



Sun Region  
Embroiderers' Guild of America  
Call to Meeting: September 2014

To: Sun Region Board of Directors

From: Lynn Abbey

Date: August 14, 2014

Re: Sun Region Board of Directors  
Annual Meeting  
& Election of New Officers,  
Sawgrass Marriott Spa & Resort  
Ponte Vedra Beach, Florida  
September 12-14, 2014



**Location:** Sawgrass Marriott Resort and Spa; 1000 PGA Tour Blvd.; Ponte Vedra Beach, FL 32082

**Directions to Hotel:** The Sawgrass Marriott is located off State Highway A1A just south of Jacksonville and north of St. Augustine. (Additional directions will be in the *Sun News* and the meeting packet.)

**Hotel reservation deadline:** The contacted room block closed on August 12, 2014. If you need to make a reservation, please contact Betty Baechle.

**Luncheon : 11:30 AM on Saturday, at the hotel.**

**Reservations for the luncheon were due on August 11, 2014.** If you have not made your luncheon reservation, please contact Betty Baechle

**In April the Sun Region Board of Directors voted to return to a policy of including ALL chapter and committee reports in the BoD Meeting Packet. Please submit these reports to Lynn Abbey ([secretary@sunregionega.org](mailto:secretary@sunregionega.org)) by Tuesday, September 2, 2014**

A tentative schedule is included in this document. The final schedule will be included in the Meeting Packet which will be sent to board members on **September 8, 2014**. Please do not hesitate to suggest any special topics that you want to be included in the final schedule. Suggestions should be sent to **Region Director Jan Clark by September 1**, email: [rd@sunregionega.org](mailto:rd@sunregionega.org) or snail mail to 3089 Sunset Lane, Cocoa, FL 32922-6658.

**Be sure to bring the Representative's notebook** to this meeting.

Don't forget to bring a notepad! It doesn't matter whether it's digital or paper, but by the end of a two-day meeting, everyone needs a note or two to remind them of what happened and what needs to be done.

Tentative Sun Region Meeting Schedule  
Sawgrass Marriott Resort, Ponte Vedra Beach, FL  
September 12-14, 2014

Friday, September 12, 2014

Executive Committee meeting 7 PM – 9 PM

Saturday, September 13, 2014

Event 2014 Wrap-Up Meeting 8:30 AM – 9:00 AM  
Event 2015 Status Meeting 9:15 AM – 9:45 AM  
Finance Committee meeting 10:00 AM – 10:30 AM

Luncheon hosted by DuClay Chapter 11:30 AM – 12:30 PM

Sun Region Board Meeting

Sign-in & Proxy turn-in 12:45 PM  
Board Meeting Called to Order 1:00 PM  
Board Meeting recessed approx. 5:00 PM

Saturday Evening Educational Program – 7:00 PM  
The Neapolitan chapter will host Joan Thomasson presenting a hands-on class.  
Additional details will be in the packet.

Sunday, September 14, 2014

Board Meeting Reconvened 9:00 AM  
Complete Region Business  
Adjournment  
Election & Installation

**This is your opportunity!**  
Do you have topics that you would like to include in the board meeting agenda on the next page?  
Do you or your chapter members have questions, concerns, improvements that you would like to address in our meeting?  
To appear on the packet agenda, please send your request to [rd@sunregionega.org](mailto:rd@sunregionega.org) by September 1, 2014.  
*(If preferred, the identity of the person submitting topics can remain anonymous)*

Sun Region Board Meeting - Tentative Agenda – Sawgrass Marriott Spa & Resort  
Saturday, September 13, 2014 1:00 PM – approximately 5:00 PM  
Sunday, September 14, 2014 9:00 AM – until close of business

NOTE: Since we are meeting to conduct the business of the region, it is requested that if you are a voting member of the Board, that you refrain from embroidering during the meeting or program. We all would appreciate everyone's full attention and participation to what is transpiring during the weekend.

