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| **April 12, 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  | **General Membership Present:**Gail G. Janet P. Kara K.**Copies of Minutes to:**BHS&WG General Membership Executive Council, Members Info Binder**NEXT Executive Council Meeting Date**:Tuesday June 7, 2022 7pm |
|  | **Agenda Item**  | **Information / Concern / Decision / Action / Follow Up** |
| 1 | **Welcome** |  |
| 2 | **Financial Statement Budget Proposal** | **Decisions*** The **Annual Financial Statement (2021-2022)** and a **Draft Budget Proposal (2022 – 2023)** will be presented at the AGM Sept 2022 for ratification
* Amber will prepare the Financial Statement as in the past
* the Draft Budget Proposal – Margo to work with Amber to present to Executive at June meeting
* Members will be asked for input regarding discretionary spending and preferred fund raising activities for the coming Fiscal Year
* a copy of the Financial Statement and Budget Proposal will be provided to the membership no less than 21 days before the AGM (ONCA)
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| 3 | **Revision of 1995 Constitution** | * Our last formal Constitution is from 1995. Although in principal the running of the Guild still follows the intent of this document, there have been changes in the past 27 years that need to be reflected in our Constitution.
* Because there may be changes required as a result of going through the ONCA compliance procedure, our Constitution will be a work in progress for the next year with the intent that it will be put to the membership for ratification once the guild has achieved ONCA compliance which must be no later than October 2023.
* Members are encouraged to think about and participate in the writing of our 2023 Constitution when that process begins.
* Areas in our Constitution that we need to look at to ensure that it reflects our Guild as we move forward.
	+ **Aims & Objectives** – why do we exist, what would we like our priorities to be, what would we like to accomplish as an organized Guild, what would we like to be known for?
	+ **Obligations of the Guild and its Members** – how is a Guild different from a club, how can we ensure that all participate for the good of the guild according to our interests, abilities and time availability?
	+ **Operating Committees and Groups** – what organizational structures need to be in place to get everything done that needs to be done and to do what we want to do?
	+ **Officers, duties of Executive** – what are the core responsibilities of the Executive to ensure the smooth operation of the Guild, succession planning, rotation of tasks among volunteers, alignment with Administrative requirements as an incorporated Not-for-Profit Corporation under ONCA ?
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| 4 | **ONCA Act compliance by October 2023** | * After discussion at the Exec Meeting and further discussions and correspondence, and taking into account that one member had offered to do research, some of the Executive have formed **The ONCA Project Team** – Elfi Berndl, Margo Murley, Athena Antiochos.
* The process will be documented, progress will be reported to the Executive and any decisions that will require approval of either the Executive or the General Membership will be brought to the attention of those groups.
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| 5 | **Community Outreach** | * Margo and Michelle are involved in Community Outreach involving **The Richmond Hill Public Library**
* The City is currently involved in revisiting the **Richmond Hill Cultural Plan**. This is an area we need to be aware of so that any future planning includes us.
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| 6 | **Event Planning** | * There are 3 major events that will be taking place this Fall 2022
	+ **Burr House Spinners and Weavers Guild 40th Anniversary (1982 – 2022)**
	+ **Sheep-to-Shawl**
	+ **Showcase our Guild in Culture Days (Sept 23 – Oct 16, 2022)**
* We need to decide what we want to do. Dates of events need to be set. We need Members who are interested in participating.
* These 3 items will be discussed at the General Monthly Meeting April 20, 2022.
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| 7 | **Items Deferred from Feb 28, 2022 Meeting**  | * **Organization of the Guild** – Officers, Conveners, Committees, Interest Groups, Study Groups, Liason – who is doing what?
	+ will be dealt with in the writing of the 2023 Constitution
* **Format of Monthly Meetings** post-Covid
	+ Not yet determined as we are not post-Covid. June 2022 meeting will be in person.
* **Covid Concerns** – when all restrictions are lifted, will we still keep some procedures in place?
	+ Revised procedures put into place after joint Covid Committee & Exec Council Meeting. Covid is still an active concern.
* **Constitution** - will need to be reviewed and updated at some point
	+ Will be rewritten for 2023.
* **Quality Standards** – should we formalize standards for more things than just weaving?
	+ Sheila Hamilton is spearheading this activity, on behalf of the Burr House Guild Sales Committee, with the involvement of those members with expertise in their craft and who have experience in selling items.
* **Guild Satisfaction** - Are we doing enough to provide satisfaction to members?
	+ This needs to be an ongoing conversation between members when we meet and enjoy working and playing together.
* **Regular Reports from Convenors & Committees**
	+ There is no need to make a formal schedule as discussions between groups is happening when needed and processes are in place to put forward concerns.
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