



## **Volunteer Association Textile Museum of Canada**

### **Minutes of the Volunteer Committee of the Textile Museum of Canada**

**February 7, 2015**

**Present:** Susan Singh, Julia Bryant, Vickie Grant, Lynne Lee, Isabel Ward, Sandra Kuzniak, Bev Moffett, Kim Penhorwood, Helen Kirkby, Arlette Schulman, Bill Jefferies

**Regrets:** Angela Kryhul, Arlette Schulman, Liz Jenner, Julia Rhodes, Pam Craig, Laura Brocklebank

Meeting came to order at 4:00 pm.

#### **Adoption of Agenda and Acceptance of the January Minutes**

- Agenda moved by Julia Bryant; seconded by Bev Moffett
- Minutes accepted with corrections by Vickie Grant; seconded by Bill Jefferies

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

- Volunteer Recognition Event sponsored by the Board of Trustees is planned for April 20 at Scotia Bank
- Annual General Meeting of the Volunteer Association will occur April 29, 2015 at 5 pm in the Museum auditorium. The positions of Chair and Vice Chair need to be filled and the treasurer confirmed.
- Discussions are ongoing regarding our financial relationship with the Museum. Our resolutions have been received by the board. A meeting will be held with Museum staff and the board of trustees on March 4 to discuss the issues further.
- Emergency contacts for all museum volunteers are required. Each coordinator is to canvass their volunteers for this information. The information will be collated and provided to the museum for their records.

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

- The responsibilities of the treasurer are in the process of being transferred and an updated report will be provided next month; there were no transactions this month

#### **Correspondence**

- Brenda Taylor
- Consuela

## **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)**

- The group has been preparing for the exhibit of children's hats and clothing.
- Plans are in place for the March Break program from March 16 - 20 from 1 to 4 pm. Families will make and take home creative projects inspired by the exhibitions. On March 18 there will be a special workshop for those aged 5 and up to create an animal themed hat that reflects one's own personality.
- School visits continue to be active.

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

- January was a busy month for the docents after a quiet December. Six groups toured in January. There were two requests for tours that could not be filled.
- A good session with Shereh, the 4th floor intern and an artist from Iran, spoke to us about the Chinese children's hats and the spiritual beliefs behind the embroidery.
- A meeting will be held with Susan Fohr to develop a strategy to attract new docents.

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

- One applicant is being processed
- Additional docents are required

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

- There were 45 library contacts last month
- New volunteers are being trained
- A new guideline has been established to let the Museum know if the assigned volunteer is unable to attend. Wallet-sized cards with the appropriate telephone numbers have been provided to the library volunteers. Similar cards will be provided to all volunteers reflecting the appropriate contacts.

### **Shop (Helen Kirkby and Bill Jefferies)**

- A representation of new items for sale in the shop was provided
- Currently scarves, shawls, mitts and hats are 20% off
- The Christie Gardens pop-up sale was successful
- Plans are being developed to establish a "train the trainer" model for training new volunteers to the shop

### **Reception (Bev Moffett)**

- All shifts have been covered including proving reception volunteers for three special events.
- Are at full complement of volunteers.

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

- Activities have related to setting up the exhibition of children's hats and clothing as well as the volunteer display area.

- There was a water leak from the fifth floor. Little damage occurred, but the rug collection had to be removed to allow for repairs

### **Hospitality (Kim Penhorwood)**

- Hospitality is being organized for the Good Beginnings exhibition.

### **New Business**

Annual General Meeting will honour the Year of the Move, with Volunteer of the Year awards to be presented to Pat Steenbergen and Lynne Lee. In addition long-term service awards will be presented. Coordinators have been asked to find out how long individuals in their area have been volunteering.

### **Next Meeting**

March 4, 2015 at 4pm

Mezzanine