- Call to Order and Introduction of Board Members and Guests
- Executive Committee Reports:
  - RD: Jan Clark, ARD: Betty Baechle, Treasurer: Kathy Singleton
- Confirmation of Between-Session Actions
- Standing and Special Committee Reports:  
Bylaws (see pages 9-11), Education, Finance (see pages 4-5), Historian, Membership, Nominating, Outreach, Marketing, Sun News, Ways and Means, Website, Social Media, Event 2014 and 2015
- ITT Discussion
- IEC Discussion
- Philips Grant Money Discussion (see pages 12-13)
  
- Recess
  
- Evening Program
  
- Reconvene Sunday Morning, 9:00AM
- Additional Business
- Chapter Reports
- Special Reports
- Finance Matters Training
- Adjourn
- Election & Installation of Officers (see pages 7-8)
- Special Meeting to select a Nominating Committee
- Adjourn

Reminder: If any chapter representative is unable to attend, please give this notice to the alternate rep, along with the completed proxy form (a copy of Page IV-C-1 in your Representative's notebook), signed by the President of your chapter. These forms should be given to the Secretary PRIOR to the meeting start. Please, if you know you're bringing a proxy, please send an Email to Lynn ([lynn@lynnabbey.com](mailto:lynn@lynnabbey.com)) by September 10, 2014, so she can prepare your name card.

		Proposed 2015 Budget	2014 restated budget	
<b>Revenue</b>				
2	Member Dues	\$ 1,700.00	\$ 1,749.00	
3	Interest	\$ 50.00	\$ 50.00	
4	Educational Events			
5	Seminar			
6	Exhibit	\$ -		
7	Fund Raising (W&Ms)		\$ 150.00	*****
8	Sales (W&Ms)		\$ 900.00	*****
9	Advertising	\$ -		
10	Community Outreach	\$ -		
11	Contributions (unrestricted)			
12	Contributions (restricted)			
13	Parties/Meals (RM lunches)		\$ -	
14	Retreats		\$ 2,300.00	*****
15	Contributions/Gifts	\$ 120.00	\$ 120.00	
16	Printing			
17	Other	\$ 150.00	\$ 150.00	
	Money Market savings transfer	\$ 3,000.00	\$ 3,000.00	
	Transfer from reserves		\$ 681.00	
<b>18</b>	<b>Total Revenue</b>	<b>\$ 5,020.00</b>	<b>\$ 9,100.00</b>	
<b>Expenses</b>				
21	Educational Events (GCCs)	\$ 3,000.00	\$ 3,000.00	
22	Seminar			
	Seminar 2014			
	Seminar 2015 seed money		\$ 1,000.00	This item is not an expense and so does not appear in the 2015 budget.
23	Exhibit			
24	Fund Raising (Ways and Means)			
25	Cost of Sales			
26	Rent (Region Meetings)	\$ 850.00	\$ 645.00	
27	Newsletter			
28	Administration			
	RD	\$ 50.00	\$ 50.00	
	ARD	\$ 25.00	\$ 25.00	
	Treasurer	\$ 20.00	\$ 20.00	
	Other	\$ 45.00	\$ 45.00	
29	Officers' Travel (lodging and lunches)			
	National Meeting-RD	\$ 1,500.00	\$ 1,500.00	
	Region Meetings	\$ 1,340.00	\$ 2,340.00	
30	Community outreach			
31	Parties/Meals (RM lunches)			
32	Retreats			
33	Contributions/Gifts			
	EGA Annual Fund Campaign	\$ 100.00	\$ 100.00	
	National Seminar Opportunity Drawings	\$ 150.00	\$ 150.00	

		Proposed 2015 Budget		2014 restated budget	
34	Printing				
35	Other				
	licenses & Fees	\$	75.00	\$	75.00
	Taxes	\$	150.00	\$	150.00
<b>28</b>	<b>Total Expenses:</b>	<b>\$</b>	<b>7,305.00</b>	<b>\$</b>	<b>9,100.00</b>
	Balance =Shortfall	\$	(2,285.00)		
					*****These items are now separate accounts. As follows here.
	Activity from Other Accounts				
	2015 Seminar	\$	-		
	RM luncheons	\$	(100.00)		
	Ways and Means	\$	200.00		
	Net Shortfall	\$	(2,185.00)		
	Additional Transfer from				
	money market required	\$	2,185.00		

## Recommendation from nominating committee to be voted on September 14, 2014

The Nominating Committee recommends the following slate for the three-year term commencing on September 14, 2014:

Region Director – Kathy Singleton  
Assistant Region Director - Melody Bryan  
Secretary – Cheri Hammer  
Treasurer - Lynn Abbey

Nominations from the floor will be accepted before voting begins. Biographies of each nominee appear on pages 7-8 of this CTM.

