



# Ottawa Valley Weavers' & Spinners' Guild

## April 2013 Newsletter

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### **Next Meeting:**

Monday April 8th, 2013 at  
7.30pm Heartwood  
53 Chapel Street Ottawa,  
Ontario

**Program:** Stephanie MacNeill, the producer of beautiful and intricate needle felted items, will give us a demonstration of her art and exhibit a number of her products. Come and get a taste of felting, you might get hooked! The presentation will begin about 8.00pm and end after our snack-break with a questions and answers session."

### **Our next meeting:**

Monday, May 6th, 2013 at  
7.30pm

## **President's Message**

*Aurora Richard*

Winter is hanging on a little longer than last year, but that's OK, as I have a number of indoor projects in progress. I have two weaving projects in progress, one at home and one at the Studio. These are the second and third projects of my weaving career. One of them is following the themes of both our Weaving Challenge and of our "Optical Illusions" guild display at the OHS. I hope to be finished in time for the conference!

By the way, don't forget to bring items for the OHS Conference guild display to the April 8 meeting. Please include the information form (see page X).

Recently I attended Cindy's excellent workshop on silk spinning. It was most enjoyable and I learned a lot. Cindy is an excellent teacher, making great suggestions to the students on how to solve their problems. Working with silk seemed daunting, but Cindy taught us how to get great results. I highly recommend this workshop! I also recommend Cindy's workshop on fibre preparation, and this one is coming up in a couple of months.

Kathleen has informed us that the workshop revenues have far exceeded expectations this year. Thank you to all the people who have developed our exciting program of workshops, and thank you to all the members who have helped promote the Guild and workshops. It really has made a difference! Let's continue this great effort next year. And if you haven't taken a workshop yet, maybe there is one for you.

Preparations for the move continue, but as of this writing we do not yet have a moving date. This could of course affect our workshop schedule, but we are working hard to make the transition as smooth as possible.

The AGM will take place in June this year. This year, we have some new positions on the executive. Please examine the documents in this newsletter and consider whether you may be able to stand for any of the positions at the AGM. You can contact Mandy if you need more information. The Guild needs your skills and time!

On Friday, May 3, the Guild will be hosting the Meet and Greet at the OHS Conference. I'll be there, meeting and greeting, so please drop by and say hello. And I can't wait to receive my list of workshop requirements so that I can prepare for the workshops I will be attending.

### Upper Canada Field Trip

Friday May 3, 10 am to 3 pm, \$30 Make your own way to the village entrance for 10 am and bring your own lunch. This field trip is first being offered to OHS conference participants. However, there are still some spaces that can be filled by non-conference participants, but you will have to provide your own lunch and transportation there.

Contact Margot Dixon to reserve a spot ASAP  
[margotdixon@sympatico.ca](mailto:margotdixon@sympatico.ca) 613 984-2880

Description: "Although Upper Canada Village will not be open for the season, the Village staff promise to give us a memorable experience. On arrival we will tour the village with a costumed guide.

Participants will have 2 'Meet a Villager' sessions – each a 45 minute behind the scenes seminar.

Potential options include: Collections – a chance to see some of UCV's priceless artifacts, Asselstine Woolen Mill – a working water-powered 1860's mill, Handwork – a discussion on the various handwork reproductions made by the staff, Weaving & Spinning – a in-depth look at the McDiarmid House, Costumes – using the products of the woolen mill and McDiarmid house on-site.

Options subject to change depending on availability of staff. You will be asked for your preferences.

### Visit the Vendor Rooms at the OHS Conference

Originally the NavCentre would not allow us to have members of the public visit the vendor rooms, without paying the day-use fee of \$55. We have succeeded in negotiating a time that you can visit ONLY the vendor rooms, for a fee of only \$5. This will be on Friday May 3 from 3:00 pm to 6:30 pm. Should you wish to have a meal in the Propeller Restaurant, you may do so and pay the restaurant separately. There will be signs directing you to the vendor rooms and a person will be stationed at the entrance to the rooms to collect your fee, allowing access.

### Vendor Space Still Available

There are still 3 vendor booth spaces available at the OHS (Ontario Handweavers and Spinners) conference being held at the NavCentre in Cornwall. They are \$1.00 per sq. foot.

There is a 13 x 11, 128 sq. foot, 10 x 14 140 sq. foot and a 10 x 8 80 sq. foot booth.

If you know of a business or person(s) who would be interested in having a booth at this conference, please pass along this information. First come first served basis.

Contact Ann McElroy  
[ann@shepherdsspringfarm.ca](mailto:ann@shepherdsspringfarm.ca) 613 282-1686

## Membership

April 30, all memberships expire (unless you joined the guild in 2013). Please renew promptly to avoid disruption of your membership privileges. You will need to be a paid up member to have a vote at the June AGM meeting. Note that there will be a vote on changes to the guild constitution. Memberships may be renewed at the membership table, at a meeting or,

Mail to: OVWSG, 153 Chapel St, Ottawa, ON K1N 1H5 (before June, address changes after we move) Cheques should be made payable to OVWSG and dated May 1. Regular = \$40 or Family (at the same address) = \$55 Please enclose a membership application with your payment. The OVWSG Application Form is included on page 7 of this newsletter.

