

Thank you for your inputs to the newsletter. Feel free to email anything you would like included.



Teri Anne Ryerson
oagnewsletter1@gmail.com

Presidents Remarks

A warm welcome to all new and existing members. Hopefully my warm welcome will help keep the cold at bay. All new members are encouraged to speak to some of the more experienced members for ideas, advise or just to feel more welcome and a part of our group. Once you have access to the members portion of our web site there are lots of reference materials there to help you with any questions you may have - i.e. standards, labels, etc.

To all us 'more experienced' members, I encourage you to introduce yourselves to anyone who seems to be 'lost' or 'bewildered'. I am sure you can remember how it was when you first joined. We are going to have a good meeting this week. I hope all our regular members will come out and join us.

The Spring show is promising to be a good one this year. It is a perfect venue to showcase your products. We have many members, including some new members, marketing but I believe there is still some room. If you haven't already, please fill out your market application and bring it to the meeting on Thursday. Teri Anne and Laura will be giving us an update at the meeting.

Don't forget that if you did not market in the fall and have been taking advantage of our wonderful credit card system you will have to market in the Spring in order to retain your privileges. It would be a shame to lose these privileges.

Enjoy the rest of the week and see you on Thursday evening at the usual time and place.

Catherine

General Meetings

An atomic clock is accurate to within 1 second in 1,7 million years.

GENERAL MEETINGS the 3rd Thursday of Sept, Oct, Nov, Jan, Feb, Mar, Apr, and May.

Time: 7:30

Location: Cyrville Community Centre (4355 Halmont Dr)

Barbie was introduced at the New York Toy Fair on 9 March 1959.

Programs

Kathryn Hunt will provide tips and tricks for getting yourself and your art publicized. Kathryn has years of experience as the Community Liaison for the Ottawa International Writers Festival and as a founding member of the storytelling and poetry group, The Kymeras. She is currently doing freelance publicity for new and established businesses in the Ottawa area. With experience in radio, print and electronic promotions, she is sure to have something new to tell even the most experience self-promoter.

Is there a topic you want us to cover in these sessions? Something you've always wanted or needed to know, but have never found the answer? Find Carolyn Penney at the February meeting, or send an email to oagprograms@gmail.com - we look for speakers to suit the needs of our members!

Carolyn Penny

Membership

A warm welcome to our new members who joined during the month of January; Lynn Dempster, Jane Cass, Isabelle Walker, Joanne Dupuis, Kate Arnold, Elisabeth Baechlin, Clair Anne Sabourin and William Wong.

We've revised the membership application form and task list . . . thank you Laura Stephen for your help. The new form can be completed on your computer, meaning members can type in their information, print and sign the form. Please note the form cannot be saved on your computer.

The new form should be up on the OAG website within the next couple of weeks. If you have any questions, please send me an e-mail.

Membership Applications:

When the Membership Applications were completed, many people did not tick off whether they wanted to have their name, business name, e-mail address, website available to the public. If this section is not checked, your business information will not be published via the OAG website.

Name Tags

I will be ordering name tags for our new members. If there are existing members who require a replacement name tag, please let me know at the next meeting. The fee is \$7.00 for a replacement tag.

Diane Lalonde

Ken, Barbie's boyfriend, debuted in 1961. Unfortunately, they split up on Valentine's Day 2004.

Publicity

The Publicity Team has posted the Spring Show flyer on the OAG website. Please distribute copies of this to friends and family.

The OAG is on Facebook!

If you are using Facebook, don't forget to join the Ottawa Artisans Guild group. Connect with other members and share invitations to our events. Search for "Ottawa Artisans Guild" and join the group. Please feel free to invite guests to the events that have already been created for the Fall. If you are participating in these shows and would like photos of your work included on the Facebook Event page, please email them to oagpublicity@gmail.com or oagnewsletter1@gmail.com.

