

**MINUTES**  
**MANAGEMENT AND PLANNING COMMITTEE MEETING**  
**Tuesday April 17, 2018, 7-9 pm.**  
**Lise Roy Room, Shenkman Arts Centre**

**Attendees:** Lynne Alford, Gwen Cowan, Jennifer Garland, Lise Guindon, Cheryl Mattice, Lindy Nadarajah, Claire Ouseley, Richard Pell, Maureen Rooney Mitchell, Helen Rosseau and Mary Ann Varley.

**1. Call to Order** – Lindy Nadarajah

**2. Approval of Agenda** –

Motion to approve agenda made by Richard. Seconded by Helen. Carried.

**3. Approval of Minutes of March 20, 2018.**

Lynne requested that the minutes be amended so that her name is spelled right. Motion to approve minutes as amended made by Lynne. Seconded by Cheryl. Carried.

**4. President's Report – Lindy**

Tulip Festival

Arteast will be participating in the Ottawa Tulip Festival in partnership with DeSerres, St. Laurent Shopping Centre, and Ottawa School of Art. Tulip Festival will be May 11 to May 21.

Arteast will represent the following:

Tulip 1: **Syria:** Nasri and Hamid

Tulip 2: **Portugal:** Cheryl and Lynne

Tulip 3: **Uganda:** Kokila and Claire

Tulip 4: **Indonesia:** Lindy and Ottawa School of Art Students 9 to 12 yrs old

Tulip 5: **Slovakia:** Josie and Maureen at DeSerres

Tulip 6: **Seychelles:** Josie and other volunteers

Arteast will get recognition on the base of the Tulips and on the Tulip Festival website. The Arteast volunteers were given the opportunity to show their paintings of tulips at the Tulip Gallery as well as attend the Tulip Festival vernissage.

Nasri Georges won a book of the Ottawa Art Gallery at the GWA meeting. Arteast is mentioned in the book. Nasri wants to donate it to Arteast so all members can enjoy the book. He will bring it to GWA.

E Payments

Arteast will now accept e-transfers and credit cards from members for payments.

Administrative Assistant Position for Arteast

The Administrative Assistant job description has been posted on the website and on the Digest but no applications have been received yet. Everyone agreed that we would wait a bit before opening it outside Arteast.

### Young At Art Show

Young at Art takes place April 19 to May 14. Lynne, Danielle and Mary Ann will judge the show and award 2 winners and 2 honorable mentions. The vernissage will be April 22, 2019 at 1:00 p.m. Lindy will present the awards at Young at Art Awards ceremony on Thursday May 3 at the Centrepointe Theatre.

### Other

Arteast appeared in Marie France Lalonde Winter 2018 Newsletter for the Canada 150<sup>th</sup> project.

### Corporate Advertising Items

Ads for the Arteast Aprons have been posted on the website and Digest.

## **5. Treasurer's Report - Cheryl**

- Current Balance: \$11,382.22
- Outstanding Items: \$782.58
- Register Balance: \$10,599.64
- Membership as of Mar. 20, 2018 is 228.

### Payment Options

Cheryl has researched the three options: E-transfers, invoicing within Quickbooks and the Square. She found E-transfers very easy to use and very convenient for her. Invoicing within Quickbooks would require her to meet with the accountant (over 200\$) and does not seem very friendly as a system. Using the Square requires a phone with data and the device would not necessarily be available at sales time; Cheryl would have to enter the info manually after the fact. She is willing to draft instructions and a form that coordinators could use to gather the info from interested buyers. Helen will look into possibilities of using the website for financial transactions.

**Fees** for these services vary but are usually around 3%. Cheryl proposes that Arteast absorb the costs of these fees. Seconded by Mary Ann. Carried.

**ACTION:** Cheryl will prepare a proposal and forward it to the Board for approval as follows: that Arteast absorb the credit card fees that are attached to any transactions our members do with Arteast using their credit cards. I further suggest that we review absorbing these fees in December 2018 to determine if this is a sustainable option for Arteast or whether too much money is being lost.

## **6. Vice President's Report Claire**

Administrative Assistant Job Description: Following the discussion at last month's meeting, Claire met with Cheryl to ascertain in what areas an assistant would be useful to the Treasurer. She was impressed by Cheryl's book-keeping system and the degree of maintenance required to keep the accounting functions updated and accurate. Reviewing the Treasurer's duties confirmed the importance of having a suitable person in place to work with Cheryl as soon as possible to become familiar with the accounting programs and procedures. As a result, the job description for the Administrative Assistant was revised to incorporate the accounting requirements, as well as the other criteria discussed at the March meeting.

