

April 20, 2023 Minutes of EXECUTIVE COUNCIL Meeting 7:30pm

Chair: Margo Recorder: Elfi
 Zoom Admin: Margo



<p>In Attendance Executive Council Officers President: Margo Murley Secretary: Elfi Berndl Interim Treasurer: Elfi Berndl Membership: Peggy Spurgeon Past President: Michelle Zikovitz Directors Athena Antiochos, Margo Murley, Elfi Berndl</p>	<p>General Membership Present: Sheila Hamilton, Janet Porter Copies of Minutes to: BHS&WG General Membership Executive Council, Directors, Guild Minutes Binder NEXT Executive Council Meeting Date: Not determined at this time ?, 2023</p>
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	Agenda Item	Information / Concern / Decision / Action / Follow Up
1	Welcome	
2	Guild Hall	<p>Accessibility Concerns</p> <ul style="list-style-type: none"> • Guild Hall & Burr House can accommodate some mobility issues but changes cannot be done as it is a historical building <p>Capacity</p> <ul style="list-style-type: none"> • we do not have a known capacity rating for any of our buildings • Michelle can get us the formula • we will keep capacity in mind as we plan use of our buildings
3	Financial Update	<ul style="list-style-type: none"> • a 2023 1st Quarter Bank Transactions Summary is complete – optional but appreciated by Exec • we have a 2023 Proposed Annual Budget to be sent out to membership and part of AGM • 2022 Annual Financial Statement ending December 31, 2022 is done with unverified financial information provided by the Burr House Artisans Gallery for the period Jan 1 to December 31, 2022 • still waiting for corrected 2022 Financial Statement from Burr House Artisans Gallery • we need an Account Verifier for 2023 Annual Financial Statement ending December 31, 2023 • we have a corporate Visa with a max of \$1,000 so that expenses can be paid online by the Treasurer • PayPal account has been set up but not tested • we can accept etransfers without passwords using BurrHouseW@gmail.com • our banking records now accurately reflect that we are a not-for-profit corporation • there are 5 signing officers presently: Margo Murley, Elfi Berndl, Athena Antiochos, Gail Gibson, Michelle Zikovitz
4	ONCA Update	<ul style="list-style-type: none"> • all Annual Returns filed with Ontario Services 2000 to 2023 • the Treasurer will be responsible for filing Annual Returns moving forward – any time there is a change in the Directors (3 minimum) or the Officers on Record (5 maximum including a Chair) • 3 Board members – Athena Antiochos, Margo Murley, Elfi Berndl • currently our Officers on Record are: <ul style="list-style-type: none"> ○ Chair: Margo Murley ○ President: Margo Murley ○ Secretary: Elfi Berndl ○ Treasurer: Elfi Berndl

		<ul style="list-style-type: none"> • Question: do current Executive Officers Peggy & Michelle wish to be listed as an Officer on Record? If affirmative, send email to Margo & Elfi so that 2023 Annual return can be updated • 2023 AGM Agenda is a WIP but includes annual AGM requirements from ONCA • we are part of an ONCA ByLaws Discussion Group including Kingscrafts Marion Knisley (President), Arts Society King Michelle McNally (President), King Township Historical Society Bill Salter (President?) and Burr House Spinners and Weavers Guild Elfi Bernd (Interim Treasurer) • Change of Fiscal Year End ByLaw 9 changed to December 31 – approved on March 23, 2023, to be presented to AGM • Articles of Incorporation & ByLaws still need to reviewed and tweaked – hopefully before the end of December 2023. • Constitution / Organizational Procedures need to be reviewed and made current but are not required by ONCA so up to Executive Council / General Membership to work on this
5	Website Update	<ul style="list-style-type: none"> • agreed that burrhousefibrearts.org will be new domain name • in Sept 7 when we can buy our old domain name if we want
6	Running the Guild / Constitution	<ul style="list-style-type: none"> • how do we get volunteers to step forward? • duties of membership: need a list of volunteer choices for people to pick • how do we attract and retain members? • Margo to articulate goals of Guild and responsibilities
6	Insurance	<ul style="list-style-type: none"> • As of April 14, 2023, we have Directors & Officers Liability Insurance at a cost of \$485 annually • Burr House Insurance to be reviewed by mid September to see if doubly insured – before renewal date Oct 1, 2023 – someone needs to take on this task • we need information on Potters’ insurance if we want to verify our double insurance concern • a copy of our insurance correspondence / information to be sent to Executive •
7	Amber Bole	<ul style="list-style-type: none"> • Amber Bole Celebration of Life <ul style="list-style-type: none"> ○ Sheila is willing to head committee for planning ○ date TBD – possibly in September ○ what will hosting look like, format of the day • Donations to commemorate Amber – how to deal with \$ <ul style="list-style-type: none"> ○ money – donations, expenses, appropriate spending of donations - Sheila & Margo to sit down and discuss this
8	Promo Card	<ul style="list-style-type: none"> • we need “rack cards 3 ½ X 8 1/2” – we have none • not urgent - bring it up at June AGM – ask for a volunteer to take this on • when to order, who to design, cost, where to print, how many, info we need on cards, proof reader, who in charge, where to give them out
9	“BH Store Operation”	<ul style="list-style-type: none"> • there is a “Store Operations” Meeting on Monday April 24 • Margo & Michelle to represent our Guild on the <i>Joint Burr House Use Committee</i> • idea is to try to do a specialty tea on June 24th staffed by members of <i>Joint Burr House Use Committee</i> to see if it works as a fundraiser
9	Adjournment	<ul style="list-style-type: none"> • Next Meeting TBD