Visa/Mastercard

Credit Card February 2011

OVERVIEW OF 2010

Number of slips processed: 1665

Income generated: \$529.50

Banking fees charged: \$519.89

Total Deposits: \$106,915.16

Visa/Mastercard rates

For most of 2010 I used the current lowest rate that each credit card company charges for you. This has resulted in a loss of approximately -\$62.65 (Paymantech charged us \$2,682.86 interest and we collected \$2620.21 to cover it)

In December we moved to using the average of the rates (Visa 2.44% and Mastercard 2.65%) which will reduce our loss going forward.

Visa and Mastercard charge “levels” of interest rates in relation to the type of cards that is used. These rates are a reflection of the “points/cashback” that customers can accumulate with the card. Visa charges between 2.37-2.72%, Mastercard is 2.56-2.84%. On our last statement there was an indication of further changes that may affect Visa cards but as it is assigned to specific cards it is hard to track. I will continue to keep an eye on how our averages are working out.

AUTHORIZATIONS

Please see me at the meeting if you need a copy of the authorization and our Merchant Number for credit card purchases. I have copies to stick in your cashboxes. I do not post these in newsletters or on the web for security purposes but am happy to provide them when requested.

IMPRINTER PLATES:

I am still taking names for plates for the mini imprinters @ \$6.00/each. The first line on the plate has “Ottawa Artisans Guild”, there is the option of having your name or your business name on the second line. There will be a sign up sheet at the February meeting, please indicate if you have a regular (large) machine, like the banks hand out, or if you are using the mini imprinter that I have been selling. If you will not be at the meeting, email me if you are interested at crispdesigns@hotmail.com.

As usual I will have mini imprinters (2) and slips available at the meeting. The next batch of imprinters will be ordered in March with new plate orders in time for the Spring Market on April 2nd & 3rd

As a member of the Guild you are able to use the credit card service at any show you are in over the year, provided you renew your membership and you market in at least one of the Guild shows during the year.

REMINDER:

Please take down:

- the entire 16 digit credit card number
- expiry date
- the 3-digit number on the back of the card (called a PIN #).

The procedure of forwarding your slips to the credit card coordinator within 2 days of the show (to ensure that they will not be rejected by the credit card company) still stands. Authorizations that members obtain are merely a hold on the customers account for 5 days. There is no guarantee after the 5 days. The longer the time between the transaction and the processing by me – the greater the chance the client may contest it.

Credit Card Products:

As per every meeting I will have mini imprinters (\$25) and Visa/MC slips (\$2.50/25) available at the meeting. You can still place orders for imprinter plates (\$6) that will be available for you at the Spring show

New Members

As a member of the Guild you are able to use the credit card service at any show you are in over the year, provided you renew your membership and you market in at least one of the Guild shows during the membership year.

NEW EMAIL ADDRESS: oagccard@gmail.com

If you need to contact me or I need to contact you it will come from this email address.

Please do not send complete credit card numbers through the email. This should be done over the phone unless it is a matter of confirming a couple of numbers.

Alex Johnston

A fathom is 6 feet (1,8 metres).

Market Update

MARKETS

SPRING (East) – April 2nd and 3rd

Lester B. Pearson High School (2072 Jasmine Cr)

Lester B. Pearson Market:

As per the previous email, the deadline for the Spring OAG show has been extended, there is now a chance to sign up and participate. You will now have until February 25th to submit your application form to Teri Anne Ryerson or Laura Stephen at lbspringmarket@gmail.com. Please email for the mailing address. The extension has not been granted in order to find vendors to fill out the show - we have already received and processed 53 applications! In the past, the Spring show has always been smaller than the fall show, but this year, we're aiming to rival the size of our fall markets!

Now, we're looking for your help:

1. We are calling out to Graphic Designers that want to help with some of our new advertisements - we have three ads we need designed, and would like to discuss these right away.
2. We are looking for volunteers to bring in baked goods on Saturday or Sunday - this is always appreciated, and we hope to coordinate it to know what to expect each morning.
3. Blogs - do any of you have a blog or a friend with a blog that would be willing to plug our show? We can even help out by writing up a blurb about the market and sharing images.
4. Show Case: in the past we have had a show case section. In order for this to continue, we need a Show Case Coordinator. If you would like to take this on, ***Correction*** GARY has volunteered to give a tutorial and overview of what it entails. He has enjoyed doing this for a number of years, but has decided that due to other obligations he can not take it on in 2011.
5. High School Student Volunteers: We will be advertising student volunteer positions at Lester B. Pearson. There are a lot of opportunities for students to volunteer and cover off some of their required hours. If you have a child, grandchild or family friend that would like to be involved please contact us.

