

Quilts of Valour-Canada Society  
 Minutes  
 Board & Executive - Nov 7, 2024

Board		
Lisa Compton	President	present
Camilla Gallibois	Vice President	regrets
Debra-Anne Lalonde-Gyorfi	Vice President	present
Roxanne Wade	Treasurer	present
Sharon Williams	Secretary	present
Executive Members		
Denise Wenzel	Hug Block Coordinator	Regrets
Jason Graham	IT/Google Support	regrets
Jacque Fuller	Label Distributor	Present
Deborah Edwards	Marketing & Distribution	Present
Camilla Gallibois	Membership	Regrets
Lesley Poper	Online Store	present
Debra-Anne Lalonde-Gyorfi	Quilt Request Coordinator	present
Camilla Gallibois	Regional Coordinator-Team 1-BC	Regrets
Elizabeth Andrews	Regional Coordinator-Team 2-Manitoba	Regrets
Elizabeth Seamans	Regional Coordinator-Team 3-	present
Debra-Anne Lalonde-Gyorfi	Regional Coordinator-Team 4-	present
Mary Ewing	Regional Coordinator-Team 5-	Present
Diana Cole	Regional Coordinator- Team 6-AB/NWT	Regrets
Camilla Gallibois	Regional Coordinator-Team 7-Sask	Regrets
Marty Forsythe	Regional Coordinator- Team 8-NB	present
Lisa Compton	Regional Coordinator-Team 9-NL	present
Bev McLean	Training Coordinator	Present
Vacant	Translation Coordinator	regrets
Vicki Veilleux	Webmaster	present
Jennifer French	Fundraising Coordinator	present
Lisa Solonyenko	Newsletter	present
Vacant	Special Projects	
Lisa Compton	Social Media	Present

## 2. Request for Additional Agenda Items

Mary Ewing:

- Banner for Quilt Shows
- Items for Reps to sell at quilt shows
- Brochures
- Timely Response to email-2-3 business days
- Ideas for items to sell - need to clear it with board

Jacquie Fuller:

- Mileage reimbursement as per Government of Canada rates.

## 3. Motion to accept Amended Agenda

Moved by Elizabeth Seamans /seconded by Marty Forsythe, motion carried

## 4. Motion to approve Minutes 5 Sep 20, 2024

Moved by Elizabeth Seamans /seconded by Roxanne Wade, motion carried

## 5. Finance Report presented by Roxanne Wade

- Draft report received from accountant
- Revenue \$182,043, Expenditures \$179,728
- \$116,110 in bank as of today's date

Motion to Accept Financial Report for this year- moved by Marty Forsythe/seconded by Vicki Veilleux, motion carried

Notes from Treasurer:

- Submission of receipts/forms for claims must be sent via treasurer email
- Send claims by one means only. For example, send either by email or by regular mail, do NOT send both ways, it creates duplicate work and creates confusion
- When depositing a cheque-send a picture of the cheque and deposit slip form OR send the cheque by mail to the treasurer to deposit
- When depositing cash, include names and addresses of the donors with the copy of the deposit slip to treasurer
- all charitable receipts will go out in regular mail in time for tax season (January). When receipts are issued throughout the year we get a large number of requests for additional copies just prior to tax filing time.
- Donations are approximately \$140k annually-this includes a lot of smaller amounts so there is a great deal of admin involved in recording donations and issuing receipts.

## 6. Reports

### a) President-Lisa Compton

- Contests: Quilt Top-Realtor Provincial/Team Contest, National Completed Top Contest , and 11 for 11 Longarmers Contest - to be drawn on Nov 14th. Machines will be shipped from BERNINA Canada directly to winners.
- Nomination Form: Despite the requirement to read eligibility requirements prior to nominating a veteran for a quilt we are still getting many nominations without the necessary information. Eligibility questions will be added to the nomination form with the requirement for Yes or No responses. WWII or Korean War Veteran, do they have a quilt, ill or injured as a result of service, peacekeeping or combat mission, phone number and alternate, free text
- At the end of the QOVC fiscal year it became evident that volunteers had not read or understood the process for requesting reimbursement. There were several requests for reimbursement without receipts. The costs that can be reimbursed and the requirement for receipts has been in the QOVC manual for over ten years. It is not a new policy or requirement and is necessary for QOVC to maintain its charity status. The QOVC Manual should be known to every volunteer and a quick question and answer sheet to be completed by December 1<sup>st</sup> by all volunteers. If not completed a follow-up email will go out.

