2019	Circles and Squares	Michelle Gagne	6

## **Newsletter**

Committee Chairs: Eve Luecke, Editor, and Laura Malo, Advertising

2018/2019 was a busy and successful year with between 19 and 22 advertisers per issue. 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.