SUNSHINE COAST QUILTERS' GUILD

P.O. BOX 2083, Sechelt, BC V0N 3A0

www.scquiltersguild.com



SUNSHINE COAST **QUILTERS GUILD**

Next MEETING May 28th, 2016: Holy Parish Hall, 5700 Nickerson Drive, West Sechelt

Special Points of Interest

Next meeting: May 28th, 2016

NOTE CHANGES:

Doors open: 8:45 am Mini workshops replaced with Program see page 5 for details

Business Meeting: 11:00 am Show & Tell Coffee/Snack Break,

Program:

Play day: Demos at 10:00 and 10:30am as well as 12:30 and 1:00 pm *see page 5 for details as signup is required

Executive meeting follows

15 minutes after the program ends and all members are welcome to attend.

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PRESIDENT'S REPORT

Wow, it's the month of May all ready, where did the time go. Our April resource day was a great deal of fun. Everyone participating in the Iron Quilt Challenger event got in the spirit and dressed up. You will all get a chance to vote on your favourite. Big thanks to the members that stayed on to cheer the 5 teams. It took me 3 days to recover (I was at the lake, which makes you recover a whole lot faster). The Program Committee has another fun day planned to wind up our meetings till September. I hope

everyone has enjoyed friendships you will the meetings this years, thanks to all who have helped. You women are put your hand up and you may have to join a committee. It is amazing the help you will receive along with the new

make. Enjoy the month, and see you all at the May Resource Day. terrific; all I can say is Bring along any ideas make our guild grow and improve.

Hugs Judi



Hostess Schedule*

May 28th, 2016: Off the Wall September 24th, 2016: Gone to Pieces October 29th, 2016: Pender Harbor Piecemakers November 26th, 2016: 1/2 Moon Crazies January 28th, 2017: Fat Quarters February 25th, 2017: Cotton Club March 25th, 2017: Off the Wall April 29th, 2017: Gone to Pieces May 27th, 2017: Pender Harbor Piecemakers

*When Satellite group is hosting; all members of the group are welcome to stay and enjoy and participate in the days activities.

Next NEWSLETTER Deadline: Sept. 2nd, 2016

Things to Remember for meeting:

Coffee/tea cup -* Name Tag **Donation to hostess group for snack Fat Quarter Draw: **Novelty Prints**

This Month's Hostess Group: Off the Wall



Sunshine Coast Quilters' Guild 2014-2015 Board Membership

Position	Name	Position	Name
President	Judi Wilson	Merchandise	See Membership
Vice President	Lynda White	Bus Trip Chair	Gail Reichert
Past President - Sunshine	Lee Ewing	Block of the Month	Debbie Scott, Shirley McCaughtrie, Anne Willis
Secretary	Sheila MacDonald	Quilt Show Chair	NEEDS TO BE FILLED
Treasurer	Helene Johnston	Comfort Quilts	Bernice Johnson, Jean Bowering, Sue Lowell
Membership	Pauline Weber Linda Gant Gail Junnila	Publicity	Liz Lacey
Program Committee / Mini Workshops	Ada Yeo, Anne Selder Rojean Trent, & Gail Reichert, Betti McGillivray, Jill Bellisimo	Library	Maria Lodzinski, Liz Lacey, Sandra LeHeup & Kathleen Bezaire
Website Administrator	Sheila MacDonald	Retreat Committee	NEEDS TO BE FILLED
Newsletter Editor Assistant	Karen Biddlecombe Val Marus	Facebook Moderator	Shelly Cowan

Satellite Group Rep contact information:

Pender Harbour Piecemakers: Meet at Madeira Park Lee Ewing 604-883-2620 <u>lewing@dccnet.com</u>

¹/₂ **Moon Crazies**: Meets at Greencourt, Sechelt. Second Sunday 9—5 Carol Bowie 604 885-4127 <u>quiltscrapqueen@dccnet.com</u>