Respectfully submitted,  
Sun Region Nominating Committee

## **Please Be Prepared!**

The Sun Region Board must elect a new Nominating Committee during the “Organizational Meeting” on Sunday September 14.

Qualified nominees are: elected executive committee members, chapter elected region reps, past board members and committee chairs. We need 3 NC members plus 2 alternates. NC members are required to attend all region meetings.

The Nominating Committee will serve from September 2014 through September 2017, concurrent with the new slate.

We prefer that you nominate a qualified person, or if you wish to serve, ask to be nominated. If you nominate someone not in attendance, you must present a signed note that indicates their permission.

# Sun Region's Proposed Slate of Officers

## To Serve from September 2014 – September 2017

### Kathy Singleton, Region Director



Kathy began stitching at the age of 5. She would spend the weekends at her grandmother's house and she learned embroidery and crochet from her. Mind you, this was free hand embroidery, no counting, no hoops, etc. Her first real project was a chicken scratch apron – yellow – a color Kathy now doesn't really care for. Her grandmother embroidered quilt squares and Kathy would embroider the stamped pillowcases to match. Naturally, surface embroidery remains her favorite stitching.

She continued stitching through the 70's where she was in demand to embroider on jeans, jackets, etc etc. Remember all of that? In the 80s' she started bigger projects, including crewel, pulled thread, and bead embroidery. And that's when the Christmas stocking thing started. She has now stitched a stocking for everyone in her family – that includes her immediate family, aunts, uncles, nieces, nephews, etc. etc. Now when anyone gets married or has a baby, the question becomes what will the stocking look like. Her niece's fiancée bothered her for a year making sure that he was going to be presented one, thus leading Kathy to believe that is why he married her niece.

Kathy has held lots of positions in EGA having joined Windy Stitchers in Chicago when she discovered a flyer for EGA at a local shop. She's held every chapter position except for president. She is proud of her two terms as National Treasurer and the work that was accomplished there. That experience really broadened her knowledge of EGA's workings and the reasons why some things are done the way that they are. At the region level, she has chaired a region seminar and retreat and currently serves as the region treasurer.

### Melody Bryan, Assistant Region Director



Melody's history with EGA goes back a long way. She joined EGA when she was still in high school. She was a charter member of the now defunct LeMoyne Chapter in Jacksonville. She found out about a guild forming from the LNS owner who became a lifelong friend and still is today. She remained active in LeMoyne for a few years but her developing passion was showing purebred dogs and that took over and dominated her life for the next 25 years.

Like many of you – Melody learned to embroider and crochet from her grandmother. She learned to do simple needlepoint at about age 8 or 10. Even though she was very involved in traveling and exhibiting Afghan Hounds, needlework was always a part of her life.

In the mid 2000's, Melody joined the Dixie Chapter in Columbus, GA in which she still retains a plural membership. She decided after moving to Orange Park in 2008 that she should visit the duClay Chapter. She originally joined as a plural member, but has been primary member for a few years now. She has held a couple of offices in duClay and is currently VP/Programs & Education.

These days Melody spends a lot of time doing traditional wool rug hooking. She's been a "hooker" for about 15+ years now. She is a member of the NF Rug Hooking Guild as well as their parent national guild. She is an avid knitter, has a deep love of samplers and the history that goes along with them, and still enjoys doing various types of canvaswork.

# Sun Region's Proposed Slate of Officers To Serve from September 2014 – September 2017

## Cheri Hammer, Secretary



Cheri has been fascinated with stitching from a very young age. Completely self-taught and self-guided, she gobbled up all of those crafty kits you get as a child. Then she ventured into counted cross-stitch, spending years making little x's on fabric. But then one day she saw a poster for a needle art exhibit, and that totally changed her world! The Sand Dunes Chapter in Northwest Florida held a bi-annual show and that was Cheri's introduction into the wonderful world of EGA.

Cheri joined Sand Dunes in the early 90s, and quickly volunteered to be the night liaison for the chapter. Education is her passion, and she wanted the night meeting attendees to have the same opportunities as the day meeting attendees. Over the years, several times she has held the position of education chairman and/or vice president (in charge of programs).

Cheri has also been her chapter's region representative, and has been exposed to Sun Region operations. She was the Merchandise Night chairman for both the 2000 and 2011 national seminars. She is currently the education chairman for both her chapter and the region.

