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| **February 8, 2022 Minutes of EXECUTIVE COUNCIL Meeting**Chair: Margo Recorder: Elfi <https://us04web.zoom.us/j/9027180459> Zoom Admin: Amber  | BurrHouse_BlackandGrey_Logo |

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| **In Attendance Executive Council OfficersPresident** Margo Murley**2nd Pres / Vice President** Athena Antiochos**Secretary** Elfi Berndl**Treasurer** Amber Bole**Membership** Peggy Spurgeon**Past Pres.** Michelle Zikovitz  | **Copies of Minutes to:**BHS&WG Membership Executive CouncilMembers Info Binder**NEXT Executive Council Meeting Date**:Tuesday April 12, 2022 7pm |
|  | **Agenda Item**  | **Information / Concern / Decision / Action / Follow Up** |
| 1 | **Should we have a Junior membership?** | **Decisions:*** At this time we will continue to only offer adult memberships.
* We hope to offer Adult & Youth Fibre Workshops that would be appropriate for younger people once or twice a year once all Covid restrictions have been lifted.
* Once Covid restrictions allow, we will resume to allow Guild Members to bring along a family member when coming to the Guild Hall. The family member is expected to be under the supervision of the Guild Member and will not have access to Guild Equipment or Resources.

**Action:** Peggy to notify potential member who asked. |
| 2 | **Do we know the capacity of the Guild Hall / Burr House?** | **Concern:** After Covid restrictions are lifted, we may find using the Guild Hall for meetings uncomfortable or not suitable for large in person meetings.**Action:** Michelle to follow up by* contacting Karen Ash @ City of RH to get the formula used to calculate capacity of meeting spaces
* asking Potters if they agree to having a Fire Department review & capacity rating
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| 3 | **2022 Budget & Spending** | **Decisions:** * **Programming** requires funding to continue with good speakers – investment in membership retention and attraction. Megan and Amanda did a great job organizing Programming this year. Budget of $750 annually (6 months @ $125/mo) starting Sept 2022 to August 2023. No programming needed for July & August (summer holidays), September (AGM) Dec (Holiday Social) June (Summer Social). We will need to look for ways to raise funds for this additional expenditure – possible through proceeds of member donated items sold at Guild Sales.
* **Guild Sales Committee** requested funds for packing material, signage, postcards, Sales Float, fibre content & care cards. $500 was approved to be spent before the Spring 2022 BH Guild Sale. Funds are justified by profit generated by Holiday 2021 Guild Sale.

**Follow Up:** Information still needed for some sections of 2022 Guild Operating Budget. 2022 Budget (Proposed) to be discussed further at next meeting.Elfi to notify Sales Committee. |
| 4 | **Lease Agreement & Rent** | **Information:** We have our new Lease Agreement. Our rent was discounted due to closures this past year. |
| 5 | **Natural Dye Garden at the Guild hall** | **Background:** Possible interest to put in a Natural Dye Garden on our property. Has been discussed in the past**Follow Up:** * If there are Members who are interested in forming a committee, they need to get together, decide what they want to do (scope of project) and write up a proposal.
* This proposal needs to be first brought to the Executive Council for approval before it is officially put to the City for approval.
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| 6 | **Guild Sales** | **Information:** The first Guild Sale was a success and the Sales Committee, with Kathleen’s leadership, is well on its way in organizing for the Spring 2022 Sale**Possible Follow Up:*** Potters may be open for a potential collaboration / joint sale at some point in the future.
* Members are encouraged to consider donating some small handmade items to the Guild Sales to increase our profit to subsidize Guild activities not covered by our membership fees.
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| 7 | **Burr House Building** | **Information:** The Tea Room & Store will not reopen in its past format once Covid restrictions are lifted and store shifts will not resume.The Joint Burr House Use Committee are holding the funds (approx.. $13,000) from the ‘Store” - to be used when new direction for the building use is determined.**Follow Up:** Minutes & information on financial matters related to the “Store” will be passed on to the Executive Council. Next Joint Burr House Use Committee meeting is in March 2022 |
| 8 | **Documents** | **Information:*** Most recent Constitution is from 1989
* “Presidents’ Box” to be reviewed & itemized by Margo & Michelle. Athena to add whatever documents she may have.
* Financial (Amber), Membership (Peggy) & Minutes (Elfi) documents could use a review
* Members Info Binder will be kept in the Guild Hall with minutes of meetings for the last 2 years as well as other documents that would be of interest and use to Members.