### Resource Centre Equipment Auction

The Guild has been given:

- 1) a 45-inch Leclerc Nilus 4-harness Jack-type loom in good condition and
- 2) a Leclerc 23-inch high loom bench in need of a minor repair.

To give everyone a chance to buy them, they will be auctioned to the highest bid received before the May meeting. The minimum bid for each item is \$100 (New they would cost \$3050 and \$460 respectively). Deposit your bid in the suggestion box on the loom in the Studio.

## Article: Shropshire Sheep

Submitted by Bernadette Quade

The Shropshire sheep breed was officially recognized in 1859. It originated in the Shropshire hills of England and had origins with the Southdown, Cotswold, Leicester and native black faced sheep of England. Considered a dual purpose breed, it has been used for meat production, as well as for wool. Shropshires were once one of the most prominent breeds in the US – a “farm flock favourite, with wool from the tips of the nose to the tips of the toes.” They fell out of favour in the late 1930's when wool prices dropped and as more people began to prefer an 'open faced' breed of sheep. The Shropshires of the past had wool that sometimes covered the entire face and required additional care for sight and health.

Since the 1950's Shropshires have made drastic changes. Breeding for height, excellent carcasses and more open faces began to sweep the breed. This led to a large come-back for Shropshires. They are becoming a popular animal in breeding stock, for youth projects, and for cross breeding for meat production. Many hand spinners enjoy Shropshire wool for its softness, durability, and rarity. Shropshire wool is currently relatively difficult to find.

Shropshire wool is classified as a down wool from its origins in the English Down country. These were the 'elevated rolling grasslands' for which England is famous. Shropshire fleece is beautifully suited to hand spinning because this Down fiber has a unique spiral crimp. This spiral crimp gives Shropshire wool the elasticity, spring and loft valued by hand spinners. The fiber has great 'memory', so it does not crease easily. The wool has a soft handle, with little luster, and presents a matte finish. The staple length is 2 to 4 inches, and the fleeces weigh 4-6 lbs.

Shropshire wool can be needle felted to yield dense, tight cores with little to no halo. However, it is highly resistant to wet felting. The scales along the shaft of each fiber are few and spaced far apart making Shropshire naturally felt resistant.

As with any fleece the purpose of spinning is up to the spinner. Because Shropshire fleece is a down fleece with soft, bouncy handle and spiral crimp it is often spun into medium to thin yarn. The added benefit of felt resistance makes it an excellent choice for socks, mittens, gloves and for blankets. In spite of its resistance to felting, Shropshire



Image from [www.shropshire-sheep.co.uk](http://www.shropshire-sheep.co.uk)

wool should still be washed, gently, in cold water and laid flat to dry.

Taken from

[http://jondstephenson.com/All\\_About\\_Shropshires.html](http://jondstephenson.com/All_About_Shropshires.html)

*Note:*

*As of Feb 16 2013, the Rare Breed Survival Trust has ruled that Shropshire sheep are no longer considered rare in the UK. They are still on the New Zealand list and on Canada's list of rare breeds.*

### Would you like to learn more about fibre ....

Submit articles on sheep breeds, plant fibres, techniques, or any other information that might be of interest to members to this newsletter by contacting:  
[melanie\\_overduin45@hotmail.com](mailto:melanie_overduin45@hotmail.com).

Ottawa Valley Weavers' & Spinners' Guild, Minutes of General Membership Monthly Meeting  
4 March 2013, 7:30 p.m. Heartwood

