

SECTION V
SCHEDULES

(Revised 10/2024)

SCHEDULE A (Page 1)

2024-2025

<u>Who</u> sends the form:	<u>What</u> to send:	<u>When</u> to send it:	<u>Send to</u> (See Page 2):	<u>Form:</u>
Chapter Secretary	Minutes of Chapter Board. & Business Meeting	Within month of meeting	1	N/A
Region Treasurer	Financial report	By February 15	13	Comes from National
Chapter Membership Chair <u>or</u> Chapter Treasurer	Names, contact information, and region dues (\$5 – NOT PRORATED) for out of region plural members and Life members	When the member joins or renews	4	RMR Notebook Sec A. 1-2
Chapter Treasurer	Annual Chapter financial report	By February 15	13	Comes from National
Chapter Outreach Chair	Stitch in public days, community events and projects	As events occur	10	Stitch-in-Public-Day-Report-Form-2021.pdf (egausa.org) ; Outreach-Project-Sharing-Form.docx (live.com)
Chapter Newsletter Editor	Chapter Newsletter	As published	1,2,15,(7 if put on website)	N/A
Chapter President	Changes/updates to Chapter Officers list	IMMEDIATELY	3, 8, 13	https://egausa.org/chapter-officers-update-form/
Chapter President	Chapter bylaws, standing rules, policies, etc.	When changed	1,17	EGA ByLaws Amendment (egausa.org)
Any EGA RMR Chapter member	Dues renewal	On the yearly due date for renewal	EGA National online	My Subscriptions Embroiderers' Guild of America (egausa.org)
Any EGA RMR chapter member	Nominations for National and Region offices	When need arises	1,5,(15 as applicable)	National offices require 3 references for nomination
Any EGA RMR chapter member	Member's personal information updates to National website	Whenever changes occur	4,8,9,13,	https://egausa.org and go to Profile in the members only section
Any EGA RMR chapter member	Items for NeedleArts magazine	Prior to deadlines (see EGA website or NeedleArts magazine)	18	Anc 4.1.1.7-Guidelines-for-Submitting-Articles-to-Needle-Arts-22-Jan-18.pdf (egausa.org)
Region Representative	Items for region newsletter (<i>Border to Border</i>)	Prior to deadline	6	N/A
Region Representative	Report for RMR board meeting	As requested	3	N/A

1.	RMR Region Director – Vicki Bridges	RegionDirector@rmrega.org
2.	RMR Assistant Region Director -Sandra Scribner	AssistantRegionDirector@rmrega.org
3.	RMR Secretary – Beki Adams	Secretary@rmrega.org
4.	RMR Treasurer – Linda Schreve	Treasurer@rmrega.org
5.	RMR Nominating Chair – Joanna Lord	NominatingChair@rmrega.org
6.	RMR Newsletter Editor – Nancy Pawlowski	NewsletterEditor@rmrega.org
7.	RMR Web Liaison – Deb Ogden	Webliasion@rmrega.org
8.	RMR Online Communications Chair – Jennifer Wollesen	ConstantContact@rmrega.org
9.	RMR Membership/Marketing Chair – vacant	MarketingMembershipChair@rmrega.org
10.	RMR Outreach Chair – Mary Ann Forman	OutreachChair@rmrega.org
11.	RMR Education Chair – Ellie Ames	EducationChair@rmrega.org
12.	RMR Events Coordinator – Sandra Scribner	AssistantRegionDirector@rmrega.org
13.	EGA National Office – Tonya Parks	typarks@egausa.org
14.	EGA National Outreach Chair – Wendy Lynn	marketing@egausa.org *
15.	EGA Vice President – Trudy Pohawpatchoko	vicepresident@egausa.org *
16.	EGA Marketing/Membership Chair – Ina Gibson	marketing@egausa.org *
17.	EGA National Director of Bylaws – Vicki Swerdlow	bylaws@egausa.org *
18.	EGA NeedleArts Magazine Editor – Heather Gooch	edNA@egausa.org

For the most recent EGA officers' list, right click on the hyperlink: [Microsoft Word - 9.5.24 Who's-Who-Sep-2024 \(egausa.org\)](#)

SCHEDULE B:

What, Who, When ,Where, and How to Write a Report for the Region

I. REPORTS FOR BORDER TO BORDER, THE REGION NEWSLETTER

- published 4 times per year

WHAT kind of “report” is this?

This is a small article reflecting the most important activities of the chapter that have occurred in the months BETWEEN issues of the newsletter. Also, any important upcoming events or activities should be mentioned in the article. Any workshops or Correspondence Courses that are open to EGA members outside of the chapter membership should and could be mentioned in this article.

WHO writes it?