**Follow Up:** * Discussions on which documents can be culled, how long they need to be kept and the role of electronic backups to be considered at a later date.
* Roles & Responsibilities List needs to be updated to reflect changes from the last few years, to clarify terms of office of current volunteers in positions within Executive as well as Convenors, and to prepare to fill upcoming vacancies
* Elfi to show Members Info Binder at next Monthly Meeting (Feb 16, 2022)
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| 9 | **Executive Council Meetings / AGM** | **Decisions:*** AGM to be held in in September. Our year ends August 31 and financial report needs to be available for AGM.
* The Executive Council consists of 6 Executive Officers who should all be included in emails addressed to the whole Exec Council
* Correspondence addressed to the Exec Council will be acknowledged by our “designated responder” Elfi
* Executive Council Meetings will be held every 2 to 3 months. The exact date to be determined at the meeting before the next one. Preferred day is a Tuesday evening.
* Future Executive Council Meetings will be run in the “Council Model”. The Agenda will be sent to all Members before the meeting date. Members not on the Council may ask to speak to any of the items on the Agenda or ask questions. Each speaker will be limited to 5 minutes. If a vote is required, it will be done so by the members of the Executive Council.
	+ We hope this modification will encourage participation, keep us on track in our discussions and ensure that meetings do not get too long. The format may need to be tweaked as we move along.

**Next Meeting Date: Tuesday April 12, 2022 7 pm via Zoom** |
| 10 | **ONCA Not-for-Profit Corporations Act, 2010**  | **Background:** The Ontario government has decided that every not-for-profit organization must be in compliance by October 2024.<https://www.ontario.ca/page/rules-not-profit-and-charitable-corporations>* The Burr House Spinners and Weavers Guild is a Not-for-Profit Corporation. We were incorporated on October 12, 1995
* The steps needed for compliance are many and the process is complex and will take time.

**Follow Up:** The Executive Council will set a Special ONCA Meeting within 3 months - after they have had an opportunity to do reading and research on their own.  |
| 11 | **Can non-members come into Guild spaces?** | **Question:** If we offer a class now, can a fully vaccinated non-member who follows Covid protocols take the class? Other places are offering classes.**Decision:** This is the type of question to be addressed by the Covid Committee* Non-member Participants and Instructors need to be doubly vaccinated, wear masks and follow the same protocols as Members
* size of class will depend on the City’s / Provincial Covid Protocol capacity rating as well as the Instructo’s preference
* The Instructor needs to say it is OK to have non-member participants
* If we do approve allowing non-members to come into our Guild space, then family members of Members should also be allowed to be invited into our premises by the Member

**Follow Up:** Michelle needs to call a Covid Committee meeting. Ontario Health guidelines and City of Richmond Hill Guidelines need to be checked. |
| 14 | **Items Deferred to Next Meeting**  | There was insufficient time to deal with the following items. They will be dealt with at the next Executive Council Meeting:* **Organization of the Guild** – Officers, Conveners, Committees, Interest Groups, Study Groups, Liason – who is doing what?
* **Format of Monthly Meetings** post-Covid
* **Insurance** – what are we covered for – in layman’s terms?
* **Covid Concerns** – when all restrictions are lifted, will we still keep some procedures in place?
* **Constitution** - will need to be reviewed and updated at some point
* **Quality Standards** – should we formalize standards for more things than just weaving?
* **Guild Satisfaction** - Are we doing enough to provide satisfaction to members?
* **Regular Reports from Convenors & Committees**
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