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| **November 30, 2021 Minutes of EXECUTIVE COUNCIL**  Chair: Margo Recorder: Elfi Meeting open to General Membership  <https://us04web.zoom.us/j/9027180459> Zoom Admin: Amber | BurrHouse_BlackandGrey_Logo |

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| **In Attendance** President: Margo M.  2nd Pres: Athena A.  Secretary: Elfi B  Treasurer: Amber B.  Past Pres: Michelle Z.  Membership: Peggy S.  . | | **In Attendance**  Guild Sales: Kathleen R Program: Amanda R. Megan M.C.  Programing Kathy L.  Equipment Susan S.  Web: Janet P.  Eleanor M. Kara K. | | | **Members Not in Attendance**  Allison D. Barbara A. Christina H. Deborah O’S. Gail G. Helen O’S. Julie L. Linda E. Liz K. Mary Da. Mary Du. Nancy M. Olga D. Saima M. Sheila H. Shiva M. Anthony S. Sophie T. Teresa C. Val F. | **Notification only**  Joan C.  Jo-Ann R.  Kate D. Nancy P. |
|  | **Business Portion of Meeting** 7:00 – 9:30 pm | | | | | |
|  | **Agenda Item** | | **Information / Decision / Further Action by** | | | |
| 1 | **Welcome** | |  | | | |
| 2 | **Approval Minutes**  from Sept. 8, 2021, 2021 Exec Council Meeting | | | Not Done | | |
| 3 | **Covid Rules and Committee** | | **Issue raised:** Ontario Health & City of Richmond Hill have changed their requirement over the course of Covid 19. Our Covid Committee needs to meet and be responsive to changes as well as the desires of our members.  **Action:** No changes at this point in occupancy numbers allowed by the Guild. Only Guild members allowed in space for use & classes.  Michelle will call a Covid Committee meeting in January 2022.  The Covid Committee will determine if changes should be made in our current procedures.  The Covid Committee can have less than 6 members and still be effective. Michelle is Covid Committee Chair.  No interest in setting up Health & Safety Committee. | | | |
| 4 | **Future of Burr House Store / Gallery** | | Far ranging discussions were held – a mixture of opinions, historical perspectives and not enough documented facts available to resolve disagreements. In order to have better informed discussions in future, some **Clarifications would be helpful:** Has it been confirmed that the Store and Tea Room will no longer operate as they did before Covid19 – March 2020? Is the Artisan Gallery a separate entity from both Guilds or does it report to both Guilds? What are the roles as stated in our Guild’s by-laws? Who is on the lease? Who has “ownership” of the money in the Artisan Store bank account? Who decides how the money gets spent? Who has rights to the $18,112.76 (Trial Balance January 31, 2019) in the store bank account? Do Weavers need to get Potters agreement prior to asking for our share of the $18,112.76? Who makes decisions on the future of the Burr House building and funds – the Burr House Use Committee (6 members appointed from both Guilds), the Executive of both Guilds or the General Membership of both Guilds? Who receives copies of the minutes of the Burr House Use Committee?  **Action:** Michelle will arrange a meeting of the Burr House Use Committee in the next few weeks | | | |
| 5 | **Review of 2021 Winter Holiday Sale & Future Spring Sale** | | **Information:** Positive feedback by visitors to the Sale. Our Guild did well financially. In the After Sale report & Next Steps email sent to all members on Nov 29, Kathleen invited Guild members to *“Please read over the attached report. If you have any questions or comments (or would like to volunteer to be part of the 2022 planning committee or lead a special interest group), please let me know via email ...”*  **Follow Up Action:**. Kathleen was asked to talk at the next monthly meeting to let members know what people bought and what should be made for future sales.  First weekend in June and third weekend in November for 2022 are suggested dates for future sales. Kathleen to talk to the Potters Sale Committee about these dates to confirm that there is no conflict. | | | |
| 6 | **Current Use of Tea Room** | | A free ranging discussion took place. It is understood that the Weavers & Potters share this space to be used for multiple purposes. The intent is not to have the space fill up with the paraphernalia associated with either Guild’s activities.  The Loom can stay in the Tea Room as it is tucked away and does not impact the use of the Tea Room. No other equipment is to be left in the Burr House building. | | | |
| 7 | **Stalled Looms** | | We will remind members of 3 month rule in cases of borrowing equipment or doing individual projects on looms in the Guild Hall, should stalled projects and missing equipment become an issue. | | | |
| 8 | **Lease** | | It is assumed that past copies of the Guild’s lease is with other documents pertaining to the running of the Guild – in a box or a folder/binder in the Guild Hall. We do not have a copy of our current lease agreement as the Town has not provided us with one.  By the end of the year we will get a copy of our new lease according to Michelle who spoke with Karin at the Town this week. | | | |
| 9 | **Equipment & Maintenance Committee** | | Susan & Gail are refurbishing equipment in the Guild Hall. Chris is putting items into inventory. Elfi is assisting Chris.  **Follow Up Action:**. More members are encouraged to participate in learning about & maintaining our equipment.  We might need to pay someone to help fix & refurbish some of our looms.  A budget needs to be set aside for repairs and maintenance  A workshop to train those interested might be considered for next year, 2022.  Written comments on issues with looms should be sent in an email to Susan. | | | |
| 10 | **Guild Events open to the public** | | City Run Events: Doors Open –deferred to May 2023 , Culture Days - fall, run by the city but our Guild will possibly do another Sheep to Shawl. Michelle will continue to be our liason with the City & will find out if & when these events will occur  Winter Guild Sale, Spring Guild Sale will be in person events. | | | |
| 11 | **Programming** | | There is a full slate of programs planned by Megan & Amanda – on Zoom. Some presenters are being contacted for when in-person meetings resume.  Fibre Friday posts by Megan on the Guild FB page are a supplement to programming. Members are encouraged to read & like these postings.  **Follow Up Action:**.  Could there be a budget for programming in 2022?  Margo will meet with Amanda & Megan to discuss new ideas.  Should the Exec consider programs organized by Megan & Amanda open to outsiders who will be charged that will happen at a time outside of monthly meetings? | | | |
| 12 | **In House Classes - Programming** | | For now, classes are for Guild members only.  For changes to this, the Covid Committee needs to make recommendations to change this. | | | |
| 13 | **Web** | | The Web Committee will be discussing information that is in cyberspace that is not current. | | | |
| 14 | **Other Items** | | Michelle will give a box of Guild documents that is usually in the care of the President to Margo shortly. | | | |
| 15 | **Next Exec Council Meeting Date** | | not decided | | | |