

## **SECTION V**

### **MISCELLANEOUS INFORMATION**

(Complete review done: 12/2008)

## HOW TO HOST A REGION MEETING

1. Rocky Mountain Region meetings are hosted by chapters throughout the region in order that members may learn how the board operates and board members may meet chapter members.
2. Make your wish to host a RMR meeting known to the region director or respond to a request for a host chapter. Meetings are scheduled one to two years in advance.
3. Meetings are held twice a year: one (the annual meeting) in conjunction with the RMR seminar, and the other is held three or more months before the annual meeting.
4. Make your plans far enough in advance so that board members will have a clear calendar and so that a registration coupon and schedule of events may be published in *Border to Border*.
5. Traditionally the region board meeting is held on Saturday beginning at 9:00 a.m. and ending no later than 4:00. The executive board meeting is usually held the evening before.
6. Because members travel great distances, the host chapter may provide bed and breakfast to the attendees. Hotel rooms at reasonable rates may also be made available.
7. The room for the region meeting should have seating at tables for approximately 30 region board members plus additional seating within the room for guests. The executive board meeting is attended by up to 12 people. The meeting room(s) need to meet the requirements for the Americans with Disabilities Act (ADA). Chapter members are encouraged to attend.
8. For the region meeting, the region director will need a head table with the region secretary seated at the same table. A hollow square is the best configuration. Extra tables may be needed for display of show and tell items as well as items to be passed out. A table is needed at the entrance to the meeting room for passing out board packets and for sign-in sheets.
9. For the executive meeting, if necessary, the same room can be used with a conference-table set-up.
10. The host group shall arrange for lunch for the region board meeting, which may be a group potluck lunch or a catered meal. The choice is yours. The hosting chapter may wish to provide a casual continental breakfast before the meeting. The region will pay reasonable costs for the lunch (see #13).
11. The host chapter often has a social time the evening before the meeting, prior to the executive meeting. This does not have to be a potluck dinner or anything special. Meeting the chapter members is the objective and is looked forward to with great anticipation by all the board members.
12. Often a workshop, sightseeing, shopping and/or display of members' works is planned in conjunction with the meetings. Hosting this event should not be a burden to a chapter. Each chapter's approach is unique. Do not feel that you must plan to do what someone else has done.
13. Cost of the RMR meeting activities and chapter-sponsored events shall be separated. The chapter shall not incur any expenses or profit in hosting the meeting. The region shall pay for costs of the meeting room and the region lunch. Non-board member participants may be charged for meals and incidental expenses. All registration checks shall be made payable to "Rocky Mountain Region, EGA". All bills shall be presented to the region treasurer for reimbursement. Workshops, sightseeing, etc, in conjunction with the meeting(s) are optional chapter-sponsored events and those fees shall be paid to the chapter by the attendees via separate check.
14. The registration coupon shall include name, address, phone, chapter name, number of nights bed-and-breakfast required, special needs (smoking, allergies, etc.), region lunch fee (for non-board members), attendance at workshops, workshop fee, name of host chapter contact person, and request for SASE, if desired. It is helpful to be conscious of names of people traveling together so that they may be housed as closely together as possible.
15. Return to the attendees: map to B & B host's house, telephone number, schedule of events: what, when, where (addresses and maps), hotels, etc.
16. Former region directors should be invited to the region meeting.

**RECORD KEEPING -- WHAT AND HOW LONG**  
**(From EGA Officers Notebook – February 2009)**

**RECORD KEEPING – WHAT AND HOW LONG**

Care should be taken to destroy documents in an appropriate and timely manner. When the time comes to discard documents containing confidential or personal information, they should be shredded.

