



**Volunteer Association
Textile Museum of Canada**

Volunteer Committee Meeting March, 2015

Present: Susan Singh, Julia Bryant, Vickie Grant, Lynne Lee, Isabel Ward, Bev Moffett, Kim Penhorwood, Helen Kirkby, Arlette Schulman, Bill Jeffery, Laura Brocklebank, Liz Jenner, Julia Rhodes, Pam Craig

Regrets: Angela Kryhul, Sandra Kuzniak

Guests: Shauna McCabe, Adrienne Hood, Mark Hemmingway

Adoption of Agenda and Acceptance of the February Minutes

- Agenda moved by Julia Bryant; seconded by Helen Kirkby
- Minutes accepted with corrections by Liz Jenner; seconded by Pam Craig

Chair's Report (Susan Singh)

- An update from the Board of Trustees was provided. Fortieth Anniversary activities are to include lectures and special events.
- The budget was presented and is currently in a deficit position. Additional funding sources are being sought.
- The smooth implementation by volunteers of the three museum passes was identified
- A search is underway for additional members of the Acquisitions Committee.
- The volunteer recognition evening is planned for April 20. Invitations will be sent shortly.

Treasurer's Report (Sandra Kuzniak)

- Status quo; bank arrangements are being changed

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)

- Programs continue with a focus on gearing up for the March Break activities

Docents (Isabel Ward)

- February was a quiet month with only one weekday docent tour in addition to the four Sunday tours.
- The group has been busy researching and discussing background information for the Good Beginnings' exhibit
- Carol Sevitt, Pam Craig and Isabel Ward had a good meeting with Susan Fohr to discuss how to attract and train new docents. We have revised the docent description for the Museum website's volunteer page.

Human Resources (Laura Brocklebank)

- Two applicants are being processed
- Search is on for a new HR coordinator

Library (Vickie Grant)

- 33 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

Shop (Helen Kirkby and Bill Jeffery)

- A communication book has been established for the shop volunteers
- There is a sale of children's crafts until March 22
- The shop will be closed for inventory on March 31
- Memberships will be available for purchase in the shop
- The Shop volunteer manual, including point of sale information is being updated.

Reception (Bev Moffatt)

- All shifts, but one, have been covered; 180 volunteer hours were provided last month.

Fourth Floor (Arlette Schulman)

- Displays have been installed for the Chinese Hat exhibit
- All items that needed to be moved due to the flooding have been returned to their appropriate storage area

Hospitality (Kim Penhorwood)

- The Museum will provide refreshments for the Annual General Meeting.

Yardage Sale (Liz Jenner)

- Preparations are well underway
- Given the need for additional storage space and to facilitate a smoother movement of sale items, we've asked for earlier access to the garage
- Publicity needs to be ramped

- Focus will also be on obtaining additional volunteers; to assist with this each coordinator should speak to the volunteers in their area requesting assistance during the sale

New Business

Discussion took place regarding the financial reporting issue as raised by the Board.

Board Presentation re Financial Recording Processes

- Discussion occurred with board representatives regarding the need for financial accountability as recommended by the Museum's auditor.

Three options were presented for consideration by the Volunteer Association, including:

1. Museum to take on all Volunteer Association financial transactions;
2. Volunteer Association to manage their financial transactions and reconcile accounts monthly with the Museum;
3. Volunteer Association to maintain a bank account and Museum to do the bookkeeping.

The Museum was concerned that continuity of practice of financial accounting be maintained. Accounts are to be reconciled at the time of the Museum's year-end.

The Board was thanked for clarifying the situation and it was agreed that the Volunteer Association would consider the issues raised and would communicate to the Board how it wished to proceed.

The Museum was asked, and agreed, to provide electronic copies of all information presented at the meeting as well as written analysis to determine if the processes established over the past five months would meet the needs of the Museum.

Next Meeting of the Volunteer Committee:

Volunteer Committee Meeting April 1, 4 pm, Mezzanine

Volunteer Association Annual General Meeting Wednesday, April 29, 5 pm