Off the Wall: TBD

Loose Threads: Meets at a members home in Sechelt area—taking turns to host. Second Thursday Sonja Randall 604 885-7722 sonja r@eastlink.ca

Fat Quarters: Meet at Fibre Expressions Third Sundays 11 - 3 Nancy Climie 604-885-6745 nclimie@telus.net

Gone To Pieces:

Meets at Frank West Hall Gibsons. Second Sat of the month Marg Kurys 604-747-2999 <u>mail4margi@dccnet.com</u>

Cotton Club:

Meets at Frank West Hall Gibsons 3rd Sat of the month Linda Gant 604-886-7639 <u>lgant@telus.net</u>

Advertising Rates (per issue* (PI) for period Sept - May, excluding Dec):

Please contact : Val Marus: valmarus1@gmail.com

Next Newsletter Deadline Sept. 2nd, 2016

> for Meeting: Sept 24th, 2016



S.C.Q.G. RESOURCE DAY MINUTES: April 27th, 2016

Call to Order President Judi Wilson called the meeting to order at 11:00 am. Judi thanked Cotton Club for hosting.

It was MOVED and SECONDED that the minutes of the meeting held March 26th, 2016 be approved as circulated in the Newsletter.

CARRIED

Correspondence:

An announcement regarding Hands Across the Water to be held on October 2, 2016 in Powell River

Treasurer's Report:

Available balance was advised.

Old Business:

Members had received the changes to the Bylaws via email. After a brief discussion regarding the changes Members were reminded that they would be asked to approve the changes at the May meeting.

Moira Sarling volunteered to be the next Secretary provided someone would cover the position when she was away. Sheila MacDonald volunteered to assist Moira. Judi announced that the coffee supplies would be stored at the church for future meetings

Committee Reports: Newsletter:

Karen reported that the deadline is May 2, 2016.

Membership:

Linda Gant reported that there are 68 Members and 1 visitor in attendance. Door Prizes were won by: Jean Bowring, Lee Ewing and Merrilee Baldock

Comfort Society:

Sue Lowell advised that 20 baby quilts and 1 lap quilt had come in this meeting. Jayna DeRoon, daughter of Linda Gant, gave an insight of the reaction that the baby quilts have in the community. Jayna works in the community with young single mothers under the age of 24 and follows the children up to age 2. She reported that the baby quilt is often the only new item the babies have.

Sue reported that the scrap project was going well.

Block of the Month

Debbie Scott announced that the block winner was Kim Thompson. Kim donated the blocks to the Comfort Society.

Program Report:

Kim Thompson won the Fat Quarter draw. Next month Fat Quarters will be Novelty Prints. As the Iron Quilter Competition was in progress and all involved were having a great time. Winners will be announced at the May meeting.

Bus Trips:

Gail Reichert reported that the Shop Hop to the Lower Mainland is set for May 3. Everyone is to meet at the Seniors Centre at 7:00am in order to catch the 8:20 am ferry returning on the 7:30pm ferry.

Show and Tell: There was a large display of quilts.

The meeting adjourned at 11:50 pm.

C A CRAFTER'S BRAIN



S.C.Q.G. EXECUTIVE MINUTES: April 30th, 2016

Present: Judi Wilson, Lee Ewing, Sheila MacDonald, Ada Yeo, Sue Lowell, Carol Bowie, Karen Biddlecombe, Helene Johnston, Nancy Climie, Lynda White

Call to Order

President Judi Wilson called the meeting to order at 11:30.

Judi thanked all members who had put their names forward for Executive positions.

It was MOVED and SECONDED that the minutes of the Executive meeting held March 26th, 2016 be approved as circulated in the newsletter. CARRIED

Hands Across the Water

The notice will be sent to Members by email for them to register on their own as the deadline was mid May. Car pooling will be arranged by those going to Powell River.

