

October 16, 2023 Minutes of Executive Meeting

Chair: Margo Murley Recorder: Janet Porter

Online Meeting, 7 p.m. – 9 p.m.

**BURR HOUSE**
SPINNERS
& WEAVERS
GUILD**In Attendance**

Elfi Berndl ▪ Janet Porter ▪ Margo Murley ▪ Michelle Zikovitz ▪ Peggy Spurgeon

Regrets

N/A

Agenda Items**Information / Follow Up**

The following issues were on the pre-drafted agenda. Items were not dealt with in the order presented. Not all items were dealt with in this meeting. Some items have been deferred to the next meeting. Some items are Points of Information.

1.	Administration	<p>Burr House lease expires in 2024. How are the five-year leases negotiated? Next lease may not be five-years in length. Point of Information.</p> <p>Directors & Officers Insurance. D&O insurance – is there an option for paying less than the current \$500/year? Elfi to investigate.</p> <p>Status of ONCA Project – deadline is Oct 2024. What are the plans for completion? What (if any) changes needed in existing by-laws? This needs to be communicated to members, and organized for the June AGM. Item deferred to next Exec meeting.</p> <p>Succession Plans for Executive/Directors – directors hold positions for one year, officers/executives for at least one year (by-laws) or until there is a change (1995 constitution). The President strikes a Nominating Committee in January to prepare for any changes in directors/executives required at the June AGM. Item deferred to next Exec meeting.</p> <p>Listing of Public Events that we participate in. An overall list would be helpful showing what the events are, what they entail, who the contact person is and kind of help would be helpful. Members need to know well in advance to plan on participating. Item deferred to next meeting</p>
2.	Vacancies	<p>Fibre Focus Role is not filled. Need a list of current vacancies and a plan to work on filling them. Item deferred to next Exec meeting.</p>
3.	Finances	<p>Treasurer report to membership at guild meetings- It was agreed that it should be done, and should be brief and at a very high level.</p> <p>Signing authorities - remove Athena A., add Janet. Discussion of full roster of signing authorities needed. Item deferred to next Exec meeting.</p> <p>Total Invoice for Operating Costs of Guild Hall and Burr Houser 2023-24 invoice is \$20,000 (includes HST). Operating costs in 2022 was \$13,720 (includes HST). This is split 50-50 between the potters and our guild. Part of the \$6,000 (includes HST) increase was attributed to \$3,000 in repairs, increased heating costs and added security. An itemized accounting of this expense has been requested and received of the city. The guilds have requested a meeting with the City regarding the invoice for 2023-24. Point of Information.</p> <p>Budget - with 40 paying members, current projected membership income for 2023-4 is \$5,125. Expenses are \$13,500 (rent (\$10,000), insurance (\$2,500), 50% of phone bill (\$1,000)). The guild has savings in the bank. Will need some revenue-making ideas. Point of Information</p> <p>Discussion/ Plan needed on withdrawing funds from existing cash reserves. Item deferred to next meeting.</p>

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4.	Membership/Orientation of New Members	<p>Procedure Manual - latest revision was March 2022. Is there a plan to revise this? As membership committee head, Peggy will look at updating the mini-guide.</p> <p>What orientation info are new members being provided with? Who Does What List? Who to Contact List? It has been a while since we issued a list of who does what in the Guild and who should be contracted for what purposes. What small things do we need help with? refreshments at meetings? Item deferred to next Exec meeting.</p> <p>Mentors for new Members - new members might find it an easier time if they were unofficially paired up with an existing member so they could feel comfortable calling someone if they have questions. Also, to make them feel welcome. or a Welcome Committee of 2 or 3 members who could be used as an Information Pool - easier than deciding what personalities work with whom. It was decided that a buddy system is a good idea, but should not be mandatory.</p>
5.	Print Library	<p>Books in print library at the guild hall and in storage need to be culled to make more space for fibre activity tools and supplies. Janet asked about starting with culling the knitting and quilting books. Margo suggested that "How-to" books should be kept. Alarm was raised and caution was suggested about culling reference books without checking with others. Janet to begin process by speaking with Olga D (librarian)</p>
6.	Marketing/Promotion	<p>Rack card/Bookmark project -budget/ how many needed, who is the lead, what is the rack card size? 500 or 1,000 should be printed. What information should be on it? Thrums – need to be clean, untangled, children might put them in their mouths. Look at library rack. 4" by 8 ½". Three on an 8-1/2 by 11. Should be timeless, give location, colourful, appealing. Mock-up needs to be done. Approval needed. Outreach purpose. High resolution images, including logo will be needed. Michelle to ask a colleague to do work, to be done in kind (free).</p>
7.	Programming	<p>Planning for December 2023 meeting -Holiday Mix & Mingle - Potluck - Potters hosting Dec 4th evening. Auction items.</p> <p>Schedule of meetings from now until July 2024 - dates, times, in person or online - so people can put it in their calendars. As well as topics if we have them? Are people using the Guild calendar on the website? Item deferred to next Exec meeting</p> <p>Will not be inviting the US fibre artists for presentations in Jan/Feb...fees were too expensive. Point of Information</p>

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8.	Joint Store Committee (Burr House Artisans)	<p>Richmond Hill City contact has up to now been done by Marg. Should a new arrangement be established?</p> <p>Burr House Artisans - there has been no business activity for 3 years. The financial documents for at least the last 8 years need to be gathered and secured. And if need be, made available to review should we be required to do so.</p> <p>The requested correction to last year's Financial Statement is outstanding BHSWG needs a Financial Statement for 2023 in a timely fashion after Dec 31, 2023</p> <p>Suggesting that one of the joint account's signing officers to be a Weaver. Joint Store Committee is the place to ask about the insurance coverage of both the Potters and our guild, according to Michelle Z. Item deferred to next Executive meeting.</p>
9.	Other	<p>Potential Renters of Burr House (York Chatelaines – embroiderers) expressed interest to Margo M. The group meets Thursday evening once a month. Point of Information</p> <p>Margo asked if the October 18th, 2023 Guild meeting needed an agenda. It was agreed that guild meetings need agendas.</p> <p>City of Richmond Hill Partnership: City needs a confirmation that the Guild will be renewing the partnership, by October 20th, 2023. It was agreed that this partnership agreement should be renewed. Margo to follow up.</p>

Next Meeting to be scheduled for January 2024.

Meeting Adjourned - 9 p.m.