

**TENNESSEE VALLEY REGION**  
**The Embroiderers' Guild of America**  
*January 2017*  
**WHERE TO SEND WHAT AND TO WHOM**

WHAT TO SEND	WHEN TO SEND	SENT TO
Annual financial statement	By February 15	7
Officer/committee chairmen election report	Immediately after election	1, 7
Officer/committee chairmen changes	Immediately	1
National dues and membership information	May 31 at the latest	7
Regional dues and membership information	Same time dues are sent to national	3
Minutes of all chapter, board & SAS meetings	Within month of meeting	1 and if e-mailed 2
Local chapter newsletter	As published	1, 5 and if e-mailed 2
Web release form	As needed	1
Chapter report & Outreach report	Semi-annually, before each TVR board mtg	1 & 11
Region Outreach report	Annually, by Jan 15	12
Bylaws	When changed/revised	10, 1
Nominations for national and region office	When need arises	1, 8, or 9
Member profile	As applicable	1, 9
Region SAS reports	At the TVR annual meeting	1, 2, 3
SAS committee meeting minutes	Within 10 days	1
Education questions	When need arises	4
Items for <i>Needle Arts</i> magazine	Prior to deadlines	7
Items for <i>Tennessee Valley Review</i>	At each board meeting	5
Items for TVR meeting agenda	Two months prior to meeting	1

<p><b>1. TVR Director</b>  Marnie Graley  2 Hope Crest Drive  Barboursville, WV 25504  (304) 654-9597  <a href="mailto:marlow0915@icloud.com">marlow0915@icloud.com</a></p>	<p><b>2. TVR Assistant Director</b>  Vera Grimsley  197 Shawnee Estates  Winfield, WV 25213  (304) 382-4923  <a href="mailto:grimsley.vera@yahoo.com">grimsley.vera@yahoo.com</a></p>	<p><b>3. TVR Treasurer</b>  Debbie Cospser  2436 Shopes Creek Road  Ashland, KY 41102  (606) 547-6139  <a href="mailto:d_cospser@hotmail.com">d_cospser@hotmail.com</a></p>
<p><b>4. TVR Education Chairman</b>  Liz Alexander  5531 Danna Drive  Ashland, KY 41102-9647  (606) 928-3945  <a href="mailto:ecalex@zoominternet.net">ecalex@zoominternet.net</a></p>	<p><b>5. TVR Newsletter Editor</b>  Donna Etkin  1514 Ramsgate Parkway  Hixson, TN 37343  (423) 842-0741  <a href="mailto:donna@ettkin.net">donna@ettkin.net</a></p>	<p><b>6. TVR Chapter Representative</b></p>
<p><b>7. EGA National Office</b>  1205 E. Washington St., Suite 117  Louisville, KY 40206  (502) 589-6956  (502) 584-7900 FAX  <a href="mailto:EGAHQ@egausa.org">EGAHQ@egausa.org</a></p>	<p><b>8. National Nominating Chair</b>  Janine Bangs  521 Rocky Ridge Dr.  Martinez, GA 30907  (706) 863-3908 home  (706) 231-6174 cell  <a href="mailto:rhhelp3@comcast.net">rhhelp3@comcast.net</a></p>	<p><b>9. TVR Nominating Chair</b>  Rita Osterhage  1501 Ramsgate Parkway  Hixson, TN 37343-2592  (423) 847-0649  <a href="mailto:flyingcats@epbfi.com">flyingcats@epbfi.com</a></p>
<p><b>10. Chapter/Region Bylaws Review Committee Chair</b>  Becky Autry  2374 Parliament Dr.  Colorado Springs, CO 80920  <a href="mailto:egastitcher@hotmail.com">egastitcher@hotmail.com</a></p>	<p><b>11. Regional Outreach Chair</b>  see #2 ARD (above)</p>	<p><b>12. National Outreach Chair</b>  Liz Alexander  5531 Danna Drive  Ashland, KY 41102-9647  (606) 928-3945  <a href="mailto:ecalex@zoominternet.net">ecalex@zoominternet.net</a></p>