

WEG PRESIDENT'S TIMELINE

Updated Jan 2024 (G. Wence/P. Hawkins)

"GM" refers to *Guild Manual*.

At Beginning of Term

- Log into the President's gmail account in Google (wegpres@gmail.com, password: "stitching") and in Settings have any e-mail coming to that account forwarded to your personal account (instructions under Website in the Guild Manual).
- For EAC/ACB, contact the Communications Director (communications@eac-acb.ca) and the Chapter Director (chapterdirector@eac-acb.ca) and advise them that you have taken over as President of WEG. Provide your personal contact information.

Over the Summer

- Purchase and set up the President's Minute Book (binder). At the front it is handy to have:
 - the Membership List
 - the approved Slate of Officers (with voting privileges)
 - a copy of the Minutes and Committee Reports from the most recent AGM (you will need to send these out with the Meeting Package for the following year's AGM)
- Set up a tab in the binder for each month. Even though Executive meetings fall late in the previous month, include its Agenda and Minutes in the tab for the General meeting Agenda and Minutes so that it forms a "monthly package."
- Prepare:
 - list of the year's Executive and General meeting dates with locations and deadlines (template in GM, Templates)
 - list of Stitch-In Dates and add to WEG Google Calendar. Include in-person and Zoom Stitch-Ins and 1820 Henderson Stitch-Ins (third Saturday, 10-4)
 - in consultation with Program/Workshop Chair, prepare WEG Program and Events Charts (GM, Templates)

General

- Newsletter should go out via e-mail in May, August, November, February (or when the Editor is able to produce it). (Once distributed, the Editor should send a copy to EAC/ACB's Chapter Director and Communications Director).
- We usually hold two workshops per year, one in Fall, one in Spring – decided in conjunction with the Programs/Workshop Committee.

Note: In the following list, items for discussion by both the Executive and at General meetings are combined into the month listed for the Executive meeting with the General meeting month appearing in parentheses.

Monthly

- Treasurer's Report: At Executive, this should include details. At General Meeting only the total in Operations, High-Interest Savings, and GICs need be reported.
- Have each committee do a report at the Executive meeting. At the General meeting, only those committees with something specific to report, either written or verbal, should go onto the Agenda.
- Make sure that the Program, Refreshments, and Raffle for the upcoming meeting are ready.

August (for September)

- Send out Slate of Officers, Chart of Meeting Dates, Meeting Agenda Guidelines (GM, Resources), list of Stitch-In Dates (Executive and General). It is a good idea to distribute the *By-Laws* to the Executive so that they can acquaint/re-acquaint themselves with their provisions.
- Send out Bursary Guidelines; remind members of deadlines (Oct 15/Feb 15) and to apply.
- Receive and review Annual Financial Report (final Statement of Operations from previous year; Proposed Budget for current year). Executive to approve by Motion. Must be taken to WEG for general approval.
- make sure to retrieve the Koru Pendant from last year's winner and take ballots for voting on the Summer Challenge to General meeting
- Keep track of venue payment due dates for workshops: pay as soon as dates are confirmed. (The P/W Chair may do this.)
- Prepare for Downsizing Sale (held in even years in September or October).
- Prepare for Santa's Workshop (held in Dec if doing).
- Review WEG Program and Events for coming year.
- Reminder at General meeting that members should avoid using scented products when attending Guild meetings and events.

September (for October)

- Report on Fibre Fest, and Stitch-in-Public if participated.

(EAC/ACB usually holds a Chapter Presidents' Meeting on-line in October.)

October (for November)

- Strike Bursary Review Committee (if any applications have been received by Oct 15 deadline).
- Plan for Holiday Dinner at December meeting. Announce.
- Heritage Needle Arts Sale is usually third Saturday in November.
- November: Newsletter submission deadline.
- If having Santa's Workshop in December, start planning and remind members to donate.
- Report on EAC/ACB Chapter Presidents' Meeting (late October, on-line)

November (for December/January)

(Note: No Executive meeting in December)

- Set up Nominating Committee: Past President (Chair), Membership Chair, one Member-at-Large.
- Make sure everything is arranged for December meeting holiday dinner, free if you bring a dish; \$10 if you don't bring a dish. Money raised will go towards a WEG special project.
- Make sure Santa's Workshop (if having) is ready to go.

January (for February)

- Santa's Workshop Debrief.
- Nominating Committee - review positions to see what's open/coming up; review *ad hoc* positions and make any necessary changes.
- Report on HNAS.
- February: Newsletter submission deadline.
- Remind members to apply for Bursary; deadline February 15.
- Remind members that the Eleanor Thomas Award will be voted on in April.

February (for March)

- Strike Bursary Review Committee (if necessary).
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- Nominations update.
- Remind members that the Eleanor Thomas Award will be voted on in April. Send out Policy with March meeting package.

March (for April)

- Sometime around now the EAC/ACB Chapter Director will call for an annual report from the President (GM, Templates: EAC/ACB Standard Chapter Regional Report - Blank Form and EAC/ACB Standard Chapter Regional Report - Sample).
- Plan Presidents' recognition (Vice-President/Susanne Sulkers) *done only at the end of President's term*.
- Call for Annual Committee Reports for AGM in June (set deadline in early May).
- Nominating update (Slate to be presented for vote at April Executive meeting).
- Eleanor Thomas Award competition.

April (for May)

- Approve Slate of Nominations for distribution to general membership for May meeting (one month's notice required).
- Remind Executive of deadline for Annual Committee Reports.
- Adjust date of May Executive meeting if necessary (to accommodate Seminar attendance).
- Begin work on Summer Challenge project.
- Annual Dessert Party.
- May: Newsletter submission deadline.

May (for June)

- Call for Committee Chairs to submit their Final Financial Report for year just ending and their Proposed Budget for the coming year.
- Book church space for coming year (1st Thursday; adjust Sept if necessary, depending on Labour Day date) (usually done by President). Payment is due in late August.
- Make sure to retrieve the Koru Pendant from last year's winner and take ballots for voting on the Summer Challenge to General meeting.
- Report on Chapter President's Meeting at Seminar.
- Seminar highlights.

- Remind Promo/Demo Chair to arrange volunteers to handle promos/demos at FibreFest, Stitch-in-Public.
- Summer Challenge.
- AGM and Brown Bag Picnic.
- Distribute/vote on:
 - AGM Minutes from previous year
 - Annual Committee Reports
 - Slate of Nominations
- Arrange and award:
 - President's Recognition (at the end of the President's term)
 - Hero Cookies
- August: Newsletter submission deadline.

June (for Summer)

- Budget Meeting. Review final Statements of Operations for year just ending and Proposed Budget for coming year. Vote.
- Set organizational meeting date in August (3rd Monday) usually at a Private Dining Room.
- Confirm with Promotions Chair preparations/volunteers for Manitoba FibreFest (early Sept) and Stitch-in-Public (late Sept) if participating.
- Any other outstanding business before breaking for the Summer.

OTHER

Schedule/Confirm Stitch-Ins for the following year (including the Summer):

In-Person:

- 3rd Saturday, 10 am-4 pm (except December), 1820 Henderson Hwy hosted by Lynne Jentsch
- Every Wednesday, 7:00-9:00 pm, Lizzie B's

Zoom, confirmed:

- 2nd Tuesday, 1:00-3:00 pm, Shirley Ganske
- 3rd Tuesday, 7:00-9:00 pm, Amanda Harding
- 4th Saturday, 1:00-4:00 pm, co-hosted by Debra Sawatsky and Ricky Chestnut