

# **SECTION I**

## **GENERAL INFORMATION**

(Complete review done: 12/2008)

## INTRODUCTION

As your chapter's region representative, you are now welcome to the Rocky Mountain Region (RMR), Embroiderers' Guild of America, Inc. (EGA), board of directors.

This notebook is full of information that will help you contribute to the successful operation of the region. Please copy or otherwise pass on any of this material to your chapter board.

The following information can help you be a successful region board member:

- I. Record keeping
  - A. A current notebook of all things pertinent to the office is a valuable reference. All updates, changes, etc., need to be put into the notebook while throwing away any old pages. See RMR V.B.1.
- II. Communication (*also see RMR IV.A.1, Where to Send What and to Whom*)
  - A. Sending changes of address for chapter officers to national and region offices is vital for getting information to the proper person.
  - B. The chapter president is a chapter's source for information from EGA headquarters through:
    1. The *EGA Officers Notebook*
    2. Mailings from EGA headquarters, which include EGA notebook updates, condensed minutes of national board sessions, new forms, etc.
  - C. The chapter region representative is a chapter's source of region information through:
    1. Attendance at region board meetings and the receipt of the minutes of those meetings.
    2. Rocky Mountain Region's newsletter, *Border to Border*.
    3. Mailings from the region director and other officers and chairmen.
- III. Continuity
  - A. A job description of duties and responsibilities is vital to the successful management of the office.
  - B. An up-to-date notebook passed to an incoming officer serves as a history of procedure and ensures continuity in the office.

**The RMR Officers' Notebook is not static. There will always be updates and new information. We shall always try to date and paginate material for assistance in keeping the notebook in order.**

## SYNOPSIS OF ROCKY MOUNTAIN REGION HISTORY

1980 - At the Embroiderers' Guild of America, Inc. national seminar, Barbara Brandt held a meeting to organize the Guild into regions. Nancy Miller of Lakewood, Colorado, was appointed chairman of the newly formed Rocky Mountain Region. Nancy's first job was to organize the region; this she did by contacting the chapters.

9/19/81 - Nine chapters from Colorado, Idaho, New Mexico, and Wyoming sent representatives to a meeting in Nancy's home, and the region was formalized. The geographic reaches of the region grew as chapters from Montana, Utah, and El Paso, Texas, joined the region. The Rocky Mountain Region now ran from the Canadian border to the Mexican border and would eventually include nineteen chapters in seven states.

1983 - Rocky Mountain Chapter in Fort Collins, Colorado, hosted the first region seminar on the campus of Colorado State University. Three chapters in New Mexico (Manos Encantadas de Santa Fe, Pajarito in Los Alamos, and Sandia Mountains in Albuquerque) formed the Tri-City group. Members of the three chapters met in Santa Fe to get better acquainted, to share ideas, and to work together to solve problems. They planned an annual meeting with each city hosting on a rotating schedule.

1984 - Kay McQuiddy, Rocky Mountain Chapter, Fort Collins, Colorado, was elected to follow Nancy Miller as region chairman. During her term, the title was changed from region chairman to region director. The new region worked to achieve its organizational goals. The first policies were written, as well as the first list of region teachers. The Tri-City group became the Quad-City group when the El Paso Chapter joined, and the second meeting was held in Los Alamos. Successive meetings were held in Albuquerque, El Paso, Santa Fe, Los Alamos, and Albuquerque.

1985 - The second region seminar was held at the University of New Mexico in Albuquerque hosted by Sandia Mountains Chapter.

1986 - Carole Rinard, Pajarito Chapter, Los Alamos, New Mexico, became the next region director. Region meetings were held in Los Alamos and Grand Junction, Colorado. An assistant director and a secretary were added to the region officers. Pikes Peak Chapter, Colorado Springs, Colorado, invited the Colorado chapters to a Colorado Day meeting.

1987 - Colorado Chapter, Denver, hosted the region meeting, a day-long session of workshops taught by region teachers, and a reception for the opening of a month-long exhibit of works by region members. During Carole's term as region director, region bylaws were written and approved; the region took on the air of a well-functioning organization, and the rest of EGA became aware of the talented, hard working people who populate the Rocky Mountain Region.

1988-89 - Jacque Winton, Manos Encantadas de Santa Fe Chapter, Santa Fe, New Mexico, became region director. A region executive board was expanded to include the four elected officers, plus standing committee chairmen (bylaws, education, ways and means, nominating, and newsletter). The region newsletter was named *Border to Border*, and the editor, Nina Soltwedel, Colorado Chapter, Denver, Colorado, received well-deserved praise for her work, which resulted in the newsletter becoming a national leader from its inception. A new region achievement award was created and named the Clare Award for the patron saint of embroiderers, St. Clare of Assisi.