Chair: **Aurora Richard, President**

**Present:** General Membership

| ITEM                                       | DETAILS  |
|--|--|
| <b>Welcome</b>                             | <ul style="list-style-type: none"> <li>Aurora welcomed all</li> <li>There were no new members or guests this evening</li> </ul>  |
| <b>1.1 Financial auditing requirements</b> | <ul style="list-style-type: none"> <li>The guild has an audit committee of two people who review the financial record keeping. Usually this committee is elected annually at the Annual General Meeting but there was no one for 2012 or 2011.</li> <li>Due to no audit committee, Ann Sunahara's sister, Sue Marshall, a qualified Chartered Accountant visiting from the UK, was appointed by the Executive to review the books. <b><u>All present agreed to this appointment</u></b>, this evening.</li> <li>Marc Lord volunteered to review the 2012-13 financial records after the year end of April 30, 2013.</li> </ul> |
| <b>1.2 Constitution</b>                    | <ul style="list-style-type: none"> <li>Ann Sunahara, as Chair of the Constitution Committee, sent an email to members today regarding proposed revisions to the guild's purpose / objects. These are under revision in order to apply for Charitable Status.</li> <li>Please review the email and provide feedback to Ann</li> </ul>   |
| <b>1.3 Loom for sale</b>                   | <ul style="list-style-type: none"> <li>The guild was given a 45-inch LeClerc jack loom and a bench. Due to the guild's space limitations these items are up for auction by private bid. The items are being auctioned separately.</li> <li>Put your bid on paper and put it in the box, noting the minimum bid allowed.</li> <li>The deadline is April 15<sup>th</sup>.</li> </ul>   |
| <b>1.4 Annual General Meeting</b>          | <ul style="list-style-type: none"> <li>As stated in the last Newsletter (i.e. February as the March Newsletter will be issued after March 6<sup>th</sup>), the guild's Annual General Meeting (AGM) will be held June 3<sup>rd</sup> this year.</li> <li>The May meeting will be a regular program evening.</li> </ul>   |
| <b>1.5 OC Transpo Sale</b>                 | <ul style="list-style-type: none"> <li>The spring OC Transpo sale is May 4<sup>th</sup> during the OHS Conference.</li> <li>As members of Heartwood we usually provide two volunteers.</li> <li>If you are not going to the conference and are able to volunteer for the sale, contact Ann Sunahara.</li> </ul>  |
| <b>1.6 Heartwood Pop-up Sale</b>           | <ul style="list-style-type: none"> <li>Heartwood is looking for donations for the next Pop-up Sale on March 14<sup>th</sup>. See the posters in the hall.</li> <li>The theme is green</li> <li>Items can be dropped off at the Heartwood office</li> </ul>   |

|                         |   |
|-------------------------|---|
| 1.7 Workshops           | <ul style="list-style-type: none"> <li>▪ Most workshops are filling up and some have a waiting list.</li> <li>▪ Keep notifying Elizabeth as early as possible to avoid disappointment when you are interested in a workshop as they fill up quickly, on a first come, first served basis.</li> <li>▪ A third person is needed to run Big and Lofty Yarns this coming Saturday. Let Elizabeth know tonight if you are interested.</li> <li>▪ One more person is needed for the By Request Finger Weaving.</li> <li>▪ By Request will now be put on hold until after the move.</li> </ul>   |
| 1.8 Membership Renewals | <ul style="list-style-type: none"> <li>▪ The membership year begins May 1<sup>st</sup> of each year.</li> <li>▪ To be eligible to vote for any item or issue at the upcoming Annual General Meeting, members must be paid up. Fees are \$40 for an individual and \$55 for a family.</li> <li>▪ Post-dated cheques for May 1, 2013 can be submitted to Laurie H-C, the Membership Co-ordinator.</li> </ul>  |
| 1.9 Librarian Report    | <ul style="list-style-type: none"> <li>▪ Jan shared that the list of library items has been updated and may soon be available on the website and the Newsletter.</li> </ul>   |
| 1.10 OHS Conference     | <ul style="list-style-type: none"> <li>▪ As Chair of the OHS Conference, Laurie H-C provided a report, reminding that we are the hosting guild.             <ol style="list-style-type: none"> <li>1. <u>Guild Display</u>: Items are needed and the theme is “optical illusions”. Contact Aurora regarding submissions. You do not need to attend the conference to submit items for the guild display.</li> <li>2. <u>Juried Show</u>: A submission in the Juried Show is for up to 3 items. Although you do not need to attend the conference, you do need to belong to OHS to enter the Juried Show.</li> <li>3. <u>Fashion Show</u>: The Belleville guild is organizing. You can be a model, model your items or request someone model your item(s).</li> <li>4. <u>Registrations</u>: Only late registrations are now being accepted with limited workshop choices, however space is still available.</li> <li>5. <u>Questions?</u> Contact Laurie H-C directly.</li> </ol> </li> <li>▪ Aurora is looking for someone to take photos and write an article about the conference for our Newsletter and for Fibre Focus.</li> </ul> |
| 1.11 Books              | <ul style="list-style-type: none"> <li>▪ Mary brought in some books. Take what you like by donating \$3 to \$5 to the guild.</li> </ul>   |
| 1.12 Exhibition & Sale  | <ul style="list-style-type: none"> <li>▪ Vendor applications for this year’s Exhibition &amp; Sale are now available. They will be included with the next Newsletter.</li> <li>▪ The application deadline is May 1<sup>st</sup>.</li> <li>▪ Vendor booth spaces are: \$144 for 8’ X 10’; \$260 for 10’ X 12’</li> <li>▪ Contact Ann Middleton, Exhibition &amp; Sale Co-ordinator, with questions.</li> </ul>   |
| 1.13 Program            | <ul style="list-style-type: none"> <li>▪ Recently joining the guild, Sayward Johnson provided a slide show and samples of her fibre art. She explained her studies and the process and evolution of some of her work.</li> <li>▪ Say’s work involves weaving with metal; dyeing and printing; and, metalsmithing.</li> <li>▪ There were slides and samples of traditional weaving with copper wire, sometimes brass; patina; resin; embroidery; wax...</li> <li>▪ Say works on a 12 harness, 60-inch LeClerc</li> </ul>   |