Generally, the Region Representative, but someone else in the chapter could be designated to cover this job. The Region Newsletter Editor needs to be informed of who is going to be writing the articles.

WHEN is it to be submitted to the Region Newsletter Editor?

The Region Newsletter Editor will send out a schedule of the publication dates and the deadlines for submitting the articles for those publications to the person in the chapter designated to write the article.

WHERE is it sent?

The article needs to be sent to the Region Newsletter Editor via e-mail by the deadline date.

II. REGION BOARD MEETING REPORT

- generally held in the late winter/early spring.

WHAT kind of “report” is this?

This report should reflect in a detailed way, the activities of the chapter during the months after the previous board meeting and prior to this meeting. Such things as membership numbers, membership drives/activities, outreach projects, workshops, programs, special events, exhibits, etc. should be discussed in the report. Additional information may also be requested by the region director in the Call to Meeting Notice.

WHO writes it?

The Region Representative.

WHEN is it to be submitted to the region?

The Region Secretary will send out a *Call To Meeting Notice* 1 month prior to the meeting date. In the *Call*, the Secretary will designate the date the report is needed. All Region Representatives need to send in their report by email to the Region Secretary by the designated date, in advance of the actual board meeting. The Region Secretary needs the reports PRIOR to the meeting so it can be put into the official record of the meeting. **EVEN IF THE REGION REPRESENTATIVE OR A PROXY FOR THE REPRESENTATIVE WILL BE AT THE MEETING, A REPORT SHOULD BE SENT TO THE REGION SECRETARY BY THE DEADLINE DATE.**

III. ANNUAL BOARD MEETING REPORT

- generally held in the fall

WHAT kind of “report” is this?

This report should reflect in a detailed way the activities of the chapter during the months after the previous board meeting and prior this meeting, as well as long-term plans. Because it is the annual meeting and these reports are part of the chapter’s permanent record, the report should reflect some statistical information, such as the number of members (primary and plural), number and type of outreach projects, special classes, events, workshops you’ve held during the last year, your current officers, and chairs, etc. Additional information may also be requested by the region director in the Call to Meeting Notice.

WHO writes it?

The Region Representative.

WHEN is it to be submitted to the region?

The Region Secretary will send out a *Call To Meeting Notice* 1 month prior to the meeting date. In the *Call*, the Secretary will designate the date the report is needed. All Region Representatives need to send in a report by email to the Region Secretary by the designated date in advance of the actual board meeting. The Region Secretary needs the reports PRIOR to the meeting so it can be put into the official record of the meeting. **EVEN IF THE REGION REPRESENTATIVE OR A PROXY FOR THE REPRESENTATIVE WILL BE AT THE MEETING, A REPORT SHOULD BE SENT TO THE REGION SECRETARY BY THE DEADLINE DATE.**

IV. OUTREACH REPORT

WHAT kind of “report” is this?

This report should reflect in detail the outreach activities of the chapter. Outreach is about more than doing good work in our communities. It is about making people

aware of EGA, teaching embroidery, and attracting new members. This form is found in the **RMR Notebook, Individual Forms, Section E** on the website, or click on the hyperlinks [Stitch-in-Public-Day-Report-Form-2021.pdf \(egausa.org\)](#); [Outreach-Project-Sharing-Form.docx \(live.com\)](#)

WHO writes it?

The Chapter Outreach Chair, or the Chapter President with input from the member organizing the activity.

WHEN is it to be submitted to the region?

EVERY time the chapter has an outreach project, the form should be filled out and sent to the Region Outreach Chair. Right click on the hyperlink: [Stitch-in-Public-Day-Report-Form-2021.pdf \(egausa.org\)](#); [Outreach-Project-Sharing-Form.docx \(live.com\)](#), or go to the RMR Website, RMR Notebook, Sec. E.

V. CHAPTER OFFICER UPDATES/CHANGES

WHAT kind of “report” is this?

Every time there is an officer change the Chapter President is to fill out the Chapter Officers Update Form on the National EGA website. Right click on the hyperlink: <https://egausa.org/chapter-officers-update-form/>, or go to the RMR website: RMR Notebook, Individual Forms, Sec. D.

WHO writes it?

The chapter President

WHEN is it to be submitted to the region?

The changes made to the Chapter Officer Update Form on the National website will automatically be forwarded to the Region Director.

VI. ANNUAL CHAPTER FINANCIAL REPORT

WHAT kind of “report” is this?

EGA national headquarters sends a Financial Report Form to each chapter Treasurer. This report needs to be filled out by the chapter Treasurer and reviewed by the chapter board.

WHO writes it?

The chapter Treasurer

WHEN is it to be submitted?

This report **MUST** be returned to EGA national headquarters by **FEBRUARY 15th** of each year.