Raffle Quilt

As there was no one willing to take on the job of Co-ordinator of a Quilt Show, it was MOVED and SECONDED that as there will be no Quilt Show, a volunteer from the Guild coordinates and has a committee/volunteers to make up the quilt and then the Comfort Society will be asked to coordinate the selling of the Raffle tickets to raise funds CARRIED

Church Rentals

Lynda White advised that dates for Resource Days have been booked and post dated cheques given to the church.

The meeting adjourned at 12:10 pm.





Find the Irons and report the count to the Newsletter Editor at the May meeting .





WOODPECKER RIDGE STUDIOS

Longarm & Custom Quilting with a Contemporary Flair

Tess Strauss 778-689-1564 Gloria Nidzgorski 604-729-5134

@Fibre Expressions Quilt Shop 1-5647 Cowrie St Sechelt, BC VON 3A0 604-685-6677

woodpeckerridgestudios7@gnuil.com





Program Events—May, 2016

PROGRAMS

Thanks to all of the participants in the Iron Quilter Challenge. They worked very hard and we ended the day with 5 quilts for the Comfort Society. The prizes for first completed quilt will be presented at May Resource Day. We will also be voting for the Viewer's Choice award.

We have a Play Day planned for May. We have seven guild members volunteering to demonstrate different techniques throughout the day. Demos are at 10:00 and 10:30 a.m. as well as 12:30 and 1 p.m.

Six members per demo at one time for a hands on experience. You may take up to four of the demos.

There is no cost to participants.

1. Lee Ewing: - Foiling on Fabric. Transferring shiny colours to fabric using Lee's method.

2. Sheila Mac Donald: - Beading on Fabric. Best way to sew beads to fabric 3. Carol Bowie: - Kantha Hand Quilting. Using heavy thread and a hand needle to bring texture and shading to your quilts.

4. Darlene Henry: - Collaging. Creating colours and patterns by Collaging.

5. Ushi Greiner: - Textured Embroidery Stitches. Learn a few textured embroidery stitches while making a tiny needle case.

6. Sandy Le Heup: - Zentangles. Create your own quilting motifs by learning the art of Zentangles.

7. Sharon Roye-: Gelli Plate Fun. Design your own fabric using a Gelli Plate

Kits will be available for purchase for applicable demos. A supply list may be needed for some demos.

Workshops

There are no workshops planned for May.

Classes Pending

Watch email communications with respect to opening spots for the Sept Gloria Loughman Classes. If interested please contact Ada Yeo (<u>mjyeo@aol.com</u> or 604-886-7868) if you want to take any class that comes available.

Fat Quarter Draw

The May Fat Quarter draw will be for Novelty Prints in keeping with the Play Day theme.

Program Committee:

Ada Yeo <u>mjyeo@aol.com</u> Anne Selder <u>graniteridge@dccnet</u> Rojean Trent <u>ktrent@telus.net</u> Gail Reichart <u>knottyquitergirl@gmail.com</u> Jill Bellisomo <u>5bells@telus.net</u> Betti McGilvery betti mcg@hotmail.com

NOTICE TO ALL: We have all been touched by the devastation happening in Fort McMurray. Many of our guild members have asked "what can I do?" and "are we going to make and send quilts to the families?" The immediate need for the evacuees is cash donations coordinated through the Red Cross at www.RedCross.ca. to purchase food, clothing and personal items. You can do this at any time. The federal government is matching all donations so your dollar will go twice as far. There will be a future need for donated quilts for the families who have been impacted. There are a number of organizations mobilizing to coordinate donations, and for the time being we think it is best to monitor the situation and then our Comfort Society can facilitate the delivery of any quilts that members wish to donate. We also have direct connections in the community and can follow their lead and expressed needs. So, members, if you want to begin making quilts please do so. We have received a generous donation of a roll of batting and there are some larger fabric pieces in the Comfort Society stash suitable for backings. If you need any of these supplies please contact Sue Lowell at 604 865 0809 and we can facilitate pick up arrangements. If you have completed quilts ready to donate hold onto them for

Your Comfort Society

now. We will let you know when a donation plan is in place.