## 1.14 Show & Tell

- Ride Hanna: felting – Marionette of Einstein; Abraham Lincoln, Easter eggs, Medusa
- Gordon Moat: wristlets knitted for him by Mary B; banana fibre knitted into a small doily
- Roberta Woods: article from the magazine American Scientist, “Adventures in Mathematical Knitting”, available at <http://www.americanscientist.org/issues/feature/2013/2/adventures-in-mathematical-knitting>
- Heather & Elizabeth Watt: Kumihimo work from Heather’s attendance at workshop, plus new additions to her stash for more braiding
- Jan Scott: recently purchased “kick spindle”
- Samantha Van Noy: handspinning and dyeing to knit a sweater - silk, alpaca, North Country Cheviot, Tunis, Rambouillet, Merino, etc.
- Denise Furukawa: knitted lace shawl from Shetland wool
- Laurie Harkinson-Chiasson: in-depth study of keynote OHS Conference speaker, Diane Gonthier
- Kathleen Schwass: recently handwoven brown runner with stripes; tea towel colour study
- Bernadette Quade: cashmere goat fibre; skein of copper and skein blue-green dyed handspun
- Jean Sharp: handspun skein in which she dropped in short lengths of acrylic yarn while Navajo plying.
- Aurora Richard: Scarf tying tips

## Marketplace

The Marketplace portion of the OVWSG Newsletter is used to promote and assist its members. **Current members of the OVWSG can advertise at no charge.** Some restrictions may apply as to space availability and file restrictions.

For Non-Members: \$15.00 for the first 25 letters. \$0.28 for each additional word. \$2.00 per image

CONTACT: Melanie Overduin [melanie\\_overduin45@hotmail.com](mailto:melanie_overduin45@hotmail.com)

### SHEEP SHEARING – FLEECE FOR SALE

Saturday April 20th 9 am,

Shirley Browsey will be shearing her

Polwarth flock.

Great covered fleeces to be had but there are only 9 of them.

Helpers get first pick \$12/lb (& lunch).

613-488-2898

or [sbrowsky@sympatico.ca](mailto:sbrowsky@sympatico.ca)

Visit us Online: [www.OVWSG.com](http://www.OVWSG.com)

### Social Media

#### Yahoo

Rebecca Cairns

<http://groups.yahoo.com/group/ovwsg/?tab=s>

#### Facebook

Judy Kavanagh

#### Ravelry

Stephanie Apps

#### Twitter

Jean Sharp



Ottawa Valley Weavers' and Spinners' Guild

Heartwood House, 153 Chapel St., Ottawa, ON K1N 1H5



Web: <http://www.ovwsg.com>

General E-Mail: [info@ovwsg.com](mailto:info@ovwsg.com)

Membership: [membership@ovwsg.com](mailto:membership@ovwsg.com)

Version: Form updated Sept. 15, 2011

Membership Application / Renewal Form

**ANNUAL FEE:** Individual **\$40.00** Family (same address) **\$55.00**

**The Membership period is from May 1 to April 30.**

New Members who join from February-April, the fee remains the same as above. However, the membership expiry is extended to April 30, of the following year.(i.e. receive a few extra months)

Renewals are payable at the April or May meeting or by mail. (Non-renewals by the June meeting, we will assume no intent to renew, with subsequent removal from membership list/newsletter etc.)

Please make **cheques payable to:** *Ottawa Valley Weavers' & Spinners' Guild (or OVWSG)*

**Note:** If also paying for workshops, booth fees etc., please make **separate cheques** for each service.

Please return to the Membership Convenor at the address above.

**Please Print Clearly:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE:(\_\_\_\_\_) \_\_\_\_\_

MOBILE/ALTERNATE PHONE (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_ (For newsletter delivery)

(Please differentiate "zeros from the letter "O", ones from small letter "I" & CAPITAL/small)

**Are you a:** New Member \_\_\_\_\_ Renewal membership \_\_\_\_\_ \*Returning member \_\_\_\_\_

\*If returning ( after an absence) : In what year did you first join the Guild? \_\_\_\_\_

**What do you participate in (or learning)?** Spinning \_\_\_\_\_ Weaving \_\_\_\_\_ Dyeing \_\_\_\_\_

Knitting \_\_\_\_\_ Felting \_\_\_\_\_ Basketry \_\_\_\_\_ Other \_\_\_\_\_ Specify \_\_\_\_\_

**Are you willing to help in any of the following areas?** Executive member \_\_\_\_\_ Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_ Resource Centre/Studio \_\_\_\_\_ Monthly meeting Programs \_\_\_\_\_ Program presenter \_\_\_\_\_

Annual Exhibition and Sale \_\_\_\_\_ Sale exhibitor \_\_\_\_\_ Community Demonstrations/Displays \_\_\_\_\_

Workshops \_\_\_\_\_ Workshop Instructor (paid) \_\_\_\_\_ Newsletter \_\_\_\_\_ Library \_\_\_\_\_ Membership \_\_\_\_\_

Equipment & Rentals \_\_\_\_\_ Technical Equipment \_\_\_\_\_ Yarns \_\_\_\_\_ Education/Outreach \_\_\_\_\_

