



## Burr House Executive Meeting Minutes

September 8, 2021, 7pm  
Via Zoom

Present: Margo, Amber, Athena, Peggy Kara, Janet, Michelle, Elfi, Eleanor M, Gail, Susan, Shiva  
Secretary: Amber

### 1. Welcome

### 2. Approval of previous executive meeting minutes

Modification: Membership fee is 125 not 150 as stated.

Approved by: Michelle

Seconded: Amber

### 3. Membership (Honourary members? Better term - Friends of the Guild?)

Joan will remain, the others will be removed.

Amber will update the mailing list when final membership list is sent  
27 members as of today, some still haven't responded.

### 4. Guild registration -

Janet, Amber will work on a web form

We need a member's binder at the guild

Elfi going to look what we have at the guild right now

Should we redesign the form?

### 5. Cleaning Schedule

Without the potter sale, we need every 2 months.

3 people sign up every 2 months (start in Sept )

Elfi is going to make a form

Always remember to take out the garbage when leaving

When you finish your project:

clean up around the loom before saying you are complete

(Should we have a checklist?)

6. Membership Card - discounts at various fibre related businesses

Question was asked by a guild member - We did have one in the past, but then stopped producing them every year. Peggy checking with the textile museum. We don't have enough members for other places to offer us a discount.

7. Member's Guild Sale -

Potters will only use certain rooms for Oct/Nov. At AGM there was a discussion of a pop-up sale possibility. Have booked the weekend of Nov 27/28, we can have the Burr House. Do we have enough interest in having a sale?

Athena's King Craft experience: One way route through the house, there was advertising, and they did have an outdoor presence. Everyone had to drop off the things early (just a few days), someone was on quality control, someone did the display. (Jewelery, Potters, Weavers, etc) Small number of people on staff (cash, person counting entries, contact info person, wrapper) 25% back to the guild. Can we advertise? Facebook? OnRichmondHill?

Margo will send an email to the members to gauge interest.

8. Fire Alarm Procedure

The procedure has been updated and documented.  
Janet will send out an email to the membership.

9. Burr House "store/tearoom" update

Trying to schedule 4 months (up to end of Dec)

Potters using certain rooms for Oct/Nov

(Gallery/Cash Room, maybe middle?)

Tea Room won't be blocked for a considerable period of time. Elaine Sytnyk (did the shifts) will oversee the booking of the Burr House. Elaine will block interest groups once we send them to her.

Booking calendar will be run similar to the shift calendar.

Members only. 5 max.

We have booked the 24-25 of Sept for the Sheep to Shawl.

10. Monthly meetings - via zoom

Continuing online via zoom.

11. Classes and Workshops

Nothing is currently scheduled. Michelle considering stars workshop

12. Monthly meeting programming

Megan/Amanda are in charge.

13. Upcoming events -

Culture Days (Sheep to Shawl) Sept 24/25

The Great Ontario Fibre Fair November 19, 2021

<https://www.instagram.com/thegreatontariofibrefair/?hl=en>

14. New Business

Still keep the COVID committee

Ventilation, stay apart, mask on.

You can bring your own drink with you

Only what you bring, not making tea

Idea about paying for the book online instead of printing out the book

Reprinting the book. Michelle will get a quote from Linda. How many do we have left? Approx 60-80 left.

Was the printing mistake in the file? (Amber will check)