THE CLOTH SHOP

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Comfort Society News

Thank you, thank you, thank you to all who have donated quilts, quilting and fabric to our Comfort Society. We even have community members who aren't in the guild sewing for us! In addition to donating quilts we have also donated pillowcases to Yew Transition House. We receive so many thank you's from the recipients - sure feels good, and confirms why we all feel compelled to keep on quilting.

Our donation tally has now exceeded 100 for this year. We just delivered another 15 baby quilts to the hospital. Wow.

The scrap project is progressing nicely. We have one completed top and another one underway courtesy of the Pender Harbour Piecemakers. Please continue to sew those squares together, let's see how many quilts we can produce from our scraps. If another satellite group or individuals want to construct a quilt please contact Sue, Bernice or Jean and we can set you up.

As an observer and participant to the Iron Quilter Challenge, it was heartwarming to see our efforts and energy in action. The guest speaker, Jayna, in describing her work with moms and babes 'at risk' brought clearly home, what our efforts mean to others and why we are doing what we are doing. The Challenge groups came together and the positive energy was obvious in the creating, in the accomplish-



ing and in being able to share. Thanks Program Committee!

It's been an honour to work on the committee this year. One last thank you to all of you - our members for jobs well done. Keep quilting!

Bernice, Jean and Sue JOY THROUGH GIVING = CREATING MEMORIES FOR OTHERS TO ENJOY

CAT FACT:



The Purrfect size for the cat beds to SPCA is 15 inches by 11 inches to fit into their boxes nicely!



fibreworksstudio12887@gmail.com

www.fibreworksgallery.com

604-883-2380 12887 Sunshine Coast Hwy (the yurts)

Maderia Park, BC

Gallery/Studio Hours: Wed—Sunday :11am to 5pm and by appointment

Weaver's Circle - every Wednesday, 9:30 to 4:40 p.m. with Mary Bentley - drop in - \$10/fee

Exhibits: No Words Necessary—by Jill Sullivan May 21—July 3, 2016 and

<u>Edge of the Forest</u>—53 artists from across Canada who are members of the Surface Design Association -July 9—Aug 21, 2016

Workshop: Pine Needle Baskets - Randi Gerholt-Seary—Sat & Sun May 28 & 29, 2016

10:00 am to 4:00 pm Workshop fee- \$260 + GST—includes all materials. Learn this traditional basketry art from Randi—former student of Hattie Olsen—wearing baskets with pine needles and coated linen thread. This two day session will teach you the basics of preparing the needles for weaving and weaving the traditional round and oval basket forms. All materials provided—please bring your lunch (coffee and tea provided)

CALENDAR OF EVENTS:

No Words Necessary—Sat. May 21st 2-4pm featuring local artist Jill Sullivan—at the Yurts, Madeira Park, B.C.

North Star Quilters Society—May 23– June 5/16 Contact Heather Krane 250-427-4906



Lions Gate Quilter's Guild -June 10—11/16 9-5pm Admission \$7 adults, children under 12 free contact Dianne Ritter 604-910-2014

Nanaimo Quilters Guild June 10—11/16 10-5 Admission \$8/person reduced rates for buses contact Lillian Charron 250-245-8345

Cariboo Calicoo Quilters' Guild, June 10-11, 2/16; 100 Mile House Admission \$5.00 includes tea/coffee and goody. Birch & 3rd (Downtown) Call Jan Kidston 250-791-5247 or email: kidston@netbistro.com

> **CQA:** Quilt Canada 2016, June 15 – 18 Toronto, ON The International Centre

Sisters, Oregon—July 9/16 9-4pm Outdoor Quilt Show

Quilts by the Sea—Mayne Island Quilters Guild— July 16/16. Dinner Bay Park, Mayne Island, BC contact: ssandvik@shaw.ca

