

ARTS COUNCIL ~ WINDSOR & REGION

Board of Directors Meeting
February 9, 2010

MINUTES

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

Regrets: Jennifer Escott

- CALL TO ORDER/OPENING REMARKS: The meeting was called to order by Nancy at 6.45pm.
- ACCEPTANCE OF JANUARY MINUTES: Motion: That the December minutes as circulated be approved. Moved: Philippa, Seconded, Diane. Passed
- BUSINESS ARISING OUT OF THE MINUTES
 - Philippa to circulate survey: Updated draft & edits made as agreed upon in January. Status: done
 - Jennifer to follow up on Cultural Master Plan with Mary Baruth. Status: MESM told the Board that the CMP is due end of Feb/ beginning March, though it may be delayed. Mary Baruth to report to Jenn Wilson per the latest City changes. More details to come.
 - Debby to hook up with high school presidents on Facebook. Status: In progress. *Added to Ongoing Items.*
 - Utsy to obtain Waddell mandate in writing from the trustees: Utsy to review documentation for further clarity as to the ACWR's mandate. Status: Obtained. ACWR has ability to decide the beneficiaries, as long as the money goes to the good of the community of the City of Windsor. Copy of correspondence was filed. **Action: to determine what will happen to the money in March**
 - Utsy to follow up Nicole raise: run by the Finance committee to ensure sufficient budget available, use existing HR template for performance evaluation. **Action: Finance committee to report back on feasibility of a raise in March.**
 - HR Committee to present ED recommendation with explanation of rationale & process prior to the next meeting. Status: Done – see HR report below.
 - **Action for March meeting:** MESM to prepare a matrix to analyze our strengths & skills.
 - Jennifer to map out our cross-organizational networks to broaden ACWR's representation. **Action: to be incorporated into next month's strategic planning exercise.**
- EXECUTIVE REPORTS

- Executive Director

ED Report
Director's Report
February 9, 2010

Intro: Hi everyone thanks for coming out tonight despite the weather.

Funding and Staffing: I received written confirmation from Jane Summerhurst in regards to the Waddell Trust: I will read the following letter.

I have spoken to Diane regarding the raise for Nicole Hutchinson. Diane will report the status at the next board meeting.

I received word that we still must file a T3010 form for 2009 for charitable status. I have the forms ready to complete. I will be working on this with Justin and Diane.

Programming: March break programming has been discussed with Elizabeth, she will have more information on the project.

Fundraising: I would suggest a fundraising meeting take place shortly with the new E.D. I have talked with Matt Kelly from the Victoria Tavern about this year's event and the date of June 25th is available.

Other Matters: I would like to thank the entire board for having me sit in the Executive Director's chair of Arts Council Windsor and Region. The past two years have been truly wonderful, both professionally and personally. I look forward working with the new director.

Respectfully Submitted
Utsy Hadaro
ACWR
Executive Director

- Chair – Hiring Committee worked very hard in the past month to find a new ED. Hiring process was followed properly and went well. Worked with Zeke Moores as outside consultant. The Board is very sorry that Utsy is leaving but excited that we have such a great ED to look forward to.
- Treasurer – Finance report was circulated via email prior to the meeting. See attachment. **Motion:** That the treasurer's report be accepted as circulated. Moved: Diane, Seconded: MESM. Approved
- COMMITTEE REPORTS
 - Human Resources: MESM summarized the process followed in the search for the new ED. The rationale behind the salary offer was discussed.

Motion: that the Board accept the Hiring Committee's decision to hire Justin Langlois as the incoming Executive Director, subject to the agreeable negotiations of an employment contract and its signing. Moved MESM, seconded: Beth, Passed

Motion: That the Board accept the ED's employment contract as drafted.

Moved: Philippa, seconded Debby. Passed

Status: Contract to be signed tomorrow.

- Strategic Planning: See attached report.

Action (carried forward from Jan meeting): MESM to prepare a short team-building exercise for next meeting

- Fundraising: Beth to take the lead on the March Break programming, though it won't take the format of a fundraiser. The purpose is not to raise funds but use Susan Dinger fund. Probably 3 magic workshops and a small show at the end of the week. Three magicians to be involved. Nancy suggested keeping it small. Debby suggested the magic club bring any props necessary. Gulnaz suggested taking photos for exhibiting. MESM pointed out that we need to know what the budget is for the event. **Action: Diane to create a separate Susan Dinger fund report for the board.**
 - Nominations: No report
 - Volunteer: ACWR would like to develop a database of volunteers in coming months. *In progress & added to ongoing items below.*
 - Outreach: No report
 - Youth Arts: No report
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- ANNOUNCEMENTS: **Tues feb 2^{3rd} at 5-7 pm : "Goodbye Utsy, Hello Justin" event**
 - Other Business – Cristina has not been heard from in months due to a scheduling conflict. **Action: Philippa to contact her again.**
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- NEXT MEETING: **Next meeting: March 2 @ 6.30pm**
 - ADJOURNMENT @ 7.55pm: Motion to adjourn: Moved: Donna.

Addendum

Ongoing Action Items

- **Diane has started process to claim back GST paid and will be working on it this year with the ED.**
- **Utsy & MESM to develop grant proposal after the strategic planning meeting.**
- **Debby to contact high school presidents on Facebook. Status: In progress.**
- **Volunteer committee (Donna, Beth, Nancy, Kelly, Nicolette): to develop a database of volunteers in coming months**