



**Volunteer Association
Textile Museum of Canada**

Volunteer Committee Meeting June 3, 2015

Present: Susan Singh, Laura Brocklebank, Vicki Grant, Susan Helwig, Bill Jeffery, Liz Jenner, Helen Kirkby, Sandra Kuzniak, Beverley Moffett, Kim Penhorwood, Julia Rhodes, Arlette Shulman, Isabel Ward and guest, Pat Neal

Regrets: Julia Bryant, Pam Craig, Angela Kryhul, Lynne Lee

The meeting came to order at 4:00 pm.

Adoption of Agenda – moved by Bill Jeffery, seconded by Sandra Kuzniak
Approval of Minutes – moved by Julia Rhodes, seconded by Kim Penhorwood

Chair's Report (Susan Singh)

The focus of activities has been preparation for the May Yardage Sale. Susan welcomed Pat Neal to join a discussion of the May sale. The members noted their appreciation to staff in allowing the sale to take place in the Museum when the parking lot was not available.

Review of 2015 More Than Just a Yardage Sale

Pat presented the results of a review by staff. Managing the large number of people was a challenge. Hilary felt looking for moths went well, although she was concerned about bringing in more bags on the second day. Staff suggestions included the following:

- Get a hospital laundry bin on wheels to move bags
- Post the floor plan at the entrance
- Try colour coding on the signs
- Re-think the layout of the Arcade cash and tables
- Identify the decision makers
- Use identifiable bags rather than letting people use their own bags
- Do not allow strollers in the sales area

- Add tables for sorting of purchases
- More places for customers to sit
- List of what is where for volunteers (e.g. small equipment)
- Try a one-day sale

Reception:

- there were 5 people on reception on Friday
- needed many more cards for the bag check
- there were more bags than last year
- people did not know they had to pay in the Arcade before entering the Museum
- returning bags after the initial rush was a challenge

Books did very well.

Fabric

- need to spread it out more so people can see it
- the scrap bags all went

Cash

- instructions for the Moneris were wrong
- using people to take cash payments in the lineup helped

Food

- volunteers appreciated having food
- the amounts lasted for the two days
- tried hard on gluten-free food, but may not be worth doing
- coffee urns did not work
- hot water urn did not work

Treasurer's Report (Sandra Kuzniak)

Sandra reported on the Volunteer Association's bank balance.

Sandra also detailed the amounts raised during the Yardage Sale, as well as expenses.

- Moved by Sandra Kuzniak, seconded by Julia Rhodes that the committee forward an amount of money to the Museum. Approved.
- The Committee noted that Volunteers have already raised more than two-thirds of the amount in the Museum's budget designated for volunteer fundraising. Committee members would like to provide a wish list of items to the Museum to vote on once the overall target is met.

New Business

There needs to be follow-up with staff on emergency / fire procedures for volunteers.

Corresponding Secretary

A card for Pat Crothall.

Representative and Committee Reports

Strand News (Angela Kryhul)

Continues to highlight the ongoing activities of the volunteers and current events. Committee will ensure Angela is given updates that will be posted on the Strand News website and in the monthly newsletter.

Docents (Isabel Ward)

There is a need for more docents. Susan Singh will ask for assistance from the Trustees at their June meeting. During the summer, Susan Fohr's intern will help with the tours.

Educators (Julia Bryant)

There was nothing new to report for the educators.

Human Resources (Laura Brocklebank)

A new volunteer in the Shop has left to take a job. Monday and Tuesday afternoons remain as vacancies.

Library (Vickie Grant)

There were 38 contacts in May. The volunteers priced books for the May sale. In September the volunteers will help test the new digital catalogue now being implemented.

Shop (Bill Jeffery)

Work is underway on a new manual for the shop. The shop did well during the May sale.

Reception (Beverley Moffett)

Another floater is needed for reception. The interns will help with reception over the summer.

4th Floor Update (Arlette Shulman)

No report.

Yardage Sale (Liz Jenner)

150 people helped put on the May sale. There were both advantages and disadvantages in holding the sale at the Museum.

FLOC (Julia Rhodes)

There are two carloads of decorator items available from Primavera. Additional sources of donations are needed. Julia and Liz are looking for new locations for the sale. ArtScape on Shaw is promising.

Hospitality (Kim Penhorwood)

There are three events in June including an opening and a development reception.

Next Meeting of the Volunteer Committee: September 9, 2015, 4:00 pm

The meeting adjourned at 5:30 pm.