

**Arteast Executive & Coordinators' Meeting Minutes for April 17th, 2012**  
**Lise Roy Meeting Room, Shenkman Arts Centre**

**Present:**

Mary Ann Varley	President
Josie de Meo	Vice-President/Volunteer Co-ordinator/PromArteast
Carmen Dufault	Past President
Dorothy Zorn	Treasurer
Virginia Dupuis	Secretary
Mari Brown	Trinity Art Gallery
Ted Johnston	Member at Large
Cheryl Mattice	AJAE
Maureen Rooney-Mitchell	Promenade Arteast/TrinityArtGallery
Helen Rosseau	Webmaster
Mira Wasilewska	AJAE

**Regrets:**

Susan Ashbrook	Budding Artist Coordinator
Arlette Castonguay	Orleans Library
Clarisse Cheseaux	Promenade Arteast/Cumberland Library
Christine Gendron	North Gloucester Library
Elisabeth Krug	Gloucester Library/Newsletter
Isabella Leveque-Bouchard	Promenade Arteast
Karen Miller	E-mail Communications
Christina Patterson	Grow with Art
Bernard Poirier	Member at Large
Boni Penna	Arteast Juried Awards Exhibition Coordinator

**1. Call to order and welcome**

Mary Ann called the meeting to order at 7:03 p.m.

**2. Approval of Agenda**

Adoption of the revised agenda was moved by Maureen and seconded by Carmen. Carried

**3. Approval of minutes from the March 20th, 2012 Executive Meeting**

Adoption of the Mar 20th minutes was moved by Maureen and seconded by Dorothy.  
Carried

**4. Financial Report – Dorothy**

Dorothy reported a balance of \$9,426.38, with 57 members paying fees of \$1710. to date. Rosalind Wong will become an assistant to Dorothy and help at the next Promenade take-in.

**5. Website – Mary Ann**

It was agreed that Claude should be paid the agreed upon \$100. for the work he has done; moved by Josie and seconded by Virginia.

Helen Rosseau, our new webmaster, is quickly updating the website. She passed around 3 mock-up pages showing possible re-organization of the home page and menu structure; a proposal put forward by Elisabeth with amendments by Carmen was approved. Helen pointed out several areas of the website which require improvement:

- The need to have password protection on the website - *Executive Members Only* for executive minutes, or to have a password for all members, requires further investigation and is left with Elisabeth to finalize.

- More standardization is required of the Library Exhibits pages; it is not clear how to proceed if a member wished to exhibit.
- The Members Gallery has 2 different styles and quantities and sizes of photos; Helen has arranged the members Gallery alphabetically. There is no instruction as to how a member may have their stuff placed in the Gallery.
- In general if information on the web appears suspect or out-of-date, Helen has commented it out until she has clarification; then she could remove the comments and recover valid info.
- Many photos are very old and should be replaced. She asked for a decision for the photo on the home page. It was agreed to use the recent photo of Mary Ann, Maureen and Mayor Watson at the Trinity Art Gallery vernissage. Mary Ann will send the photo to Maureen and Helen. Helen asked that when sending photos that are embedded in a document, please attach the photos as (100 dpi) jpegs as well; she can accept files in Word or WordPerfect.
- Helen advised that the domain name has been renewed until July 31<sup>st</sup>, 2015; she will check into transferring the registration to Cybername who hosts our website, and she will update the contact info for domain name and hosting renewal.
- Maureen advised that Promenade dates have disappeared from the online calendar. Mary Ann will send the electronic calendar to Maureen and Helen to have this corrected.
- Mary Ann asked all coordinators to look at their areas and provide updates to Elisabeth.

#### **6. Promenade Arteast – Maureen**

Maureen reported that from the current show, Petrie Island, Clarisse sold one painting; The next show, “More Emotion” consists of 18 artwork which was not juried into Mix of Emotions and winners at General Meeting draws, will hang May 24<sup>th</sup> to June 19<sup>th</sup>, with the changeover May 23<sup>rd</sup>. On June 20<sup>th</sup> Promenade Wall will be closed for a week for repainting. June 27<sup>th</sup> will be the take-in for the following show, running June 28<sup>th</sup>- Aug 21<sup>st</sup>, with a vernissage on July 8<sup>th</sup>. By February 2013 all of the members shows will be completed; Maureen will then move to a more streamlined method of managing the Promenade. A Call for Artists will be put online for the new season beginning March 2013. On a first-come, first-serve basis, those who submit their artwork details properly, will be entered in chronological shows.