If any of these items are of interest to you, please contact Laura & Teri Anne at lbspringmarket@gmail.com.

Thank you, Teri Anne & Laura

St Francis Xavier High School Christmas Market

The St FX show has been booked for 2011, so mark your calendars now...the Show will be on 3-4 December, with set-up on Fri night. The application to book the School and to the Board was submitted in January. We will aim for approximately 50-55 booths now that we know that the floor plan is workable and that there is 'room to grow' if needed.

The Executive agreed that the Show should remain on the first weekend in December as a 'regular date' so that clients get to know when we're there. A two day Show was again endorsed for two reasons: firstly, in the event of bad weather - a distinct possibility in December - we still have a second day to recoup some business; and secondly, because the costs are almost the same for either a one-day or a two-day show. Only the rent would be slightly less, but the advertising costs are the same regardless of the Show's duration.

Because we had 54 vendors instead of the target of 35, lower than expected school rental and a promise from the Curtain company to give us a reduced rate for Fall 2011 because they did not show up on Sunday after the show to take down and pack curtains/tables (we did this ourselves) we have extra money to try some new ideas for St FX advertising.

As well, the Executive agreed with my proposal to REDUCE THE BOOTH FEES for this show from \$100 to \$85 for ALL RETURNING St FX VENDORS providing that applications are received from them by the 19 May OAG meeting. All new vendors to St FX , and anyone applying after 19 May will pay the normal \$100. Booth fee.

Market applications will be available at the February and March meetings and are on the web-site. My mailing address is on the back of the Form. I will be away until the April meeting but wanted all members to be aware of the early planning for the Show.

See you in April...Judy Larkin, Market Coordinator, St FX.

Judy Larkin, St FX Market Coordinator.

Members Corner

**** Reminder to go to the bulletin section on our website as regularly as you can. Items are posted to the bulletin section that are not included in the newsletter, it is important for you to go read these advertisements for potential shows and other items of interest****

Glamour in the Glebe - Jewelry Show

Glebe Community Centre - May 6 -7, 2011

Food Cupboard: Please remember to bring the following to the next meeting, and leave by the refreshment table. NON perishable food, egg cartons, clean 500ml plastic containers, with lids, cleaned plastic bags, single serving glass juice bottles, with lids. Thank you Janet

To all you sewers: I have a friend who is looking for cotton---cotton/polly---flanette---scraps. The auxiliary from her church group, uses them to make quilts and baby clothes for the 3rd world countries. Come and see me at the break and will show you pictures of some of the finished quilts.

Please the bags of fabric by the refreshment table. Thank you Janet

Helping with Furniture: I have friends involved with "Helping with Furniture" They supply new Canadians with furniture etc to help them start life in Canada. What I am looking for is -- Childrens linen, Towels blankets books all either new or gently used. Also tooth brushes, tooth paste, soap, pencils crayons, teddy bears and anything else a child would like. If you have any of the above please bring them in to a meeting and leave by the coffee table, or contact me at 613-745-2767 Thanks Janet

There are more TV sets in the US than there are people in the UK.

Recipe of the Month

Lemon Squares □

Ingredients

Crust:

1/4 cup granulated sugar
3 tablespoons butter or stick margarine, softened
1 cup all-purpose flour

Topping:

3 large eggs
3/4 cup granulated sugar
2 teaspoons grated lemon rind
1/3 cup fresh lemon juice
3 tablespoons all-purpose flour
1/2 teaspoon baking powder
1/8 teaspoon salt
2 teaspoons powdered sugar

Preheat oven to 350°.

To prepare the crust, beat 1/4 cup granulated sugar and the butter at medium speed of a mixer until creamy. Lightly spoon 1 cup flour into a dry measuring cup; level with a knife. Gradually add 1 cup flour to sugar mixture, beating at low speed until mixture resembles fine crumbs. Gently press mixture into bottom of an 8-inch square baking pan. Bake at 350° for 15 minutes; cool on a wire rack.