Ridge Meadows Quilters Guild—Sept 9-10/16 10-5 Admission \$5 contact Kathryn Rankin 604-463-2203

Hands across the Water (HAW) - Oct 2/16 Powell River parkerbliss@hotmail.com



QUOTE FROM QUILTPOSIUM (ONLINE) MAGAZINE:

YOU CANNOT USE UP CREATIVITY. THE MORE YOU USE, THE MORE YOU HAVE. Maya Angelou



IRON QUILTER CHALLENGE REPORT:

Five teams of 5 members competed in the Inaugural SCQG Iron Quilter Challenge at the April resource day. The teams were enthusiastically chomping at the bit prior to kicking off the challenge, so much so that all had arrived at the church 15 mins. or so prior to the doors being opened. They had little idea what the day would hold in store for them!

The program committee announced that the theme for the challenge was: **Disappearing**

Act and there were a few twists thrown in to make it even more challenging. The teams were tasked with completing a baby quilt no smaller than 36" x 48" in approximately 4 hours. Participants enjoyed the day immensely but were tired from all the excitement and their hard work when the final stop work was issued.

Winners of the Team Spirit Award were: The Scarlet Scrappers.

Winners of the first completed task were: The DJ's

Winners of the First to the Post Award were: The Green Team

Viewer's Choice Award will be voted on by all guild members at the May 28th resource day. Some of the other prizes will also be awarded then.

IRON QUILTER SURVEY: (sent via email after event was completed)

If you have the time would you please take a moment to provide the program committee with some feed back about this event. It will help us with future planning. Thank you for taking the time to do so.



SHOP HOP BUS TRIP REPORT:

Twenty one guild members enjoyed a day of shopping, game playing, budget busting, and visiting while riding around the lower mainland in the very comfortable Seniors Activity Center bus. They visited Dress Sew, Button Button, The Cloth Shop, Maiwa (and a number of other stores on Granville Island), The Needle and I, Stitch and Bobbin, and Quilter's Dream. There was a lot of frenzied buying as time was limited at each stop. A number of shops offered discounts, which members took advantage of. Many commented at the variety of shops visited and that some of the shops were new to them. There was time to unwind a bit while dining in various restaurants in Horseshoe Bay. Submitted Gail Reichart

QUILTING TIP: Susie's Magic Binding online tutorial from Aunt Marti's 52 Quilts

Here's how:

1. For this technique, you will need a main binding color and an accent color. Of course, you can use the same color for both -- but why bother with this technique, then?

- 2. Trim the excess batting back backing from your quilt. Then measure the perimeter and add 10" or so.
- 3. Cut as many strips of the main (outer) binding fabric as you need to total the perimeter of your quilt at 1 1/2" wide.
- 4. Cut the same number of flange (accent) strips at 1 3/4".
- 5. Sew the strips of each fabric together end to end. I always use a mitered join to minimize bulk.

6. Sew the main color and the accent color together lengthwise using a 1/4" seam. You now have two strips equal to the perimeter of your quilt.

7. Press toward the main $(1 \ 1/2" \text{ strip})$ fabric.

8. Then press lengthwise with wrong sides together and raw edges even. See how a narrow piping/flange appears









when you meet the raw edges?

9. Leave a 10" tail and begin sewing the binding *to the back side of your quilt*, with the *contrast color facing up*, using a 1/4" seam.

10. Once the binding is attached all the way around your quilt, lightly press the binding toward the cut edge. This will make wrapping the binding to the front side of the quilt easier.

11. Now wrap the binding to the front, and using thread that matches the flange (or use Superior Threads' Mono Poly) "stitch in the ditch" between the flange and the main binding fabric.