<b>Keep Permanently</b>	<b>Keep Two Years</b>
<ul style="list-style-type: none"> <li>• Charter</li> <li>• <i>Officers' Notebook</i> – updated</li> <li>• Chapter minutes – keep in the secretary's minute book</li> <li>• Correspondence               <ul style="list-style-type: none"> <li>&gt; Legal</li> <li>&gt; Important matters</li> </ul> </li> <li>• History/Scrapbook – including:               <ul style="list-style-type: none"> <li>&gt; all old rosters or yearbooks</li> <li>&gt; newspaper clippings</li> <li>&gt; public relations materials</li> <li>&gt; notices for chapter shows</li> <li>&gt; flyers to recruit new members, etc.</li> <li>&gt; seminar brochures</li> </ul> </li> <li>• newsletters (editor/chair keeps)</li> </ul>	General correspondence

Each committee should have a file which contains information necessary to the committee such as guidelines, etc. These files should be purged/kept up to date using the same general guidelines as stated here. When publications are received from headquarters, it is a good idea to keep a master copy for a back-up and then to pass on the publications to the appropriate committee.

**FINANCIAL RECORD KEEPING – WHAT AND HOW LONG**

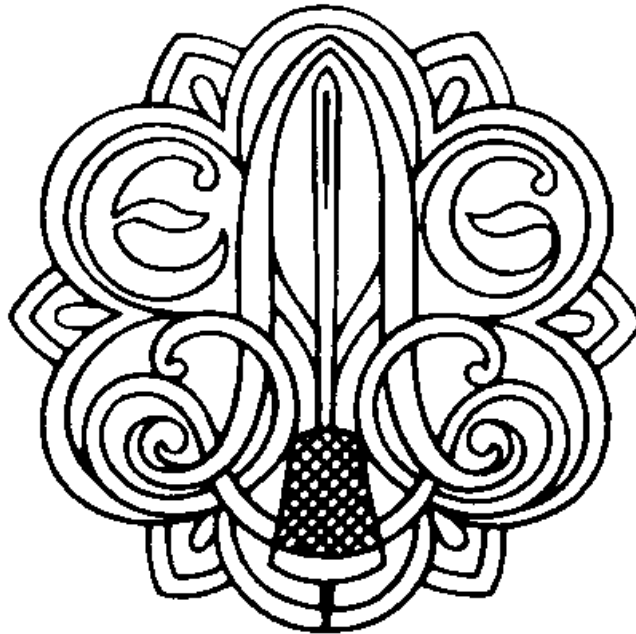
Questions concerning this business retention schedule should be referred to headquarters.

<b>Keep Permanently</b>	<b>Keep 7 Years</b>	<b>Keep 3 Years</b>
<ul style="list-style-type: none"> <li>• Employer Identification Number notice issued by the IRS</li> <li>• Copy of EGA's IRS determination letter dated March 31, 1976</li> <li>• Year End Financial Statements</li> <li>• Reports by the Audit Committee</li> <li>• Contracts and leases still in effect</li> <li>• Significant financial correspondence</li> <li>• Checks for important payments and purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statements and supporting documents</li> <li>• Contracts and payments to teachers/lecturers, including copies of all EGA Treasurer's Payment Reporting Forms (1099-MISC)</li> <li>• Receipts for other paid bills or reimbursed expenses</li> <li>• Records of merchandise sales</li> <li>• Special event and fund raising records</li> <li>• Revenue and expense ledgers</li> <li>• Contracts and leases (expired)</li> </ul>	<ul style="list-style-type: none"> <li>• General financial correspondence</li> <li>• Budgets</li> <li>• Miscellaneous internal reports</li> <li>• Bank reconciliations</li> </ul>

LOGOS



Rocky Mountain Region Logo



EGA Logo

## **BACKGROUND INFORMATION ON SAINT CLARE**

1194-1253

Clare was from a wealthy noble family. She was promised to Francis of Assisi. When St. Francis rejected marriage and his prosperous family, Clare chose to follow him. He helped her establish a community that was the beginning of the order of Poor Ladies who later became the Poor Clares. They adhered to the Franciscan way of life which includes humility and poverty (living only on alms).

Included in the activities of the order were, and are, the making, embroidering, and repairing of altar cloths and vestments. For this reason Saint Clare of Assisi was chosen as the Patron saint of embroiderers.

There are twenty-three monasteries of Poor Clares in the U.S. They are a contemplative, cloistered order of nuns and extern sisters who carry on the tradition of Saint Clare by making vestments and altar linens. Saint Clare's saint day is August 12.

