

**EDQG 2025-2026  
Board Meeting Minutes**

**Location:** Zoom Meeting (ID 869 2708 4182)

**Date/Time:** Wednesday, 22 April 2026

**Attendees:** Myrna Purser, Cathy Julien, Melissa Daoust, Connie Errity, Charlene Thompson, Pam Beaven, Margaret Landon, Charlene Marshall, Marjanne Geeraert

**Absent:**

#	Description	Discussion Notes	Action
<b>1.0</b>	<b>Governance</b>		
1.1	<b>Call to Order 7:01pm</b>		
1.2	<b>Agenda</b> (Myrna) 1. Call for Additions 2. Approval		Motion: Melissa, Marg Carried
1.3	<b>Minutes</b> (Charlene T) ▪ 25 March 2026 1. Call for amendments 2. Approval of Minutes		Motion: Connie, Melissa Carried
1.4	<b>Chair Report</b> (Myrna) 1. Approval for 50/50 raffles for quilt show fundraising 2. Approval for Membership Chair (Deb) to continue working remotely (deferred to later in meeting) 3. Motion to raise fees by 5.00 next year (deferred to later in meeting) 4. Next year's date for Banquet	See report  (Quilt Show presentation listed under Community Outreach)  (Also information about Membership chair in Membership report)	Motion: 50/50 raffle for May <b>MISSED who moved and seconded</b>  Banquet date for 9 June 2027 tentatively Maybe combine Quilt show Gala and banquet Action: Melissa to check with ATA if date works
1.5	<b>Vice Chair Report</b> (Cathy)	No report this month	
1.6	<b>Past Chair</b> (Melissa) 1. Nominations for Board positions 2. Any additions to Banquet agenda? 3. Set up meeting with Cynthia? 4. Challenge Idea	See report  Prairie Rose entries coming in Banquet tickets selling has started  Marjanne may not be at the banquet and may need to delegate zoom entries Cathy J may be there Pam may not be there  Cynthia Blackmore—marketing Need SMART goals	Action: Melissa to add info about Rumbold to chair AGM report  Action: all board think about Goals for the next year and ideas for getting them done Re-look at strategy meeting To be discussed at May board meeting

			<p>Social media can be time consuming and may not be what we need</p> <p>Kim caskey's proposal – challenge idea with Whitcourt guild Partnering with them to have a mini display at quilt Canada of mini scrolls (12 blocks 6" each?) No theme –open to imagination –basically a 12 block quilt made linear This challenge would be instead of Prairie Rose Would need a lead for EDQG Spools are about 15.00 Would have a contract between the guild showing who is responsible for what There would be cost and may be an idea for use of the Rumbold money (“sponsored by Rumbold”) Cory would be lead for Whitcourt No idea of costs at this time-costs will include pipe and drape, transportation of quilts Kim Caskey talking to quilt Canada about show Our guild versions would be displayed at banquet</p>	Board okay with idea to be further discussed
1.7	<b>Secretary</b> (Charlene T)		No report this month	
1.8	<b>Treasurer's Reports</b> (Connie) 1. Financials to March 2026		See financials and report	Auditors Carolyn Ross and Audrey Round
1.9	<b>Director of Governance</b> (Marg) 1. Guests of the Guest speaker 2. Membership Chair		<p>See committee reports</p> <p>Happens more often with local speakers who have family nearby. Maybe a limit of 6</p> <p>Membership fee increase—missed in discussion last meeting,</p>	<p>Program will keep an eye on it and let board know if it becomes a problem (ie no room in meeting room)</p> <p>Motion: fee increased approved and carried</p>

			Myrna talked with Deb and agreed that an increase of fees is warranted	
1.10	<b>Director of Education</b> (Charlene M) 1. Refund request for Spring Retreat		See committee reports  Fall Retreat in October A Keurig was purchased	Motion: Full Refund requested for one attendee (P.B) Charlene M, Melissa carried
1.11	<b>Director of Member Services</b> (Marjanne) 1. Mailchimp document review		See committee reports	Action: need a new membership chair (Melissa will keep it in mind)  Deferred Member services report to next meeting  Cathy J. taking over newsletter from Vicki R.
1.12	<b>Director of Community Outreach</b> (Pam) 1. Quilt Show Presentation		See committee Reports  Quilt show presentation on funding for signs and tablecloths and about the CIP grant	Motion: to not exceed 3000 for signs and table cloths Melissa, Pam Carried  Action: Board approves the quilt show applying for CIP grant for 11000 for the workshops
<b>2.0</b>	<b>Operational</b>			
2.1	<b>Incoming/Outgoing Communications</b>		None this month	
2.2	<b>Next Newsletter Entries</b>		Guild grants AGM banquet tickets Prairie Rose entries Reminder for Sampler Platter Retreat Dates – registration open in June	AGM documents to go out 30 days before
<b>3.0</b>	<b>NEXT MEETING: Date: 27 May 2026 – 7:00 p.m. Meeting adjourned at: 9:02 p.m.</b>			

**EDQG Board Reports**  
**Period ending 22 April 2026**

<b>Executive or Committee Role</b>	Chair
<b>Executive or Chairperson Name</b>	Myrna Purser
<b>Report Date</b>	April 2026
<b>For Information</b>	
	<ol style="list-style-type: none"> <li>1. Met with Melissa and Kathy Logan de Chavez to discuss suggestion put forth by Kim Caskey regarding a project that could be done as a guild challenge; (Melissa will update)</li> <li>2. Discussed moving the date for the 2027 Guild Banquet due to the fact that Quilt Canada in Calgary is the week we would normally hold our banquet;</li> <li>3. Quilt Show – Based on your draft Budget, we need to set up a 50/50 Raffle; (\$6000 budget line item - Income); This is high – I don't believe we can raise this amount; My estimate would be more like \$3000.</li> <li>4. Quilt Show – Sharon and Melissa will be making a presentation regarding an ask for funds for the next quilt show;</li> <li>5. Global Quilt Connection – both KLD and MP registered for this; I have contacted Global Quilt Connections and advised about the error and have asked for a refund; KLD will be sending the link to Brandis for distribution to Guild members a few days prior to the event;</li> <li>6. Financial Ad Hoc Committee – MP, MD and CE will meet on Zoom to discuss the Budget and policy around bank account balances on April 29 th , 2026; update will be given at May Board meeting;</li> </ol>
<b>For Discussion:</b>	
	<ul style="list-style-type: none"> <li>• Membership – Spoke with Deb Bykowski and she has advised that membership fees have remained the same for 4 years and wonders if we should raise the fees by \$5.00; Since this was missed at the March meeting, she asked permission to raise the fee and speak on this at the April meeting; I gave her that;</li> <li>• Deb has advised that she is willing to stay on remotely for another year;</li> </ul>
<b>For Decision:</b>	
	<ol style="list-style-type: none"> <li>1. Deb Bykowski has offered to stay on as Membership Chair for another year, working remotely; She would like the Board approval to do so;</li> <li>2. Decision on raising the fees by \$5.00 next year for both the regular and senior memberships; Vote to adopt this or stay where we are currently;</li> <li>3. Approval to hold 3 50/50 Rafflebox Raffles over the next 1 ½ years to raise funds for the Quilt Show;</li> </ol>

<b>Executive or Committee Role</b>	Vice Chair
<b>Executive or Chairperson Name</b>	Cathy Julien
<b>Report Date</b>	April 2026
<b>For Information</b>	
	No report

<b>Executive or Committee Role</b>	Past Chair
<b>Executive or Chairperson Name</b>	Melissa Daoust
<b>Report Date</b>	April 2026
<b>For Information:</b>	
	<ol style="list-style-type: none"> <li>1. Prairie Rose Challenge Submissions are due at the May meeting. Kathy Logan will pick up any quilts that need to come in while I am away. I will be at the May meeting..</li> <li>2. Banquet Numbers have to be in by 10 am on June 8. I would like the numbers by Friday, June 5. Agenda: 5:00 pm - Doors Open <ul style="list-style-type: none"> <li>• Check-in and voting cards - Debbie Bykowski</li> <li>• Zoom open-Marjanne</li> <li>• PRC display open for viewing and viewers choice</li> </ul> 5:30 pm - AGM </li> </ol>

6:00 pm -Dinner
7:15 pm - Entertainment (45 min)
8:00 pm -1. Silver Thimble Awards- Debbie Bykowski
2. Prairie Rose Challenge Parade/Awards
3. Grant Recipients
4. Other announcements
3. Meeting with Cynthia Blackmore -Marketing and Communications Specialist
a. Cynthia recommended that before we start looking at how to increase our activity on Social Media we need to develop goals. Social media can be ever consuming and it may not really be what we need to achieve our goals. It takes time and who is going to do it? So you need to be sure of your goals.
b. She recommended that if our goal was to increase member connections or membership in general - consider un activities that encourage social interaction and connection with our common interest.
c. Use SMART to develop goals -- Specific, Measurable, Achievable, Realistic, Time Bound For example: "By the end of the next six months, we will increase member-to-member social connections by incorporating one 15-minute structured icebreaker or social activity into 100% of our monthly meetings, with the objective of having each member meet at least two people they didn't previously know."
4. Nominations Secretary, Director of Governance. Director of Secretary, Governance, Community Outreach, and Vice Chair terms ending this year. Coming along - don't hesitate to give me any names you may want me to contact.
<b>For Discussion:</b>
• Anything else needed on the AGM/banquet agenda?
• Should we set up a meeting with Cynthia to discuss our goals?

