



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

EAC/ACB – NeedleArts Forum Policy

EAC/ACB encourages the holding of a NeedleArts Forum for its members in the three days immediately after the annual seminar.

This is an opportunity to learn techniques and approaches to designing, to receive guidance from nationally and internationally recognized instructors, and to interact with other members interested in the more experimental aspects of needlework and fibre arts.

The EAC/ACB Vice President shall, in the capacity of EAC/ACB Seminar Liaison also act as a liaison between the EAC/ACB Board of Directors, the Host Chapter(s) and the general membership in any matter that relates directly or indirectly to NeedleArts Forum.

Cameras, tape recorders and/or other recording equipment can only be used in a classroom with the permission of the teacher.

EAC/ACB Responsibilities

1. EAC/ACB shall be the sponsoring body of an EAC/ACB NeedleArts Forum.
2. EAC/ACB shall act in an advisory capacity to the Host Chapter(s) by having Seminar Liaison contact the Seminar Chair(s) on a regular basis.
3. EAC/ACB shall underwrite expenses for an EAC/ACB NeedleArts Forum by covering all losses incurred during an EAC/ACB NeedleArts Forum by the Host Chapter(s).
4. EAC/ACB shall approve the budget prepared by the Host Chapter(s).
5. EAC/ACB may cancel an EAC/ACB NeedleArts Forum in the event of a financial or other emergency. EAC/ACB shall approve the dates of an EAC/ACB NeedleArts Forum.
6. EAC/ACB shall choose the teachers with input from the Host Chapter(s). EAC/ACB shall have final say as to which (if any) classes are to be cancelled.
7. EAC/ACB shall approve and the Host Chapter(s) shall send out the Teacher Contracts with a completely signed copy going to the Teacher, the Seminar Host(s), and EAC/ACB Seminar Liaison.
8. EAC/ACB shall provide free advertising space of NeedleArts Forum classes in the Seminar Brochure, for NeedleArts Forum in *Embroidery Canada*, one year prior to NeedleArts Forum or earlier at the discretion of the Editor of *Embroidery Canada*.
9. The EAC/ACB Treasurer shall receive and disburse all major funds relative to NeedleArts Forum in co-ordination with the Seminar Treasurer, who must authorize all



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invoices for NeedleArts Forum.

10. The EAC/ACB Seminar Liaison shall collect all NeedleArts Forum and Teacher Evaluation Sheets and collate the information for the reference of future Seminar Committees.

Host Responsibilities

The Host Chapter(s) and Seminar Liaison shall plan, organize, and execute the NeedleArts Forum. The Host Chapter(s) shall identify the NeedleArts Forum as an EAC/ACB NeedleArts Forum, not a chapter NeedleArts Forum, on all published materials relative to the NeedleArts Forum. The EAC/ACB logo and website address must be used.

1. The Host Chapter(s) and Seminar Liaison shall endeavor to operate NeedleArts Forum in such a manner that no losses are incurred.
2. If more than one chapter is hosting an EAC/ACB NeedleArts Forum, the chapters shall agree in writing about the division of responsibilities prior to any detailed planning.
3. The Seminar Chairperson(s) appointed by the Host Chapter(s) shall co-ordinate all aspects of the on site preparation for both Seminar and NeedleArts Forum, and will report to Seminar Liaison.
4. The Host Chapter(s) shall present a preliminary budget for NeedleArts Forum to Seminar Liaison who in turn will present it to the Board of Directors for approval, preferably two years in advance of the NeedleArts Forum dates and at the same time as the preliminary budget for Seminar.
5. The Host Chapter(s) shall report to the EAC/ACB Seminar Liaison regularly as planning progresses.
6. The Host Chapter(s), through Seminar Liaison, shall present written progress reports on NeedleArts Forum, including revised budgets, to subsequent EAC/ACB Board meetings as part of all reports on Seminar preparations.
7. The Host Chapter(s) shall have projects illustrating NeedleArts Forum classes photographed professionally for the Seminar brochure and the slides, CDs or video presentations, and for purposes of promoting NeedleArts Forum in Embroidery Canada and on the EAC/ACB website.
8. The Host Chapter(s) shall prepare promotional information for each issue of Embroidery Canada during the year prior to NeedleArts Forum in accordance with pre-established publication deadlines.
9. The Host Chapter(s) and Seminar Liaison shall include a presentation on NeedleArts



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Forum in the presentation promoting the next EAC/ACB Seminar made to the membership at the banquet at the Seminar held one year prior.