She carries a sacred monstrance. It was said that she held the monstrance up before an army of Saracen invaders, and they fled.

When embroidering Saint Clare, a crystal could be sewn on the gold monstrance. Other symbols are a lily for purity and a palm leaf for sacrifice.

Instead of a monstrance, Saint Clare might hold an altarpiece, which could be stitched separately.

The veil is black with white edging. The neckpiece is white, and the cape and gown are brown.

**JODY GERGENS MEMORIAL SCHOLARSHIP**

**Application Form**

(Please Print or Type and Fill Out Completely)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

RMR CHAPTER \_\_\_\_\_

EGA MEMBERSHIP NUMBER \_\_\_\_\_

Attach extra sheet as necessary to answer the following questions.

YEARS OF EGA MEMBERSHIP \_\_\_\_\_

**PAST AND PRESENT SERVICE TO EGA**

LOCAL \_\_\_\_\_

REGION \_\_\_\_\_

NATIONAL \_\_\_\_\_

**INTENDED USE OF SCHOLARSHIP**

NAME OF COURSE \_\_\_\_\_

DATE(S) \_\_\_\_\_

LOCATION \_\_\_\_\_

**WHY DESIRED**

A 500 word explanation is required as to how the scholarship will be of benefit to the recipient.

**ALL ITEMIZED ANTICIPATED EXPENSES TO BE INCURRED BY COURSE**

COURSE FEE \_\_\_\_\_

MATERIALS FEE \_\_\_\_\_

LODGING \_\_\_\_\_

AIRFARE \_\_\_\_\_

OTHER \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED \_\_\_\_\_

JODY GERGENS SCHOLARSHIP APPLICATION (Page 2)

1. Only Rocky Mountain Region members may apply for the scholarship.
2. Monies will be available for one year following acceptance.
3. Approved use for scholarship:
  - A. Independent Study Courses (six step minimum)
  - B. Extended Study Program
  - C. EGA teacher, judge and appraisal certification programs
  - D. Other courses with approval of the Directors' Club
4. Recipient will submit to the Directors' Club Chairman, a written evaluation of the course within 3 months of its completion, regarding how it met expectations, what was learned, and how this will affect the recipients future needlework efforts.
5. Upon request, recipient will return scholarship funds to the Rocky Mountain Region, EGA if they are not used for the stated course and/or if the evaluation (see item 3) is not completed on time.

I HAVE READ AND WILL ABIDE BY THE POLICIES LISTED ON THIS APPLICATION

SIGNATURE\_\_\_\_\_

DATE OF APPLICATION\_\_\_\_\_

## **REGION EDUCATION ITEMS**

1. Any Rocky Mountain Region chapter may check out any region education item.
2. The chapter may have the item for 45 days, unless a longer time frame is needed and then approved by the education chairman.
3. The chapter checking out the item is responsible for the safe return of the item.
  - Consider insuring the item when mailing.
4. In some cases, a deposit from the chapter is required to check out specific items. (Those are noted on the list).
  - A check from the chapter will suffice for the deposit.
  - The region will not cash the check for the amount of the deposit unless the item is lost and not returned.

## REGION EDUCATION ITEMS AVAILABLE FOR CHECK-OUT:

### VIDEOS

*Bunka Basics* – Video, Handbook, Needle

\$30.00 deposit required (Deposit returned to chapter once item returned to education chairman)

*To Teach Is To Learn Twice* – Video and Manual

\$30.00 deposit required (Deposit returned to chapter once item returned to education chairman)

*Embroidery: The Legacy of Needlearts*

\$30.00 deposit required (Deposit returned to chapter once item returned to education chairman)

### BOOKS/PAMPHLETS

Cost will be for copying and mailing.

#### *1999 EGA Board Approved Projects*

Designs may be copied and taught as a scheduled program only.

Projects are:

Beaded Netted Helix

Beaded Scissors Keeper and Eyeglass Holder

Penguins on Parade Ornament (Canvas)

Variations in Silk “Small Endearments #1 (Congress Cloth – Ornaments, Scissors Fob, etc.)

