



**Volunteer Association  
Textile Museum of Canada**

**Volunteer Committee Meeting April, 2015**

**Present:** Susan Singh, Julia Bryant, Vickie Grant, Lynne Lee, Isabel Ward, Bev Moffett, Helen Kirkby, Laura Brocklebank, Liz Jenner, Pam Craig, Sandra Kuzniak, Susan Helwig

**Regrets:** Angela Kryhul, Arlette Schulman, Julia Rhodes, Bill Jeffery, Kim Penhorwood

Meeting came to order at 4 pm.

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

- Agenda moved by Julia Bryant; seconded by Pam Craig
- Minutes accepted, with corrections, by Sandra Kuzniak; seconded by Bev Moffett

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

- TMC Volunteer recognition evening is planned for April 20. Invitations have been sent
- A meeting occurred with Shauna McCabe and Pat Neal regarding financial reconciliation for March. Plans are in place for year-end reconciliation in April.

**Governance issues:**

Moved: The Volunteer Association will provide consistent and continuous financial accountability through the development and implementation of financial policy and procedures that reflect our current and accepted practice. These processes will be shared with the Museum.

Bev Moffett moved; Susan Helwig seconded; approved unanimously.

### **Treasurer's Report** (Sandra Kuzniak)

- An amount of money was raised through a sale at George Brown College. The proceeds from sales at the Workroom have been deposited.
- The bank account's current balance, and an amount donated to the Museum in the past year was reported.
- Year-end reconciliation will occur with the Museum before the end of April

### **New Business**

AGM: Executive Positions

Elections are required for the positions of Chair, Vice Chair and Treasurer.

Nominees are:

Chair: Susan Singh

Vice Chair: Kelly Mullen

Treasurer: Sandra Kuzniak

The position of Secretary will continue to be filled for one more year by Lynne Lee. Pam Craig will oversee the elections.

Coordinators are asked to provide information regarding volunteer hours to Maurie Todd in preparation for the AGM.

Volunteer of the Year Award will be given to Pat Steenburgen and Lynne Lee. In addition a scroll will be developed to reflect long service volunteers in five-year increments.

Volunteer Recruitment

- Issue raised regarding the need to develop a volunteer recruitment strategy. Further discussion is required.

Emergency Procedures

- Coordinators noted the need to identify emergency procedures and the use of the panic buttons. Will follow up with the Museum regarding this issue and develop a communication plan to inform all volunteers.

### **Representative and Committee Reports**

#### **Strand News**

- Continues to highlight the ongoing activities of the volunteers and current events
- ~ news items are always welcome

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

- March Break programs were a success. Drop-ins occurred Monday, Wednesday and Friday. A hat-making workshop was held. School visits continue and the educators meet monthly.

**Docents (Isabel Ward)**

- The docents have begun researching background information for the Artist Textiles' exhibit which opens May 2.
- In addition to the Sunday tours we led three groups of lively seniors during March.
- We discussed possible outreach presentations. Ann Posen has given several presentations at seniors' residences when June Lee organized a pop-up shop at these locations.

**Human Resources (Laura Brocklebank)**

- One new volunteer started in the shop
- One application has been received
- The brochure has been updated
- Search is on for a new HR coordinator
- Need to look at ways to attract both long term and occasional volunteers

**Library (Vickie Grant)**

- 62 contacts occurred in February
- The influx of books for the Yardage Sale is being processed
- Recommendations will soon be tabled for the data migration project
- The library bank account will be closed. Funds received by the library will go directly to the Museum.

**Shop (Helen Kirkby)**

- A variety of items from the shop were displayed
- Inventory occurred on March 31

**Reception (Bev Moffett)**

- All shifts in April, with the exception of one Saturday morning, have been covered
- Wallet cards containing contact phone numbers in the event of last minute cancellations or delays are being distributed to all reception volunteers.

**Fourth Floor (Pam Craig)**

- Work is in progress for the next exhibition.
- Travelling exhibits are being transitioned back into the Museum

**Yardage Sale (Liz Jenner)**

- Preparations are well underway
- As we are unable to use the parking lot this year, plans to use the Mezzanine and second floor of the museum are being developed

**Next Meeting of the Volunteer Committee:**

Volunteer Association Annual General Meeting Wednesday, April 29, 5 pm  
Monthly meeting: May 6, 2015 4 pm