

ARTS COUNCIL ~ WINDSOR & REGION



Board of Directors Meeting
December 1, 2009

MINUTES

Present: Merry Ellen Scully Mosna (MESM), Philippa von Ziegenweidt, Nancy Nosanchuk, Carole Turner, Diane Passador, Jennifer Escott, Julia Hall, Elizabeth Prosser, Nicolette Westfall, Gulnaz Turdalieva, Kelly Reyes

Regrets: Omar Raza, Donna Mill, Debby Grant, Utsy Hadaro (ED, Cristina Mihălceanu

- CALL TO ORDER/OPENING REMARKS: The meeting was called to order by Nancy at 6.44pm.
- ACCEPTANCE OF NOVEMBER MINUTES: Motion: That the revised November minutes as circulated be approved. Moved: Philippa, Seconded, Carole. Passed
- BUSINESS ARISING OUT OF THE MINUTES
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 - Utsy & MESM to write grant proposal after the strategic planning meeting. Several component parts need to be put together, need to involve the new members before the grant proposal can be written. Also, survey needs to be generated. **Action: Philippa to circulate survey for January; to continue to develop a plan next meeting. Jennifer to follow up on Cultural Master Plan with Mary Baruth.**
 - Utsy & MESM to write grant proposal after the strategic planning meeting
 - Debby to hook up with high school presidents on Facebook. *Carried forward to January meeting because of Debby's absence.*
 - Waddell: Utsy to obtain mandate in writing from the trustees. *Carried forward to January meeting because of Utsy's absence.*
 - Standing Committees: standing committee positions to be allocated. Status: See the allocation attachment to these minutes.
- EXECUTIVE REPORTS
 - Executive Director

Intro: I am sorry to have missed this meeting tonight; family matters take me to London. I look forward working with you all this season on ACWR's holiday member's show and sale.

Funding and Staffing: This Friday December 4th, our city grant is due. The only change this year is a short paragraph detailing how we (ACWR) would manage having a 10% decrease in City funding. I will have the completed grant ready for Friday. Bingo year ends are due December 31st. Grace

Manias will be doing the reports for both ACWR and Artspeak this year. I am very happy to report that all forms and documents have been sent to Revenue Canada and the Guardian of the Public Trustee in regards to our letters patent and charitable status.

Programming: I am pleased to report that we have taken two bookings for 2011! Gallery space has filled for spring and early summer and fall 2010 have bookings. I would like to also book next years party at the Victoria as soon as possible to avoid disappointment. We will need to build our fundraising committee very soon.

Fundraising: One of the biggest member shows will take place December 7 - 22. We will be hosting a reception on the 11th, of December from 7-10pm. Last year we introduced additional hours to the sale that proved to be very successful. This year's extended hours will include: Saturday and Sunday December 12th and 13th, as well as Saturday and Sunday December 19th and 20th. Hours are from 12-4pm if you are able to volunteer on any of these dates please see Nancy at the end of the meeting to sign up. Ideally, in addition to me two or three board members are usually needed on any given shift. I hope to see you all at the opening on the 11th. If you can bring any snacks, baked goods or holiday cheer please see Nancy about menu items. On Sunday, December 6th, I will be installing the members show. Starting around 1pm, I invite any board members that would like to help setting up. To do's include: decorating the windows, snowflake coordination (matching snowflakes to giftees) hanging works and having fun. Again, a sign up sheet will be passed around.

Other matters: On Thursday November 26th, I met with George Sofos, owner of the Junction complex on University Avenue regarding artist studio space. He currently has plans to convert the building into studios and asked what my thoughts are on this project. From what I saw this could be a very exciting chance for us to somehow become involved be it promotionally or otherwise. I would like to schedule another tour with any available directors to view and hear your thoughts on this project.

The alarm system issues have been sorted out. Starting Jan 2010, gallery tenants will no longer use a number code, instead they will use a touch fob to arm and disarm the gallery. Fobs have no numbers and only staff and directors will have access to the code. This will prevent any concerns regarding unauthorized access to the gallery.

Respectfully submitted: Utsy Hadaro, ACWR Executive Director

That the ED report be accepted as read: moved Philippa seconded Carole Passed

- Chair

Utsy, Philippa, Donna & Nancy held a fundraising planning meeting this month to arrange the snowflake surprise and member show. Nancy obtained a liquor licence. Nancy also handed over a \$4,000 cheque for the Arts for Aids Orphans this week.

Also called people to explain how the Snowflake Surprise works. Sign-up sheets handed out for the various volunteer activities this month. Action: to ask Utsy to print out some simple invitations. Julia to help on graphic design initiatives.

- Treasurer
See handout below

ACWR can claim the past 7yrs of GST. **Action: Diane to set this up and work on it this year. Won't be done quickly.**

01/07/2009 through	31/10/2009	01/07/2009
Category Description		31/10/2009
		-
Bank Balance at July 31, 2009		6,954.12
Revenue -Arts Guide		300.00
Revenue -Donations		31.00
Revenue -Fundraising		
Bingo		3,491.97
Birdhouse		
Birdhouse -Art Sales		955.00
Birdhouse -Tickets		25.00
TOTAL Birdhouse		980.00
Small Works		716.00
TOTAL Revenue -Fundraising		5,187.97
Revenue -Gallery Rental		484.00
Revenue -Grants		
City of Windsor		15,000.00
Ontario Arts Council		25,000.00
TOTAL Revenue -Grants		40,000.00
Revenue -Membership		
Family (\$45)		135.00
Individual (\$30)		600.00
Non Profit (\$45)		225.00
Senior, Student (\$20)		260.00
TOTAL Revenue -Membership		1,220.00
Revenue -Other		
Interest Income		8.53
Waddell Estate		1,478.57
Other Revenue -Other		20.00
TOTAL Revenue -Other		1,507.10
TOTAL INFLOWS		48,730.07
OUTFLOWS		
Fundraising Expenses		
Artist Fees		
Artwalk		49.00
Small Works		753.30
TOTAL Artist Fees		802.30
TOTAL Fundraising Expenses		802.30
Operating Expenses		
Bank Charge		-0.19
Contract Labour		2,064.00
Internet		0.00
Miscellaneous		258.72
Office Expenses		636.02
Rent		2,535.90
Salary		14,376.96
Subscriptions,Membership		60.00
Telephone		657.32

Utilities	578.33
TOTAL Operating Expenses	21,167.06
TOTAL OUTFLOWS	21,969.36
Bank Balance at Oct 31, 2009	33,714.83

- ANNOUNCEMENTS: Julia volunteered her services for any ad hoc graphic design tasks needed. **Action: Philippa to pass this information on to Utsy.**
- NEXT MEETING: **January 12, 2010 at 6pm**
- ADJOURNMENT: Motion to adjourn: Moved MESM Adjourned at 7.28pm

Committee Allocations

Still to be added and finalized: Omar, Cristina, Debby and Donna

Strategic Planning:

Philippa
Jennifer
Carole
Gulnaz
Elizabeth
Julia
MESM

Finance

MESM
Diane (Chair)
Julia

Fundraising

MESM
Diane
Jennifer
Donna

Human Resources

Nicolette
MESM
Diane

Nominations

Carole
Julia

Volunteer

Kelly
Nicolette
Donna

Outreach

Kelly
Gulnaz
Elizabeth
Julia

Youth Arts

Debby
Kelly
Elizabeth
Nicolette