Assisi Bookmark

Assisi Needle Book

Introduction to Blackwork

“Celebrate Belonging” (32-count linen Nametag)

Christmas Mini Sampler (Ornament)

Shades of the Season (Evenweave linen – Shaded leaves)

Something For Everyone (Needleroll)

Snowflake (Hardanger)

Pattern Darning Bookmarks

Pulled Thread Glasses Case

Needle Lace Scissors Charm

Hawaiian Style Applique

Thistle (Crewel)

Stumpwork Apple Blossom

### EGA GUIDELINE SERIES

Cost will be for copying (if allowed) and mailing.

*Teaching Needlework to Children* by Harriet Segal

No patterns. This booklet gives you ideas on what to consider when getting ready to teach children.

*Organizing and Conduction of a Slide Lecture* by Eleanor Podl

*Teaching a Two-Hour Class* by Carole Lake

*Judging Your Own Work* by Pat Grappe

REGION EDUCATION ITEMS AVAILABLE FOR CHECK-OUT (Continued):

NEW KID ON THE BLOCK SERIES

Cost will be for copying (if allowed, as not all have permission granted) and mailing.

*Counted Cross Stitch*

*Introduction to Surface Stitchery*

*Surface Stitchery – The Next Step*

*Hardanger – A Step Beyond*

*“Did You Know That...” (Suggestions)*

*Florentine Embroidery*

*Introduction to Hardanger*

MISCELLANEOUS

*The Art of Teaching Stitchery to Children* by Jean Scholefield

Cost will be for copying and mailing.

There are basic items in this booklet such as:

Whom Do We Teach

Where Do We Teach

Materials Used

Commercial Sources

Projects are:

Crazy Quilt Patch

Pattern Darning Bookmark

Create a Mask

School Days (Cross-Stitch Sampler)

Basic Needlepoint (Heart)

ally's Sunflower – Beginning Needlepoint

*Teaching the Art of Stitchery Through Art Appreciation* by the Greater Pacific Region with Jean Scholefield being the coordinator and developer.

\$30.00 deposit will be required (Deposit returned to chapter once item returned to education chairman). Items in a three-ring binder.

*Program Ideas* by Sharon Rogers

Cost for copying and mailing.

*Planning A Workshop* by Sharon Rogers

Cost for copying and mailing.

## ***Needle Arts* SUBMISSION GUIDELINES/FORM**

Please go to EGA's National Website and download the *Needle Arts* Submission Guidelines. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: [www.egausa.org](http://www.egausa.org). In the left-hand column, scroll down to: Members Area. Click on: Needle Arts Magazine. Click on: Article Submission Guidelines.

## PROSPECTORS EXHIBIT GUIDELINES

1. At current seminar – confer with next seminar chairman and choose a theme or a challenge for the next exhibit. On even years the Prospectors may have a judged exhibit with ribbons awarded.
2. If the exhibit is a judged event, select judge/or judges. If it is decided to have an award based on votes from the viewers, you will need to provide a theme for this vote (i.e. best color, best use of thread, etc.). Ballots will need to be typed and available at seminar. Include this information to the seminar chairman and to *Border to Border*.
  - In the fall you will need to provide information about the exhibit (theme, challenge, judges, and guidelines) to the seminar chairman, for the seminar brochure.
  - Provide this same information along with registration forms and insurance forms to each Region Rep. at the first board meeting of the year.
  - Registration forms should include participant's name, address, email, phone and EGA member number, chapter name, permission to photograph and artist statement, size of piece, title, techniques and threads used, how piece will be delivered to exhibit, chairman contact information, and deadline for registration. Extra information to include would be theme, challenge, and whether it will be a judged show along with the policies/guidelines of the exhibit.
  - A deadline should be set by the chairman, (usually 4 to 6 weeks prior to the opening of exhibit) to assure time to register insurance with National headquarters, print participants' certificates, name plates, and artist statements.
  - Each entry will need an insurance form or waiver of insurance on file, along with the registration form and identification information attached to the piece (see form examples).
  - Provide exhibit information, judging information, if applicable, and registrations forms for each issue of *Border to Border*.
  - Provide a list of participants, value of the item, and any required information to National headquarters along with National EGA insurance form #3 to assure insurance coverage for each exhibit. This must be done prior to the opening of the exhibit.
3. The Exhibit:
  - Have tables ready to display entries. You may need to provide table easels and white gloves.
  - When checking in the pieces provide take-down times to the participants.
  - Have titles and artist statements typed and mounted for each entry.
  - Have your file of registrations and insurance forms available for reference.
  - Check facility hours and security system.
  - Have members from the chapter or region sit while exhibit is open during the day, if possible.
  - If time allows during seminar have a Prospectors meeting with the exhibit participants and seminar participants to discuss the entries and other ideas for future exhibits.
  - Give certificates to all participants on odd years and judge awarded ribbons on even years.
  - Take photos of those that permit photos and complete the "Prospectors Photo Album".
  - If exhibit is judged, set a time for judging (private and closed to the public during this time).

