Agenda
KHWS Board Meeting, Sunday, 2026-MAY-03, 8:00 AM, via Zoom

Attendance: Annette Huitema, Allison Mackey, Cathy Davidson, Mary Mayo, Stacey Robb
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 2026MAR01 and 2026MAR29: March 1, 2026 March 29, 2026 : Mary 2nd: Allison carried
3) **Board role and function**
   a) Strategic plan - 3P review is in progress with Nancy,Rosie, Johanna and Committee Leads. The timeline for completion is currently being revised. Expect to be completed by Sept to get approval at the September AGM.
   b) Updates and Ongoing Tasks
      i) Board Calendar and priorities for 2025-26
      ii) Nominating Committee (Stacey): includes, Nancy and Gabby,
         - Rachel has done the job previously, but is not comfortable being at the board meetings and hasn't learned any of the programs-Mary has stated that she will continue as the board representative until a solution can be found
         - Stacey -discussed with Rosie and may have to outsource for treasurer
         - -Julie LeClerc- has experience on a different board and asks thoughtful questions
         - -Rosie had suggested maybe put aside money to strengthen the organization since it is budget time- possibly $ 2000 for training courses to help people be comfortable getting onto the board and staying on it.
         - Allison has worked with a strategic plan consultant (from NS and does work with not for profit organizations
         - Stacey feels it needs to come out of the general pot as it is for the membership at large.
         - Mary- to include it in the budget at the end of the meeting.

         - <u>Committees</u> all need to be re-aligned, but is waiting for the 3P's which is taking longer than previously thought.
         - <u>Marketing-</u> only have 1 person- too much of a load- need 3 more
         - <u>Workshops</u>- Gabby Marshall- needs to share the load and will teach the next person Jackie Nooyen
         - <u>Studio team</u>- dye station's position is open- but it has safety issues, and we don't have anyone willing to train the volunteer
         - <u>Events person</u>- need one as it ends up being Nancy b/c she reads the emails daily- but need to find someone else.
         - <u>Nancy</u> is still doing Sheep to Shawl
         - <u>Education and Learning</u> - Stacey, Nancy and Antonia -Cathy felt that Antonia would not be able to continue in this spot

-Fiber Garden- Katherine Romba- asked for a budget, also it should be under either programs or studio

- The board is in a spot with having less and less volunteers- with more and more work being piled onto a few people
- Small discussion on pay more on yearly membership if not volunteering on the board as membership fees are quite low.

4) **Finances**
   I. Budget: 2026-2027 Budget Current Year Compare Prior Year Compare
   II. Please see the attached financial reports for 8 months to April 2026, for review and approval by the Board:
   -Balance Sheet   Link
   - Income Statement   Actuals/Budget
   - Bank reconciliation Link
   - Education and Learning Fund - the committee (i e Nancy B and Stacey) were thinking that the application form for this should be introduced at the next General Meeting so that people could think about things over the summer and know where to access so that they can make plans and apply. They will also need to know what the follow-up requirements are for the $$.
   Mary- states that sales are quite high, is planning to get a team to help educate with the square
   -Gabby is looking at a new programme to help her with the workshop registering
   -$0.30/km for travel- needs to increase to 0.60/km
   - teachers need to increase from $ 40/hr to $50/hr
   -$ 100 honorarium needs to increase to $150/ event.
   -add $2000 for board development and skills-
   -the Working Capital Fund- is $16000 presently in a GIC- which matures in Sept, Mary suggests we should increase to $18000 as everything increases.
   PLAN: Mary will rework the budget and send it out to us again then we will do the vote

5) **Request from Lee Jones re: Tapestry - Email** Cathy to reply to Nancy and ask the studio team to deal with this

6) **Updated Business Card Draft** Card **- everyone liked the business card**

7) **Topics for next General Meeting on May 13, 2026**
   i) Upcoming Presentation Schedule: May 13 - Guild Challenge Text to Textile
   ii) Programming - planning ahead for 2026/2027 Guild General Meetings
   iii) Presentation of the 2026-27 Budget for approval by members- **for May's meeting**
   iv) Review of Working Capital Fund Balance- **need members approval**
   v) Education and Learning Fund - application form
   vi) Look for volunteers to host the pot luck for June meeting

8) **Committee roles and reports:**

a) **Nancy Bowman Update: Update**
b) **Membership**
c) **Sales**
d) **Studio and equipment**
e) **Workshops**
f) Communications
g) Events
h) Marketing
i) Tett Centre Liaison- Tett Annual Fundraising Event- should go to the guild
j) Archives

9) **Next Board meetings:**
   a) 24th, May 2026

10) **Motion to adjourn: Mary**

Supporting documents:

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

LINK TO ADDENDUM MAY 7 2026