Fundraising \_\_\_\_\_ Publicity \_\_\_\_\_ Grants \_\_\_\_\_ Website \_\_\_\_\_ Yahoo site \_\_\_\_\_ History/Archives \_\_\_\_\_

Auditors \_\_\_\_\_ Constitution & By-laws \_\_\_\_\_ Hostess \_\_\_\_\_

**Do you have any ideas for Workshops, Meeting Programs or any additional Comments?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

# Call for Nominations for OVWSG

Mandy Heggteit

As Chair of the Nomination Committee it is my duty to advise all members well in advance of the Ottawa Valley Weavers' and Spinners' Guild (OVWSG) Annual General Meeting in June that elections will be held at that time. Positions on the Board of Directors as well as those that have an operational function will be up for election or re-election.

2013-2014 is an unusual year in many ways. Over the next months the Guild will not only move to a new location but also undergo a structural change required under the Government of Canada's new **Canada Not-for-profit Corporations Act**. This change will have impact on the OVWSG and we think that it will be a great improvement.

The attached four documents explain the revised structure in more detail and provide detailed information on what is required from each position as follows:

- Job description for all members of the Board of Directors
- Job descriptions for all operational positions
- A description of the new corporate structure, and
- A comparison of positions between the current and proposed new corporate structure.

**I suggest that you read all the documents very carefully.** I also encourage you to let your name stand for any position listed in the job descriptions. The list is long but the majority of positions in fact require as little as one hour per month, if that. Some positions are strictly seasonal (those related to the Exhibition & Sale and demos, for example) while others are year-round. Some duties can be done from your home and others require your presence at meetings or in the Studio.

If you are interested in any of the jobs, including those that currently are filled, I strongly encourage you to let your name stand. Participating in the activities of our Guild is not only rewarding but the best way to get to know other members, which is especially true for new and newer members. Although, admittedly, it is a cliché I must say that the Guild is only as strong as its members, that is to say: you, want it to be. If you want the Guild to meet your expectations it is up to you to contribute to making things happen.

I will be in touch with all members over the next weeks to find out who is willing to become a participant in the future of our Guild.

## Transition of the Board from positions elected at 2013 AGM in June 2013 on the continuance of the Guild under the *Canada Not-for-profit Corporations Act*

| Position elected to at<br>June 2013 AGM | Position After Continuance under the CNCA until<br>2014 AGM                      |
|---|--|
| President                               | President  |
| Vice President                          | Vice Chair   |
| Past President                          | Chair  |
|   | Past President (to be filled by Board and submitted to the members for approval) |
| Secretary                               | Corporate Secretary  |
| Treasurer                               | Treasurer  |
| Studio Manager                          | Studio Manager   |
| Workshop Coordinator                    | Workshop Coordinator   |



The Canadian Government recently changed the act under which we are incorporated. In view of that change, the Guild must amend its corporate structure to distinguish between the Board of Directors (governance) and the Management Team (operations). As previously proposed by Kelly MacGregor, the current Board proposes the following structure:

**Board:**

Governance:

- Chair\*
- Vice-chair\*

Operations:

- President(aka CEO)
- Past President (this position melds the current duties of the Vice President and Past President)
- Corporate Secretary
- Treasurer
- Studio Manager\*\*, and
- Workshop Co-ordinator\*\*

\*The Chair and Vice-chair have no operational function. They represent the interests of the members and supervise the operational managers.

\*\*Studio Manager (currently a Board member by resolution) the Workshop Coordinator are key positions within the operations of the Guild and are therefore proposed to be on the Board.

**Operations:**

The following positions and their teams are operational. The teams are not hierarchical.

Fiscal Management Team

- Treasurer (aka CFO)
- Grants Co-ordinator
- Fundraising Co-ordinator (including the raffle)

Corporate Services Team

- Corporate Secretary
- Membership Secretary
- Archivist
- Constitution and Bylaws
- Corresponding Secretary
- Heartwood Community Liaison
- OHS Liaison
- OHS Studies Librarian
- Standards Committee

Studio Team

- Studio Manager
- Librarian

- Equipment Coordinator
- Loom Rental Coordinator
- Spinning Rental Coordinator
- 100" Loom Coordinator
- Yarns Coordinator

#### Programming Team

- Workshop Coordinator
- Meetings Program Coordinator
- Demonstration Coordinator
- Hostess
- Greeter

#### Public Relations Team

- Publicity Coordinator
- Newsletter Editor
- Website Manager
- Social Media – Yahoo, Facebook, Twitter and Ravelry

#### Exhibition and Sale Team

- Ex & Sale Coordinator
  - Working with members volunteering for:
    - Volunteer Coordinator
    - Workshop Table
    - Community Table
    - Vendor Liaison Coordinator
    - Guild Information Table
    - Ex & Sale Treasurer

#### Financial Review Committee (aka Auditors)

To maintain neutrality this committee operates at arm's length from the Board of Directors and the other positions and teams.