## PROSPECTORS EXHIBIT GUIDELINES, continued

- Provide judges a scoring system and form.  
If exhibit participates in judging from the viewers, provide a theme and forms for voting. Possible themes for a viewer's award could be: most embroidery techniques used in one piece, best use of color, best interpretation of the "theme or challenge," most unusual materials used, etc. The purpose of this type of voting would be to get the viewers involved and interested in the creativity of the exhibit pieces.

**PROSPECTOR'S EXHIBIT  
Registration Form**

DEADLINE FOR SUBMITTING REGISTRATION \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

EGA Number: \_\_\_\_\_ Chapter Name: \_\_\_\_\_ Member-at-Large: \_\_\_\_\_

Title: \_\_\_\_\_

Embroidery medium: \_\_\_\_\_

Threads and ground fabric used: \_\_\_\_\_

Measurements including frame: Height \_\_\_\_ Width \_\_\_\_ Depth \_\_\_\_

Entry **May** or **May Not** be photographed for Prospectors files. (circle one)

Artist Statement: \_\_\_\_\_

\_\_\_\_\_

I will deliver my needle art piece to the exhibit room on \_\_\_\_\_ (date)

or

\_\_\_\_\_ will deliver my needle art piece to the exhibit room  
on \_\_\_\_\_ (date)

I will forward an insurance form to you by email upon receipt of this registration form.  
Thanks, *Prospectors Chairman*

Please review the attached: Prospectors Exhibit – Policies and Procedures

## PROSPECTORS EXHIBIT – POLICIES AND PROCEDURES

- Any member of Rocky Mountain Region, EGA in good standing may participate. You do not have to attend the seminar to participate.
- You may enter up to three pieces each exhibit.
- It is not required but recommended that each piece follow the challenge or theme.
- Each piece should have been worked within the past two years.
- Teaching pieces which have not been contracted at the time of the exhibit will be accepted.
- No piece that has been shown at a prior Prospectors exhibit will be accepted, unless it is an encore exhibit.
- Size restrictions will be announced each year, if required.
- Each work must be an original\* or an adaptation\* and must have been done with an eyed needle for part of the piece. The work must be copyright free.
- Pieces must be complete and display ready.
- Each piece must be registered prior to the deadline by completing the Prospectors registration form and completing an EGA insurance form or waiver. No piece can be accepted without insurance information and identification information attached to the entry.
- Each piece must be delivered to the exhibit by you or your representative.
- Each participant will be awarded a certificate of participation, or in the case of a judged show, ribbons will be presented.

\*EGA defines an **original** as “an original work is one which, from the beginning, is solely the creative product of the stitcher.” An **adaptation** is “needlework inspired by or based upon a source other than needlework and modified through significant changes. Source(s) are to be documented.”

## **EGA - WEBSITE REVIEW GUIDELINES**

Please go to EGA's website and download the *Website Review Guidelines*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: [www.egausa.org](http://www.egausa.org). In the left-hand column, scroll down to: Members Area. Click on: Forms & Guides. Go to the section labeled: General and click on the document name.