Contacting New Members: Claire had some success this month in contacting new members by phone. The following have indicated interest in volunteering: Jane Nichols (writing articles), Catherine and Kim Niman (outreach programs in schools and other group activities), Carole Ferrari (Grow with Art), Kokila Jeffery (suitable activities). Several new members said that they will attend the *Grow with Art* meetings to become more familiar with Arteast before committing to any regular volunteer positions.

## **7. Grow with Art Report - Mary Ann**

March 27 Meeting: There were 30 participants. Catherine Sinclair was the presenter. She talked about the importance of the Ottawa Art Gallery and its upcoming opening on April 27. There was a full collection of door prizes: an Arteast apron; a DeSerres gift card; and "*Àdisòkàmagan / Nous connaître un peu nous-mêmes / We'll all become stories: A Survey of Art in the Ottawa-Gatineau Region*" a book about the upcoming opening exhibition at the Ottawa Art Gallery. The article has been written and will be sent to the editor for the Communiqué.

April 24 Meeting: Danielle will be in charge; she has been in touch with Karen Bailey and the publicity is ready to go out. Lynne picked up two gift cards from Wallack's and Claire will find some art books to give away at future meetings.

May and June Meetings: the May event will also be handled by Danielle; Elvi Edwards is the speaker (on watercolors). Mary Ann has confirmed with David Kearns for the June critique night.

Montreal Bus Trip: Registration for the bus trip is trickling in and Cheryl is keeping a list. The contract for the bus has been signed by Lindy.

Glass Fusion Workshop: Another glass fusing workshop with Jennifer Anne Kelly is planned for May 18 at the Da Artisti Gallery, 2565 Old Montreal Rd. in Cumberland. The two-hour workshop will start at 10:00 a.m. with a possible afternoon session if numbers require. It will be advertised in the Digest and at the next GWA Meeting.

New Team Member: Cheryl Mattice has joined the GWA team. The team has had some difficulty scheduling meetings and as a result is behind schedule in developing the program for next year. It should be ready for August so the new brochures can be printed in time for Fall activities. Suggestions/proposals are welcome; it was suggested that one of the presenter be a francophone.

## **8. AJAE Report - (Richard Pell provided oral report at meeting)**

The 2018 AJAE will be held at the St Laurent Complex from September to November 2018.

- Submissions will be received August 1 to September 1
- Art will be dropped off between 9:00 AM - 10:00 AM on September 15
- Art will be juried between 10:30 AM - 12:30 PM September 15
- Art will be installed between 1:00 PM - 3:00 PM September 15
- Vernissage will place between 7:00 - 9:00 Thursday, September 20
- Art will be removed by 5:45 PM November 22

### **Actions taken since last report;**

- The AJAE Team met on April 17<sup>th</sup>, 2018. Eileen Dawe has joined the team. Budget continues to be sufficient to cover costs and the projected shortfall is still \$430.
- The team will seek assistance from the maintenance crew at the St Laurent Complex to hang artwork on the end wall at the facility.
- We will be seeking sponsors to provide a \$75.00 gift certificate for Best in Show and \$25.00 each for the three Juror's Choice Awards. We will approach Chris Tinker, Art World, DeSerres, and Wallack's.
- All tasks have been assigned. All front end activities have been completed. This includes updating the

Artists Call, Online Registration Form, Drop off and Disclaimer Form, Guidelines and Translation. Jury criteria and process will remain the same as last year.

- Artwork will be identified after installation if it has won an award but the details of the award will only be shared at the vernissage.
- We will ask for a 50% deposit for all artwork sales with the balance being collected at take down.
- We will be proposing specific ribbon colours for Best in Show and Juror's Choice Awards that can be used at all similar events.
- Next meeting is planned for May 15<sup>th</sup>, 2018.

**9. Digest** Danielle (absent)  
Nothing new to report.

**10. Newsletter** - Lynne

**Winter/Spring edition:** Mail-out was done on Wednesday, 21 March. Thanks to Claire, Mary Ann and Mike Phillips for their help.

**Spring/Summer 2018 edition:** projected to be published in second half of June. (The need to include AJAE registration forms might preclude publishing later.) Under the above scenario, deadline for articles & photos is **31May 2018**.

The following items have been received:

- Spring Mix* (St. Laurent) by Jane Nichols
- Meet Out Members* profile – Bob Arnold

Anticipated articles are:

- President's Message* (Lindy)
- Meet Our Members profiles* – *Christiane Delon, Aline Joanis and Patrick Imai*
- More Mosaic* by ?
- GWA – February* (Andrea Warren) - by Claire
- GWA – March* (Catherine Sinclair) - by Mary Ann
- GWA – April* (Karen Bailey) - by ?
- Volunteer Show* by ?