<b>Executive or Committee Role</b>	Secretary
<b>Executive or Chairperson Name</b>	Charlene Thompson
<b>Report Date</b>	April 2026
No report	

<b>Executive or Committee Role</b>	Treasurer
<b>Executive or Chairperson Name</b>	Connie Errity
<b>Report Date</b>	April 2026
	Financials to March 2026

<b>Executive or Committee Role</b>	Director of Governance
<b>Executive or Chairperson Name</b>	Margaret Landon
<b>Report Date</b>	April 2026
<b>For Information:</b>	
No report	

<b>Executive or Committee Role</b>	Endowment
<b>Executive or Chairperson Name</b>	Kathy Strawson
<b>Report Date</b>	April 2026
<b>For Information/Discussion:</b>	
No report	

<b>Executive or Committee Role</b>	Membership
<b>Executive or Chairperson Name</b>	Debbie Bykowski
<b>Report Date</b>	March 2026

**For Information:**

To date, 202 members have renewed, while 28 have not. In addition, 35 new members have joined compared with 18 new members during the same period last year. Total membership – 237. I have also broken down where our members are from.

	as at 19-Apr-2026	Where our Members are from	
		Airdrie	2
		Ardrossan	4
Renewals for Current Year	181	Beaumont	9
Lapsed Members Rejoining	11	Berwyn	1
Founding Members (no charge for membership)	7	Calgary	3
Silver Thimbles (no charge for membership)	3	Duffield	1
		Edmonton	164
	202	Fort Saskatchewan	1
		Gibbons	1
New Members	35	Heritage Point	1
		Leduc	3
<b>Total Current Membership</b>	<b>237</b>	Leduc County	2
		Mannville	1
		Meadowlake	1
		Onoway	1
<b>Current membership is comprised as follows:</b>		Parkland County	2
Full	67	Regina	1
Senior	160	Seba Beach	1
Founding Members	7	Sexsmith	1
Silver Thimbles	3	Sherwood Park	12
		Smoky Lake	1
<b>Total Current Membership</b>	<b>237</b>	Spruce Grove	6
		St. Albert	15
		St. Paul	1
Prior Year Membership	225	Sturgeon County	1
Prior Year Members Not Renewed	28	Westerose	1
			<b>237</b>

Early Bird Membership. Membership will again be offering a prize basket for early renewal of memberships. Early renewal will run from May 1 to June 30.

**For Discussion:**

1. Guests of our Guest Speaker.  
At our March meeting, the guest speaker asked if she could bring 4 guests with her. Kathy Logan and I briefly chatted, and we decided that they could come without having to be a guest of a specific member.  
Should we have a policy around this? If yes, I would suggest the policy include the following:
  - Should guest speakers be allowed to invite guests
  - If yes, is there a limit to the number of guests
  - Should the guests be “sponsored” by an existing member, or can they just come as guests of the speaker.
2. Membership Forms for 2026-27. I will send the form to Charlene for posting to the website. As discussed with Myrna, the fees have increased by \$5 for each category of membership. Quite a few people at the retreat filled out their forms for next year, and no one mentioned the price increase. Prices are \$75 for full, \$55 for senior and \$55 for student.
3. Membership Chair.  
I have been doing membership for two years and quite enjoyit. I talked the ladies who help me out in Edmonton, and they don't feel that they can commit to doing it for the upcoming year. I think it is probably best if we lookfor a new person to do membership, as it's a little tricky with me being in Calgary and not being able to always get to Edmonton for the meetings. I will continue to do it over the summer and get everything organized for our new membership year. I would ask that we make an announcement in the upcoming newsletter and at the May and June meetings. I will train the new person.

<b>Executive or Committee Role</b>	Director of Education
<b>Executive or Chairperson Name</b>	Charlene Marshall
<b>Report Date</b>	April 2026
<b>For Information:</b>	
See committee reports below	

<b>Executive or Committee Role</b>	Program
<b>Executive or Chairperson Name</b>	Kathy Logan de Chavez
<b>Report Date</b>	April 2026
<b>For Information</b>	
No report	

<b>Executive or Committee Role</b>	Retreats
<b>Executive or Chairperson Name</b>	Laurie Gerzanich
<b>Report Date</b>	April 2026
<p>1. Retreat Summary  A great weekend was had by everyone in attendance.  For this Retreat, we opened up the Thursday spaces, and received a total of 3 registrations from Community Service, which were offered free of charge. We have also received a total of 4 registrations for Thursday at a cost of \$50 per person.  Our total numbers were:  Thursday – 41  Friday – 49  Saturday – 50  Sunday – 50  As the Thursday additions appeared to be a success, we will offer this option again for the Fall Retreat.  Next Retreat dates are October 15-18, 2026 at the St. Albert Inn. Registration will open up in June.</p> <p>2. Retreat Refund Requested:  One of our regular retreat attendees, P.B. was involved in a serious car accident the Monday before Retreat and was unable to attend. She was registered for the full 4 days. I reached out to the Waitlist, and although there were 4 people on the list, no one was available to take her spot as they had all made previous plans for the weekend.  The Policy states that a refund is at the discretion of the Board, as the numbers had already been committed to the Hotel, and there was no one from the waitlist available to take her spot.</p>	
<b>For Discussion:</b>	
<p>3. Retreat Refund Requested  Approve a refund to P. B. for \$250?</p>	

<b>Executive or Committee Role</b>	Sew Days
<b>Executive or Chairperson Name</b>	Cathy Tomm
<b>Report Date</b>	April 2026
<b>For Information</b>	
No report	

<b>Executive or Committee Role</b>	Director of Member Services
<b>Executive or Chairperson Name</b>	Marjanne Geeraert
<b>Report Date</b>	April 2026
<b>For Information:</b>	
<p>For my board report this month, please add a discussion element for a MailChimp document review.</p> <ul style="list-style-type: none"> <li>• Brandis and Vicki have written a document for the Newsletter jobs which has included MailChimp. I carved out the MailChimp information and supplemented it so another person could log in and use the tool if needed. There is still slight changes Vicki and I need to do to make MailChimp transferrable to anybody, and we will do that in early May.</li> <li>• I would like the document reviewed and when it is final we will post it on the website resources. (see documents at end of reports)</li> <li>• I have also carved out documents for the Newsletter Editor job description and attached it for review and later website resources. I have done the same for the desktop publisher. (see documents at end of reports)</li> <li>• Because there is a lot of handing the newsletter back and forth between proofreaders, I believe a summary diagram for that may be a good idea. I will try to have that available for the May board meeting.</li> </ul>	

<b>Executive or Committee Role</b>	Webmaster
<b>Executive or Chairperson Name</b>	Charlene Thompson
<b>Report Date</b>	April 2026
<b>For Information</b>	
No report	

<b>Executive or Committee Role</b>	Communications
<b>Executive or Chairperson Name</b>	Marjanne Geeraert
<b>Report Date</b>	April 2026
<b>For Information</b>	
No report.	