## Lynn Abbey, Treasurer



Lynn was fortunate to be surrounded by threadbenders as a child. Her mother and both her grandmothers knit, sewed, knotted, and crocheted. They shared their skills with her regularly, but sometimes competitively so it was no great surprise that she gravitated toward a threadbending art that did not fascinate her mentors: embroidery.

She learned embroidery in a thoroughly haphazard, self-taught manner until discovering the EGA by accident in 1978 (A neighbor's copy of Needle Arts appeared in her mailbox by mistake!). After that, embroidery became Lynn's passion. She joined the Ann Arbor (MI) chapter and volunteered to be its education officer at her first meeting

In Ann Arbor, Lynn went on to serve as newsletter editor, region representative, and president. From Ann Arbor she moved to Oklahoma and joined the Central Oklahoma chapter where she took over their newsletter. In 1997 she moved to Central Florida and joined the Chain Stitchers chapter where she has served as region representative, president, and other positions; she is currently the chapter's newsletter editor and outreach co-chair. She has served as the Sun Region Secretary for the past 5 years.



## Recommendations from bylaws committee to be voted on September 13, 2014

Please review the following recommendation for vote at the region Board of Director's meeting on Saturday September 13, 2014.

### Proposed Policy & Procedures Revisions

Recommendation: I, Adrienne Meyer, Sun Region Bylaws chair, recommend that the Sun Region board amend its standing policies and procedures, Section 1, item IV-I-2-c (found on page III.D.7) as follows: Text to be changed is in the left hand column (current language) and new text is in the right hand column (proposed language).

#### Proposed Policy & Procedure Changes

Current language	Proposed language
<b>IV-I-2-c</b>	
c. The chair of the region seminar shall be a voting member of the Sun Region board once the appointment has been approved.	<b>Delete this item in its entirety</b>
<p>Rationale</p> <p>This statement conflicts with Sun bylaws which states that the board of directors shall be composed of the elected officers, the member chapter region representatives and the region-sponsored EGA national special events chairman(men).</p>	

Recommendation: I, Adrienne Meyer, Sun Region Bylaws chair, recommend that the Sun Region board amend its standing policies and procedures, Section III, item G (found on page III.D.2-3) as follows: Text to be changed is in the left hand column (current language) and new text is in the right hand column (proposed language).

#### Proposed Policy & Procedure Changes

Current language	Proposed language
<b>III-D-2</b>	
<p><b>G. Voting between sessions. (9/06)</b></p> <p>1. <b>Mechanics</b> of presenting a motion when voting between sessions.</p> <p>a. A motion is presented to the secretary with a copy to the presiding officer.</p> <p>b. The person making the motion includes the rationale for the motion.</p> <p>c. The secretary forwards the motion, the rationale, and a request for a second to all board members by the previously-agreed-upon means of communication.</p> <p>d.. All board members acknowledge receipt of motion as soon as it is received.</p> <p>e. The secretary acknowledges to all board members receipt of a second.</p> <p>f. A motion without a second is not considered.</p> <p>2. <b>Discussion</b> regarding the motion</p> <p>a. Upon the acknowledged receipt of the motion from two-thirds of the members and a receipt of a second, the secretary sets the time limit for</p>	<p><b>G. VOTING BETWEEN SESSIONS</b></p> <p><b>When it is necessary for the region to conduct business between board sessions, the following are recommendations accepted by the region board of directors.</b></p> <p><b>1. Means to communicate.</b> The region officers together with the region representatives shall all agree on the means of communication and voting.</p> <p><b>2. Ways to vote.</b> There are three (3) means of voting between board sessions. They are:</p> <p>a. U.S. Postal Service</p> <p>b. Telephone</p> <p>c. Electronic mail</p> <p><b>3. Contingency Plan.</b> Should the secretary be unable to facilitate any business between board</p>

discussion and notifies members of the date for return of votes.

b. All board members must be aware of all the discussion comments, either via email or conference call.

**3 Voting process.** All votes are sent to the secretary with a copy to the presiding officer, and the results are acted on and reported in accordance with the region bylaws.

sessions, the region director will appoint a temporary facilitator from among the region board members.

