

# ARTS COUNCIL ~ WINDSOR & REGION



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## 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

May 5, 2009

### Present:

Present: *Mary Lou Gelissen, Debby Grant, Michele Caldwell, Diane Passador, Suzanne Konyha, Nancy Nosanchuk, Utsy Hadaro, Philippa von Ziegenweidt, Merry Ellen Scully Mosna (MESM)*

**Regrets:** *Rick Hayes, Viva Dadwal, Omar Raza, Cristina Mihălceanu, Kim Elliot, Carole Turner*

### 1. CALL TO ORDER

- Resignations of Patrick Stevens and Roger South were noted.
- Nancy reported that she felt she had reached an understanding with Marne that she would run for the Board at the AGM, that she was a valuable volunteer and that Nancy would support it. As we have more than 12 members, there is no vacancy at present.
- **Action: Nancy to send a letter to Patrick and Roger in view of their resignations.**

### 2. ACCEPTANCE OF APRIL MINUTES as circulated

**Motion:** that the April Minutes be accepted as circulated. Moved: MESM

Seconded: Michele PASSED

### 3. BUSINESS ARISING OUT OF THE MINUTES

- Diane: to provide cash flow statement prior to each meeting with the agenda. See Treasurer's report
- Utsy: to investigate POS, credit card facilities. See ED report.
- 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. **To be discussed next month.**

#### 4. NEW BUSINESS: ED & COMMITTEE REPORTS

- **Executive Director**

Intro: 9 days to Arts Guide launch, 5 weeks until Art in the Park and garage sale, 8 weeks until the Bird House and Garden Party. ACWR is ready for a busy summer.

Funding and Staffing: Tomorrow night Nancy and I will be going to city council. The final decisions will be made in regard to funding of ACWR and all other organizations that have applied. From what we have heard all things look good, and hopefully we will receive an increase or keep existing levels. This week I will also be asking the city for our second instalment of our grant, amount will be available at the next meeting. A mailing was sent last week to all members of ACWR, a membership renewal form was also included for members who have not renewed. Response has been good with roughly 30 renewals.

Programming: I have left several messages with Julie Bell from Rotary regarding art in the park. I have not heard anything about the tent or the call for members in regards to exhibiting in the manor. A grant was submitted to the Canada council for the arts on April 14. This grant is a partnership with Broken City Lab and regional artist bringing Invert the city, a series of artist led community-based events to Windsor in the fall of 2009. ACWR will act as the administrator on the grant, total amount requested is \$15,000. A copy is available if you would like to see it. Congratulations to Patrick on his show two weeks ago, a great opening and a full page article in the star.

Fundraising: The arts guide will be launched next Thursday, 5-8pm at Artspeak gallery. We had planned a launch for the Friday but decided due to the long weekend a Thursday evening would be better. We will be sending a separate email reminding people of the date change. Looking at the numbers we will be making a small amount of profit on the project. Final numbers will be available next meeting. Ticket sales have begun for the bird house party; so far 24 tickets have been sold. If you would like to take some tonight to sell please see me after the meeting. As of today no birdhouses have been picked up for registration, a separate eblast will be going out with information on both events. I have contacted UNPS, our debit provider; I am getting a quote on two machines, one for the event and one for the office. Many ask for direct payment on memberships, rentals etc. We will have one for the 26<sup>th</sup>. Rick Hayes has spoken to Tara Watts and she has agreed to perform at the event. Her fee for the evening is \$200.00.

Other matters: I have been asked to sit on the Walkerville BIA beautification committee, first meeting is tomorrow. ACWR will be hosting Hamilton's arts council on the 11<sup>th</sup>, we were recommended by

OAC to mentor them, and I will be showing them around the gallery that day and answering any questions they have. We were sent a renewal for our alarm system for chub, our annual fee is \$350.00, and I'd like to ask the board if they want me to look into alternative systems, renewing, or cancelling. Finally I would like to send out a sign up sheet to each board member. As you are aware we have many events planned this summer and need volunteers. Please ask friends and family as well if they would like to lend a hand, the more the merrier!

**Motion:** that Utsy investigate the most cost effective alarm system and negotiate with the treasurer to finalize the contract.

Proposed: MESM, Seconded Mary Lou. Passed

- **Chairperson:** Donations requested for door prizes at the Bird House Event. Arts Guide launch on May 14<sup>th</sup>. Art in the Park: Marne had said she would like to be involved with regard to Susan Dingler Memorial Fund & will speak to her about her plans. Would like to add a language arts component with poetry, not just for kids.