<b>Executive or Committee Role</b>	Library
<b>Executive or Chairperson Name</b>	Sandra Plouffe
<b>Report Date</b>	April 2026
<b>For Information:</b>	
<ol style="list-style-type: none"> <li>1. Library Book Raffle for April 2026 raised \$142.00.</li> <li>2. Two books were raffled: <ol style="list-style-type: none"> <li>a. Quilting Modern by Jacquie Gering and Katie Pedersen was won by Evelyn Dunne, green ticket #56143-593. 82 tickets were sold.</li> <li>b. String Fling: Scrappy, Happy &amp; Loving It by Bonnie K. Hunter was won by Kathy Logan de Chavez, green ticket #56143-570. 87 tickets were sold.</li> </ol> </li> <li>3. Library Books Signed Out <ol style="list-style-type: none"> <li>a. 24 library books were signed out by 11 members.</li> <li>b. 3 members used our Library Cart feature in March to request books on-line. 1 member sent in an e-mail request.</li> </ol> </li> <li>4. The new library books purchased in March were processed and were available at the meeting for borrowing. 34 books were purchased this budget year. 62 donated books were added to the library collection.</li> <li>5. April was the last month for EDQG library book borrowing until September. All books are to be returned at the May meeting, and in the summer the library committee will do another book sorting and inventory, with the idea of culling some of the older and/or unused books, to make room for the new books.</li> <li>6. Each year the library has a book sale of donated books which are duplicates of ones in our collection or older books. They are offered for sale at a nominal price, \$1.00 for softcover, and \$2.00 for hardcover. The money raised is used to buy new library books.</li> </ol>	

<b>Executive or Committee Role</b>	Director of Community Outreach
<b>Executive or Chairperson Name</b>	Pam Beavan
<b>Report Date</b>	April 2026
<b>For Information:</b>	
See committee reports	

<b>Executive or Committee Role</b>	FFAA Representative
<b>Executive or Chairperson Name</b>	Judy Schofield
<b>Report Date</b>	April 2026
<b>For Information</b>	
No report	

<b>Executive or Committee Role</b>	Community Services
<b>Executive or Chairperson Name</b>	Judi Coté
<b>Report Date</b>	April 2026
<b>For Information</b>	
<ol style="list-style-type: none"> <li>1. We ordered 2 rolls of batting from the Alberta Batting Company for Delivery on April 25th. We just used the up the 6 rolls of batting purchased for last fiscal year on Monday. Most of the donated batting is also used up.</li> <li>2. We have had a couple of small donations of fabric this last month.</li> <li>3. We have such a great core group which makes setting up the room and taking it down and cleaning up very efficient. I am amazed every sew day how quickly what looks like chaos becomes a clean organized studio at the end of the day.</li> </ol>	

<b>Executive or Committee Role</b>	Festival of Quilts
<b>Executive or Chairperson Name</b>	Melissa Flaherty & Sharon Miskew
<b>Report Date</b>	April 2026
<p>Our focus for this report is a funding request from 2025 surplus (Powerpoint Presentation included in documents on website )</p> <p>Other updates include:</p> <ul style="list-style-type: none"> <li>- we have been working on recruiting volunteers</li> <li>- gathering ideas of what we can do for the festival</li> <li>- checking out costs for additional space at Saville</li> </ul>	

<b>Incoming/Outgoing Communications</b>	
1.	

## Edmonton and District Quilters' Guild

### Budget vs. Actuals

April 2025 - March 2026

	Budget Income	Budget Expenses		Revenue Received	Expenses	Remaining Balances
<b>Past Chair</b>						
Banquet	\$ 4,400.00	\$ 5,400.00		\$ 4,156.75	\$ 4,943.97	-\$ 787.22
Prairie Rose Show		\$ 900.00			\$ 725.00	-\$ 725.00
<b>Total - Past Chair</b>	<b>\$ 4,400.00</b>	<b>\$ 6,300.00</b>		<b>\$ 4,156.75</b>	<b>\$ 5,668.97</b>	<b>-\$ 1,512.22</b>
<b>Community Outreach</b>						
Community Services		\$ 1,150.00		\$ 165.00	\$ 1,567.95	-\$ 1,402.95
<b>Total - Community Services</b>	<b>\$ -</b>	<b>\$ 1,150.00</b>		<b>\$ 165.00</b>	<b>\$ 1,567.95</b>	<b>-\$ 1,402.95</b>
<b>Quilt Show</b>						
Quilt Show Online Raffles	\$ 12,000.00	\$ 5,000.00		\$ 5,861.72	\$ 4,146.45	\$ 1,715.27
Quilt Show Vendor				\$ 14,136.55		\$ 14,136.55
Quilt Show Sponsorships				\$ 617.40		\$ 617.40
Quilt Show Admission	\$ 18,000.00	\$ 26,000.00		\$ 22,324.75	\$ 36,197.53	-\$ 13,872.78
Quilt Show Fall Quilt Raffle				\$ 4,345.00		\$ 4,345.00
Quilt Show Gift Basket Raffle				\$ 3,925.00		\$ 3,925.00
Quilt Show Donations				\$ 128.60		\$ 128.60
<b>Total - Quilt Show</b>	<b>\$ 30,000.00</b>	<b>\$ 31,000.00</b>		<b>\$ 51,339.02</b>	<b>\$ 40,343.98</b>	<b>\$ 10,995.04</b>
<b>Education</b>						
<b>Program</b>						
Workshop - Spring	\$ 1,000.00	\$ 1,200.00			\$ 182.50	-\$ 182.50
Workshop - Fall					\$ 20.00	-\$ 20.00
Workshop - Teach Grant	\$ 1,000.00	\$ 1,000.00				\$ -
Gloal Quilt Connection		\$ 650.00			\$ 439.15	-\$ 439.15
Speaker Fee's		\$ 4,500.00		\$ 1,604.61		-\$ 1,604.61

## Edmonton and District Quilters' Guild

### Budget vs. Actuals

April 2025 - March 2026

<b>Total - Program</b>	\$	2,000.00	\$	7,350.00	\$	-	\$ 2,246.26 <span style="color: red;">-\$ 2,246.26</span>
<b>Retreats</b>							
Sew / UFO Day				\$	2,194.00	\$	1,863.34 <span style="color: red;">\$ 330.66</span>
Retreat - Spring	\$	10,000.00	\$	6,300.00	\$	12,390.00	\$ 290.00 <span style="color: red;">\$ 12,100.00</span>
Retreat - Fall	\$	10,000.00	\$	6,300.00	\$	14,583.04	\$ 11,127.10 <span style="color: red;">\$ 3,455.94</span>
<b>Total - Retreats</b>	\$	<b>20,000.00</b>	\$	<b>12,600.00</b>	\$	<b>29,167.04</b>	\$ 13,280.44 <span style="color: red;">\$ 15,886.60</span>
<b>Governance</b>							
<b>Membership</b>							
Membership Fees	\$	13,200.00			\$	17,217.22	\$ 555.00 <span style="color: red;">\$ 16,662.22</span>
Membership Supplies			\$	250.00			\$ 1,129.21
Guest Dues	\$	100.00			\$	60.00	\$ 60.00
<b>Total - Membership</b>	\$	<b>13,300.00</b>	\$	<b>250.00</b>	\$	<b>17,277.22</b>	\$ 1,684.21 <span style="color: red;">\$ 15,593.01</span>
<b>Member Services</b>							
<b>Library</b>							
Library Raffle	\$	1,500.00	\$	500.00	\$	1,216.00	\$ 321.09 <span style="color: red;">\$ 894.91</span>
Library Book Sale	\$	100.00	\$	1,100.00	\$	131.45	\$ 189.87 <span style="color: red;">-\$ 58.42</span>
<b>Total - Library</b>	\$	<b>1,600.00</b>	\$	<b>1,600.00</b>	\$	<b>1,347.45</b>	\$ 510.96 <span style="color: red;">\$ 836.49</span>
<b>Communications</b>							
Cards			\$	50.00			\$ -
Newsletter			\$	180.00			\$ -
Website			\$	60.00		\$	501.75 <span style="color: red;">-\$ 501.75</span>
Member Prizes - Newsletter Advertising	\$	2,000.00	\$	2,000.00	\$	2,100.00	\$ 619.53 <span style="color: red;">\$ 2,719.53</span>
<b>Total - Communication</b>	\$	<b>2,000.00</b>	\$	<b>2,290.00</b>	\$	<b>2,100.00</b>	\$ 1,121.28 <span style="color: red;">\$ 2,217.78</span>
<b>Administration</b>							
Square Fees & Collected					\$	101.27	\$ 137.78 <span style="color: red;">-\$ 36.51</span>

## Edmonton and District Quilters' Guild

### Budget vs. Actuals

April 2025 - March 2026

Bank Fees		\$ 450.00		\$ 429.81	-\$ 429.81
Advertising and Promotion		\$ 200.00			\$ -
Computer Software		\$ 300.00		\$ 690.50	-\$ 690.50
CQA Membership Costs		\$ 75.00		\$ 84.00	-\$ 84.00
FFAA Membership Costs		\$ 165.00		\$ 165.00	-\$ 165.00
Insurance - Liability		\$ 300.00		\$ 300.00	-\$ 300.00
Insurance - Property		\$ 200.00			\$ -
45th Anniversary			\$ 150.83	\$ 525.86	-\$ 375.03
Interest from Savings Account			\$ 343.70		\$ 343.70
Office Supplies		\$ 100.00		\$ 94.48	-\$ 94.48
Postal Box Rental		\$ 220.00		\$ 219.45	-\$ 219.45
Rental - Meeting Facility		\$ 4,800.00		\$ 3,653.75	-\$ 3,653.75
Continuing Education Grant		\$ 500.00		\$ 500.00	-\$ 500.00
Teaching Grant		\$ 500.00			\$ -
Rental - Meeting Virtual		\$ 550.00		\$ 476.50	-\$ 476.50
Board Meeting		\$ 500.00		\$ 138.57	-\$ 138.57
Rental - Storage Space		\$ 1,900.00		\$ 1,890.00	-\$ 1,890.00
	\$ -	\$ 10,760.00	\$ 595.80	\$ 9,305.70	-\$ 8,709.90