To prepare topping, beat eggs at medium speed until foamy. Add 3/4 cup granulated sugar and next 5 ingredients (3/4 cup granulated sugar through salt), and beat until well-blended. Pour mixture over partially baked crust. Bake at 350° for 20 to 25 minutes or until set. Cool on wire rack. Sift powdered sugar evenly over top.

On every continent there is a city called Rome.

Website

ARTISAN BIOGRAPHIES ON WEBSITE

Please send Julie a short biography/description of yourself along with three images of your work (in jpg format) for her to add to the website.

Thank you
Julie

ACCESSING MEMBERS ONLY SECTION OF THE WEBSITE

- Click on “Members Login” at the top of any public section page.
- Enter your Username: This the first four letters of your last name and the first letter of your first name i.e.: Paul Hughes would be hughp
- Enter your Password: This is the last four digits of your telephone number.
- Click on “Submit Query”
- To read the newsletter click on “Newsletter” and then click on the issue you want to read.
- To return to the public section click on “Member Log Out”.

Website Trouble-Shooting (i.e. “What to do if you have a problem”)

- If your last name is only 3 letters long, i.e. Henry Lee, your login would be leeh.
- If you try to log into the website and you get an error page, you are not logging in incorrectly, and the website is not broken, the Domain Server is Down. This means that the company that hosts (looks after) our website is having troubles. This is comparable to Bell Canada having problems, and your phone does not work.
- NOTE – you now have to use the leading 0’s. so ignore previous instructions that say to drop the 0 if your phone number is 613-333-0234 your password would be 0234.

Midday refers to the moment the sun crosses the local meridian.

Where to buy your STUFF

A number of people were talking at the spring market about where to buy certain items. I have added this section to outline a few of those. If you have any suggestions for our fellow guild members let me know and I’ll include them in the future.

Lighting for Shows

The “Puck Lights” from Costco are around \$15 for 4 lamps. They are becoming available at more and more stores (Canadian Tire, Zellers, etc.) but believe Costco sells them at the best price.

Bags

Pritchard Packaging - www.pritchard.com (613) 723-8989
110 Bentley Ave, Bldg 3, Door 27, Nepean, ON K2E 6T9

Necklace and Jewelry Findings

McBead Creations www.mcbeadcreations.com
(613) 224-2143

Displays

Roy Sims Displays www.roysimsdisplay.com
(613) 749-7588 / RoySims@roysimsdisplay.com

Business Cards and Printed Media

www.vistaprint.ca

Appendix A: Contact Names

Position	LastName	Phone	E-mail
President	Catherine ten Den	613-443-3032	oagpresident@gmail.com
Vice-President	Keith Bourque	613-745-6705	oag.vicepresident@gmail.com
Secretary	SueAnn Soulliere	TBD	oagsecretary1@gmail.com
Treasurer	Elizabeth Fournier	TBD	oagtreasurer@gmail.com
Market Director	Larry Reed	613-523-1767	oagmktcoordlbp@gmail.com
Market Coordinators, Lester B Pearson	Teri Anne Ryerson	N/A	lbpspringmarket@gmail.com
	Laura Stephen	N/A	lbpspringmarket@gmail.com
Market Coordinator, St Francis Xavier	Judy Larkin	TBD	oagmarketstfx@gmail.com
Market Coordinator	TBD	TBD	oagmktrockland@gmail.com
Membership Director	Diane Lalonde	TBD	oagmembership@gmail.com
Fabric and Stuffing Labels	Sharon Dunlop	TBD	
Publicity Director	Stephen Stephen	TBD	oagpublicity@gmail.com
	Laura Stephen	N/A	oagpublicity@gmail.com
Program Director	Carolyn Penny	TBD	oagprograms@gmail.com
Credit Card Director	Alex Johnston	613-745-6705	oagccard@gmail.com
Webmaster	Julie Laframboise	N/A	oagwebmaster1@gmail.com
Newsletter	Teri Anne Ryerson	N/A	oagnewsletter1@gmail.com