

ARTS COUNCIL ~ WINDSOR & REGION



1942 Wyandotte St. E. Windsor, ON N8Y 1E4
(519) 252-6855 acwr@mnsi.net

MISSION STATEMENT:

Arts Council – Windsor & Region is a non-profit organization that enriches the quality of life for all by strengthening the arts and the community through leadership, education and promotion.

Minutes of the Board of Directors Meeting

July 7, 2009

Present:

Present: *Nancy Nosanchuk, Debby Grant, Diane Passador, Suzanne Konyha, Utsy Hadaro, Philippa von Ziegenweidt, Merry Ellen Scully Mosna (MESM), Viva Dadwal, Kim Elliot*

Regrets: *Omar Raza, Cristina Mihălceanu, Mary Lou Gelissen*

CALL TO ORDER: The meeting was called to order by Nancy Nosanchuk at 7.01pm.

ACCEPTANCE OF June MINUTES

Motion: that the June minutes be accepted as circulated. Moved: Debby

Seconded: Viva PASSED

BUSINESS ARISING OUT OF THE MINUTES

- Rentals – Utsy would like to recommend that artists rent the gallery for 2 weeks at a time. Current rate is \$125/week. With the current high rate of bookings, this might not always be possible. Debby suggested raising the rent for the first week to \$150, with a discount for the second week. Diane suggested deferring this decision to the budget process after year end. According to MESM, membership at Common Ground is \$30, with a free 2 week show (\$60 for groups), on a first come first served basis.
- Finance Department – outstanding payment from the city: received last week. See ED report.
- Suzanne: Performance appraisal: wrapped up
- Youth Volunteers: policy drafted – see attachment A below
- Password control: Debby suggested using a master key that can't be copied. **Action: Utsy to look at ways of improving security, including multiple passwords and uncopyable keys.**
- Key Policy: policy drafted – see attachment A below

NEW BUSINESS: E.D. & COMMITTEE REPORTS

- Executive Director
Director's Report
July 7, 2009

Intro: A quick note of thanks to all board members that helped out over the past months. We produced an Arts Guide, held workshops at Art in the Park, put on a great garage sale, threw a amazing party at the Vic, again thanks to all that helped.

Funding and Staffing: Very pleased to report that on July 2nd, I met with Mary Baruth to accept our cheque from the City of Windsor. The full amount of \$15,000 was received. The University of Windsor's VIP program was not able to provide us with an intern this semester, however Nicole has agreed to work part-time with us this summer. Her hourly rate is \$12.00 an hour.

Programming: Small Works 09 has just been installed. Note that some pieces have been carried over from the Birdhouse project. The exhibition will run until the 18th of July, with two actual days of the Art Walkerville. I would like to ask any board member to volunteer for this event to let me know asap. Last year we saw over 400 people come through the gallery, and sales were quite good. On the 31th, we are partnering with Service Canada Centre for Youth to present a one night event called "what is your dream Job", students will be doing posters based on what their future dream jobs will be. This is something that just occurred this week and I would like to ask the YAC reps if they would like to be involved in this project. Also with YAC, the Walkerville BIA has asked us if we could provide them with chalk artists. They have 2 areas available, and I thought the YAC would be a ideal partner for this project. Debby Grant and Mary-Lou have been contacted about this.

Fundraising: Birdhouse and Garden party was brilliant. The feedback from the event has been great. The total amount raised is still being worked on however I can provide some numbers; silent auction: \$1,200. Opportunity tickets: \$500. Artists sales; \$1,609, with \$482 going to ACWR, total deposits of \$5,384. Again a final amount will be provided at the next board meeting.

Other Matters: ACWR will be on summer shutdown from July 31st – August 17th. I will be away for most of the time but will be checking email and mail when I can.

Respectfully Submitted,
Utsy Hadaro
ACWR

- Chair
June was a busy month. We need feedback from board members regarding art in the park and Garden party. HR committee finally wrapped up Utsy's performance appraisal. Would like to honour Utsy for the things he does that ACWR used to pay for, e.g. cleaning the gallery between rentals.

ACTION: Philippa to send an email inviting constructive suggestions and other feedback from the Board regarding the Garden Party and Art in the Park

- Treasurer - see attached cash flow statement.
Grace Manias has completed our Bingo reporting to the city. ACWR is now up to date.
ACTION: Utsy to follow up charitable status with Revenue Canada this week.

Cash flow statement to May, submitted per attached pdf. It excludes the \$25,000 Trillium grant for the Arts Guide, which is in a separate account, hence a \$21k deficit.

- Fundraising – all points covered above. **ACTION: Regarding the Garden Party, Nancy to send thank you letters, Utsy to recognize donors via the Arts Notes**
- Human Resources – Several meetings were held as well as one for Utsy's performance appraisal. Contract was used as a basis. We felt that key areas were achieved. Based on contract and criteria, there was an allowance for a bonus. We are now at the 18 month point, which would be a payment of \$2,600. According to Diane, we have the cashflow available as of now.
Motion: That ACWR pay Utsy Hadaro a \$2,600 bonus as per his employment contract
Moved: Merry Ellen, Seconded: Suzanne. Passed

By-laws Review: In the bylaws, under Board Meetings, the draft states:

3.9 Quorum shall be a simple majority. For meetings lacking a quorum, business can be conducted; however, all actions must be approved at the next regular meeting having a quorum present.

We would like to suggest that we replace the first sentence as follows:

Quorum shall be a simple majority of serving directors.

This way we can put to rest the prevailing wisdom that the number of directors at the AGM defines the quorum, even if the current number is different.

- Nominations: **Action: Utsy to invite expressions of interest for board directorship via the Fall newsletter and the Arts Notes.**
- Strategic Planning:
Action: Philippa to email Board members to confirm whether they are attending strategic planning meeting on August 22nd.
Action: to confirm AGM date at August strategic meeting.

- **Youth Arts Council – covered above in ED report**
- **Volunteer – no report**
- **Outreach -- no report.**

NEXT MEETING

Next meeting is the Strategic Planning meeting on August 22nd.

ADJOURNMENT

Meeting was adjourned at 8.13 pm by Nancy. Moved: Diane

Minutes submitted by: Philippa von Ziegenweidt

ATTACHMENT A

*** BY-LAW COMMITTEE DRAFT POLICIES ***

Key Policy

1. There are two sets of keys for the ACWR:
 - a. The Chairperson, the Treasurer and any specifically authorized board member will hold keys to the office and gallery;
 - b. Artists renting the gallery will have a key to the gallery only. This key shall be returned to the Executive Director on the last day of their gallery rental.
2. The ED shall take adequate steps to ensure the security of the gallery from one rental to the next, such as changing the alarm codes between rentals.
3. During gallery rentals, only authorized personnel with keys may have access to the office, and must ensure the safety, security and confidentiality of all assets in the office.

Youth Volunteer Policy

1. All volunteers working with youth must report to, and be supervised by, the organizers of the event in question.
2. Volunteers must have a valid police clearance
3. The ACWR will reimburse the cost of obtaining a police clearance, provided this has been preauthorized by the Board and/or the ED, and a receipt is submitted.