# Edmonton and District Quilters' Guild

April 2025 - March 2026

## Income

41 Past Chair Income	
4110 Banquet Income	4,156.75
<b>Total for 41 Past Chair Income</b>	<b>\$4,156.75</b>
42 Community Outreach Income	
4200 Community Services Income	165.00
4300 Quilt Show Income	
4356 Quilt Show Online Raffles	5,861.72
4360 Quilt Show Vendor Income	14,136.55
4365 Quilt Show Sponsorships	617.40
4370 Quilt Show Admission	22,324.75
4380 Quilt Show Fall Quilt Raffle	4,345.00
4381 Quilt Show Gift Basket Raffle	3,925.00
4390 Quilt Show Donations	128.60
<b>Total for 4300 Quilt Show Income</b>	<b>\$51,339.02</b>
<b>Total for 42 Community Outreach Income</b>	<b>\$51,504.02</b>
44 Education Income	
4400 Program Income	
4410 Sew/UFO Days Income	1,640.00
<b>Total for 4400 Program Income</b>	<b>\$1,640.00</b>
4500 Retreats Income	
4510 Retreat -Spring Income	12,240.00
4520 Retreat - Fall Income	13,583.04
<b>Total for 4500 Retreats Income</b>	<b>\$25,823.04</b>
<b>Total for 44 Education Income</b>	<b>\$27,463.04</b>
46 Governance Income	
4600 Membership Income	
4610 Membership Fees	16,942.22
4620 Guest Dues	50.00
<b>Total for 4600 Membership Income</b>	<b>\$16,992.22</b>
<b>Total for 46 Governance Income</b>	<b>\$16,992.22</b>
47 Member Services Income	
4700 Library Income	
4710 Library Raffle Income	794.00
4720 Library Book Sale	131.45
<b>Total for 4700 Library Income</b>	<b>\$925.45</b>
4780 Vendor Advertising	2,100.00
<b>Total for 47 Member Services Income</b>	<b>\$3,025.45</b>
48 Interest Income	312.08
49 45th Anniversary	75.43
Square Fee's Collected	99.14
<b>Total for Income</b>	<b>\$103,628.13</b>

<b>Gross Profit</b>	<b>\$103,628.13</b>
<b>Expenses</b>	
61 Past Chair Expense	
6110 Banquet Expense	4,943.97
6210 Prairie Rose Show Expense	725.00
<b>Total for 61 Past Chair Expense</b>	<b>\$5,668.97</b>
62 Community Outreach Expense	
6200 Community Services Expense	
6210 Charity Supplies	1,567.95
<b>Total for 6200 Community Services Expense</b>	<b>\$1,567.95</b>
6300 Quilt Show Expense	
6310 Quilt Show Raffle Expense	4,146.45
6320 Quilt Show Expense	36,197.53
<b>Total for 6300 Quilt Show Expense</b>	<b>\$40,343.98</b>
<b>Total for 62 Community Outreach Expense</b>	<b>\$41,911.93</b>
64 Education Expense	
6400 Program Expense	
6410 Sew/UFO Days Expense	1,863.34
6420 Workshop - Fall Expense	20.00
6430 Workshop - Spring Expense	182.50
6450 Global Quilt Connections	439.15
6460 Speaker Fees	1,354.61
<b>Total for 6400 Program Expense</b>	<b>\$3,859.60</b>
6500 Retreat Expense	
6510 Retreat - Spring Expense	40.00
6520 Retreat - Fall Expense	11,072.11
<b>Total for 6500 Retreat Expense</b>	<b>\$11,112.11</b>
<b>Total for 64 Education Expense</b>	<b>\$14,971.71</b>
66 Governance Expense	
6600 Membership Expense	
6620 Membership Supplies Exp	1,129.21
6630 Membership - Board Costs	555.00
<b>Total for 6600 Membership Expense</b>	<b>\$1,684.21</b>
<b>Total for 66 Governance Expense</b>	<b>\$1,684.21</b>
67 Member Services Expense	
671 Library Expense	
6710 Library Raffle Prizes	321.09
6720 Library Book Purchases	189.87
<b>Total for 671 Library Expense</b>	<b>\$510.96</b>
675 Communications Expense	
6770 Website Expense	201.44
6780 Member Prizes	454.68
<b>Total for 675 Communications Expense</b>	<b>\$656.12</b>
<b>Total for 67 Member Services Expense</b>	<b>\$1,167.08</b>

685 Guild Grants	
6860 Continuing Education Grant	500.00
<b>Total for 685 Guild Grants</b>	<b>\$500.00</b>
68 Administration	
6805 Square Fees	135.88
6806 Bank Fees	346.16
6815 Computer Software	690.50
6820 Insurance - Liability	300.00
6835 Postal Box Rental	219.45
6840 Rental - Meeting Facility	3,207.50
6845 Rental - Meeting Virtual	428.22
6846 Board Meeting	138.57
6850 Rental - Storage Space	1,890.00
6855 Miscellaneous Expense	94.48
<b>Total for 68 Administration</b>	<b>\$7,450.76</b>
690 Memberships	
6910 CQA	84.00
6920 FFAA	165.00
<b>Total for 690 Memberships</b>	<b>\$249.00</b>
69 45th Anniversary	525.86
<b>Total for Expenses</b>	<b>\$74,129.52</b>
<b>Profit</b>	<b>\$29,498.61</b>

# Edmonton and District Quilters' Guild

April 2025 - March 2026

## Income

41 Past Chair Income	
4110 Banquet Income	4,156.75
<b>Total for 41 Past Chair Income</b>	<b>\$4,156.75</b>
42 Community Outreach Income	
4200 Community Services Income	165.00
4300 Quilt Show Income	
4356 Quilt Show Online Raffles	5,861.72
4360 Quilt Show Vendor Income	14,136.55
4365 Quilt Show Sponsorships	617.40
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48 Interest Income	312.08
49 45th Anniversary	75.43
Square Fee's Collected	99.14

**Total for Income**

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**\$103,628.13**

# Edmonton and District Quilters' Guild

April 2025 - March 2026

## Expenses

61 Past Chair Expense	
6110 Banquet Expense	4,943.97
6210 Prairie Rose Show Expense	725.00
<b>Total for 61 Past Chair Expense</b>	<b>\$5,668.97</b>
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<b>Total for 690 Memberships</b>	<b>\$249.00</b>
69 45th Anniversary	525.86
<b>Total for Expenses</b>	<b>\$74,129.52</b>

## **Job description: Newsletter Editor**

The committee consists of the Editor, Desktop Publisher and Proofreader, and is responsible and subject to the approval of the Board for gathering information, writing articles where necessary, editing and producing the newsletter. There are 9 per year, September to June (not December).

They report to the Communication Chair.

The link to the newsletter is sent out to the membership the second Wednesday of the month via MailChimp.

Of note: The EDQG website is to be accepted as the main access for members to keep apprised of the happenings of the Guild. To that end, the newsletter will strive to bring short notices with links to full articles on the website.

Skills : Positions on the Newsletter committee require access to computers with knowledge of Google Docs. Organizing skills and the ability to meet deadlines and encourage others is a necessity.

