

**April 18, 2024 Minutes of Executive Meeting**

Chair: Margo Murley Recorder: Janet Porter  
 Guild Hall, 2.30- 4 p.m.



**BURR HOUSE**  
 SPINNERS  
 & WEAVERS  
 GUILD

| <b>In Attendance</b>                                             |                                         | <b>Regrets</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Janet Porter ▪ Margo Murley ▪ Michelle Zikovitz ▪ Peggy Spurgeon |                                         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Agenda Items</b>                                              |                                         | <b>Information / Follow Up</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1                                                                | <b>Review of New Banner Proposal</b>    | <p>At the Maple Syrup Fest, there were some issues with up-to-date signage (banner). Teresa Clark got quotes to either replace or fix the current display. There were quite a number of people who asked how to get a hold of us for classes/drop ins/sales information. Website info is incorrect and FB group is missing.</p> <p>Replacement: Create new banner with QR code. Approx \$140 +HST, if with coupon.</p> <p>Replacement of Vinyl only: Replace the vinyl banner only and keep the case. There is a small hole in the existing vinyl. Again, We could add a QR code and updated information. This is with a company called Thunder Graphics who specializes in these things - \$325.00 for design, vinyl and hardware for the 33"x86" pull up banners. If hardware is removed, deduct \$100.00.</p> <p>Sticker: Add patch of vinyl on existing to update banner contact info, \$ 55.00 +HST.</p> <p>It was decided to try a vinyl patch fix which would be available in time for the May 11 Community Outreach event. Michelle will look after the patch.</p> |
| 2                                                                | <b>Change in Instructor Hourly Rate</b> | Effective September 2024, guild members who are conducting workshops in-house – the instructor hourly rate will be \$30/hour, raised from \$27/hr.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3                                                                | <b>Marketing/Promotion</b>              | <b>Rack card/Bookmark project</b> - Michelle is working with a colleague to do work, to be done in kind (free). Proposed design is in circulation for comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4                                                                | <b>Community Outreach Activities</b>    | <b>May 11<sup>th</sup></b> Doors Open (Guild Hall) and Studio Tour (Burr House)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5                                                                | <b>Finances</b>                         | <p><b>Rent</b> for 2024-2025 invoice expected in Fall 2024, estimated at \$10K, plus \$2.5K insurance. Will we have enough \$\$ to pay these costs?</p> <p><b>Budget</b>- Membership is forecasted at \$5,000.</p> <p>GIC is up for automatic renewal in June. If we decide to move the GIC to another type of account, will have to make plans now.</p> <p>Janet to inquire about high-interest savings accounts, as well as an account that allows more than five transactions per month.</p> <p>Course refund policy was decided. Separate document outlining policy to follow.</p> <p>Peggy, in her role of Membership Chair, requests that membership renewals be done prior to September 1, 2024.</p>                                                                                                                                                                                                                                                                                                                                                                |

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**Items Deferred from Previous Meetings, with some updating**

|    |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Administration</b>                              | <p><b>Burr House lease</b> expires in 2024. How are the 5-year leases negotiated? Next lease may not be 5-years in length.</p> <p><b>Directors &amp; Officers Insurance.</b> is there an option for paying less than the current \$500/year?</p> <p><b>Succession Plans</b> for Executive/Directors – directors hold positions for one year, executives for two. If there are changes for next year or 2, it would be good to let the membership know so that people who might consider stepping forward could think about the possibility of stepping forward.</p> <p><b>Listing of Public Events</b> 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.</p> |
| 2. | <b>Vacancies</b>                                   | <p>A Director position will become vacant at the June 2024 AGM, as Peggy S. is leaving the role. Michelle Z. expressed interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | <b>Joint Store Committee (Burr House Artisans)</b> | <ul style="list-style-type: none"><li>• Richmond Hill City contact has up to now been done by Marg. Should a new arrangement be established?</li><li>• Suggesting that one of the joint accounts signing officers to be a Weaver</li><li>• Joint Store Committee is the place to ask about the insurance coverage of both the Potters and our guild.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Next Meeting? Not before the June AGM.**

**Meeting Adjourned – 4 p.m.**