### b) Procurement-Lisa Compton

- custom backing arrived in Vancouver and will be shipped by Northcott when received by them
- older QOVC fabrics-200m of 4 different prints have been ordered to support the Sponsor A Quilt Program
- Sponsor A Quilt-\$250 per quilt. The letter and form are on the website. The donation will cover backing and batting , and approximately 20m of fabric, the OH Canada line can be ordered in 5m cuts and all other fabrics come on 10m bolts.
- Other donations go to the general fund for quilts (batting and batting) across the country

### c) VP/Database-Debra-Ann Lalond-Gyorfi

- requests are steady, status quo

### d) Marketing-Deborah Edwards

- Quilt Market-was good for QOVC, good connections. Mystery 50-savings, get quilt Designs and will use QOV fabric with no additional costs.
- Banner/Brochure should be ready for next meeting. Banner-new one will be able to be quilted, pack it up and take with you. It will be yardage so everyone should get one
- Brochure-to be updated with fresh pictures, send in good quality photos(300dpi)
- New Panel 2025- by artist Adam Young, Chroma fabrics will coordinate

### e) Online Store-Lesley Poper

- doing well, lots of t-shirts available-order if you want them, some will be available without "Combat Quilter"
- 9 people registered for Workshop, kits to be mailed out

f) Newsletter-Lisa Solonyanko

- will try to represent each area using Facebook
- if you want anything in the newsletter, send it to her
- next newsletter will be in the New Year
- once per quarter

g) Webmaster-Vicki Veilleux

- new items for Online Store-getting things uploaded
- Login Change (to one login only)
- as password changes, it will be sent out
- Google form for review of manual to be sent out

h) Fundraising-Jennifer French

- have applied on a couple
- VAC-waiting to hear back
- Purolator-Declined-they only do foodbanks
- Canpar(shipping)-automated system, still trying to speak with someone
- Intelcom-minimum set up is 10,000 pieces in order to set up account
- Rafflebox-in communication but need provincial licences. Trying to do a test in NL. They take 10%(RB-7,Credit card-2.9) Will advise when set up

i) Training-Bev McLean

- happy to have manual updated and now to do videos
- what to select from the manual, i.e. presentations (if you have any, send to Bev)
- if you want something specific, let her know

j) Labels-Jacquie Fuller

- advised people that only 25 to go out per person
- 400 labels gone out since AGM (Oct 20), only 850 left
- new labels are ordered and should arrive in January 2025

k) Team 1-BC- Camilla Gallibois -absent

l) Team 2-SK- Elizabeth Andrews -absent

m) Team 3-ON North- Elizabeth Seamans

- busy as usual.
- would like to see a Calendar of Events on Webpage/Newsletter to include Sew Day, CQA, AGM, QOV events happening across Canada

n) Team 4-ON South- Debra-Ann Lalonde-Gyorfi

- busy, sending out to different areas
- lucky with volunteers

o) Team 5-NS- Mary Ewing  
-busy with presentations  
-need 324 quilts

p) Team 6-AB/NWT - Diana Cole-absent

q) Team 7-MB-Bernie Verreault-absent

r) Team 8-NB/PEI- Marty Forsythe  
-a couple more presentations completed  
-3 Sew Days a month  
-working steady on backlog

s) Team 9-NL-Lisa Compton  
-completed Quilts at the Cathedral  
-Cabot Quilt Show to celebrate their 40th Anniversary, have received 53 quilts so far, and other guilds are participating in challenge

t) Team 10-Quebec-Cammilla Gallibois-absent

## 8. Old Business

-second quilt requests due to fire/flood-DEFERRED to next meeting

## 9. New Business

-Jacquie Fuller

-Request for milage to be reimbursed as per Government of Canada Rates.

-Mileage Reimbursement Discussion

-we pay actual gas expenses and not mileage as per policy/manual

-we are a charity and our focus on using our donations for making quilts for the veterans.

Example given by Sharon Williams using reimbursement for a 300km round trip using gas receipts versus Government of Canada rate. It would cost QOVC approximately \$150 at the government rate and \$50 to reimburse for fuel cost from receipts

-Changing the policy would not meet our goal of using funds to make quilts, have a huge administrative burden and QOVC operates with donations not government funding.

-Mary Ewing

Request for new banners

-this item was discussed previously in the meeting. Banners will be out in 2025 can be displayed with hanging pocket on back or place tabs on top and use Command hooks. Will durable and be easy to store and display

-QOVC logo to be used

-Brochures

-this item was discussed previously in the meeting.

- new pictures/updated. Request for Send pictures to be sent in for use.
- Prior to printing costs and any other options will be explored i.e. bookmarks, postcards, etc.
- Timely Manner for Email
- 2-3 business days expected, has sometimes received no response
- sometimes it is difficult with a high number of requests, time may need to increase. If an email is sent at the end of a business week and information is needed from a business/partner that works only during the week this can only be addressed when companies are open.
- make item URGENT to get a prompter response will assist in timeliness
- Items To Sell at Quilt Shows
- previous hug in a mug used resulted in a financial loss.
- any suggestions for items
- Lisa Compton stated that inventory spread out nationally would be very challenging. When at quilt shows QOVC booths can have a donation jar (see QOVC manual) and local initiatives.
- Mary Ewing suggested binding bobbins made locally can be used locally

Motion to Adjourn: Moved by Elizabeth Seamans , seconded by Debra-Ann Lalonde-Gyorfi. Motion carried.