#### **Assistants**

To share the workload and for succession planning, many of the above teams (Library, Workshop Co-ordination, Programs, Studio etc.) require assistants. See attached job descriptions or approach a person on a team that you wish to join for more information.

**Ottawa Valley Weavers' and Spinners' Guild**  
**Board of Directors**

(All terms are for two-years with the option of re-election for one additional two-year term. The commencement of terms may be staggered so some positions are up for election at each AGM).

| <b>GOVERNANCE</b>     |   |
|-----------------------|---|
| <b>Chair</b>          | <p><i>It is recommended that the incumbent is a former President or has other related experience.</i></p> <ul style="list-style-type: none"> <li>• Presides at all meetings of the Guild and of the Board of Directors</li> <li>• Approves budgets and policies</li> <li>• Supervises the President, Treasurer and other Members of the Board</li> <li>• Oversees the implementation of all orders and resolutions of the Board of Directors</li> </ul> <p>The incumbent has no day-to-day operational function</p>   |
| <b>Vice Chair</b>     | <p>In the absence or disability of the Chair</p> <ul style="list-style-type: none"> <li>• Performs the duties and exercises the powers of the Chair</li> <li>• Performs such other duties as directed by the Chair from time to time</li> </ul>   |
| <b>OPERATIONS</b>     |   |
| <b>President</b>      | <p><i>It is recommended that the incumbent has Board or other operational experience.</i></p> <ul style="list-style-type: none"> <li>• Is the Chief Executive Officer of the Corporation</li> <li>• Oversees the active management of the affairs of the Corporation</li> <li>• Approves payments</li> <li>• Oversees the implementation of policies and procedures</li> </ul>  |
| <b>Past President</b> | <ul style="list-style-type: none"> <li>• Fulfils an advisory role</li> <li>• In the absence of the President performs his/her duties</li> <li>• Chairs the Nomination Committee</li> <li>• Performs such other duties as directed by the Board of Directors from time to time</li> </ul>  |
| <b>Treasurer</b>      | <p><i>It is recommended that the incumbent has several years of accounting experience</i></p> <ul style="list-style-type: none"> <li>• Has custody of the funds and securities of the Corporation</li> <li>• Keeps or causes to keep, full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation.</li> <li>• Deposits all monies, securities and other valuable effects in the name, and to the credit, of the Corporation in the chartered bank or trust company, or, in the case of securities, with the registered dealer in securities, designated by the Board of Directors from time to time</li> </ul> |

|  |  |
|--|--|
| Treasurer (cont.)  | <ul style="list-style-type: none"> <li>• Disburses the funds of the Corporation as directed by the appropriate authority, taking appropriate vouchers for such disbursements</li> <li>• Renders to the board of directors, whenever the board requires it, an accounting of all the transactions and a statement of the financial position of the Corporation</li> <li>• Performs such other duties as may from time to time be directed by the Board of Directors</li> </ul>  |
| <b>Corporate Secretary</b>   | <ul style="list-style-type: none"> <li>• Attends all meetings and acts as clerk thereof</li> <li>• Records all votes and minutes of all proceedings in the books to be kept for that purpose</li> <li>• Performs such other duties as may be directed by the Board of directors or the President</li> <li>• Assures that all corporate documents are up to date and maintains the corporate files</li> </ul>   |
| <b>Studio Manager</b><br>(Currently on Board by resolution of the Board)     | <ul style="list-style-type: none"> <li>• Coordinates the use the Studio</li> <li>• Compiles and maintains a record of all equipment and presents it at the AGM each year</li> <li>• Oversees the use, maintenance and rental of equipment</li> <li>• Coordinates the physical set-up of the Studio</li> <li>• Coordinates scheduling of work by tradesmen</li> <li>• Prepares an operational budget (together with the Treasurer or bookkeeper)</li> <li>• Maintains Petty Cash records of Studio expenses</li> <li>• Liaises on Studio matters with Heartwood House for Guild, including lease and keys</li> <li>• Coordinates and oversees the 2013 move, relocation and re-installation of the Studio at 404 McArthur Street</li> <li>• Submits reports as requested</li> </ul> |
| <b>Workshop Coordinator</b><br>(This position is currently not on the Board) | <ul style="list-style-type: none"> <li>• Overall responsibility for the Guild's workshop and courses program</li> <li>• In collaboration with the Workshop Assistant and Guild instructors establishes and renews the 18 month-workshop schedule</li> <li>• Collects registration fees</li> <li>• Liaises with instructors as necessary, including equipment requirements</li> <li>• Collects workshop proposals</li> <li>• Assures that workshop information and schedules are up-to-date on the Guild's website</li> <li>• Informs the Studio Manager of equipment requirements for courses and workshops</li> <li>• Prepares a yearly report on all workshops and courses presented and the number of participants.</li> </ul>  |