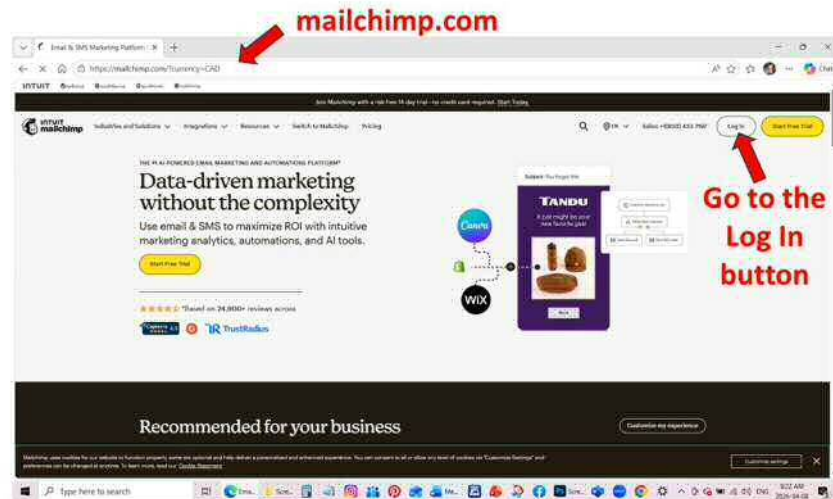
### **Responsibilities:Editor:**

- The Editor creates the Submission worksheet for the month from the template in Google Docs.<https://docs.google.com/document/d/142Js4Xrndl5Sd7UadiP5Ly7C-98Q5tFB6jeTIILg0gE/edit?tab=t.0>
- The day after the Board meeting (Thursday), the link to that document is sent to members of the Board to enter their articles. They need to be in by the following Sunday.
- Make a “copy” of the worksheet to create the edition to be edited. Move large articles to the website by sending them to the webmaster.
- Once edited, the link to the edited newsletter is then sent to the EDQG Chair, Chair of Communications and the member at large to be proofread.
- The final edited newsletter document is then sent to the publisher by the first Wednesday of the month.

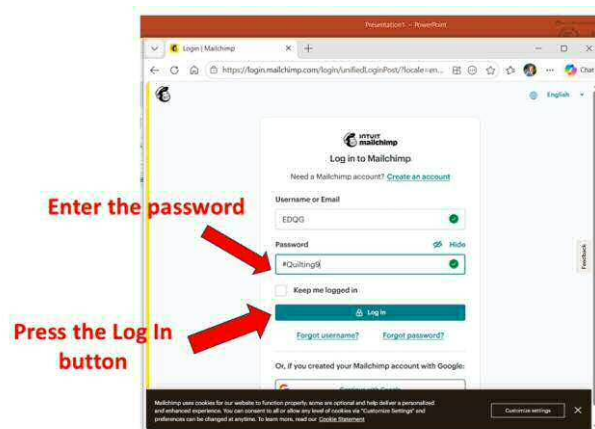
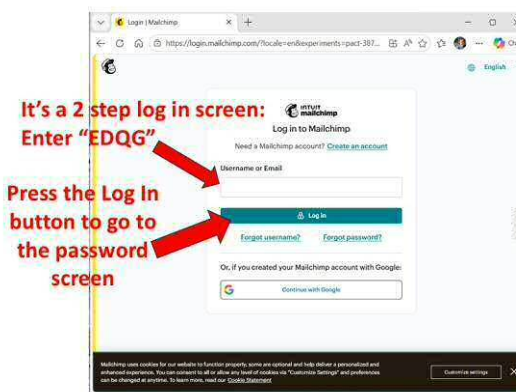
# MailChimp

Instructions for log in:

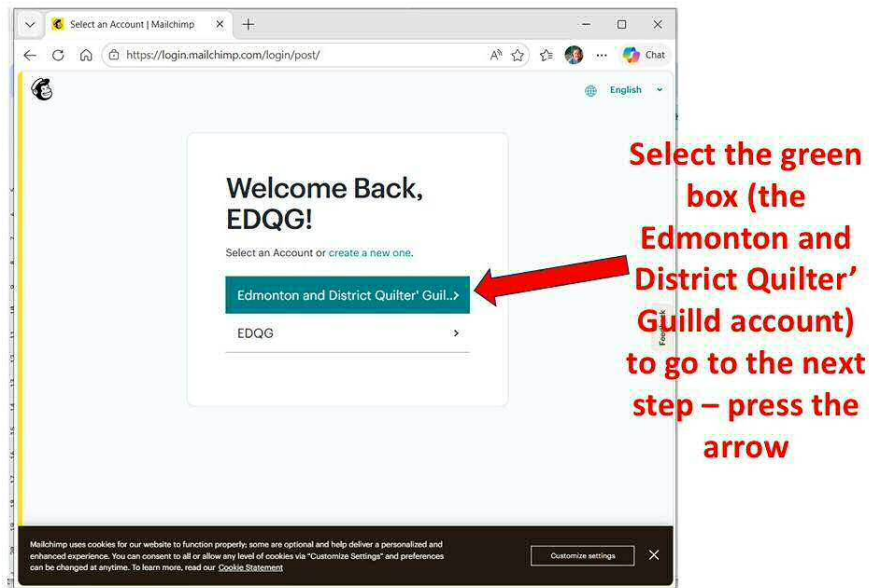
1. On a computer: go to [mailchimp.com](https://mailchimp.com). Find and click on the Login button.



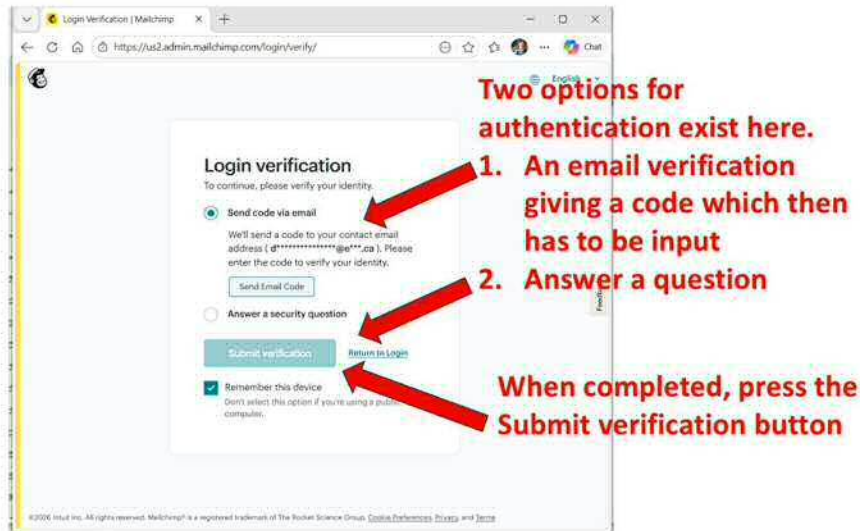
2. Log in with the following:
  - a. Username: EDQG
  - b. Password: #Quilting9



You will be presented with a welcome screen.



The next screen is a two-step authentication screen asking for another step for the login.



**For the email option**, the *email address* configured presently for the email option is [desktoppublishing@edqq.ca](mailto:desktoppublishing@edqq.ca), currently assigned to Brandis Purcell. If Brandis is available, have her give you the code.

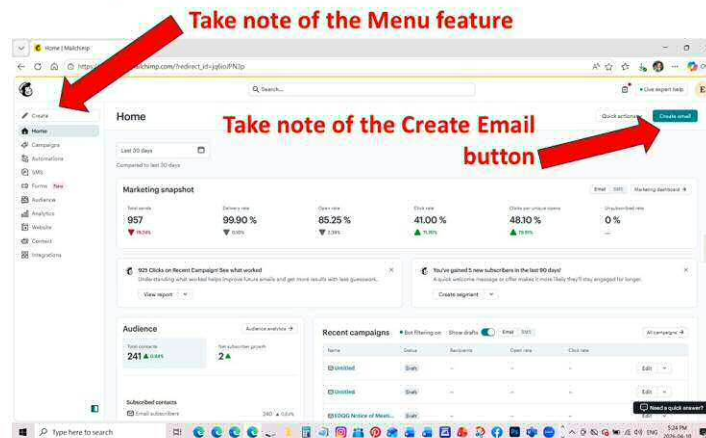
**For the security question option (maternal grandmother)**, the answer is currently "Burleigh". If you get a question asking for paternal grandmother, the answer is currently "anna".

