

SECTION IV

SCHEDULES

Revised 4/2017

Schedule A

2017

What To Send:	When To Send It:	Form:	Send To:	Who Sends The Form:
Minutes of Chapter Board & Business Mtgs.	Within Month of Meeting	n/a	1	Chapter Secretary
National dues and membership information	Yearly (beginning 2010)	n/a	11	Chapter Membership Chair.
Region dues and membership information	Yearly (beginning 2010)	RMR VI.A.1	3, 16-info only	Chapter Membership Chair.
Annual Chapter financial report	By February 15	From National	12	Chapter Treasurer
Chapter outreach report	As events occur	RMR VI.G.1	8, 16	Chapter Outreach Chair.
Chapter newsletter	As published	n/a	1, 2,4,5,6,8,13,16	Chapter Newsletter Editor
Youth events and projects	As events occur	RMR VI.H.1	17	Chapter Outreach Chair.
Chapter Officer List changes/updates	IMMEDIATELY	RMR VI.E.1	1, 4, 5, 8, 9, 11	Region Representative
Bylaws, standing rules, policies, etc.	When changed	n/a	1,15	Region Representative
Nominations for National and Region offices	When need arises	RMR VI.F.1	1,7,14	Any Chapter member
Member profile	As applicable	RMR VI.F.1	1,7	Any Chapter member
Seminar and Retreat Reports	Within 120 days of close of event	n/a	1,10	Seminar Chairman
Seminar Committee Meeting Minutes	Within 10 days of meeting	n/a	1,10	Seminar Secretary
Education questions	When need arises	n/a	4	Chapter Education Chair.
Teacher list	Annual update	n/a	1,4,5	
Item for Needle Arts magazine	Prior to deadlines	n/a	12	
Items for Border to Border	Prior to deadlines	n/a	5	Region Representative
Items for RMR Meeting agenda(s)	One month prior to the meeting	n/a	1	Region Representative

1. Region Director – Nan Windle	6667 S. Yukon Way	Littleton, CO	80123	newwindle@juno.com
2. RMR Asst. Dir – Trudy Pohawpatchoko	20655 E. Oxford Place	Aurora, CO	80013	queenstitch@hotmail.com
3. RMR Treasurer – Maureen Brown	70 Rook Court	Sparks, NV	89441	mebrown@frontiernet.net
4. RMR Educ. Chair – Nancy Miller	12330 W. Carolina Drive	Lakewood, CO	80228	Stitcher5@comcast.net
5. RMR Editor – Laryn Henson	636 Pioneer Road	Grand Junction, CO	81504	larynh13@gmail.com
6. RMR Chapter Editors	See Roster #2			
7. RMR Nominating Chair. – Janice Wood	15173 Willowbrook Lane	Morrison, CO	80465	janicecounts@comcast.net
8. RMR Outreach Chair. – Mary Ann Forman	12563 W.2 nd Street	Lakewood, CO	80228	maswenson2@aol.com
9. RMR Secretary – Alice Tryon	12371 W. Red Spruce Drive	Boise, ID	83713	calgalal@yahoo.com
10. RMR Seminar/Retreat Coord. – (ARD)	(See above)			
11. RMR Market/Member Chair – Kathy Lind	2757 Edgewood Drive	Provo, UT	84604	lindk@earthlink.net
12. National Office – EGA	1205 E. Washington St, Ste 117	Louisville, KY	40206	egahq@egausa.org
13. National Outreach Chair –Liz Alexander	5531 Dana Dr	Ashland, KY	41102	ecalex@zoominternet.net
14. EGA Vice President – Judy Badger	991 State Route 168	New Galilee, PA	16141	jbadgerga@gmail.com
15. Nat. Dir. Of Bylaws – Rebecca Wardlaw	PO Box 8382	Albuquerque, NM	87198	rwardlaw@osogrande.net
16. EGA Market/Mem Chair – VACANT				
17. EGA Youth Chair – Sandra Gordon	3175-B 17th Street South	Fargo, ND	58103	egagordon@cableone.net

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

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. The best way to do this is via e-mail, but snail-mail is acceptable as long as it gets to the region newsletter editor by the deadline date.

Region Board Meeting (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 summer 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.

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 that she needs the report. This report can be submitted via e-mail or snail-mail (leave enough time for it to get to the region secretary BEFORE the meeting). **All chapters need to send in their report in advance.** The region secretary needs the reports PRIOR to the meeting so that she can make sure that a copy is available for the meeting AND that is put into the official record of the meeting, the Minutes. **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.**

Annual Region Board Meeting (held in conjunction with region seminar/retreat)

WHAT kind of “report” is this?

This report should reflect in a detailed way, the activities of the chapter during the months AFTER the spring board meeting and PRIOR to this meeting, as well as, long-term plans. Such things as membership numbers, membership drives/activities, outreach projects, workshops, programs, special events, exhibits, etc. should be discussed in the report. 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 chairmen, etc.

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 that she needs the report. This report can be submitted via e-mail or snail-mail

(leave enough time for it to get to the region secretary BEFORE the meeting). **All chapters need to send in a report in advance.** The region secretary needs the reports PRIOR to the meeting so that she can make sure that a copy is available for the meeting AND that is put into the official record of the meeting, the Minutes. **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.**

Outreach Report

WHAT kind of “report” is this?

This report should reflect in detail the outreach activities of the chapter. There is a **FORM** for this report in the *RMR Region Officers’ Notebook* (available on RMR website). Or go to the national website and download the form from there.

WHO writes it?

The chapter outreach chairman or, if there is not one, the chapter president

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 and region marketing/membership chairmen.

Yearly Membership Count & Region Dues Transmittal Reports

WHAT kind of “report” is this?

There is a **FORM** for this report in the *RMR Region Officers’ Notebook* (available on RMR website).

WHO writes it?

The chapter membership chairman in conjunction with the chapter treasurer

WHEN is it to be submitted to the region?

This form is to be sent to the region treasurer **ONCE A YEAR**. It is due to the region treasurer (and national membership coordinator) by May 31st.

Chapter Officers Report

WHAT kind of “report” is this?

Directions to get the **FORM** from the national website and WHO to send it to are in the *RMR Region Officers’ Notebook* (available on RMR website) – Section V - Schedule A.

WHO writes it?

The region representative

WHEN is it to be submitted to the region?

EVERY time the chapter has an officer change, this report must be filled out completely and sent to the region director, secretary, marketing/membership chairman, education chairman, outreach chairman and newsletter editor.

NOTE: A COPY OF THE FORM MUST ALSO BE SENT TO EGA NATIONAL HEADQUARTERS AT THE SAME TIME!

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.