The first recipient was Carole Rinard. Region chapters shared information and enrollment in Group Correspondence Courses. The success of this endeavor has led other regions to use the idea. In 1989 Rocky Mountain Chapter hosted a two-day seminar in Fort Collins, Colorado, to reinstate region seminars. At the region meeting preceding the seminar, an advanced stitchers group, Prospectors, was formed, adding another dimension to the opportunities provided by the region.

1990-91 - Barbara Loftus, Colorado Chapter, Denver, Colorado served as region director. Successful two-day seminars were held in Cheyenne, Wyoming, in '90 and in Grand Junction, Colorado, in '91.

1992-93 -- Barbara Scott, Sandia Mountains Chapter, Albuquerque, New Mexico, served as region director. An outreach chairman was added to the executive board. Region seminars were held in Boise, Idaho, in '92, and in Angel Fire, New Mexico, in '93. Shirley Kay Wofersperger, Pajarito Chapter, Newbury, England was the region's awardee for the Educator's Award of Excellence in 1992.

1994-95 - Bette Sargent, Foothills Chapter, Lakewood, Colorado served as region director. Directors' Club chairman and historian were added to the executive board. A region seminar was held in Casper, Wyoming, in '94. There was no region seminar in '95 because the region hosted the EGA national seminar in Denver. The spring board meetings were held in Colorado Springs, Colorado, in '94, and Albuquerque, New Mexico in '95.

1996-97 - Armida Taylor, Western Idaho Chapter, Boise, Idaho, served as region director. Although there was no region seminar in 1996 a stitch-in was sponsored by Las Cruces Chapter at the Holy Cross Retreat in Las Cruces, New Mexico. The spring board meetings were held in Fort Collins, Colorado in 1996 and in Boise, Idaho in 1997. The 1997 region seminar, the most successful in RMR history, was held in Ogden, Utah, hosted by Ogden Needlework Guild. During this term the region bylaws and policies and procedures were revised and approved, and each chapter of the region received \$1000 for education purposes as a result of our successful 1995 region-sponsored national seminar in Denver. Our region led the nation with 18 members donating Christmas stockings to the White House project. Our region fundraiser, the *RMR Band Sampler Book* was completed. Three new chapters joined the region: Four Corners, Knotty Needlers, and Silver Valley Stitchers. The RMR Jody Gergens Memorial Scholarship Fund was established and Susan Tidwell, Sandia Mountains Chapter, Albuquerque, New Mexico was presented with the EGA National Educator's Award of Excellence. In September 1997, Armida Taylor was elected as national director of bylaws and Judy Richards completed the term as region director.

1998-1999 – Judy Richards of the Ogden Needlework Guild (Utah) served as the region director. The spring board meetings were held in Grand Junction, Colorado in 1998 and Albuquerque, New Mexico in 1999. The 1998 region seminar was held in El Paso, Texas. It was the first time region seminar information could be accessed on the Internet. The 1999 region seminar was held in Colorado Springs, Colorado. Carolyn Standing Webb, Wasatch Chapter, Salt Lake City, Utah, was the Rocky Mountain recipient of the Educator's Award of Excellence. Becky Autry made our region website a reality. The region approved monies for the assistant region director to travel within the region to promote region interests. At the national level, Judy Richards was the secretary to the region's committee meetings, and served on the finance committee. In October 1999 she was elected to the national nominating committee.

2000-2001 – Kay Haley of the Western Idaho Chapter, Boise Idaho, served as Region Director. The 2000 spring board meeting was held in Wallace, Idaho, hosted by the Silver Valley Stitchers. The region seminar in 2000, Wild Flower Festival, was held at Copper Mountain Resort hosted by Colorado Chapter. The 2001 spring board meeting was in Cheyenne, Wyoming, hosted by Cheyenne Chapter. A workshop by Libby Sturdy was offered in conjunction with this meeting. The 2001 seminar, Have Needle Will Travel, co-hosted by Four Corners Chapter and Pajarito Chapter was held at Fort Lewis College, Durango, Colorado. The Educator's Award of Excellence was given to Marie Filip, Desert West Chapter, Grand Junction, Colorado in 2000 and to Carolyn Sherman, Pikes Peak Chapter, Colorado Springs, Colorado in 2001.