## Create an Email:

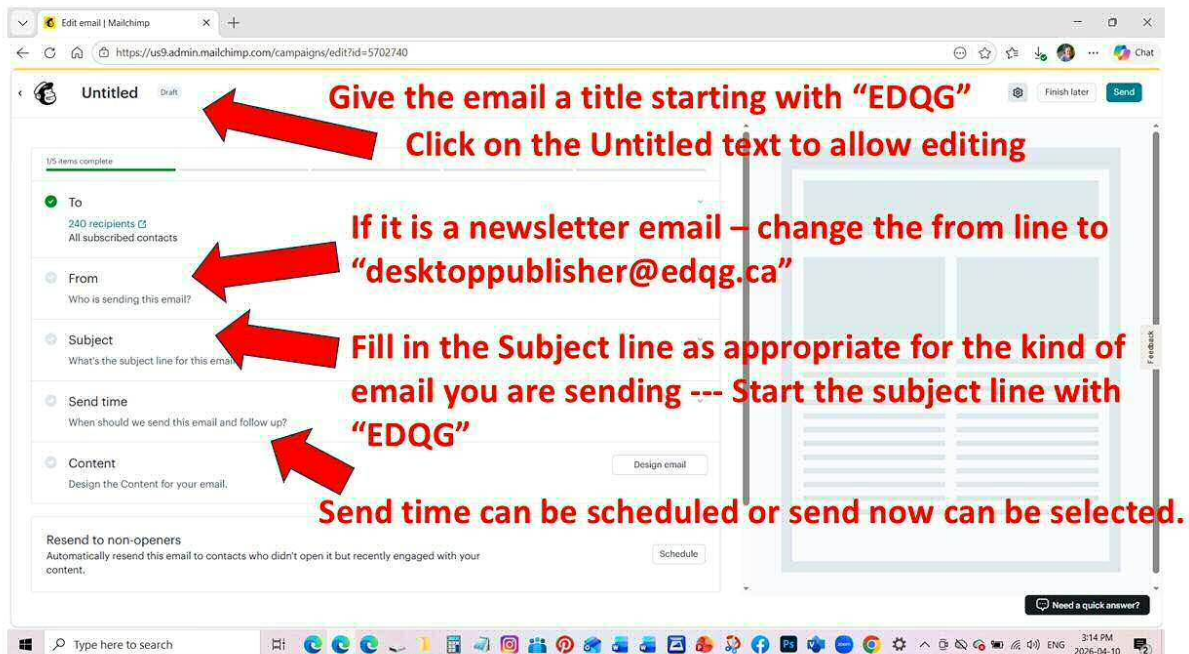
General Notes: The membership email list is created by the membership portfolio and passed into the desktop publisher as an excel file. The excel file is then saved as a comma separated version file (.csv) and imported into MailChimp.

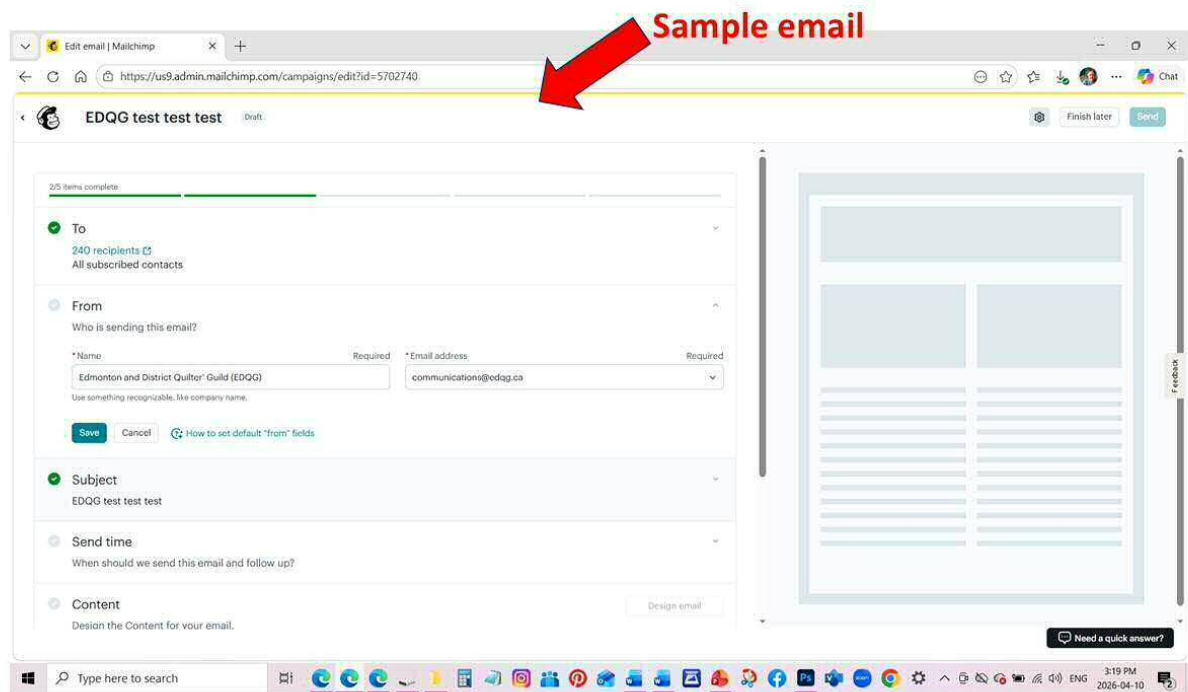
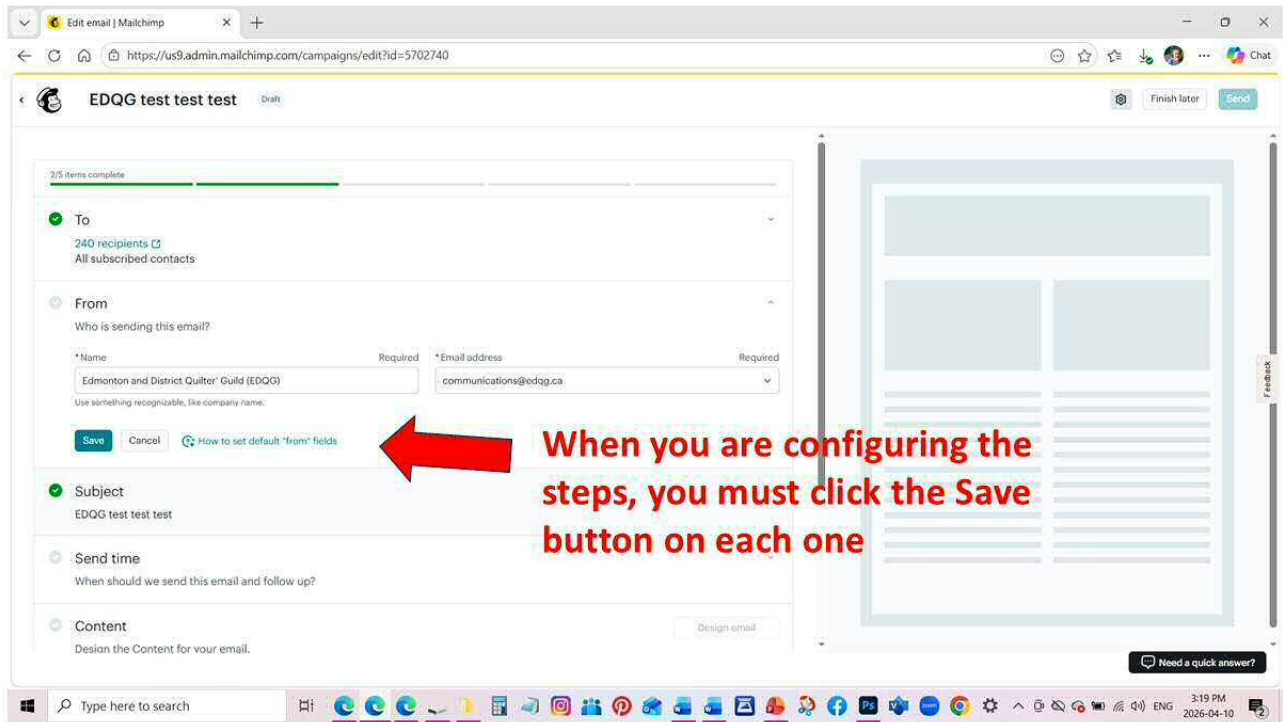
After you are logged in you will be presented with the Home screen.