Potential Articles ???:

- Spring Workshop* by Claire
- Young At Art* by Danielle
- Tulip Festival project* by Lindy
- Artist / Scientist* by Linda Foley

Insert: Registration Forms for AJAE

**Please check information for Administration contacts and Notices and Hanging Schedules.** Information received in the coordinators' reports will be noted.

**11. Website Report** - Helen Rosseau

All updates have been completed as requested.

Following a question by Helen re web page announcements for members' shows, it was clarified that these will be kept to the Digest and Facebook as originally intended.

**12. Open Studio** Corinne (absent)

Report read by Lindy

Open Studio, Mar. 22, had 7 participants.

On April 12, there were 9.

Next Open Studio day is April 26.

**13. Promenade and Trinity Reports** Maureen

Promenade

Current Show Dates: Feb. 8<sup>th</sup> to April 17<sup>th</sup> 2018.

Title: *'Volunteer Show'*

19 exhibitors

Pick-up: April 18 2018

Sales: Three sales will be finalized on the 18<sup>th</sup>, and two on the 19<sup>th</sup>

"Stand of birches" by Richard Pell, "Mildred and Molly" by Kate Daller, "City Overgrown Two" by Robert Arnold, "Sundance" by Helen Lepage, and "Butterfly Flurry" by Isabella Lévêque-Bouchard.

Next Show Dates: April 19 to June 12, 2018

Title: *"More Mosaic – Mosaïque Plus"*

14 confirmed exhibitors

Changeover Date: April 18 – 10am – Hanging- 11 am onwards.

Vernissage: April 22.

**14. Community Projects** - Josie DeMeo (absent) report read by Lindy

Tulip Festival

**Tulip "Seychelles"** will be painted on Saturday April 21<sup>st</sup> in the center court at the St. Laurent Shopping Center for their Spring Event. Unfortunately, the kids from Ottawa Carleton School Board were not able to participate. Instead, Arteast members will be painting the tulip. Brochures and banner will be on display.

**Tulip "Slovakia"** will be painted in the DeSerres store, possibly on Sunday. Both tulips are scheduled to be varnished on Monday April 30<sup>th</sup>. Volunteers involved are Clarisse Cheseaux, Beata Jakubek, Lynne Markell, Ginette D'Aoust -Castonguay, Marilynne Charpentier, Maureen Mitchell Rooney, Claire Ouseley and Josie DeMeo.

For Tulips Seychelles and Slovakia, paint is sponsored by DeSerres

School Outreach

School Art Fair at St Brother André Catholic school will be May 15<sup>th</sup> from 8:30 a.m. to 4 p.m. Call for volunteers has been sent out, but only 5 volunteers responded. We need at least 2 volunteers per station per half day, for a total of 25. A second call will be sent, by itself if possible.

### DeSerres Partnership

Working with DeSerres to bring more special events to our members. Here are a few upcoming events that will be announced via Digest.

- 1- April 28 - Free product workshop with Liquitex,
- 2- May 19 - Product workshop Pebeo art markers
- 3 May 12 - (to be confirmed) two Arteast members will do a demo at the store.

### Other Outreach Projects

September 2018-Possible community project: watercolors with Variety Routhier on rue Guigues, group of 12-15 adults with development delays. October Culture days: November Baz Art at Shenkman's.

### Holiday Mix

Unfortunately Josie cannot coordinate this exhibition due to lack of time. The St. Laurent Complex gallery team has accepted to add one more exhibition in lieu of Holiday Mix.

## **15. Coordinators' Reports**

### Gloucester Library - Christine Gendron (absent)

Report read by Lindy

Current Show continues: March 13<sup>th</sup> to May 8<sup>th</sup> 2018.

8 artists (Mary Ann Varley – 1, Hamid Pirvali – 6, Linda Foley – 3, Gwen Cowan – 3, Brian Turner – 3, Roy Whiddon – 4, Rachel Lapalme – 1, Pari Zati – 1.) for a total of 22 pieces of work.

Next Changeover: May 8<sup>th</sup> 2018

Next Show: May 8<sup>th</sup> to July 10<sup>th</sup> 2018

### Orleans Library - Corinne (absent)

Report read by Lindy

Current Show continues: March 6<sup>th</sup> 2018 to May 1<sup>st</sup> 2018.

9 artists displaying 24 pieces of work.

Changeover date: May 1<sup>st</sup> 2018.

