



**Volunteer Association
Textile Museum of Canada**

Minutes of the Volunteer Committee of the Textile Museum of Canada

January 7, 2015

Present: Susan Singh, Julia Bryant, Bill Jeffery, Helen Kirkby, Kim Penhorwood, Julia Rhodes, Arlette Shulman, Beverley Moffett, Liz Jenner, Pam Craig, Sandra Kuzniak, Susan Helwig

Regrets: Laura Brocklebank, Angela Kryhul, Lynne Lee, Vicki Grant, Isabel Ward, Elizabeth Harrison

The meeting came to order at 4:00 pm.

Adoption of Agenda – moved by Julia Bryant, seconded by Beverley Moffett

Approval of Minutes – approved with amendments, moved by Liz Jenner, seconded by Kim Penhorwood

Chair's Report (Susan Singh)

Bill Jeffery was welcomed as the new coordinator for the shop, replacing Connie Wente.

The Board of Trustees met by telephone on December 16. This is the 40th anniversary year of the Museum. The focus will be to showcase the Museum's core collection with exhibits on the oriental rugs, hooked rugs, and Chinese hats. This summer there will be exhibits on Picasso and Frida Kahlo. Special fundraising events will be linked to the exhibits.

A **3 Pass** program to promote the Bata, Gardiner and Textile Museum has been announced. For \$20 people can visit the three institutions over 60 days. There is information at the reception desk about this program.

The Trustees concluded that online training of new volunteers on accessible customer service would meet the requirements. There is a one-page tip sheet that coordinators should make sure the new volunteers are given.

Future Events (Susan Singh)

A volunteer recognition event is being planned, likely in April.

The Volunteer Association Annual General Meeting is set for Wednesday, April 29 or Wednesday, May 6.

The Museum's Annual General Meeting will be Wednesday, September 30.

Treasurer's Report (Sandra Kuzniak)

The bank balance was discussed.

The Treasurer and the Chair met with Shauna McCabe and Pat Neal immediately prior to the Volunteer Association meeting to discuss the duties of the Treasurer. New procedures for financial records and banking, beginning April 1, 2015, were discussed.

There was extensive discussion on the history and practice of the Volunteer Association that resulted in two motions to confirm existing practices. The Chair was instructed to forward these motions to the Chair of the Board of Trustees, and to Shauna and Pat.

Moved by Julia Bryant, seconded by Pam Craig

Whereas: The Volunteer Association operates democratically with its own by-laws, an Annual General Meeting, an elected Executive, and monthly meetings of a committee of coordinators for the volunteer placements;

Be it resolved: that the Volunteer Association continue to manage its activities as described in its by-laws with its current bank account and report annually by March 31 to the Textile Museum of Canada on revenue, expenditures and donations to the Museum.

Passed unanimously

Moved by Sandra Kuzniak, seconded by Susan Helwig

Whereas: The Volunteer Association has a history of managing its funds to maintain a reserve to cover expenses and of making decisions to forward funds to the Museum for operations as well as for special projects such as supporting an exhibit, buying a computer, and equipping FibreSpace;

Be it resolved: that the Board of Trustees provide a list of funding needs so that the Volunteer Association can choose a focus for fundraising for the year to be acknowledged in Museum publicity.

Passed unanimously

Representative and Committee Reports

Strand News (Angela Kryhul)

- Will profile the 411 Richmond West Open House on January 20.

Docents (Isabel Ward)

- There are six tours booked for January. Carol Sevitt has taken over the coordinator role from Ann Posen.

Education (Julia Bryant)

- December was quiet with the holidays. January will be busy with school tours.

Human Resources (Laura Brocklebank)

- No report. The Committee noted a requirement for a volunteer in the Shop on Tuesday afternoons and Wednesday evenings, an additional volunteer in education, and a volunteer for docents. The library and reception have a full complement of volunteers.

Library (Vickie Grant)

- There were 28 contacts in December. Zach Osborne is the new part-time librarian leading the catalogue migration project. He will work Tuesday and Wednesday afternoons.
- There was a discussion on the best way to let the Museum and reception know if a volunteer was unable to come at the last minute through telephone messages to Pat or John.

Shop (Bill Jeffery)

- Bill, Connie and Laura are working on an orientation manual for the Shop to include emergency procedures and what to do with shoplifters. Beverley Moffett will share the manual prepared for reception.
- Bill wants a “train the trainer program” for training new volunteers on Shop policies and procedures.
- Bill asked for guidance on defining inactive volunteers taking into account vacations and illness.

Reception (Beverley Moffett)

- 192 hours are scheduled at reception for January. Beverley is going to work with John to get hours actually staffed in a month.

4th Floor Update (Arlette Shulman)

- Agota Dolinay is the new volunteer on the 4th floor.
- December was busy preparing the Marimekko exhibit to tour including sewing numbers on items and packing containers. The intern is carving supports for each of more than 50 Chinese hats for the exhibit. Volunteers will cover them with fabric for storage.

Yardage Sale (Liz Jenner)

- The sale dates of May 29 and 30 are a week after Doors Open. Inquiries will be made to see if the garage can be made available for storage.

FLOC (Julia Rhodes)

- Inquiries were made on possible locations for FLOC in 2015. The rent is in the range of \$250 to \$400 per day, or \$21 per hour at a Toronto Library. Julia asked if Pat Steenbergen, Lynne Lee and Liz Jenner could join her in visiting these sites.

Hospitality (Kim Penhorwood)

- There are future openings planned through the winter.

New Business

- There are different approaches to recording emergency contacts in the different placement areas. This item needs further discussion.
- There will be an open house in the new workroom at 411 Richmond East on Tuesday, January 20 from 1 to 3 pm.

Corresponding Secretary

There were no cards or messages needed.

Next Meeting

Wednesday, February 4 at 4:00 pm.