



KHWS Board Meeting, Sunday, 2026-FEB-01, 8:02 AM, via Zoom

Agenda

Attendance: : Stacey Robb, Allison MacKay, Mary Mayo, Nancy Bowman, Cathy Davidson and Annette Huitema

Declaration of a conflict of interest: None

1) Welcome

2) Motion to approve the agenda: Mary

2nd: Stacey

a) Motion to approve the minutes from 2025JAN04 Minutes Jan 4 2026: **Cathy** 2nd: **Allison**

3) Committee Restructuring and Consolidation - C. Davidson - tabled for the moment as there are too many things to be dealt with now. -

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, 2026 General Meeting.

-Nancy has been reviewing the 3Ps along with Audra Phillips and Lena McPhee with the first 3rd having been completed. It is a good opportunity to open it up and make sure it's aligned, as some were really out of date.

-Antonia has resigned from the board as a director at large.

--Cathy: to email Antonia to accept her resignation, but also offer her the option that we could look into changing the days and times of the Board meetings to see if she might be able to stay on. The Board accepted Antonia's resignation with a note to say she's welcome back whenever she is able.

-Cathy had attended the Handweaver's Guild of America (HGA) online retreat on Saturday, January 31. One of the topics discussed was effective ways to recruit volunteers for both Board and Committee positions.

-Cathy will contact Norma for a list of people who want to volunteer, ask instructors to talk to students/recommend potential volunteers, and will contact guild members directly to invite them to learn more about what is needed/required for certain positions and the benefits of volunteering.

The board is currently short 1 VP and 1 director at large. Next year the following positions will be vacant: VP, director at large, a bookkeeper and a treasurer.

b) Updates and Ongoing Tasks

i) Board Calendar and priorities for 2025-26

ii) Discussion re: Recruitment/nomination of members for role of Vice President

iii) Treasurer and Bookkeeper roles will be vacant as of the end of this year.

-Christine is to retire from the bookkeeper role



Replacement of Guild Treasurer and Bookkeeper will be required following 2026 AGM. Plan for recruitment from within the Guild or outsourcing of these roles-Need to look at both.

-email not sent looking for a volunteer for the treasurer role - Cathy to send out right away to ask if any guild member might be interested in stepping forward
-Mary to contact the Kingston Potter's Guild to gather information regarding their use of an external accountant/bookkeeper, including the approximate cost to the Guild.

- iv) Also, Mary will gather information from her professional contacts in the Kingston area. The Board of Directors must include a member to fill the role of Treasurer. Email re Bookkeeper Role

5) Finances

- I. Education and Learning Fund - Nancy Draft Learning Fund Application Form Email Questions re Draft –
Not a new fund as Stacey, Antonia and Nancy looked at it last year and the form is a recommendation -want to hold the people accountable and what is expected if they were to receive money- if a group applies, then one person becomes the lead
- it is noted that we have been using the education for guild members as it is included in the monthly programming - This form is to be used as a jumping off point-

MOTION made that the Learning Fund Application Form can be modified: **Cathy**, 2nd: **Mary**

-Stacey- we haven't notified people that they can specify their donation to the education fund

-Mary -worries about moving money from operating to education fund- as we have to have the members approve it first!

MOTION: that any monetary donation to the Guild is to go to the education fund unless otherwise specified: **Stacey** 2nd: **Mary**

MOTION: A report of education fund should be reported on a monthly/ quarterly or annual basis: **Cathy** 2nd: **Stacey**

- II. Please see the attached financial reports for 7 months to December 2025, for review and approval by the Board:
-Mary looking at banks and bank charges, as our account is using too many etransfer transactions - possibly use Monteris- which is similar to square and will offer a steep discount for the first year, then increase by a lot-so not necessarily the answer.

-Balance Sheet Balance Sheet
- Income Statement Income Statement
- Bank reconciliation Reconciliation
- III. Graphic Design Student Placement - joined the guild and is starting in March

6) Topics for next General Meeting on February 11, 2026



- i) Report from HGA Guild Development Retreat - Cathy will create a short summary and share it with the general members.
 - ii) HGA list of suggested Guild Challenges List of Challenges- to be emailed to Barb
 - iii) OHS is planning a workshop day (weaving, spinning, dyeing, possibly basket making) using several rental rooms in the Tett. OHS Regional Workshop October 24, 2026
 - iv) Upcoming Presentation Schedule:
 - February 11 - Tammy Bast The Rogue Weaver The Power of the Rigid Heddle Loom - **date confirmed**
 - 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 - Cathy to touch base
 - vii) Scarf/Hat/Mitten donation project - Mary to pick up the hats and deliver them tomorrow and will ask for a thank-you letter, to encourage more donations in future years
 - viii) I notice that the Kingston Holiday Markets is hosting a 1-day spring sale on May 9th. It would be an option for a studio spring sale.- to ask the membership at the next general meeting
- b) General meeting, 2026-FEB-11
- i) Program - Tammy Bast - The Power of the Rigid Heddle Loom

7) **Committee roles and reports:**

- a) **Membership**
- b) **Sales Update**
- c) **Studio and equipment Update**
- d) **Workshops**
- e) **Communications**
- f) **Events Update** Nancy to host a spindle spinning for a crochet group
Also - June 6th is an Ontario Handspinning Seminar- which is the same day as the Lansdowne Textile Festival which needs volunteers.
-Volunteers needed also for an event in Spencerville on May 2nd
- g) **Marketing - New Business cards to be designed and ordered - on hold pending decision re: Graphic Design student placement**
- h) **Tett Centre Liaison Update**

8) **Next Board meetings:**

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

9) **Motion to adjourn: Stacey**

ADDENUM: KHWS Board has approved (by email) the use of our space and dye equipment. Tthe OHS group will make use of the Guild's studio facilities during their Oct 26/27 workshops. **MOTION** made by **Cathy**, approved by **Stacey, Mary, Allison and Annette** **Feb 1st, 2026**



Supporting documents:

- Review of 3Ps
- Strategic plan
- Strategic plan, year 2 overview
- Board calendar, 2025-26
- Fibre Garden Proposal
- Rogue Weaver Presentation Details
- HGA New Members Handbook Example
- Mentoring new members Buddy system

Emails: