**Burr House Joint Meeting (Potters & Weavers)** –March 28, 2022 at 7:30 p.m. via Zoom

Attendance: Minda, Michelle, Claudia, Irit, Kathleen, Margo, Elaine, Julie  
Regrets: none

1. Review minutes of January meeting   
- Minda gave a few updates

2. Request for Burr House Tearoom and Gallery  
- two requests  
a. Richmond Hill Arts Council has a grant to provide free programs for seniors; suggested a writing workshop; will pay for rental space and an instructor; six Monday evenings in April/May   
 - both Guilds have sales during that time; discussion about feasibility – decided not at this time  
b. Heather Dixon – small gathering in August

3. Use of and Rentals and fees  
a. Guilds – sales (no fees),   
- **Specialities Teas** (sell tickets for $10 - $15. ; once per month, holiday/seasonal, etc.);   
 - serve store bought foods (possible – due to liability), assortment of teas;   
 - food served based on holiday/seasons (apple pie, pumpkin pie);   
 - offer simple craft activity (charge more - $15); multi generational (mother/child)   
 - 12 to 14 guests in tearoom; may extend into the other rooms  
 - sub-committee to organize the teas; Michelle and Minda will help out; register/payment online (Eventbrite); advertise a menu  
 - Elaine suggested discussing this idea with Denise  
 - Claudia – Food Handling certificate  
 - pop up sale organized by Guild members; artists would attend;

b. Members - fee applies; Arts based only ; personal use (showers, parties, etc.)  
- 3 hour event (pop up sale): $25 per person  
- one day event: $50 per person   
- two day event (weekend): $100 per person

c. Outside Bookings – fee applies; DEFERRED

4. Managing, oversight, fees   
- scheduling through Burr House; tea committee will decide how to register, etc.

5. Cleaning out and reorganization of the storage area – summer kitchen (door on right when you enter) also referred to as the storage room  
- April 20, 9:00 to 12:00 p.m.   
- Julie, Elaine, Minda, Kathleen can help out

6. Covid protocols within the store space  
- officially no restrictions currently;  
- City of Richmond Hill still require masks to be worn inside (may end April 20);   
 - Michelle needs to check on it  
- Kathy and Minda donated a air purifier to the pottery studio;   
 - may want to consider purchasing one for the tearoom (cost: about $250; change filters $75)

7. Finances  
- paying for telephone  
- Minda needs to get bank account balance from Marg; as of November, $2100 for the Bell invoices for 2022;   
- Minda sent copies of financial records for the GIC (March 28)

8. Other Business  
- Potters may have an additional sale in summer;   
- glass on one of the tearoom tables is broken; Minda will purchase another glass top

Adjournment at 8:55 p.m.   
  
Next meeting: May 10, 2022 at 7:30 p.m.