

# ARTS COUNCIL ~ WINDSOR & REGION



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

June 2, 2009

### Present:

Present: *Mary Lou Gelissen, Debby Grant, Michele Caldwell, Diane Passador, Suzanne Konyha, Utsy Hadaro, Philippa von Ziegenweidt, Merry Ellen Scully Mosna (MESM), Rick Hayes, Viva Dadwal.*

**Regrets:** *Omar Raza, Cristina Mihălceanu, Nancy Nosanchuk*

**CALL TO ORDER:** The meeting was called to order by MESM at 6.56pm.

### ACCEPTANCE OF May MINUTES

**Motion:** that the May minutes be accepted as circulated. **Moved:** Mary Lou

**Seconded:** Michele **PASSED**

### BUSINESS ARISING OUT OF THE MINUTES

- Nancy: send a letter to Patrick and Roger in view of resignations. Done
- Philippa: website updated and keys handed in. Done
- Utsy: to consider the suggestion of changing rental start dates to provide artists with an opportunity to hold an opening reception and provide feedback next month. **Utsy would like to maintain the status quo. Will consider offering a discounted week for 2<sup>nd</sup> week rental e.g. \$200.**  
**Action: Utsy to provide a report showing rentals during 2008/09 and comparison of Common Ground rental schedule.**

### NEW BUSINESS: E.D. & COMMITTEE REPORTS

- Executive Director

Intro: Great to see everyone here for one of the most important meetings and months of ACWR's year. The next few weeks will be busy.

Funding and Staffing: May 6<sup>th</sup>, city council decision to increase funding from \$13,000 to \$15,000. Request sent to Mary Baruth for payment, out

of office reply received, will return on the 8<sup>th</sup>. Grace Manias hired to do bingo year end reports. University of Windsor internship has been requested. Eric Skelton who worked on Art for Aids Orphans has requested to finish up the project and send the money to Africa. We will have to look back at deposits to establish how much has been received.

Programming: Art in the Park weekend on Sat and Sun. We will deliver two types of programmes, plus the distribution of Arts Guide. I have donated the gallery to the Aids Committee of Windsor on the 22<sup>nd</sup>. They will be using it for their outreach program, the use of this space, instead of the offices, brings people who might not go to the main office. Our gallery will host the preview of the bird house exhibit for the 22 – 26<sup>th</sup>. People who do not have the chance to attend the party can preview the work. Finally from the 29<sup>th</sup> – 3<sup>rd</sup>, we will be accepting submissions for the art walk which takes place on the 17<sup>th</sup> of July

Fundraising: May 14<sup>th</sup> launch of the guide, total revenue approx \$1,500 after all expenses. Total revenue from ad sales was \$3,950. Garage sale this Saturday, please drop anything you would like to donate to ACWR between now and then. I will be on CBC radio tomorrow to promote. Bird house and garden party, ticket sales good, bird house sales good, must do a big push on this, 3 weeks away from event. We want to sell a lot of opportunity tickets and need the board to get as many prizes as possible. Rick will provide Tara Watts information and consult with the Vic about equipment. I will be having a meeting with Matt from the Vic next week to discuss matters such as more veg options, more staff, tables etc.

Other Matters: ERCA  
Respectfully submitted,  
Utsy Hadaro  
Executive Director  
ACWR

- Chair  
Letters written to Patrick & Roger regarding their resignations, asking for feedback from them. No reply received. Appearance before city council this month; \$15k grant approved. Arts Guide launch was successful and distribution in progress. Each board member requested to contribute towards Bird House Party.
- Treasurer  
Cash flow statement to March, Arts Guide P&L, submitted:

Trillium -Arts Guide								
Account Analysis								
	Date	Account	Num	Description	Memo	Clr	Amount	
Arts Guide	07/12/2007	ACWR-Trillum		Deposit	Arts Guide	R		25,795.00
	28/04/2009	ACWR -General	2444	Utsy Hadaro	Print Works -Proof			-13.00
	11/07/2008	ACWR -Trillum	140	Ida Hary	50% deposit -design	R		-2,050.00
	01/08/2008	ACWR -Trillum	221	Staples	Board pkgs	R		-115.61
	21/08/2008	ACWR -Trillum	222	Allegra Printing	printing	R		-220.80
	22/09/2008	ACWR -Trillum	223	Lenore Langs	Honourarium -Writer	R		-500.00
	07/10/2008	ACWR -Trillum	224	Utsy Hadaro	fuel	R		-50.02
	27/10/2008	ACWR -Trillum	225	Leslie McCurdy	Essay for Guide	R		-500.00
	05/11/2008	ACWR -Trillum	226	Remutri Vacratsis	Essay	R		-500.00
	05/11/2008	ACWR -Trillum	227	Susan Gold Smith	Essay	R		-500.00
	10/11/2008	ACWR -Trillum	229	Jurumy Rissby	Essay	R		-500.00
	12/11/2008	ACWR -Trillum	228	Jeth Mill	Essay	R		-500.00
	13/03/2009	ACWR -Trillum	231	Curtis JK Printing	50% deposit	R		-9,395.00
	23/04/2009	ACWR -Trillum	232	Sophia Tannen	2nd install-graphic designer			-2,050.00
	19/05/2009	ACWR -Trillum	234	Curtis JK Printing	final pmt -printing			-11,991.38
								-28,885.81
		OVERALL TOTAL						-3,090.81
		Estimated monies from Advertising						3,950.00
								859.19

