



DRAFT

KHWS Board Meeting, Sunday, 2026-JAN-04, 8:00 AM, via Zoom

Agenda

Attendance: Cathy Davidson, Allison M, Mary Mayo, Stacey Robb, Annette huitema

Declaration of a conflict of interest: None

- 1) **Welcome**
- 2) **Motion to approve the agenda: Mary 2nd: Allison**
 - a) Motion to approve the minutes from 2025NOV30 Board Meeting minutes Nov 30 2025
Cathy 2nd: Mary
- 3) **Committee Restructuring and Consolidation - C. Davidson- is currently working with Nancy B, but has put on hold due to other higher priority issues.**
- 4) **Board role and function**
 - a) Strategic plan - 3P review is in progress with Nancy and Rosie and Committee Leads. A timeline has been established with the goal of producing a final document for general membership review by May 1, 2026 for approval at the May 13, 2025 General Meeting.
 - b) Board roles
 - i) Board calendar and priorities for 2025-26
 - ii) Discussion re: Recruitment/nomination of members for role of Vice President Stacey to start again looking for a VP
 - iii) Replacement of Guild Treasurer following 2026 AGM - Mary
-email to be sent out to looking for a Guild Treasurer- in case someone with the right background wishes to step into the spot.
-Mary to contact the Potter's Guild to obtain information on the use of an external accountant for financial record keeping.
- 5) **Finances**
 - i) Please see the attached financial reports for 6 months to November 2025, for review and approval by the Board:
 - Balance Sheet [Balance Sheet](#)
 - Income Statement [Income Statement](#)
 - Bank reconciliation [Bank Reconciliation](#)**Motion to accept: Cathy 2nd: Stacey**
 - ii) Graphic Design Student Placement - see email between Nancy B. and Mary. Nancy B. will double check WSIB coverage to confirm, and the student will be offered a no-cost membership to the Guild. Email Olivia Gibson- need to check the WSIB coverage!
 - iii) Increase to mileage allowance for Workshop Instructors Mileage Allowance- to check with the 3P's if we need to increase it. Mary to look into it.

iv) Donation from Ellen Good's estate - suggestion received to add to the education fund to be used for an intermediate/advanced weaving workshop. This could be a remote workshop via zoom -with a follow up afterwards for members in attendance. Lisa Graves has been suggested as a workshop presenter, however the decision was made to add the donation to the education fund without directing the donation to a specific workshop. Email

Motion to approve: Cathy

2nd: Allison

6) Topics for next General Meeting on January 14, 2026

- i) Remembering Doreen Jeffers Email-Newsletter will ask re: a fond memory
- ii) HGA email request for input HGA email- Cathay to connect with Nancy and Rosie re: filling it out
- iii) Review of Holiday Market Sales - Dec 6-7, 13-14 in the Studio. Email
- iv) Upcoming Presentation Schedule:
 - January 14 - Beth Showalter will present Exploring and spinning colourful yarns - **confirmed**
 - February 11 - Tammy Bast The Rogue Weaver The Power of the Rigid Heddle Loom - **date confirmed**; After discussion with Barb Heins, payment of \$250 has been offered and accepted Rogue Weaver Presentation Details
 - March 11 - Alicia Boutilier - Textiles virtual presentation - **confirmed**
 - April 8 - Beth Abbott - Spinning and Knitting for Shawls and Shawl Shaping - **confirmed**
- v) Programming - planning ahead for 2026/2027 Guild General Meetings Email
- vi) Fibre Garden Proposal Email
- vii) Scarf/Hat/Mitten donation project - Mary

b) General meeting, 2026-JAN-14

- i) Program- Beth Showalter: Exploring and spinning colourful yarns

7) Committee roles and reports:

- a) **Membership**
- b) **Sales**
 - i) Holiday Sale December 6-7 and 13-14
- c) **Studio and equipment**
- d) **Workshops**
- e) **Communications**
- f) **Events**
- g) **Marketing - New Business cards to be designed and ordered - on hold pending decision re: Graphic Design student placement**
- h) **Tett Centre Liaison Email**

8) Crochet Group Intro to Spinning - Nancy Bowman

There is a local crochet group who is interested in learning about spindle spinning. They are a group who support us - and include some Tett volunteers. Nancy has offered to work with them - she will not charge any fee. They may rent a space in the Tett if the studio is not available. Nancy is not requesting approval, but wants to be open about what she is doing in case any questions arise. Nancy will likely use her own tools and materials - so there is no cost to the Guild.

9) Next Board meetings:

- a) 01 February 2026



- b) 01 March 2026
- c) 29 March 2026
- d) 03 May 2026
- e) 31 May 2026

10) **Motion to adjourn: Mary**

Supporting documents:

- Review of 3Ps
- Strategic plan
- Strategic plan, year 2 overview
- Board calendar, 2025-26
- Fibre Garden Proposal
- Rogue Weaver Presentation Details

Emails:

- Graphic Design Student Placement - Nancy to double check WSIB Coverage