#### **4. Mechanics of presenting a motion.**

a. A motion is presented to the secretary of the region board with a copy to region director.

b. The person making the motion will include the rationale for the motion.

c. The secretary forwards the motion, the rationale and a request for a second to all board members by the previously agreed upon means of communication. Between sessions motions arising from committee recommendations do not require a second.

d. Board members acknowledge receipt of motion as soon as it is received.

e. The secretary acknowledges to all board members receipt of a second, if a second is required.

f. A motion without a second is not considered.

#### **5. Time limits of debate/discussion.**

Upon the acknowledged receipt of the motion from at least two-thirds of the region board members and the receipt of a second, if required, the secretary determines whether a quorum has been established, sets the time limit for discussion and notifies members of date for return of votes.

#### **6. Actual debate/discussion.**

a. All comments shall be copied to and by all voting members.

b. Should an amendment be made, the same procedure as in making a motion shall be followed. However, until the call for vote, the motioner may at any time ask to modify the motion, stating the specific modifications. Provided the request is addressed to all voting members, the motion will be considered modified if no objections have been received within 48 hours for the executive committee or 72 hours for the board of directors and all other committees, following the request.

c. The motioner may at any time ask to withdraw the motion. Provided the request is addressed to all

	<p>voting members, the secretary will declare the motion withdrawn if no objections have been received within 48 hours for executive committee or 72 hours for the region board and all other committees, following the request.</p> <p><b>7. Call for the vote.</b></p> <p>a. The votes shall be sent to the secretary with a copy to the region director or chair on or before the previously set date.</p> <p>b. For a motion to pass two-thirds (2/3) of the quorum of board members established in §5 must vote in favor of the motion.</p> <p><b>8. Results of the voting process</b></p> <p>The secretary shall immediately send the results of the vote to all region board members.</p> <p><b>9. Recording the results.</b></p> <p>The secretary shall include the motion and results at the beginning of the minutes of the next region board meeting.</p>
<p style="text-align: center;">Rationale</p> <p>The region's Between-Sessions Voting Policy &amp; Procedures, instituted in 2006, had not been amended to accommodate to changes recorded in 2012 in the national board's Between-Sessions Voting Policy &amp; Procedures .</p>	

## Introduction

The purpose of the Gay Phillips education Grant is to provide the 13 EGA regions with funds to spend on education-based activities for the benefit of the members in each respective region, with \$5,000 available to each region.

## Restrictions on the Use of the Money

The region must spend the grant money on education-based activities that are available to all members within the region, including Members at Large (MAL) residing within the region.

Education activities include, but are not limited to:

- Workshops,
- Course development,
- Seminar grants,
- Touring teachers,
- At the option of a region, the education activity may be opened to non-EGA members residing within the region.

If there is a question regarding the intent of the education grant, or questions in general about the grant program, contact Gwen Nelson, EGA President (mgtnelson@hotmail.com).

The region can request a copy of the MALs residing within its region from Tonya Parks (typarks@egausa.org).

## Applying for a Grant

To apply for the \$5,000 grant, the Region Director of a region must:

- Submit a proposal by January 31, 2015 for how the funds will be used, to include:
  - A statement of intent with a general plan for how the money will be spent , and
  - To whom and where to send the check.

Variations to the submitted plan do not have to be preapproved provided the money is still used for education purposes.

Submit proposals, by either mail or email, to:

Brad Cape  
Embroiderers' Guild of America  
1355 Bardstown Road Suite 157  
Louisville, KY 40204-1353

bcape@egausa.org

## Accountability

Each Region must:

- Provide a report on how the money was spent using the **Gay Phillips Education Grant – Final Report** form no later than:

- 60 days after spending the money *OR*
- 30 days after the end of the three-year period, if not all the funds are spent.
- Submit a single report to EGA HQ (see address below), regardless of how many education-based activities the region conducted within the three-year period, including zero activities.
- Return funds not spent on education-based activities to EGA HQ no later than 30 days after the end of the three-year period, sending them to:

Brad Cape  
Embroiderers' Guild of America  
1355 Bardstown Road Suite 157  
Louisville, KY 40204-1353

### Dates

A region must:

- Apply for a grant by **January 31, 2015** (see *Applying for a Grant* section),
- Use the funds within **three years** of receipt of the disbursed funds,
- Submit a final report **60 days** after spending the money or **30 days** after the end of the three-year period if not all the funds are spent (see *Accountability* section), and
- Return funds not spent on education-based activities within the three-year period to EGA HQ (Brad Cape) no later than **30 days** after the end of the three-year period (see *Accountability* section).