The Jody Gergens Scholarship was awarded to eight region members during the 2000-2001 term. The *Region Officers' Notebook* was rewritten, streamlined, and stored on computer disk and copies were provided to each officer and region representative. The region's website was developed by Becky Autry to offer new features such as Chapter of the Month, Teachers and Shops in our region, as well as chapter correspondence courses and classes offered throughout our region. Region seminar registration information and class pictures were also featured on our website. The *RMR Band Sampler Book* was reprinted and sold as our fundraiser. Rocky Mountain Region offered to host the *18<sup>th</sup> National Exhibit* in 2004 and national seminar in 2012. The offers were accepted and appreciated by the national board of directors. Carole Rinard was chosen to chair the *18<sup>th</sup> National Exhibit* to be held at the Art Center at Fuller Lodge in Los Alamos, New Mexico. The Rocky Mountain Region sponsored the needlework room in the Storr Doll House, a national dollhouse project to be permanently housed at EGA headquarters in Louisville, KY.

2002-2003 – Becky Autry, Pikes Peak Chapter, Colorado Springs, Colorado served as region director. During these two years, the emphasis of the region was chapter support. The first region-sponsored (funded) Group Correspondence Courses (GCC) were offered. The first GCC, *Options in Hardanger*, had 77 participants with an almost fifty percent completion rate. *Hearts and Flowers* followed shortly thereafter and at the end of 2003, *White Queen* designed by the region's own, Carolyn Standing Webb, was offered. The Rocky Mountain Region paid for the cost of each course along with postage for texts and completed pieces. The region also offered a postage reimbursement program to chapters to help offset postage costs for the additional newsletters sent to anyone outside of the immediate chapter, such as national and region officers/chairmen. Work continued on the *18<sup>th</sup> National Exhibit*. Region seminars were held in Salt Lake City, Utah, (sponsored by the region board) and Boise, Idaho, (sponsored by Western Idaho Chapter). Monthly e-mails were sent to each chapter president and region representative with information on the national as well as region front. In 2002, the Rocky Mountain Region tied with the Sun Region for the most up-to-date chapter bylaws.

2004-2005 – Wanda Anderson, Pajarito Chapter, Los Alamos, New Mexico, served as Region Director. The spring board meetings were held in Greeley, Colorado, (hosted by Centennial State Chapter) and Billings, Montana, (hosted by Midland Empire Chapter). The region seminars were held in Denver, Colorado (hosted by Foothills Chapter) and Grand Junction, Colorado (hosted by Desert West Chapter).

2006-2007 – Carolyn Standing Webb, Wasatch Chapter, Salt Lake City, Utah, served as region director. The spring board meetings were held in Elko, Nevada, (hosted by Ruby Mountain Stitchers Chapter) and Fort Collins, Colorado, (hosted by Rocky Mountain Chapter). The region seminars were held in Glorieta, New Mexico, (hosted by Sandia Mountains Chapter) and Park City, Utah, (hosted by the region board).

## **CLARE AWARD BANNER**

In 1988-1989 a new Rocky Mountain Region achievement award was created. The name given was "The Clare Award" for St. Clare of Assisi, the patron saint of embroiderers.

The award was made in a banner form and was designed by Ann Spiess Mills of Pajarito Chapter, Los Alamos, New Mexico. The banner was painted by the designer and stitched by Bert Kroenig of Sandia Mountains Chapter, Albuquerque, New Mexico.

The first recipient of this award was Carole Rinard to honor her for all the hard work she had done for the region.

Under the picture of St. Clare the recipient's name and an abbreviated date (i.e. '07, '08) is hung. The previous awardee, the chapter she belongs to, the person who nominated her or anyone who wishes to stitch the new name. This name is then attached to the banner by needle-lace or faggoting stitch. Carolyn Webb has the alphabet on her computer and can chart new names.

The fabric used for the frame and name is 17 count eggshell monk's cloth. The name and year are cross-stitched over one intersection of the cloth with three strands of DMC floss #3371. DMC ecru pearl cotton #5 is used for the faggoting or needle-lace. Instructions for assembling the newest name and the alphabet used are kept in the possession of the Region Director along with several color-copies of the original "artwork" and painted canvas pictures.

The traveling case for the Clare Award Banner was made by Barbara Scott's husband, John.

## **ROCKY MOUNTAIN REGION BANNER**

The RMR banner was designed by Nancy Price of the Manos Encantadas De Santa Fe Chapter. The piecing and final assembly was done by Carole Rinard and Della Mae Watts of Desert West Chapter, Grand Junction stitched the logo.

It was stitched in 1987 before the national seminar in Parsippany, New York. This was the first national seminar sponsored by a region.

The banner is two feet by three feet and made with two inch wide strips. It is stitched to a back and is reversible (sunrise/sunset to daylight). The letters and mountains are done in a deep burgundy chain stitch.

The traveling case for the banner was made by Carole Rinard.