## **OVWSG Operational Positions**

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|--------------------------------|---|
| <b>President</b>               | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>Past President</b>          | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>Corporate Secretary</b>     | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>FISCAL MANAGEMENT TEAM</b>  |   |
| <b>Treasurer</b>               | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>Grant Coordinator</b>       | <ul style="list-style-type: none"> <li>• Prepares grant applications to public funders such as the City of Ottawa, the Ontario Arts Council and the Canada Council</li> <li>• Prepares final reports on activities undertaken with assistance of the funds provided.</li> </ul>   |
| <b>Grant Assistant</b>         | <ul style="list-style-type: none"> <li>• Assists the Grants Coordinator as required.</li> </ul>   |
| <b>Fundraising Coordinator</b> | <ul style="list-style-type: none"> <li>• Coordinates fundraising events such as Rosepath Auctions, the yearly raffle sale</li> <li>• Is responsible for the yearly raffle including obtaining the raffle license, sale of raffle tickets and submitting the raffle report</li> <li>• Coordinates the making of Christmas cards and ornaments</li> <li>• Oversees the sale of card and ornaments during the yearly Exhibition and Sale</li> <li>• Proposes and coordinates activities to increase Guild income.</li> </ul> |
| <b>CORPORATE SERVICES TEAM</b> |   |
| <b>Corporate Secretary</b>     | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>Membership Coordinator</b>  | <ul style="list-style-type: none"> <li>• Updates and maintains the Guild's membership list</li> <li>• Receives membership information and fees.</li> </ul>  |
| <b>Archivist</b>               | <ul style="list-style-type: none"> <li>• Has responsibility for the maintenance of the Guild's archival documents and other material.</li> </ul>  |
| <b>Constitution and Bylaws</b> | <ul style="list-style-type: none"> <li>• Responsible for the maintenance of the Guild's constitution including the review, formulation, proposal and approval of amendments to the constitution and by-laws.</li> </ul>   |
| <b>Corresponding Secretary</b> | <ul style="list-style-type: none"> <li>• Responsible for general correspondence with Guild members and members of the public as required.</li> </ul>  |
| <b>Heartwood Liaison</b>       | <ul style="list-style-type: none"> <li>• Responsible for ongoing exchange of information between Heartwood and OVWSG</li> <li>• Attends monthly Heartwood meetings and reports back to OVWSG</li> </ul>   |



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|                                   | Board of Directors  |
| OHS Liaison                       | <ul style="list-style-type: none"> <li>Responsible for the ongoing exchange of information between the OHS and the OVWSG Guild</li> <li>Prepares quarterly reports on OVWSG activities for publication in <i>Fibre Focus</i></li> </ul>   |
| OHS In-Depth Studies Coordinator  | <ul style="list-style-type: none"> <li>On behalf of the Ontario Handweavers and Spinners maintains the library of Master Weaver and Spinner In-Depth Studies</li> <li>Mails and receives binders as requested.</li> </ul>   |
| Standard Committee                | <ul style="list-style-type: none"> <li>The OVWSG Standard Committee is responsible for assuring that, in accordance with established standards, high levels of quality are maintained in items presented at functions performed under the Guild's name</li> <li>The Standards Committee consists of the four following members: <ul style="list-style-type: none"> <li>One with expertise in weaving</li> <li>One with expertise in spinning</li> <li>One having knowledge with other related fibre crafts such as felting, basketry etc.</li> <li>One representative of new members</li> </ul> </li> </ul> |
| <b>STUDIO TEAM</b>                |   |
| Studio Manager                    | <ul style="list-style-type: none"> <li>See Board job descriptions</li> </ul>  |
| Librarian                         | <ul style="list-style-type: none"> <li>Manages the Guild library</li> <li>Proposes and initiates the acquisition of publications</li> <li>Proposes the de-accessioning of duplicate, irrelevant, or heavily damaged publication</li> <li>Assures the safe storage of library holdings</li> <li>Assures the timely return of borrowed publications</li> <li>Assures that lost publications are replaced as required</li> <li>Assures that the library is accessible to all members in a timely fashion</li> <li>Prepares a yearly report on library activities</li> </ul>                                    |
| Library Assistants                | <ul style="list-style-type: none"> <li>Assist the Librarian as required</li> </ul>  |
| Equipment Maintenance Coordinator | <ul style="list-style-type: none"> <li>Regularly checks condition of looms, spinning wheels and other equipment</li> <li>Determines if repairs, cleaning, and updating of equipment are required</li> <li>Performs or supervises equipment repairs</li> <li>Coordinates equipment repairs with specialists</li> </ul>   |
| Loom Rental Coordinator           | <ul style="list-style-type: none"> <li>Manages the rental of looms and other weaving equipment</li> <li>Advises the Studio Manager or Equipment Maintenance Coordinator when equipment is returned requiring repairs or replacement of parts</li> <li>Assures that security deposits and rental fees are collected.</li> </ul>  |