Printing costs for Arts Guide were approximately \$3,000 higher than expected. Profit after all costs & ad revenue was \$859.

Overall cash flow is \$1,500 deficit, however, \$7k still to come from City of Windsor. \$5k in the bank right now. **Action: Utsy to contact city's Finance Dept c/o Honorio Colucci to request the outstanding payment.**

- Fundraising –

Fundraising Meeting: May 22, 2009

Present: Suzanne Konyha, Nancy Nosanchuk, Utsy Hadaro

**Arts Guide:** Distribution has begun to various organizations. Board members will be asked to distribute a box or two of the guides as well. Next week, businesses/organizations that purchased ads will be billed.

**Bird House Fundraiser:** We need door prizes for the raffle. Nancy will call board members and ask that each person bring in two door prizes. Nancy also offered to call lapsed ACWR members to renew memberships and to attend the fundraiser. Utsy has put a call out for volunteers and will confirm commitment from musician, Tara Watts. He will also contact Rosemary Skinner from Soiree Events about renting outdoor furniture and decor. (They deliver and pick up). We still have to decide how bird houses, etc. will be displayed at the fundraiser. Utsy discovered a visa/mastercard machine in the basement, so there is no need to rent one. Habitat for Humanity will put up display with info in Artspeak Gallery a week before the event.

**Art in the Park/Garage Sale:** We need more volunteers (approx. 5 each day for each event). Volunteers will be staggered to give each person a break. Shifts are 10-1:30, 12:30-2:30, and 2:30-5pm. Student volunteers will be asked to distribute guides to AIP attendees. Set up to take place the evening before. As for the garage sale, Diane will contact the Salvation army to pick up unsold items.

Respectfully submitted,  
Suzanne Konyha  
Co-Chair/Fundraising Committee

- Human Resources – no report. **Action: Suzanne to speak to Nancy Friday June 5 so Utsy's performance review can be wrapped up before next meeting.**
- By-laws Review – no report.
- Strategic Planning : **BLUE SKIES Action: Blue Skies moved to July meeting.**
- Youth Arts Council – Due to student exams and personal issues, no progress since May meeting. Mary Lou has a new volunteer to help with youth. **1<sup>st</sup> workshop deferred to 3<sup>rd</sup> Wednesday in July.**

**Motion: That ACWR reimburse regular volunteers working with youth for police clearance costs upon receipt of documentation. Moved: Mary Lou Seconded: Debby PASSED.**

**Action Items:**

- **Utsy to clarify insurance situation for youth volunteers as well as other practices, eg library, AGW**
- **Viva & Mary Lou to draft a policy for youth volunteers**
- Volunteer – covered above.
- Outreach -- Rick working with Utsy to coordinate Tara Watts for Art Schmooze. **Action: Rick/Utsy to confirm MC.**
- Art in the Park – covered above.
- Garage Sale – covered above.

**OTHER BUSINESS**

- Outstanding membership dues – Utsy reported that all directors are paid up.
- Policy regarding key holders & access to ED's office during receptions. Currently ED, President & Treasurer have keys. For rentals, 2 sets of keys are rotated, but artists don't have access to the office.

**Action Items:**

- **Utsy to change passwords after each rental.**

- **By-law Committee to draft a policy regarding key security and restriction of ED office during receptions except by prior arrangement and in the presence of the ED, President & Treasurer.**
- Board membership for Directors who don't regularly attend: Discussion surrounding the need to maintain quorum vs. desirability of keeping engaged members on board even though they might have scheduling issues that prevent them from attending all meetings. No clear solution achieved. **Action: Board to review meeting scheduling in the new year.**
- Meeting in August: **Motion: That the August meeting be cancelled. Moved: Rick; Seconded: Debby PASSED.**

#### **OTHER MATTERS**

- Viva to start Masters in Ottawa in September and will be resigning.
- Strategic planning meeting 10am till 3pm on August 22<sup>nd</sup> at Philippa's house

#### **NEXT MEETING**

Next meeting at 6.30pm on July 7.

#### **ADJOURNMENT**

Meeting was adjourned at 8.33 pm by MESM. Moved: Debby & Mary Lou

Minutes submitted by: Philippa von Ziegenweidt