The banner is kept by the Region Director and is displayed at region board meetings as well as region and national seminars.

A gavel was made for the region by Carole Rinard's father, Arthur Nelson. The striker plate was donated by Armida Taylor. The cases for the gavel and striker plate were made by Carole as well. The region chapters at the time were highlighted on the map with beads. This was possibly done during Armida's term as RD.

## REGION DIRECTORS

1980-1983	Nancy Miller, Foothills Chapter
1984-1985	Kay McQuiddy, Rocky Mountain Chapter
1986-1987	Carole Rinard, Pajarito Chapter
1988-1989	Jacqueline Winton, Manos Encantadas de Santa Fe Chapter
1990-1991	Barbara Loftus, Colorado Chapter
1992-1993	Barbara Scott, Sandia Mountains Chapter
1994-1995	Bette Sargent, Foothills Chapter
1996-1997	Armida Taylor, Western Idaho Chapter
1998-1999	Judy Richards, Ogden Needlework Guild
2000-2001	Kay Haley, Western Idaho Chapter
2002-2003	Becky Autry, Pikes Peak Chapter
2004-2005	Wanda Anderson, Pajarito Chapter
2006-2007	Carolyn Standing Webb, Wasatch Chapter
2008-2009	Connie Fudge, Silver Valley Stitchers Chapter

## CLARE AWARD RECIPIENTS

1989	Carole Rinard, Pajarito Chapter
1991	Nina Soltwedel, Colorado Chapter
1991	Jacqueline Winton, Manos Encantadas de Santa Fe Chapter
1992	Nancy Miller, Foothills Chapter
1994	Jody Gergens, Centennial State Chapter
1995	Barbara Loftus, Colorado Chapter
1995	Barbara Scott, Sandia Mountains Chapter
1998	Armida Taylor, Western Idaho Chapter
2000	Sharron Ruesewald, Pikes Peak Chapter
2003	Kay Haley, Western Idaho Chapter
2003	Bette Sargent, Foothills Chapter
2006	Becky Autry, Pikes Peak Chapter
2007	Connie Fudge, Silver Valley Stitchers Chapter
2008	Ann Pinfield, Colorado Chapter
2009	Wanda Anderson, Pajarito Chapter

## REGION SEMINAR CHAIRMEN

1983	Kay McQuiddy & Marilyn Blake, Rocky Mountain Chapter
1985	Kathy Moawad, Sandia Mountain Chapter
1986	Carolyn Sherman, Colorado Days I, Pikes Peak Chapter
1987	Susan Goodman, Colorado Days II, Colorado Chapter
1988	Jody Gergens, Colorado Days III, Centennial State Chapter
1989	Jennifer Kutzik, Rocky Mountain Chapter
1990	Penny Franz, Cheyenne Chapter
1991	Sug Fitzner & Helen Alexander, Desert West Chapter
1992	Kay Haley, Western Idaho Chapter
1993	Jacqueline Winton, Sandia Mountains Chapter & Pajarito Chapter
1994	Mary Ellen Donaldson, Casper Needle Guild
1995	Barbara Loftus, No region seminar – Hosted National Seminar
1996	Janell Nieto (Stitch In), Las Cruces Chapter
1996	Terri Richards & Tina Richards Herman, Ogden Needle Guild
1998	Marsha Mascorro, El Paso Chapter
1999	Louise Ihle, Pikes Peak Chapter
2000	Barbara Loftus, Colorado Chapter
2001	Wanda Anderson (co-chair), Pajarito Chapter; Jean Poe (co-chair), Four Corners Chapter
2002	Kay Haley, Region Board
2003	Carol Hermann, Western Idaho Chapter
2004	Beverly Bell, Foothills Chapter
2005	Laryn Henson, Desert West Chapter
2006	Jane Moses, Sandia Mountains Chapter
2007	Wanda Anderson, Region Board
2008	Karen Race, Colorado Chapter
2009	Myrna Cruz, Western Idaho Chapter
2010	Carolyn Standing Webb, Wasatch Chapter
2011	Janice Wood, Foothills Chapter

