



**Volunteer Association
Textile Museum of Canada**

Volunteer Committee Meeting May 6, 2015

Present: Susan Singh, Julia Bryant, Lynne Lee, Isabel Ward, Bev Moffett, Helen Kirkby, Liz Jenner, Sandra Kuzniak

Regrets: Angela Kryhul, Arlette Schulman, Julia Rhodes, Bill Jeffery, Kim Penhorwood, Vickie Grant, Pam Craig, Kathy Oliver, Laura Brocklebank

Meeting came to order at 4 pm.

Adoption of Agenda and Acceptance of the February Minutes

- Agenda moved by Julia Bryant; seconded by Bev Moffett
- Minutes accepted by Liz Jenner; seconded by Sandra Kuzniak

Chair's Report (Susan Singh)

Trustees Meeting: Discussion focused upon fundraising activities, including the establishment of an endowment fund, VIP and development events, dinners with the goal of establishing relationships, and identifying individuals interested in the Museum's goals and objectives.

- The IT system is being updated to support the digitization of the collection.
- The acquisition committee is examining 61 items from the Bea Ziegler donation for inclusion in the collection.

AGM

- Was successful and provides a stable environment for the work of the committee over the next year. Ongoing succession planning will be an ongoing focus.
- Suggestion was made that we do a more upbeat announcement next year, focusing more on the educational and informative aspects of the meeting.

Volunteers Connect

- Susan Singh made a presentation on Archiving Volunteer Records.

Volunteer Appreciation

- A fairly accurate baseline of years of service has been developed and further discussions regarding how to recognize volunteers is required. Suggestions included posting names on the revolving board in the lobby and developing an item representing both the Museum with the number of years of volunteering.

Treasurer's Report (Sandra Kuzniak)

- The bank account current balance was discussed.

New Business

Privacy of email addresses: An email will be sent to coordinators and Museum staff asking that attention be paid to protecting the privacy of email addresses. It appears that some emails are being sent to a broader audience than originally intended, creating a situation where addresses have been shared with unknown individuals.

Designation of Funds: Will follow up with the Museum regarding their suggestion that funds raised by the volunteers could be designated and recognized by the Museum.

A follow-up email will be sent to volunteers about the AGM, highlighting the interesting and useful presentations by staff and the Board as a way to attract interest in the AGM.

It was suggested, as good practice, that when a volunteer leaves the Coordinator may send a card on behalf of the museum and the Volunteer Association thanking them for their contribution.

Representative and Committee Reports

Strand News

- Continues to highlight the ongoing activities of the volunteers and current events.

Education (Julia Bryant)

- Planning for summer activities will begin shortly.

Docents (Isabel Ward)

- The docents have been very busy learning the label content and background information for the Artist Textiles exhibit. It's a large exhibit with lots of detail.

- April was a quiet month for tours. In addition to our Sunday tours, there was one tour for the Seniors for Nature Canoe Club. We already have several bookings for the new exhibit. We're expecting many more, perhaps even during the summer, which is normally a quiet period for us.

Human Resources (Laura Brocklebank)

- No report

Library (Vickie Grant)

- There were 48 contacts in the Library during the month of April. Library business continued as usual, with an emphasis on pricing and packing books for the Yardage Sale.
- 35 boxes have been packed to date.
- The Library bank account was closed by Pat Neal and Kate Rayner. An amount of money was turned over to Pat on behalf of the Museum, who will open a new account for the Library that will include a line denoting and identifying contributions from the Library volunteers.
- The "contributions" – i.e. funds accrued through photocopy charges, which are actually operational funds, and funds accrued through the sale of leftover books from the Yardage Sale – will both be recorded together as volunteer deposits, and added to the annual totals contributed by the TMC Volunteer Association.
- The Library will have a float supplied by the Museum. A written document explaining our responsibilities in regard to managing the float and the frequency of reconciling totals with the Museum will be provided.

Shop (Helen Kirkby)

- A variety of items from the shop were displayed.
- Preparations are underway for the annual sale in conjunction with the Yardage Sale.
- Several successful pop-up sales have been held by the shop.

Hospitality

- No report.

Reception (Bev Moffett)

- Plans are underway to support the Yardage Sale.

Fourth Floor (Arlette Schulman)

- The exhibit "From Ashgabat to Istanbul" has been de-installed and returned to storage. Some of these rugs have now been returned to the collectors who had loaned them to the Museum for this show.
- Artifacts not chosen to be part of the current exhibit "Good Beginnings," have been re shelved.
- Textiles have been prepared for the opening of the new exhibition Artist Textiles

- Continued to attend to the collection management's re-shelving and sorting.

Yardage Sale (Liz Jenner)

- Preparations are well underway. As the sale is being held in the Museum, new processes are in constant flux to allow for a smooth and successful sale.
- Volunteers are being actively recruited and the schedule will be shared with Pat Neal.

Messages

- Thank you cards will be sent to the Museum staff and board for their welcomed participation in our Annual Meeting.

Next Meeting: June 3, 2015 4 pm