



**Sun Region  
Embroiderers' Guild of  
America  
Call to Meeting:  
September 2016**

**To:** Sun Region Board of Directors

**From:** Cheri Hammer

**Date:** August 16, 2016

**Re:** Sun Region Board of Directors  
Meeting  
Safety Harbor Resort & Spa  
Safety Harbor, FL  
September 16-18, 2016



**Location:** Safety Harbor Resort & Spa, 105 No. Bayshore Drive, Safety Harbor FL 34695 1-888-237-8772

**Directions to hotel:** Located off US Hwy 19 North. Looks like the exit should be Sunset Point Rd, travel east towards the bay. Using your navigation system would be best.

**Hotel reservation deadline:** Our contracted room block closes on August 18th. If you need to make a reservation after that date and rooms are unavailable, please contact Melody Bryan, ARD.

**Luncheon:** 11:30 am on Saturday September 17th in the hotel restaurant. Luncheon will be a buffet and will offer several meats, salads, veggies, etc. Cost is \$25 and the deadline for reserving your spot is September 1st. Please make your check out to Sun Region EGA and mail to Melody Bryan, ARD. Luncheon will be hosted by the Sand Dunes Chapter.

All chapter and committee reports will be included in the BoD Meeting Packet. Please submit these reports to Cheri Hammer ([secretary@sunregionega.org](mailto:secretary@sunregionega.org)) by **Sunday, September 4, 2016**.

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 12, 2016**. 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 Kathy Singleton by August 31**, email: [rd@sunregionega.org](mailto:rd@sunregionega.org) or snail mail to 321 Beacon Pointe Dr, Ocoee FL 34761.

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

**Don't forget to a bring 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.

The following recommendation comes from the Finance Committee. This recommendation requires a 30-day notice period, and will be discussed and voted on at the upcoming meeting.

**Recommendation:** The Finance Committee recommends that the motion that Sun Region donate \$500 to the national EGA collection in honor of Gwen Nelson.

**Rationale:** It's an honorarium for Gwen who took great effort to bring part of the national collection to the seminar and served as speaker for the event's banquet. This was also the second year in a row that Gwen graciously provide our region members with an opportunity to see and appreciate what is in the national collection.

/s/Lynn Abbey, Chairman, Sun Region Finance Committee

**Tentative Sun Region Meeting Schedule**  
**Safety Harbor Resort & Spa, Safety Harbor, FL**  
**September 16-18, 2016**

**Friday, September 16, 2016**

Executive Committee Meeting 7 PM – 9 PM

**Saturday, September 17, 2016**

Event 2016 Report 9:00 AM – 9:30 AM  
Event 2017 Report 9:30 AM – 9:55 AM  
Finance Committee Meeting 10:00 AM – 10:30 AM

**Luncheon hosted by Sand Dunes 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

Biscayne Chapter will be presenting the program at 7:00pm. The cost is \$5 per person and you must reserve a kit on your luncheon clip it coupon.

**Sunday, September 18, 2016**

Board Meeting Reconvened 9:00 AM  
Complete Region Business  
Adjournment  
Bylaws, Ps&Ps and Guidelines – Oh My  
New Region Rep Training

**Sun Region Board Meeting - Tentative Agenda – Safety Harbor Resort & Spa**

**Saturday, September 17, 2016 1:00 PM – approximately 5:00 PM**

**Sunday, September 18, 2016 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, 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 Kathy Singleton**

**Introductions Kathy Singleton**

**Minutes Cheri Hammer**

**EC Reports:**

- RD Kathy Singleton
- ARD Melody Bryan
- Treasurer Lynn Abbey
- Secretary Cheri Hammer

**Standing and Special Committee Reports:**

- Bylaws Margo Pope
- Education Deby Talley
- Finance Lynn Abbey
- Historian Karan Quintero
- Nominating Karan Quintero
- Outreach JoyceAnne Stevens
- Sun News Linda Anne Buehler
- Ways and Means vacant
- Website Lynn Abbey
- Social Media Karan Quintero
- Event 2016 Donna Christie
- Event 2017 Claire Nardone
- Sun Roster Adrienne Meyer

**Unfinished Business:**

- Phillips Grant Money Discussion Deby Talley
- Scholarship for SR Education Event Deby Talley
- SR GCCs
- SR Banner update Margaret Kinsey
- Nominating Committee Karan Quintero
- Job Descriptions

