



**Volunteer Association
Textile Museum of Canada**

Volunteer Committee Meeting September 3, 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, Susan Helwig, Bev Moffett, Kim Penherwood, Julia Rhodes

Regrets: Angela Kryhul, Arlette Schulman, Pam Craig

Adoption of Agenda and Acceptance of the June Minutes

~ agenda moved by Julia Bryant; seconded by Susan Helwig

~ minutes moved by Vicky Grant; seconded by Laura Brocklebank

Chair's Report (Susan Singh)

Kim Penhorwood was welcomed to the committee in her role as the lead for Hospitality.

- Communication with the museum has been formalized. The museum will address issues directly with the Chair rather than individual volunteers.
- Several new exhibits will be opening over the fall as well as special fundraising events will be held.
- This is the 40th year anniversary of the museum and events are planned to celebrate and cultivate new membership.
- The Trustees have acknowledged the upheaval of the move from 401 and have provided some assistance in locating suitable properties. Through Jim Colbert, they will negotiate and finalize leasing arrangements

Treasurer's Report (Elizabeth Harrison)

- All Yardage Sale 2014 suppliers' invoices have been paid.
- All cheques issued have been presented to the bank and passed through the Volunteer Association's TD bank account
- The current bank balance was discussed.
- In June 2014 the auditors were onsite and audited both the Museum's and Volunteer Association's accounts.

- Since all Volunteer Association banking figures must be quoted consistently and accurately, they must be confirmed with the treasurer prior to use.

New Business

Future of Fundraising Activities/replacement of 401

~ an extensive discussion of the future of direction of fundraising activities occurred along with a discussion of possible replacement locations for 401. Further discussion and consultation with volunteers affected by the move will occur.

Motion tabled:

1. Steps are to be taken to explore the renting of workroom space to support the existing model of fundraising. Findings to be brought back for decision on October 1, 2014.
2. Chair may call an ad hoc meeting of the executive if a decision is required prior to October 1, 2014.

Motion moved by Susan Helwig and seconded by Julia Bryant

Sashiko Quilt

~. Information will be developed to support the sale of the quilt.

Correspondence

~ None

Representative and Committee Reports

Strand News

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

Education (Julia Bryant)

~ The educators were busy over the summer. The family drop-in program attracted 100 participants, including two families that have been yearly attendees

~ 10 bookings with 175 individuals participated in planned activities

Docents (Isabel Ward)

~ This was a quiet summer for the docents with only one booked adult tour. Free public tours were lead every Sunday. These tours averaged 3- 6 visitors for each tour.

~ the first meeting of the fall will occur next week. Meetings have been changed to Monday mornings.

~ a busy fall is anticipated with new exhibits opening and a small group of docents available for tours

~ one docent in training

Human Resources (Laura Brocklebank)

- ~ The new process of vetting volunteers is working well. Volunteers are asked to drop off or mail applications rather than use the museums website
- ~ five people have been interviewed and placed; an additional five applications are being processed
- ~ Currently looking for floaters to fill time slots as required as well as docents

Library (Vickie Grant)

- ~ The summer was quiet with a total of 104 contacts
- ~ deaccessioning of books continues
- ~ funding for a data migration project has been received. Details for implementation are to be confirmed. A letter of thanks will be sent at the appropriate time.
- ~ while a specific amount of money was earmarked for library subscriptions, the museum has been unable to commit to allocating these funds, given budget restrictions. However, this will be followed up with, given the committee's desire to support the library.

Shop (Helen Kirkby)

- ~ New items in the shop were displayed including cases for cellphones and tablets. In addition, beads have been prepared for the FLOC sale.

Reception (Bev Moffatt)

- ~ A consistent roster of volunteers has been put in place with floaters available to fill in as the need arises
- ~ the Front Desk Manual has been revised and is in the final review process
- ~ new maps of the museum are available for use by visitors

Fourth Floor (Arlette Schulman)

- ~ the re-organization of the European cupboards continues
- ~ preparations for the upcoming rug exhibit are underway

Yardage Sale (Liz Jenner)

- ~ pre-sorting of donations is being done to support the upcoming move to a new location

FLOC (Julia Rhodes)

- ~ FLOC will be held October 17 and 18 at 401 Richmond
- ~ preparation for the FLOC sale is underway
- ~ flyers and posters have been produced and a request for volunteers is being planned

Hospitality (Kim Penherwood)

- ~ is liaising with Monica to organize and run hospitality for museum events as well as the Yardage Sale
- ~ this will allow for preplanning and a better coordination of events

Next Meeting
October 1, 2014
4pm