**After you log in, you will be presented with the Home screen.**

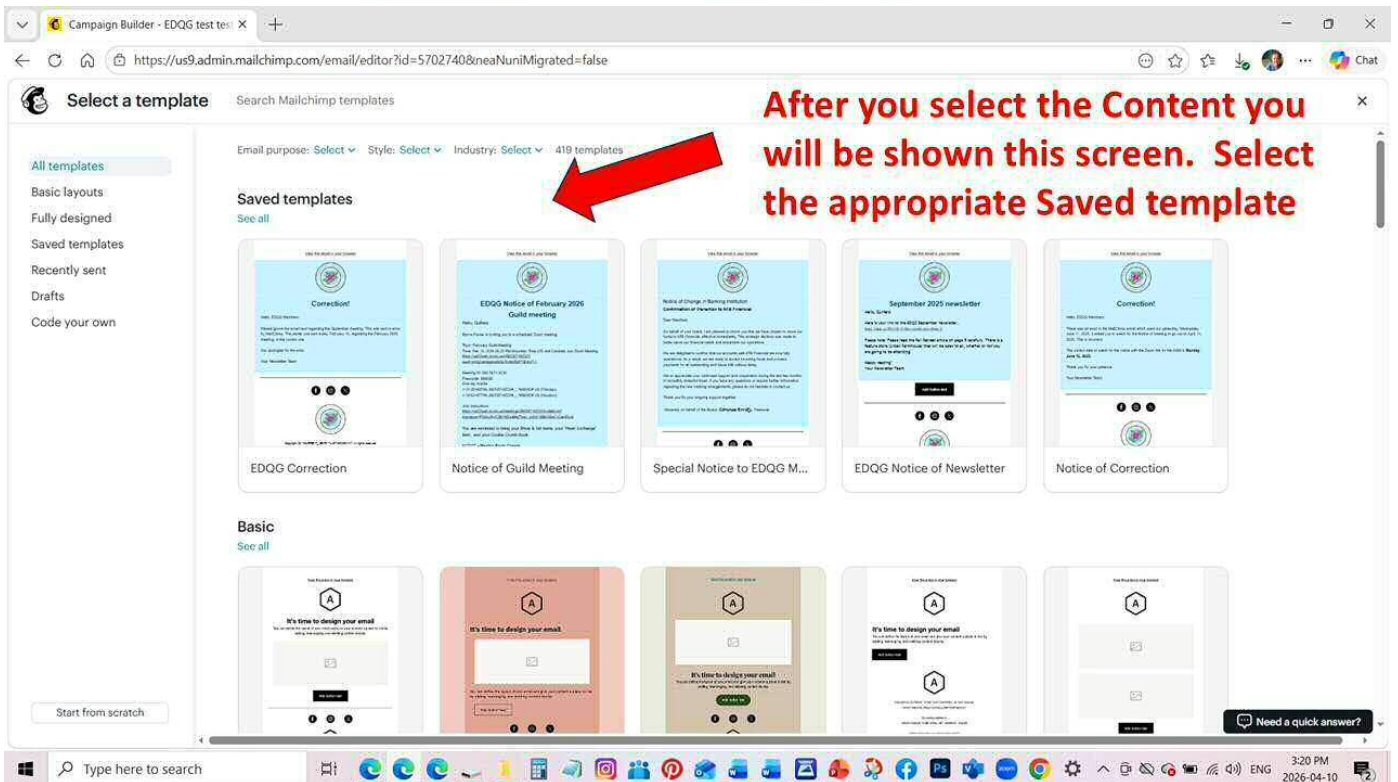
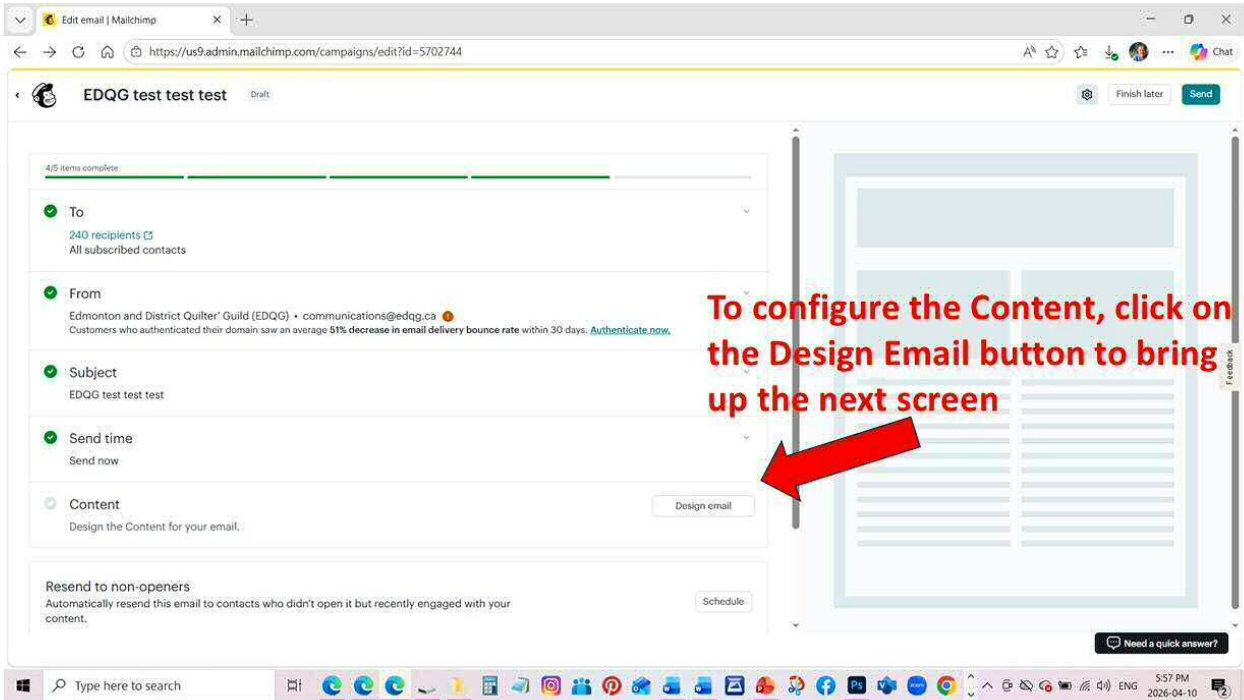


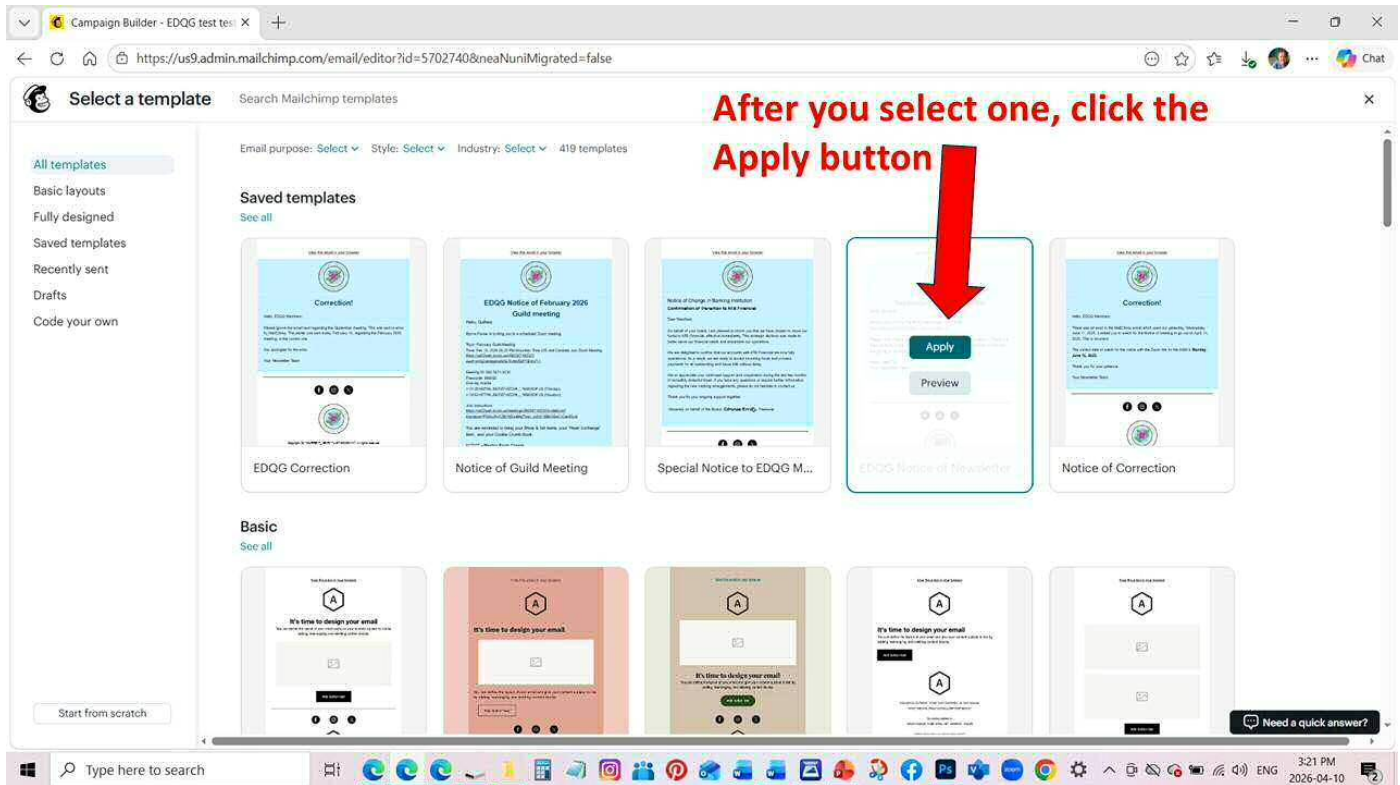
Click on the Create Email button to prepare an email to send. You must configure them from the top down.