Next show will run to July 3, 2018.

Orleans Library Exhibition Team: Lynne Alsford, Rachel Lapalme.

### Blackburn Hamlet Library - Jessie (absent)

Report read by Lindy

Current Show Dates: March 31<sup>st</sup> to June 9<sup>th</sup> 2018.

Title: Two Perspectives

2 artists: Maureen Mitchell Rooney and Danielle Beaulieu displaying 12 works (Substitution for Mario Cerroni)

Pick up date: June 9<sup>th</sup> 2018.

Next Show Dates: June 9 2018 – July 28 2018

Title: TBD

Artist: Wendy Parlow

(recommended by Mario)

Pick up date: July 28 2018.

Legal Info Centre - Jessie (no change)

Current Show Dates: Oct. 27<sup>th</sup> 2017 to April 27<sup>th</sup> 2018.

Title: *'Skyscapes and Others'*

Artist: Arlette Franciere displaying 9 pieces of work.

Pick up date: April 27<sup>th</sup>.2018.

Next Show Dates: April 27<sup>th</sup> to Oct. 26<sup>th</sup> 2018.

Title: TBD

Artist: Stephan Quinlan.

Pick up date: Oct. 26<sup>th</sup> 2018

Luna Sole Resto-Bar - Gwen Cowan

Current Show Dates: April 17 2018 to May 22 2018

Artist: Richard Pell.

Pick up date: May 22<sup>h</sup>2018.

Next Show: Leslie Lambert

Richard will buy a hanging system that will cover the 4 foot wall. If the owner is pleased with the result, Richard will forward him the bill.

St. Laurent Complex - Jennifer Garland

Current Show Dates: March 8<sup>th</sup> to May 10<sup>th</sup> 2018.

Title: *'Spring Mix'*

Artists: 4 (Jane Nichols, Darina Boldizar, Erika Farkas and Lissa Rachelle)

Number of art works: 38 pieces

Pick-up date: May 10<sup>th</sup> 2018

Sales: We sold two of Lissa Rachelle's paintings ('I will wait for you' and 'See you on the other side') in March for a total of \$300. The paintings have been picked up, payment has been made to the Artist and Arteast's commission of \$45 has been forwarded to the Treasurer. Lissa has replaced the two pieces in the show.

Next Show Dates: May 10<sup>th</sup> 2018 to July 12<sup>th</sup> 2018.

Title: *'Summer Mix'*

Drop off date: May 10<sup>th</sup> 2018 at 5:45 pm.

Francois Dupuis Complex - Cheryl

Current Show continues: March 12<sup>th</sup> 2018 to May 14<sup>th</sup> 2018.

4 artists (Carole Renaud, Maryse Hatchard, Nohad Selman, Diane Bertrand)

Take down: May 14<sup>th</sup> 2018 at 6:30 pm.

St. Laurent Library - Linda Dabros (absent)

Report read by Lindy

Current Show Dates: April 6 to June 22 2018.

Title: *'Rock and Water'*

Artist: Mary Gourlay displaying 4 pieces of work.

Next Show Dates: June 22 2018 to September 28 2018.

Artist: Christine Gendron.

**16. Other Business:**

Members' Guide - Lynne proposed some changes to the Guide. These were discussed. Lynne will make suggested amendments. There is no plan to produce hard copies of this document. Ideally, it should be revised once a year.

Doodle

Lise will research the possibilities associated with this platform and inform the members at next meeting. At next meeting.

Community Project – Richard

Richard informed us of an interesting art project in his own Nepean Riding; this concerns art work on the Constituent's office walls as well as a hard copy calendar displaying local art works. He suggests the possibility of copying this initiative and the office of Marie-France Lalonde was mentioned as a suitable venue.

**17. Adjournment**

Motion made by Lindy to adjourn meeting. Seconded by Richard. Carried.

Meeting adjourned at 9:07 pm.

Next meeting of the Management and Planning Committee will be at 7:00 p.m. **May 15, 2018** in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre, 245 Centrum Blvd., Orleans.

All Management and Planning Committee meetings will be held on the 3<sup>rd</sup> Tuesday of the month in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre, from September until June at 7:00 p.m. at 245 Centrum Blvd., Orleans.

Arteast general meetings will be held on the 4<sup>th</sup> Tuesday of the month, Room 340, 255 Centrum Blvd. (or unless otherwise designated), from September 2017 to June 2018 at 7:00 p.m.

Arteast Archives: located at Dymon Storage Facility, 4338 Innes Rd., Locker number D343.

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Lindy Nadarajah, President

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Lise Guindon, Secretary