**New Business:**

- 2017 ITT for Sun Region
- 2018 Education Event
- National Items of Note

## Chapter Reports:

- Biscayne
- Canopy Oaks
- Central Florida
- Chain Stitchers
- duClay
- Gulfview
- Indian River
- Neapolitan
- Sand Dollar
- Sand Dunes
- Sandhill Crane
- Sarasota
- Sea Grape
- Suwannee Stitchers

## **Adjournment**

**Bylaws, Ps&Ps, Guidelines, OH MY** – For everyone, a review of what will be needed to be done next year for the bylaws review. This review is for the region and all chapter bylaws. Every chapter will be going through a review. What are Ps&Ps, guidelines, etc. and how do they apply to my chapter, my event, and on and on, supporting teachers, etc. will also be covered.

This discussion/workshop would be helpful for more than just the region reps. So, if at all possible, your chapter officers and committee members might like to attend this session. Please be prepared to take notes. As the region rep it will be your job to relay this information to your chapter so that we are all prepared for next year.

## **New Rep Training**

**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 e-mail to Cheri (sledgetoo2@cox.net) by September 9, 2016, so she can prepare your name card.

<b>Sun Region EGA</b>		<b>Proposed 2017 Budget</b>		<b>2016 Budget</b>	
<b>Revenue</b>					
2	Member Dues	\$ 1,600.00		\$ 1,700.00	Note 1
3	Interest	\$ 20.00		\$ 20.00	
15	Contributions/Gifts	\$ 100.00		\$ 120.00	Note 2
17	Other	\$ 100.00		\$ 150.00	Note 2
	Money Market savings transfer *	\$ 8,000.00		\$ 10,800.00	
<b>18</b>	<b>Total Revenue</b>	<b>\$ 9,820.00</b>		<b>\$ 12,790.00</b>	
<b>Expenses</b>					
21	Educational (GCCs)	\$ 3,000.00		\$ 3,000.00	Note 3
	Philips Grant	\$ 5,000.00		\$ 3,000.00	
	Jeanette Rees Class **	\$ -		\$ 4,800.00	Note 4
26	Rent (Region Meetings)	\$ 650.00		\$ 650.00	
27	Newsletter				
28	Administration				
	RD	\$ 50.00		\$ 50.00	
	ARD	\$ 25.00		\$ 25.00	
	Treasurer	\$ 20.00		\$ 20.00	
	Website	\$ 75.00		\$ 75.00	
	Other	\$ 45.00		\$ 45.00	
29	Officers' Travel (lodging and lunches)				
	National Meeting-RD	\$ 1,200.00		\$ 1,000.00	Note 5
	Region Meetings	\$ 1,600.00		\$ 1,340.00	Note 6
33	Contributions/Gifts				Note 7
	EGA Annual Fund Campaign	\$ -		\$ 100.00	
	National Seminar Opportunity Drawings	\$ 250.00		\$ 150.00	
	Other Gifts/Contributions	\$ 750.00			Note 8
35	Other				
	Licenses & Fees	\$ 75.00		\$ 75.00	
	Taxes	\$ 150.00		\$ 150.00	Note 9
<b>28</b>	<b>Total Expenses:</b>	<b>\$ 12,890.00</b>		<b>\$ 14,480.00</b>	
	Balance =Shortfall	\$ (3,070.00)		(1,690.00)	
	Regn Mtg Lunches	\$ -			
	Ways and Means	\$ 100.00		100.00	
	Retreat 2017	\$ -			Note 10
	net shortfall	\$ (2,970.00)		-1,590.00	
	transfer from reserves	\$ (2,970.00)		1,590.00	

Note 1: Based on 2106 dues collection

Note 2: Although we've received no gifts or other income to date in 2016, these numbers are reasonable hopes

Note 3: Annual \$3000 distribution of Seminar 2011 profits to support Sun Region Education Grants; \$5000 draw-down from the Philips grant for educational initiatives

Note 4: The region decided against this recommendation

Note 5: Airfares seem to be on the rise, despite declining fuel cost

Note 6: Expenses are rising & we're covering more committee chairmen

Note 7: In 2015, we didn't contribute to the EGA annual campaign, but put \$250 into the OppBasket. I expect we'll do the same in 2016, and propose that we continue to focus on the OppBasket in 2017.

Note 8: To allow for the possibility of a one-time *ad hoc* donation during the budget period

Note 9: This item fluctuates due to sales tax on Ways & Means items. We're overbudget for 2016, but I don't think we should project this into 2017

Note 10: The Retreat 2017 budget does not anticipate excess revenue