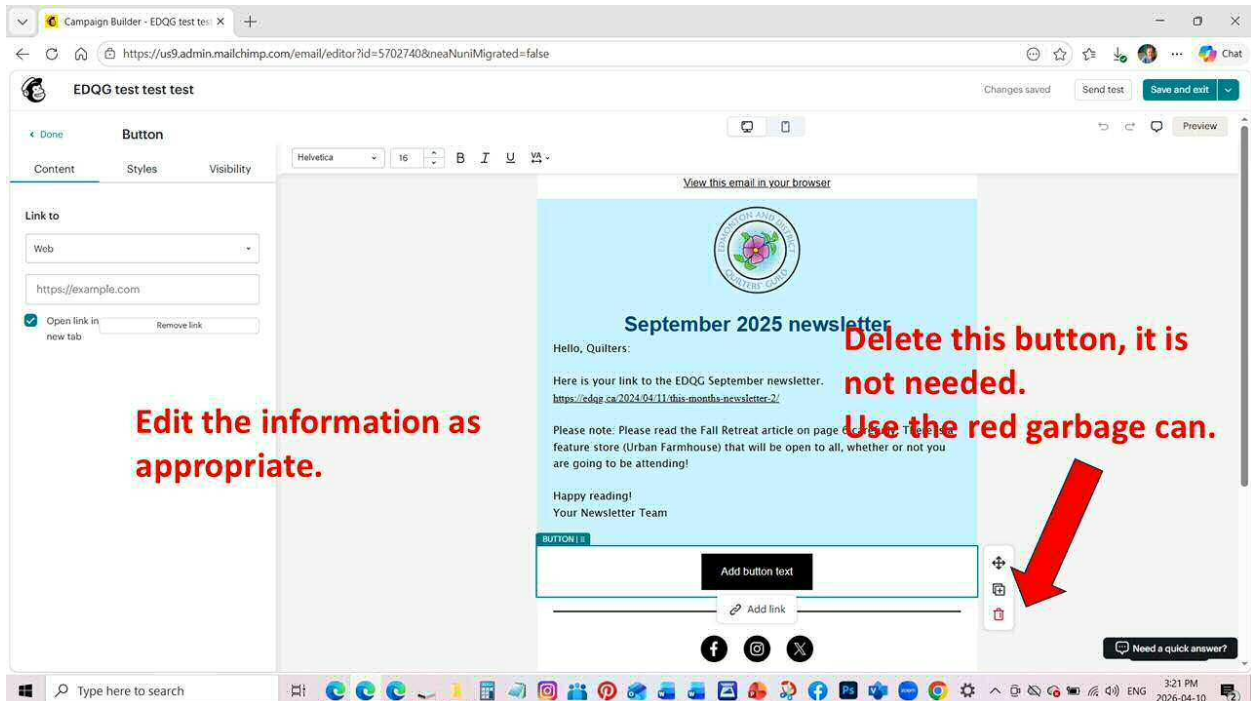


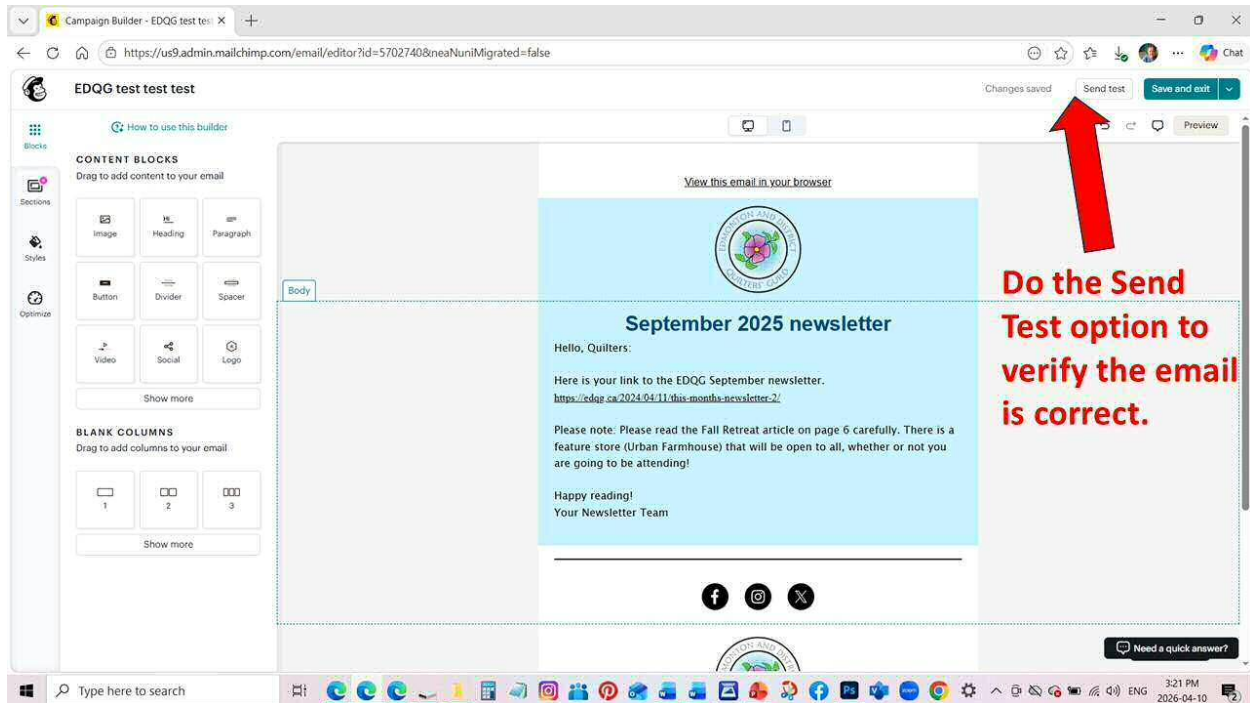
To configure the Content, use one of the templates created already. To do that see below.





The words in the Saved Template you selected must be edited to use current information. Click on it to edit. Remove the unused button.

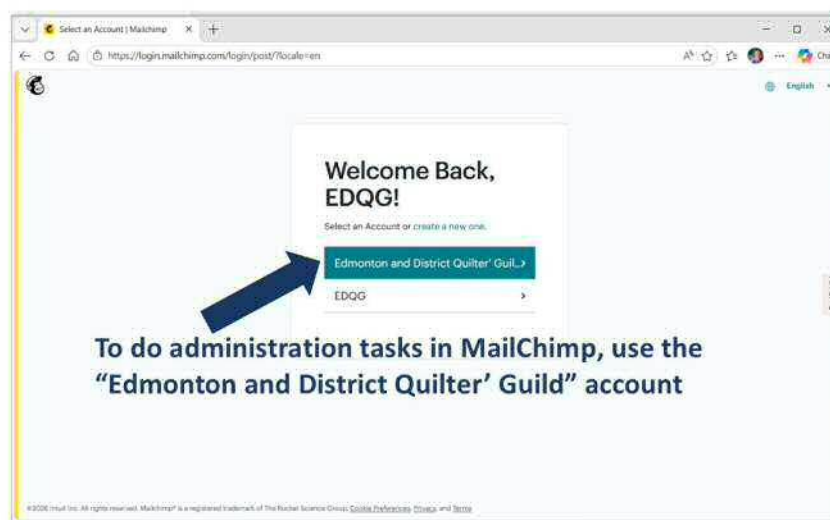




When you receive the test, go over it carefully (click the link, too) and when all is good, go back to Mailchimp and send it to all members.

## Administration Tasks in MailChimp

To do administration tasks, use the “Edmonton and District Quilter’ Guild” account.



Most administration tasks are available through the Profile menu.

The image shows a screenshot of the Mailchimp admin dashboard. The browser address bar displays the URL: [https://us9.admin.mailchimp.com/?redirect\\_id=CgOSr8IM3H](https://us9.admin.mailchimp.com/?redirect_id=CgOSr8IM3H). The dashboard includes a left sidebar with navigation options like Home, Campaigns, Automations, SMS, Forms, Audience, Analytics, Website, Content, and Integrations. The main content area shows a 'Marketing snapshot' with 'Total sends' at 719 (down 49.47%) and 'Delivery rate' at 99.86% (down 0.14%). Below this is an 'Audience' section showing 'Total contacts' at 241 (up 0.04%) and 'Net subscriber growth' at 2 (up). A top-right user profile menu is open, listing options such as Notifications, Your Essentials plan benefits, Switch account, Profile, Account & billing, Hire an expert, Support, Get cobrowse code, EN | English, Log out, Privacy and Terms, and Cookie Preferences. Three callout boxes with arrows provide instructions: a blue box points to the 'E' profile icon, a white box points to the 'Profile' menu item, and a red box points to the 'Log out' option.

**Click on the E in the upper right hand corner to call up the menu**

**Use the Profile selection to make appropriate changes**

**Use Log out selection when you are done**