Discussion: Mary Lou suggested the Susan Dingler activity be officially launched in Nov/Dec to coincide with the 30<sup>th</sup> anniversary.

**Action:** Philippa to add bookmark to the website to stay tuned for more Youth Info.

- **Treasurer:** Starting at the next meeting, cash flow statements will be provided at each meeting. In view of family sickness, this was not ready for the May meeting.
- **Fundraising:** Fundraising Meeting: April 14, 2009  
Present: Suzanne Konyha, Diane Passador, Nancy Nosanchuk, Utsy Hadaro

1. Arts Guide:

The A.G. will be launched Thursday, May 14, with a reception from 5-8 pm. Light hors d'oeuvres (donations from board members) and champagne will be served. Nancy will get the liquor license and Utsy will take care of press releases to Windsor Star, CBC, etc.

2. Bird House Fundraiser:

Participants pay \$10 registration fee and receive in turn \$10 Habitat voucher and if they choose, a wooden or paper bird house kit.

The fundraiser will take place from 5-10 p.m. on June 26. There are 200 tickets available and we hope to sell out the event. The Victoria Tavern is providing hamburgers and fries and we can bring our own salads. Utsy

offered to make a few large salads and Nancy will make a pasta salad. Munchies and a few desserts to be purchased at Costco. The V. T. is providing napkins and plates and they will run the bar. White tablecloths to be rented from Essex Linen Supply and Utsy will ask Shannon for a donation of flowers for the tables. Diane offered to pick up candles for the tables as well.

Board members are needed for the following jobs: ticket takers, set up (Suzanne and Nancy so far), and clean up.

It was agreed that the Liza Minelli impersonator would be great as the M.C. Will look into the availability of Tara Watts to perform for the evening.

The bird houses and other creations to be on view in the Artspeak Gallery four days before the event during which the media will be invited to take pictures, interview artists, etc. A few pieces will be chosen to be part of a silent auction. Everything else to be sold for the marked price.

A credit card/debit machine will be available at the event for non-cash purchases. Art items are to be numbered and the numbers written on receipts to avoid any mix-up of items purchased. "Opportunity" tickets to be sold by volunteers throughout the evening for the donated door prizes. (An arm length of tickets will be sold for \$10). Numbers will be read out at regular intervals during the event. At the end of the fundraiser, Diane will count the money from sales and return it to ACWR. Another person will assist with collecting money from the "opportunity" tickets.

Respectfully submitted,  
Suzanne Konyha  
Fundraising Committee Co-Chair

- **Human Resources:** No meeting held but performance appraisal prepared and will be finalized soon. MESM suggested something similar be used by the ED to evaluate all employees as well.
- **By-laws:** Still some members to do the test. No change until the by-laws are presented at the AGM.
- **Strategic Planning:** Survey in process. Hopefully YAC students can survey at Art in the Park if there is time to complete it. To be distributed on paper and online. Draw with a prize of a year's membership to encourage participation. **Blue Skies exercise to be postponed till next month.**

- **Youth Arts Council:** Debby and Mary Lou to meet monthly on 3<sup>rd</sup> Tuesday evening to run a youth program. 6 months of programs designed. Ages: 7-19. If anybody needs volunteers, Mary Lou will coordinate, eg. For Art in the Park, Garage Sale. Also, 2 students available to join the Board after the AGM. A link to be provided on the ACWR website. Will make a list of materials needed so we can put out a call for donations. Minimal participation fee to be charged but ACWR will absorb if anybody can't afford it. Mary Lou already knows a number of kids who will be interested in attending. Budget of about \$50 per session.

**Motion:** That the YAC meet at the Artspeak monthly on 3<sup>rd</sup> Tuesday starting June 16. Proposed: Mary Lou, Seconded: Debby. Passed.

- **Volunteer:** already covered above. Mary Lou to get back to Utsy by May 8<sup>th</sup> with a list of volunteers for the garage sale and Art in the Park.
- **Outreach:** none
- **Other *ad hoc* - Garage Sale planning:** Utsy feels this is under control. Diane to organize a truck for afterwards. Debby mentioned a contact who is a professional scavenger and who could be called upon to purchase everything that is left over.

#### 5. OTHER BUSINESS

- a. Outstanding membership dues: Directors with outstanding dues paid up.
- b. Policy regarding key holders & access to ED's office during receptions.  
**Action:** Michele to follow up with Patrick regarding returning the keys he has. Policy to be formulated next month.

#### 6. NEXT MEETING

Next meeting at 6.30pm on June 2.

#### 7. ADJOURNMENT

Meeting was adjourned at 9.00 pm by Nancy.

Minutes submitted by: Philippa von Ziegenweidt