Miter the corners as you would any binding:

13. Join the two ends of the binding, with this exception. In order to make the flange meet evenly, place a pin









through the seam line from the wrong side: then through the seam line of the right side of the opposite end of the binding:

(This is a sample -- not the actual binding on the quilt!) Sew across the two ends of the binding at a 45 degree angle: Be sure your stitching crosses the pin exactly where it went through the seams: And you'll have a perfect join!











QUILTING TIP: FUN ACCESSORY FOR YOUR SEWING MACHINE: from online: Geta's Quilting Studio

Do you have this accessory for your sewing machine? Do you use it? It allows you to stitch at the desired distance from a previous stitching. It's great for echo quilting.



It's very easy to attach it to the machine.

And stitching lines spaced at 1" (or even more) saves you time!

And if you want to add some free motion quilting, it's easy to do it in between the lines.









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WACKY 9 PATCH





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Then slice it in half both vertically and horizontally.

Like so.

Next, swivel the top right square and bottom left square 180 degrees.

Like so.



And re-sew.

Ta-da! Easy/peasy.







"PRESERVING THE PAST" HANDS ACROSS THE WATER TIMBERLANE QUILTERS' GUILD POWELL RIVER

AN INVITATION

WHERE?

AT THE ITALIAN HALL 5866 LUND HWY POWELL RIVER, B. C.

WHEN?

SUNDAY OCTOBER 2, 2016

We have chosen Sunday because of the revised ferry schedule which makes a Saturday date difficult. A catered lunch will be served.

PROGRAM:

Our theme for this event is 'PRESERVING THE PAST'

We are planning a fun afternoon for you: It will include a merchants mall, a white elephant table, a guest speaker, gifts and a number of draws.

We also want to challenge you to make a quilt which expresses our challenge theme 'PRESERVING THE PAST'. The quilt should be a minimum of 20" to a maximum of 40" inches. Use colour and fabrics you love. Then embellish it as you wish. A prize will be awarded to the viewer's choice.

Included in this package are the instructions for a challenge block. The blocks will be divided up and will become draws. The number of draws is dependent upon the number of blocks.

RSVP

We need to know the number of quilters from your guild who plan to attend by May 15, 2016. There will be a charge of \$15.00 per person. A final number of names along with cheques should be mailed to:

Timberlane Quilters' Guild, Box 175, Powell River, VOA 425

We look forward to enjoying your company at HAW 2016.

Kathy Parker, HAW Chairperson 2016. 604 414 0033 / parkerbliss@hotmail.com



Hands Across the Water Challenge 2016

Rules and Conditions

1. The theme of the challenge is "Time ".

- 2. Your entry must be a quilt. Any quilt shape is acceptable but must not exceed 30 inches in length on any one side.
- 3. You must include a nine patch in your design.
- 4. There is no limit to the fabrics you may use.
- 5. Embellishments are encouraged.
- 6. If the quilt is not an original, please acknowledge the designer.
- 7. Have fun.
- 8. Some examples of time are: past, present, future, seasons, teatime, play time, a time that I remember etc.
- 9. Please put a label on the back.

Postage Stamp Basket Quilt Block

Hands Across the Water Block Draw October, 2015 Timberlane Quilter's Guild, Powell River, BC



SIZE: Finished block 9" (unfinished 9.5")

This block is in 2 parts. Construct 2 ninepatch blocks and 2 basket blocks. See diagram for placement of basket blocks.

You will need:

White fabric plus a light, medium and dark fabric of your colour choice. IE: red, blue, purple, pink, orange......

The darkest of your colour choice will be paired with the white for the 9 patches.