10. The Host Chapter(s) shall include material promoting NeedleArts Forum in any slide, CD or video presentations that may be circulated to all EAC/ACB Chapters to promote their Seminar.
11. The Host Chapter(s) shall forward a complete financial statement and cheque, if applicable, for 50% of NeedleArts Forum profits to the EAC/ACB Treasurer by August 31st following NeedleArts Forum.
12. The Host Chapter(s) shall present a report on NeedleArts Forum, to be included in the same binders or workbooks as are prepared for Seminar, to the Seminar Liaison prior to the Fall Board of Directors meeting immediately following Seminar.

Registration

The committee selected by the Host Chapter(s) to assume the responsibilities of registration for Seminar shall also be responsible for registration for NeedleArts Forum. The committee will inform all members of EAC/ACB, and others who request it, of the details of NeedleArts Forum. The Seminar Brochure must include the NeedleArts Forum dates, workshop descriptions, levels of expertise, fees and kit costs. Registration procedures for Seminar shall include complementary procedures for registration for NeedleArts Forum.

The Registration Committee will complete a report for the Seminar Committee that will include a report on NeedleArts Forum.

Teachers

The Teacher Committee for Seminar shall also serve as the Teacher Committee for NeedleArts Forum.

There are no restrictions on the type of design and fibre arts classes that may be taught at the NeedleArts Forum. Classes should be planned at the intermediate and advanced levels of instruction.

The teaching faculty for NeedleArts Forum should, as far as possible, be drawn from the teaching faculty for Seminar.

Teachers contracted for NeedleArts Forum shall do so on the same terms and conditions as their contracts for Seminar.

There will be no selling of merchandise by participants or teachers in classrooms or accommodation rooms during NeedleArts Forum.



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The Teacher Committee will complete a report for the Seminar Committee that will include a report on NeedleArts Forum.

Site Liaison

When choosing a location for an EAC/ACB Seminar, the Site Committee must take into consideration its suitability as well for a NeedleArts Forum.

The Site Committee will complete a report for the Seminar Committee that will include a report on NeedleArts Forum.

Finances

The Treasurer or Finance Chair for the Seminar shall maintain an accurate record of all income and expenses related to NeedleArts Forum as well, using the enclosed budget form.

The Treasurer must keep EAC/ACB informed of the financial position of the Host Chapter(s) regarding NeedleArts Forum by:

1. including the proposed budget with the Host Chapter's initial report on Seminar to the Board.
2. submitting revised budgets with every subsequent report.
3. submitting the final NeedleArts Forum budget at the spring Board meeting one year in advance of the NeedleArts Forum and providing Seminar Liaison with a copy one month in advance.
4. forwarding a complete financial statement and cheque, if applicable, for fifty percent of NeedleArts Forum profits to EAC/ACB by August 31st immediately following NeedleArts Forum, the other fifty percent to be divided among the Host Chapter(s) as agreed prior to NeedleArts Forum.
5. notifying the EAC/ACB President and Seminar Liaison immediately in the case of a financial emergency.

The cost of producing and printing the description of NeedleArts Forum classes in the Seminar Brochure, which is published in issue #1 of Embroidery Canada, is the responsibility of the Host Chapter(s).

Payment charges are the responsibility of the Host Chapter(s). EAC/ACB will underwrite all losses, if such occur, of NeedleArts Forum. The Treasurer will complete a report for the Seminar Committee that will include a report on NeedleArts Forum.



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Secondary Committees

Any other committee with responsibilities for NeedleArts Forum will include a report on NeedleArts Forum in their report for the Seminar Committee.