



KHWS Board Meeting, Sunday, 2026-MAR-29, 8:00 AM, via Zoom

Agenda

Attendance: Mary Mayo, Allison Mackey, Cathy Davidson, Stacey Robb and Annette Huitema

Declaration of a conflict of interest: None

1) Welcome: : 08:04 AM

2) Motion to approve the agenda: Allison 2nd: Mary Carried

- a) Motion to approve the minutes from 2026MAR01: no motion this meeting
- b) Committee Restructuring and Consolidation - On Hold

3) Board role and function

- a) Strategic plan - 3P review is in progress with Nancy and Rosie and Committee Leads. The timeline for completion is currently being revised. Approval at the September AGM may be possible. - Nancy- it will be ready for AGM.
 - b) Updates and Ongoing Tasks
 - i) Board Calendar and priorities for 2025-26
 - ii) Nominating Committee - Replacement of key roles will be required following 2026 AGM.
 - 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.UPDATE:
Nominating committee is: Stacey Robb, Gabby Ioachim and Nancy Bowman
- Motion to appoint the Committee members- Cathy 2nd: Mary Carried**

4) Finances

- I. Please see the attached financial reports for 7 months to February 2026, for review and approval by the Board:
 - \$40,000 in the bank- perhaps invest? But then it's stuck for a year- trouble if we need it before then. Mary to meet up with BMO to look at all the options to find out what to do with it
 - Balance Sheet Link - \$12,000 ahead of budget, - are people afraid of spending any \$
 - Can we allocate funds to committees now regarding how much they can spend? -Mary- it's a hit and miss with them, -she does send them what they've spent and what is left
 - Income Statement Link- nothing new
 - Bank reconciliation Link
 - Education and Learning Fund Link - Mary to track all the expenditures the ins & outs and will send out monthly reports to the committee- which involves: Nancy B, Stacey Robb and Antonia responsible and she will deal directly with the committee.
 - **Stacey-** didn't we have GIC's available?- Mary to get back to Stacey.
 - **Mary-** will start budget process



- 5) **A) Workshop for Advanced Spinners:**
Stacey R- announced on July 2nd, 2006 Beth Showalter and Beth Abbott will present a 4 day workshop for intermediate/advanced spinners. \$250. It is an open studio concept, potential moneymaker for the guild, up to 25 people, take place in rehearsal hall and guild. 2 weeks prior- form will be sent out to find out what people wish to explore ie: different spinning techniques, etc, learn from other spinners.
- B) Workshop Proposal (Jackie Sylvester):** A small group including Jackie Sylvester, Colleen Thomson and Esther Grav are hiring an instructor from Europe to teach making felted boots (commercial soles) and a bag. The instructor is also traveling to Alberta for workshops. This group has organized six similar workshops before. They will handle all the costs involved, and would like the Guild to support them in renting space at the Tett. The workshop can take up to twelve participants. Motion to approve Guild support in renting a space at the Tett. Jackie Sylvester Email- discussed in detail, but unable to make a decision until we learn more.
le: what to gain having KHWS sign lease- the insurance and discount?- does it affect the guild?
Should the workshop going through Gabby (as others do)? etc
Annette- to contact and find out more: See Addendum below.
- 5) **Tett Subtenant Report - Due April 1** Tett Subtenant Report 2026- The form has been completed for 2025 and is ready to submit to the Tett. The form is unchanged from last year's form.
- 6) **Volunteer Appreciation email (Hollie Currie) for discussion:** Email
-As discussed, a lovely idea, but decided that a "day/time" is specifically difficult as we are a volunteer organization and that's how KHWS runs. Could run into trouble if not everyone is mentioned, etc.
-We have decided that we will continue to appreciate people throughout the year-
-Cathy to notify Hollie of the decision.
- 7) **Nancy Bowman General Update** - NCB Email - includes that our Graphic Design student is starting at the beginning of April. If this placement works out well, perhaps the SLC program will continue to encourage students to apply to KHWS for their placements.
- 8) **Topics for next General Meeting on April 8, 2026**
 i) Upcoming Presentation Schedule:
 April 8 - Beth Abbott - Spinning and Knitting for Shawls and Shawl Shaping
 ii) Programming - planning ahead for 2026/2027 Guild General Meetings. A few people are interested in working on programming for next year. Barb Heins and Rachel Steward may agree to lead this committee.
 iii) Fibre Garden Proposal Email
- 9) **Committee roles and reports:**
 a) **Membership up to 137 members.** Four new members have signed up for the half-year membership at the reduced rate
 b) **Sales**
 c) **Studio and equipment -generating more income with rentals**
 d) **Workshops -Barb, Rachel and Gabby will work together to get workshops and send out forms/ questionnaires**



Stacey- feels we need to make things easier for workshop coordinator and the instructors as it is too onerous at the present

Mary- has had push back from some guild members who do not want to change to a better version of square.

To move forward with square: Motion made by Mary, 2nd: Stacey -Carried.

Mary to investigate how to effectively get people on board for it. Several members of the board have volunteered to help her

- How to pay for increased cost in square? Possibly increase the amount charged from the sale: at present guild's charge is 18% of the items sold- cost of square is 22% (not exact number)- charge public?, vendor? Or absorb it? Still in discussion with no decision made
- -increase cost of memberships?- resounding no by members, Stacey feels we have good pricing for membership considering others. Mary- concerned about presenter fees not being high enough- a concern for next year

e) **Communications**

f) **Events**

g) **Marketing**

h) **Tett Centre Liaison**

i) **Archives - Email update sent from Yael Schlick. Yael is ready to submit collected documents and material to the Queen's Archive. Yael will need to be given access to the Guild's Google drive. Yael has asked what is to be done with the remaining empty binders and duplicate hard copies.**

Motion to destroy the duplicate documents (shred) and give away the binders: Cathy, 2nd: Mary Carried

10) **Next Board meetings:**

- a) 03 May 2026
- b) 31 May 2026

11) **Motion to adjourn: Stacey Robb**

Supporting documents:

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

ADDENDUM to 5B): Jackie was contacted and a Zoom meeting was set up for March 30th, 7:15 pm

Attendance: Cathy Davidson, Allison Mackey, Jackie Sylvester, Mary Mayo

Absent: Stacey Robb

Jackie confirmed that her group has booked workshops with international instructors previously, and has not had profit from these events. In the event of a profit/overpayment, the plan has been to give refunds to the



workshop participants. Although there were other locations rented by the group to hold previous workshops, these locations are no longer available. The reason that Jackie, Esther and Colleen have asked the Guild to support the rental of the Rehearsal Hall at the Tett is that this will enable the group to both use the Guild's insurance and to take advantage of the Guild's lower rental fees. The group considered using the Guild space for the workshop, but there is a study group and an Open studio already booked, and there was some doubt as to whether the space would be large enough for 12 felters and an instructor to work. The use of the Activity room is also a possibility, but the Theater group at the Tett has put a number of temporary holds on the room over the summer. If the Activity room does become available, the group may be able to switch to that room instead.

Rental rates go up April 3rd, so there is some urgency to complete the booking prior to that date. The Tett has requested that KHWS provide a copy of the updated insurance certificate once the insurance is renewed. It was noted that the rental period for the Rehearsal Hall is a full seven days. Jackie will inquire if the instructor will be available to potentially teach a second small felting workshop to cover the remaining two days. If not, it is possible that the Guild may organize a workshop to take advantage of the rented space.

**Motion to approve Jackie Sylvester's group to book felting workshop through the
Guild: Cathy, 2nd Mary Carried.**

Cathy sent an AI transcript of the zoom meeting discussion to Stacey who also approved by email.