## CHAPTERS AND LOCATIONS

### Chartered:

10/65 Colorado Chapter, Denver, Colorado  
03/72 Foothills Chapter, Lakewood, Colorado  
11/74 Sandia Mountains Chapter, Albuquerque, New Mexico  
01/75 Pikes Peak Chapter, Colorado Springs, Colorado  
09/75 Casper Needle Guild, Casper, Wyoming  
11/76 Centennial State Chapter, Greeley, Colorado  
03/77 Pajarito Chapter, Las Alamos, New Mexico  
12/77 El Paso Chapter, El Paso, Texas  
12/77 Ogden Needlework Guild, Ogden, Utah  
07/78 Needle and I Chapter, Idaho Falls, Idaho (dissolved 2002)  
10/78 Manos Encantadas de Santa Fe Chapter, New Mexico (dissolved 1992)  
11/79 Western Idaho Chapter, Boise, Idaho  
12/79 Rocky Mountain Chapter, Ft. Collins, Colorado  
01/80 Midland Empire Chapter, Billings, Montana  
01/83 Prairie's Edge Chapter, Wyoming (dissolved 1993)  
01/83 Timpanogos Chapter, Utah (dissolved 1987)  
06/83 Desert West Chapter, Grand Junction, Colorado  
01/84 Cache Chapter, Logan, Utah (dissolved 1987)  
10/86 Cheyenne Chapter, Cheyenne, Wyoming (dissolved 2008)  
01/87 Wasatch Chapter, Salt Lake City, Utah  
03/88 Las Cruces Chapter, Las Cruces, New Mexico  
05/90 Thread Artists Chapter, Bozeman, Montana  
10/93 Syringa Stitchers Chapter, Coeur d'Alene, Idaho (dissolved 2009)  
05/96 Four Corners Chapter, Durango, Colorado (dissolved 2009)  
08/96 Knotty Needle Chapter, Lapwai, Idaho (dissolved 1998)  
08/96 Silver Valley Stitchers Chapter, Wallace, Idaho  
02/97 Starflower Stitchers Chapter, Pocatello, Idaho (dissolved 1999)  
10/98 Silver Threads Golden Needles, Silver City, New Mexico (dissolved 1999)  
01/04 Ruby Mountain Stitchers Chapter, Elko, Nevada (original charter: 1995 in GPR)  
05/05 Turquoise Trail Chapter, Albuquerque, New Mexico  
09/07 Treasure State Stitchers Chapter, Great Falls, Montana

## GUIDELINES FOR EFFECTIVE BOARD MEMBERSHIP

- I. As a region board member, you are responsible for considering all views and proposals and for speaking to and voting on items of region concern. In fulfilling this responsibility, you should:
  - A. Be familiar with EGA bylaws, RMR bylaws & policies and procedures, and the region representative job description (*RMR Officers' Notebook (RON)* III.O.1).
  - B. Attend all meetings.
  - C. Promptly answer all correspondence.
  - D. Read all communications and convey information to the chapter board and to others within your chapter as appropriate.
  - E. Convey your chapter's concerns and successes to the board and appropriate region officers.
  - F. Be familiar with the region's reporting schedule to ensure that all reports are sent on time to the appropriate officer. (*See RON IV.A.1*)
  - G. Serve on region committees as asked.
  
- II. Each region chairman has a specific responsibility within the region. Communicate with the chairmen as needed. Where there are questions concerning lines of communication, contact the region director. The region director is an ex-officio member of all region committees and should receive copies of any correspondence and minutes of committee meetings. When appropriate, send copies to other region chairmen who may be affected.
  
- III. Parliamentary procedure is used to expedite business, maintain order, and ensure a fair and equitable discussion of all matters. An effective board member knows and utilizes the basic principles of parliamentary procedure as set forth in *Robert's Rules of Order, Newly Revised*.

## ROCKY MOUNTAIN REGION BENEFITS

The Embroiderers' Guild of America, Inc. is made up of thirteen regions. Rocky Mountain Region represents Colorado, Idaho, Montana, New Mexico, Utah, Wyoming, Nevada (Elko), and Texas (El Paso). Through the region, every chapter has a voice in addressing national affairs that concern every member.

### What Rocky Mountain Region offers its Chapters and Individual Members:

- \* A region newsletter, *Border to Border*, which includes reports from the region director and committee chairmen, chapter happenings, calendar of events including workshops to aid in teacher sharing, and a region teacher listing.
- \* Representation at national board sessions.
- \* Annual region seminars featuring national and region teachers.
- \* Region exhibits
- \* A region website
- \* A region education chairman to assist chapter education chairmen. The region chairman receives all national educational program information and coordinates region-sponsored Correspondence Courses.
- \* Two region meetings per year, which are open to all members. This is the place where an individual or chapter can present new ideas to be implemented on a region-wide basis and the place to solve chapter problems and exchange ideas.
- \* The region director is your direct link to the national board and EGA headquarters. She is aware of new rulings and policies. She is familiar with the duties of chapter officers and is a ready source of information and assistance to everyone in the region.
- \* Region-sponsored CCs

### What is the cost to you?:

- \* Your time, your effort, your skill, your loyalty, and \$5.00 (per member) annual dues.