NINE PATCH: Cut 3 strips 2" x 9" from white fabric Cut 3 strips 2" x 9" from darkest fabric Sew together and press seams to dark fabric Sub cut into 2" sections. sub cut 4 for layout.

| sub-cut 2

Construct nine-patch as shown in diagram Note: dark colour in corners - see finished block ur medium tone for the basket and a white

the light tone for the basket and white for the





Body of each basket -

- 1. From each basket fabric cut one square 3 7/8" square #E Cut both squares in half diagonally. There will be a left over triangle from each 3 7/8" diagonally cut square. Cut a 1" strip from each of these along the longest edge. #F. This will be constructed into the handle.
- 2. Cut one 2 3/8" square and cut each of these squares diagonally #D. There will be a total of four base basket pieces
- 3. From each background fabric, cut two 2" squares #B and two 3 7/8" squares. Cut the 3 7/8 squares in half diagonally #A and #C. Stay stitch #A along the longest edge. 4. Fold #F, the 1" strip, in half and press. This is the handle
- 5. Using the handle Guide pattern, trace the handle arc on triangle
- #A. Carefully pin the pressed handle, #F, with the raw edge to the inside of the drawn line facing up. The finished edge will be pressed up after the handle has been sewn in place. Use a scant 1/4" seam.
- 6. Press the handle up and over the raw edge. Hand applique the handle in place.
- 7. Assemble basket block referring to diagram with letter placement. Press seams towards background for the base and the handle triangle towards the basket.

SUNSHINE COAST QUILTERS' GUILD

P.O. Box 2083 Sechelt, B.C. V0N 3A0



www.scquiltersguild.com

Guild memberships are renewed each year starting in September, and are valid until the end of May.

Memberships cost \$40 if you choose to access the newsletter on our web site. Additional charges imposed if you prefer to have printed copies mailed to you. We welcome guests (there is a drop-in fee) and love to have new members join us.



In 1982 a group of women on the Sunshine Coast got together to share their love of quilting. Pat Crucil, an accomplished quilter and teacher, established this first quilt group on the Coast. **Today** the Sunshine Coast Quilters' Guild is the "umbrella" organization for seven local community quilt groups from Pender Harbour to Gibsons, with a membership of 175. The guild promotes the joy of quilting on the Coast by providing enjoyment through quilt shows, classes, demonstrations and displays. We continue to meet eight days throughout our Guild year, from September to May at the Holy Family Parish Hall in West Sechelt (5700 Nickerson Road). Our meetings consist of Mini-Workshops, Business Meetings, Show and Tell, and a Program.



Moving from Overwhelm to Whelm

This article was written by Morna McEver, founder and CEO of the

International Association of Creative Arts Professionals

Here are six tips to help you move out of overwhelm and into whelm:

1. Learn how to recognize when you are getting into overwhelm. If you can tell you are on the verge - or already there - then you take action. First thing I like to do is take a breath, or as I have been know to tell myself, "Get a grip."

2. Remember to look at the facts. Sometimes we confuse our impressions of what needs to be done with the truth. Write down everything that needs to be done.

3. Focus is key. You need to be clear about what your goals are. Is everything on your "to-do" list really necessary? Take a look at the list you created above and follow the "four Ds." If something is not a priority, see if you can Delete it from the list. Next, look for those items you can Delegate to someone else. Third, what can you Defer until sometime later without creating problems? And, for those items you can defer, again consider if they are really necessary.

4. Prioritize. OK, you have probably winnowed down your list to something that might be a bit more manageable. Now, what are the three top priorities on your list? Put a time for them in your calendar. And, allow more time than you think. This is one of the reasons I can get into overwhelm, trying to do more than I physically can in the allotted time.

5. Now get going with the list. This is the fourth "D" - Do - and let go of perfection as you work on your list. I have a sign in my office that says, "Progress, not Perfection." Some people use the term Imperfect Action here.

And remember at the end of the day, if something doesn't get done, you are probably the only one who knows it. I learned that one from my mother, who told me as I was stressed out about some little something that wasn't what I expected for my wedding day. She reminded me that the only one who knew that the color on my wedding cake didn't exactly match the color on the bridesmaid's dresses was me.

Here's a favorite quote that sums up for me the feeling of being "whelmed":

"Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing; it's when you've had everything to do, and you've done it." Margaret Thatcher