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| <b>Spinning Equipment Rental Coordinator</b>          | <ul style="list-style-type: none"> <li>• Manages the rental of spinning equipment such as spinning wheels, carders, etc.</li> <li>• Advises the Studio Manager or Equipment Maintenance Coordinator when equipment is returned requiring repairs or replacement of parts</li> <li>• Assures that security deposits and rental fees are collected.</li> </ul>  |
| <b>Studio Keys Coordinator</b>                        | <ul style="list-style-type: none"> <li>• Maintains a distribution list of studio and entrance door keys</li> <li>• Orders new keys as required</li> </ul>   |
| <b>100" Loom Coordinator</b>                          | <ul style="list-style-type: none"> <li>• Coordinates Guild projects undertaken on the 100" loom</li> <li>• Coordinates the selection of projects and drafts</li> <li>• Orders yarns required for projects</li> <li>• Coordinates weaving schedules</li> <li>• Maintains the 100" loom calendar</li> </ul> <p><i>This position is not responsible for the coordination of personal projects undertaken by individual members or groups of members.</i></p> |
| <b>Yarn Convener</b>                                  | <ul style="list-style-type: none"> <li>• Obtains and maintains current sample cards and price lists from yarn and equipment suppliers</li> <li>• Orders wholesale purchase of yarns on behalf of guild members</li> </ul>   |
| <b>PROGRAMMING TEAM</b>                               |   |
| <b>Workshop Coordinator</b>                           | <ul style="list-style-type: none"> <li>• See Board job descriptions</li> </ul>  |
| <b>Workshop Assistant</b>                             | <ul style="list-style-type: none"> <li>• Assists the Workshop Coordinator as required.</li> </ul>   |
| <b>Monthly Program Coordinator</b>                    | <ul style="list-style-type: none"> <li>• Researches and proposes topics for presentation at the monthly Guild meetings</li> <li>• Contacts presenters, introduces the speakers and assures that honoraria are paid in a timely fashion</li> </ul>   |
| <b>Monthly Program Assistant</b>                      | <ul style="list-style-type: none"> <li>• Assists the Program Coordinator as required</li> </ul>   |
| <b>Technical Assistant to the Program Coordinator</b> | <ul style="list-style-type: none"> <li>• Assures that electronic equipment required for presentations is in good working order</li> <li>• Trains Guild members in the operation of electronic equipment</li> </ul>  |
| <b>Demos Coordinator</b>                              | <ul style="list-style-type: none"> <li>• Receives invitations for participation in spinning and weaving demos at events in Ottawa and greater Ottawa area</li> <li>• Coordinates the participation and transportation of participating Guild members</li> <li>• Prepares a yearly report on demos presented.</li> </ul>   |
| <b>Hostess</b>  | <ul style="list-style-type: none"> <li>• Responsible for providing refreshments to Guild members during the monthly meeting breaks</li> </ul>   |
| <b>Greeter</b>  | <ul style="list-style-type: none"> <li>• Is responsible for welcoming guests and new members attending the monthly meetings</li> <li>• Introduces new members and visitors to other guild members and provides general information</li> </ul>   |

| <b>PUBLIC RELATIONS TEAM</b>                      |  |
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| <b>Publicity and Public Relations Coordinator</b> | <ul style="list-style-type: none"> <li>In close collaboration with the Website Coordinator, the Workshop Coordinator and the Exhibition and Sale Coordinator assures that all pertinent information on Guild activities is made available to the Ottawa Community, including               <ul style="list-style-type: none"> <li>information on workshops offered and</li> <li>the yearly Exhibition and Sale.</li> </ul> </li> </ul>   |
| <b>Newsletter Editor</b>                          | <ul style="list-style-type: none"> <li>Prepares 9 monthly newsletters (excluding January, July and August) and assures that information provided by the membership is included</li> <li>Assures that the newsletter reaches the membership in a timely fashion</li> </ul>  |
| <b>Website Manager</b>                            | <ul style="list-style-type: none"> <li>Maintains the Guild's website</li> <li>Assures that all information is up to date</li> <li>Recommends improvements to the website as required.</li> </ul>   |
| <b>Social Network Coordinators</b>                | <ul style="list-style-type: none"> <li>Maintain and update Guild information on Yahoo, Facebook, Ravelry and Twitter</li> </ul>  |
| <b>EXHIBITION AND SALE TEAM</b>                   |  |
| <b>Exhibition and Sale Coordinator</b>            | <ul style="list-style-type: none"> <li>Coordinates the Guild's yearly Exhibition and Sale</li> <li>Liaises with the venue to assure availability</li> <li>Works in close collaboration with members volunteering to coordinate the Workshop Table, Community Table, Vendor relations, Guild Table, volunteers and the Ex &amp; Sale Treasurer</li> <li>Assures that vendors' booths are filled</li> <li>Assures that publicity on the event reaches the Ottawa community in a timely, efficient and economic fashion</li> <li>Determines the vendor booth lay-out in the event's venue</li> <li>Prepares a yearly report on the event</li> </ul> |
| <b>FINANCIAL REVIEW COMMITTEE</b>                 |  |
| <b>Auditors</b>                                   | <ul style="list-style-type: none"> <li>Working at arm's length from the Board and the Operational Teams, are responsible for reviewing and verifying the Guild's revenues and expenses as presented by the Treasurer at the end of each financial year.</li> </ul>   |