



KHWS Board Meeting, Sunday, 2026-MAR-01, 8:09 AM, via Zoom

Agenda

Attendance: Cathy Davidson, Mary Mayo, Stacey Robb - Annette Huitema joined at 08:40

Declaration of a conflict of interest: None

1) Welcome

2) Motion to approve the agenda: Mary 2nd: Stacey -carried

a) Motion to approve the minutes from 2026FEB01:2026FEB01 Minutes: **Mary, 2nd: Stacey-carried**

b) Committee Restructuring and Consolidation - C. Davidson, **On hold at the moment**

3) 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. **-Going well and Cathy has looked at it (on Google Drive)**

b) Updates and Ongoing Tasks

i) Board Calendar and priorities for 2025-26

ii) Nominating Committee - Treasurer and Bookkeeper roles will be vacant as of the end of this year. Replacement of key roles will be required following 2026 AGM. Information re: outsourcing of these roles Email Treasurer Role

iii) Nominating Committee: Per Guild Bylaws section 4.17.01 The Nominating Committee shall consist of the immediate Past President and two (2) additional Members who are conversant with the policies and activities of the Guild but who are not Directors. The Board shall appoint the Committee not less than two months prior to the date set for the Annual General Meeting.-Cathy got a spreadsheet from Norma with the names of the people who indicated on their membership forms that they would be willing to help -Stacey unable to help much in summer-Cathy will help if requested. Stacey to start talking to people early in April- to June- to give them time to mull it over in the summer -Mary: the question of compensation to board members? -Stacey: the other groups that I'm in the treasurer gets compensated -Mary: talk to Rosie, Nancy and Johanna regarding this, perhaps if compensate the treasurer either no dues or a free workshop -Cathy: if the treasurer role is outsourced, paying market rates for a treasurer may result in an increase to membership dues -Nancy, Norma, Gabby- great at meeting people, Holly, Jake Garofalo and Janet are possibilities for a nominating committee.

4) Finances

I. Review of Banking/Square Arrangements - Mary Email Review of Banking Square Arrangements: Mary has found that people are reluctant to any change regarding the banking square.- There is a larger one that figures out the tax, prints off receipts.



- Mary: perhaps new person at BMO can help with cost of e-transfers- so everything on hold until we get a new person to deal with (changing staffing).
- Cathy- people may need further education sessions to become comfortable with this technology.
- Stacey- at larger events-square does the majority of her sales, but smaller places cash is king.
- Mary: a cost with using square ~ 2.5 %- should we swallow it or take it out of the sales of the Guild member, or even from the public?
- Stacey: just the cost of doing business
- Mary: will run up some numbers to see

Mary: treasury and bookkeeper role:

Christine spends 3-5 hours/wk on guild stuff- ie: calls, a few cheques/month, keeping it all up to date

-commitment quite high during budget time, sales, end of year

-Spoke to Anne Lockheed (treasurer at pottery club)-had the role divided into 2 areas and had an outside bookkeeper-Mary Llyak would be a good fit costs \$4000/yr- with other people more expensive

Stacey- perhaps someone might volunteer if they hear how expensive it costs-Cathy- with a financial benefit offered.

Mary: feels role is becoming more complex if guild is looking for grants- a need to produce financial statements in accordance with Canadian GAAP, which we do not do at the moment.--AND it is onerous and sophisticated- which is something Mary is unable to do as she is out of date.

Mary- feels she can stay on the board until a replacement is found

Stacey- asking about when we got our Trillium Grant- which allowed us to get a new kitchen \$13,000. Mary- these rules were changed in the past 2-3 years to account for the funds that go walking- and I am out of Canada and will not be around in Sept.

Cathy- 1st step: find someone internally, discuss with nominating committee

Mary: make a presentation of the square, and look at all the charges against the sales and see how much it will cost.

Annette- anything Canadian? Mary- yes Moneris which is a totally different system, Square just decreased its staff by 20% with no online help

- II. Review of Education Fund Donation process Email Strategic Plan Education Fund Draft
 - Bozena's donation of stash, Stacey: a motion was already made back in May 2025, to have \$80 from Bozena's stash to be sent to the Education Fund
 - Discussion continued that perhaps we could have an annual thank you for the people in throughout the year at the Annual General Meeting- will still send a Thank you card, and acknowledge them in the newsletters.
- III. Please see the attached financial reports for 7 months to January 2026, for review and approval by the Board:
 - Balance Sheet [Link](#)
 - Income Statement [Link](#)
 - Bank reconciliation [Link](#)



- motion to approve the financial reports for 7 months to Jan 2026: Stacey, 2nd: Mary
- Carried

5) **Topics for next General Meeting on March 11, 2026**

- i) Reminder that Guild space is closed during workshops Email
 - Brandy was doing a workshop and a member came in and used a noisy loom, the member was approached and was told she shouldn't be there, but she stayed
 - Is this a rule? Or a courtesy?- either way, creates a disruption.
 - a sign is to be placed on the door to prevent any interruptions and Nancy will email the person involved.
- ii) Upcoming Presentation Schedule:
 - March 11 - Alicia Boutilier - Textiles virtual presentation - confirmed - to be paid \$200
 - April 8 - Beth Abbott - Spinning and Knitting for Shawls and Shawl Shaping - confirmed - she is a member-so will be paid the honorarium \$100. Cathy to make sure she is aware
- iii) Programming - planning ahead for 2026/2027 Guild General Meetings - Cathy has enjoyed doing the scheduling
- iv) Fibre Garden Proposal Email

b) General meeting, 2026-March-11

- i) Program-Alicia Boutilier -A Home for Textiles: Agnes Etherington Art Centre

6) **Committee roles and reports:**

- a) **Membership**
- b) **Sales**
- c) **Studio and equipment**
- d) **Workshops**
- e) **Communications**
- f) **Events**
- g) **Marketing**
- h) **Tett Centre Liaison Email - FAMILY Day-** the adults arts retreat- 6 2-hour workshops over two days. Em Harmson is offering a workshop in our studio on Sunday, May 17th.- Cathy- a summer camp coming up also, instructors are getting \$150/session
- i) **ARCHIVES:** Yael sent a progress and she just has the last push to do where she's collecting the documents- but has been too busy at work to actually finish.

Mary- I just read in the Profiles Kingston magazine of a person whose putting on a felting workshop(paint with wool) and it's not KHWS.Stacey- that's correct they do articles on artisans in the area- I advertise my paintings in there. Mary- and she uses Eventbrite which we have discussed also.- which was left with Nancy and Gabby to work on- Cathy: it seems to be working, but is onerous for Gabby.

Annette: when walking into the guild there are workshops advertised on the right hand side. That aren't with us. Stacey: we'd do better if we used the space we've got and had people give mini workshops ie: 3 workshops 2 hours each- 3/day, people are in and out

7) **Next Board meetings:**



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

8) **Motion to adjourn: Mary**

Supporting documents:

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