

ARTS COUNCIL ~ WINDSOR & REGION

Board of Directors Meeting
January 12, 2010

MINUTES

Present: Merry Ellen Scully Mosna (MESM), Philippa von Ziegenweidt, Nancy Nosanchuk, Jennifer Escott, Elizabeth Prosser, Nicolette Westfall, Gulnaz Turdalieva, Kelly Reyes, Donna Mill, Utsy Hadaro (ED)

Regrets: Julia Hall, Diane Passador, Carole Turner

- CALL TO ORDER/OPENING REMARKS: The meeting was called to order by Nancy at 6.43pm.
- ACCEPTANCE OF DECEMBER MINUTES: Motion: That the December minutes as circulated be approved. Moved: Jennifer, Seconded, Elizabeth. Passed
- BUSINESS ARISING OUT OF THE MINUTES
 - Philippa to circulate survey for January: Copy of draft distributed to directors & edits made. **New version to be followed up in February.**
 - Jennifer to follow up on Cultural Master Plan with Mary Baruth. **To follow up in January/February**
 - Diane to set up GST claim and work on it this year: Process started.
 - Debby to hook up with high school presidents on Facebook. **Carry forward to Feb meeting.**
 - Utsy to obtain Waddell mandate in writing from the trustees: Done, however criteria not sufficiently explicit. **Utsy to review documentation for further clarity as to the ACWR's mandate.**
- EXECUTIVE REPORTS
 - Executive Director

Director's Report
January 12th, 2010

Intro: Happy New Year everyone. 2010 will be a exciting year for ACWR

Funding and Staffing: I am pleased to report that the changes to our letters patent have been approved for charitable status. We should be hearing shortly about full charitable status. The City of Windsor grant was submitted in December. We have asked for the same amount, \$15,000. The city has approved our first instalment of \$7,500.00. Larkyn Statten our intern has finished up her semester with us. We will be hearing shortly about availability for the spring term. I would like to ask the board the permission to give Nicole Hutchinson (Directors assistant) a small raise. Currently Nicole is receiving \$12.00 an hour. I would like to increase that to \$13.00. Nicole has been with us for a

year now and has done a great job. No doubt she will be very useful in the next few months. Our insurance application was received and will be renewed this week.

Programming: ACWR held its Susan Dingle art for all classes on the 22nd and 23rd of December. Kids and parents were very pleased with the classes. Thanks to Beth, Philippa and Nancy for arranging an excellent program. Special thanks to Carol Winters for helping out as well.

Fundraising: Thanks to all of the board members who volunteered for the holiday show. Again we had a great opening and a steady stream of shoppers looking for great gifts. Gross sales were \$2,400.00. I will have the net sales figures for you at the next board meeting. This year we will forgo the Valentines exhibition. Sales in previous years have been poor. I suggest that we limit member exhibitions to three a year. Holiday Show and Sale, Artwalkerville and our annual fundraiser with an artist component.

Other matters: As you know I will be leaving ACWR February 25th. The hiring committee met yesterday to discuss the process. I have sent the job posting out in a separate email as well as arts notes and face book. We also will post the job on the Canadian Heritage Information Network which specializes in this area. In addition to a cover letter and C.V. I have asked candidates to include a vision statement for ACWR thus allowing the hiring committee a better understanding of the candidates. I feel that placing an advertisement in the paper is not worth the money due to the fact that the ad has been forwarded to other organizations in the city and abroad. We will be holding interviews the first week in February, with an announcement made on the 8th or 9th. Nancy will explain more in her report. I would like to have the new director working with me the week of the 22nd. I feel this would help them transition well. I also would be available via email or phone to provide any assistance they would require. Finally, every Thursday around 5:40 I will be on CBC 1550 with Bob Steele. It's a condensed version of Arts Notes. I would encourage the new director to continue this project.

Respectfully submitted,

Utsy Hadaro
ACWR Executive Director

Nicole raise & performance evaluation: MESM suggested running this by the Finance committees to ensure sufficient budget available. Philippa asked that the existing template be used. **Action: Utsy to follow up & report back next month.**

- Chair – Snowflake surprise was a successful and well attended reception. Thanks to the volunteers and members. Susan Dingle Children's Art workshop was an excellent program. Feedback from participants was great. Utsy is leaving us. Hiring committee has been formed (offshoot from HR committee).
- Treasurer - no report received.
- COMMITTEE ALLOCATIONS AND REPORTS
 - Standing committee allocations: list recirculated and updated (see attachment)
 - Human Resources: Meeting held January 11th, chaired by Nancy. Utsy is working with the committee and Zeke Mores as a third party consultant. He is an instructor in the Fine Arts Dept at the University. Deadline is January 29th. Committee to form short list on Feb 1st. Interviews on Feb 5

&6. Recommendation to Board will be at the next meeting. **Action: HR Committee to present their recommendation with explanation of rationale & process prior to the next meeting.**

- Strategic Planning: Survey as discussed above was edited & circulated. **Action: MESM to prepare a short team-building exercise for next meeting**
- Fundraising: No report
- Nominations: No report
- Volunteer: ACWR would like to develop a database of volunteers in coming months.
- Outreach: In order to broaden ACWR's representation, Jennifer suggested mapping out our cross-organizational networks. **Action: to be incorporated into next month's strategic planning exercise.**
- Youth Arts: Susan Dingler Art Workshop held in December as reported above
- ANNOUNCEMENTS: Resignation of Utsy & Omar
- New Business – vacancies on the board. While we are not operating below our mandated 12 members, the Board is now all female. **Action: MESM to prepare a matrix to analyze our strengths & skills. Guest (Volunteer at large) to be invited to April meeting.**
- NEXT MEETING: **February 9, 2010 at 6.30 pm**
- ADJOURNMENT: Motion to adjourn: Moved: MESM.

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.**

**Attachment
Committee Allocations**

Strategic Planning	Nominations
Carole	Carole
Donna	Julia
Elizabeth	Nancy
Gulnaz	
Jennifer (Chair)	Volunteer
Julia	Donna
Kelly	Elizabeth
MESM	Kelly
Nancy	Nancy
Philippa	Nicolette
Finance	Outreach
Diane (Chair)	Elizabeth
Julia	Gulnaz
MESM	Julia
Nancy	Kelly
	Nancy
Fundraising	
Diane	Youth Arts
Donna	Debby
Jennifer	Elizabeth
Nancy	Kelly
	Nancy
Human Resources	Nicolette
Diane	Philippa
Donna	
Jennifer	
Kelly	
MESM	
Nancy	
Nicolette	