



**Volunteer Association  
Textile Museum of Canada**

**Volunteer Committee Meeting June 4, 2014**

Meeting came to order at 4 pm.

**Present:** Susan Singh, Julia Bryant, Vickie Grant, Helen Kirkby, Lynne Lee, Isabel Ward, Elizabeth Harrison, Laura Brocklebank, Liz Jenner, Sandra Kuzniak

**Regrets:** Angela Kryhul, Susan Helwig, Bev Moffett, Arlene Schulman, Pam Craig

**Adoption of Agenda and Acceptance of the April Minutes**

- ~ agenda moved by Julia Bryant; seconded by Isabel Ward
- ~ minutes moved by Liz Jenner; seconded by Vicky Grant

**Museum Report (Pat Neal)**

- ~ information received that our tenure at 401 Richmond would end in November 2014
  - ~ need to look for new space based upon previously developed criteria.
- Committee established to look at alternatives. Members include Susan Helwig, Julia Rhodes, Pat Steenbergen, Susan Singh and Lynne Lee.

**Chair's Report (Susan Singh)**

- ~ this was the first meeting of the Annual General Meeting and a review of last year's accomplishments was provided:
  - the goal for improved communications was addressed in several ways including the revamping of the Volunteer Handbook, updated volunteer lists, ongoing enhanced Strand News and the publication of the Volunteer Attractions and Benefits document
- ~ Goals for the coming year were identified as expanding the volunteer base including the establishment of floater volunteers; establish a process for dealing with special events such as doors open

~ Board of Trustees meeting discussed upcoming programs and development and how several outreach activities have raised the profile of the museum

### **Treasurer's Report (Elizabeth Harrison)**

~ The amount of money earned by the Yardage Sale was discussed  
~ The Bank Balance was discussed  
~ An amount of money was provided to the Museum - moved by Liz Jenner and seconded by Julia Rhodes

### **New Business**

#### **Library Acquisitions**

- motion passed that a certain amount of the funds provided to the museum be spent in conjunction with a specific amount currently identified in the museums budget for library acquisitions, including publications. Library volunteers are to be consulted regarding purchases. Moved by Laura Brocklebank, Seconded by Sandra Kuzniak

#### **Volunteers for Special Events**

~ the need for a coordinator of special events was identified given the increase in activities and outreach undertaken by the museum. Susan Singh will explore options to fill this position.

#### **Correspondence**

~ None

### **Representative and Committee Reports**

#### **Strand News**

~ continues to highlight the ongoing activities of the volunteers and current events

#### **Education (Julia Bryant)**

~ May has been busy with school groups, including a French language group.  
~ an iron was donated as per the request in Strand News.  
~ Drop in Wednesdays continue in Fibrespace

#### **Docents (Isabel Ward)**

~ Three docents helped with the Museum's Doors Open event in May. Also in May, we gave three adult tours in addition to our regular Sunday tours. Three tours have been booked for June. We expect more bookings after The Eternity Code exhibit opens. One of our docents will be going to Christie Gardens' retirement home next week to give a presentation on Canadian textiles.

#### **Human Resources (Laura Brocklebank)**

- ~ three individuals were placed in May
- ~ contact has been made with four others
- ~ confirmed that potential volunteers are not able to apply directly to a position, but need to be vetted through Human Resources
- ~ currently looking for volunteers to be floaters and to work in the library
- ~ the museum has asked to have volunteers at reception each day from 9 to 11 am. We are unable to do this at this time.
- ~ will examine ways to increase our volunteer pool including advertising through Strand News and a Bring a Friend event.
- ~ the museums website is not working to identify volunteers

### **Library (Vickie Grant)**

- ~ 71 contacts occurred during April and May
- ~ Focus has centred on preparing books for the Yardage Sale. About half of the material put out was sold.
- ~ deaccession of duplicate books continues and about 15 of these books are ready to be taken to the fourth floor.
- ~ a workshop on repairing books will be held in June

### **Shop (Helen Kirkby)**

- ~ items to support the current exhibits are on sale at the shop including merchandise from Egypt and Syria

### **Reception (Bev Moffatt)**

- ~ No report

### **Fourth Floor (Arlette Schulman)**

- ~ the re-organization of the European cupboards is complete

### **Yardage Sale (Liz Jenner)**

- ~ The sale was successful although the items were of a lesser quality than in previous years. Several areas for improvement were identified including a different truck rental, the need for more volunteers especially for Saturday and for cleanup, cashiers require specific skills using the Moneris, additional change in each till, food for volunteers was problematic and needs further discussion. As well, there was a lack of tables available to display books.
- ~ A list of volunteers with phone numbers would be helpful.
- ~ A debrief meeting will be held with section heads.

### **Next Meeting**

September 3, 2014, 4pm