#### **7. Trinity Art Gallery – Maureen**

The theme for next year is “Arteast Mosaic”.

#### **8. Budding Artist- Mary Ann**

Mary Ann advised that the call went out to teachers in OSA at Shenkman; Melanie will keep guidelines and applications at her desk; Virginia advised that the Diploma coordinator sent the call to Byward Market diploma/certificate students.

#### **9. AJAE – Mary Ann and Mira**

Mary Ann advised that Brad from St Laurent Complex has advised that the Winter Room is not available Friday and Saturday as the library wants that room; there is a portable available. Josie will contact Brad to confirm if the library is definitely using the room, and to investigate the logistics of the portable; vis-a-vis moving paintings from the portable to the

main venue for hanging. Mira discussed the possibility of moving AJAE back one week to Sept 21st. Josie will sign the contract for either dates if all issues can be resolved.

**10. Newsletter – Mary Ann**

Mary Ann stated that the first issue of the newsletter prepared by Elisabeth looks beautiful.

**11. Meeting with AOE Regarding Incorporation- Ted**

Ted reported on the AOE workshop attended by Carmen, Dorothy, Virginia and Ted; he advises that on balance we should move toward incorporation as we would be eligible for a larger body of grants. Mary Ann agreed saying that we are established and professional enough to incorporate; When we applied for our current grant, (the only one which we are in the running) the City of Ottawa recommended that we incorporate in order to access larger bodies of funds- i.e. operating grants, which can fund many programs. In addition AOE has advised that we should incorporate; (we will be meeting with them on Monday or Friday of next week) without incorporation the executive are vulnerable (could be sued). A suggestion was made that instead of incorporating we could look into insurance, and through our umbrella organization of AOE in terms of lessening the concern about liability to executive. Ted asked for general agreement to proceed toward investigating incorporation. Ted and Carmen will formulate questions and meet with Dust Evans representative to tighten up the information, and report back at the next executive meeting with a plan. Mary Ann stated that we should pursue trying to find a physical location; in the meantime a mailing address is sufficient for incorporation.

**12. Grow with Art- Mary Ann**

Mary Ann reported that Angela Verlaeck Clark's presentation at the last meeting was well-received and Louise Michaud is the next speaker on April 24<sup>th</sup>. Christina is away and Mary Ann has organized the bus trip; Josie reported that 18 artists over 2 days worked with 450 kids at Glen Ogilvy Public School and produced murals; It was a well received project and praised by the Principal. Josie will put a glaze in the murals and send photos to Helen for the website; Mary Ann will write an article and send to Elisabeth. Josie has not heard back from Marius Barbeau School and will postpone it until October. In response to an e-mail from Louise Michaud, Mary Ann now has sent an application for Orleans Festival June 1-3.

**13. Young at Art- Mary Ann**

Mary Ann asked for a couple people to select the awards – (a \$75. Wallacks certificate and 3 honourable mentions) for Young at Art, probably on April 26 or 27<sup>th</sup>. Josie and Dorothy will select the winners. Arteast will present the awards on May 10th – Mary Ann hopes to be able to do so.

**14. Blackburn Hamlet Library – Josie**

Josie reported that Blackburn Library will be closed for a month; Clarisse will take down her work on April 27<sup>th</sup> and the library will be closed until May 15<sup>th</sup>.

**15. Volunteer Coordinator-Josie**

Josie reported that Marie-Lynn Frechette has agreed to do the grant writing. Claire Ouseley will be a new member of the Promenade Team. She has spoken with Margaret Kaat who will help write articles for Grow with Art or the Newsletter.

**16. Varia**

Josie would like the New Member Booklet to contain information about volunteering. Dorothy will send the volunteer letter to Josie, who will review for inclusion. Josie reported on the joint Nuit Blanche project with AOE at Saw Gallery. Jason, the brother of the Gallery curator will find a spot for our group. AOE is doing fluorescent paint with kids; Arteast will do watercolour with kids. Josie asked for and received approval of a \$250 budget. She is also pursuing sponsorship. Mary Ann reported that Royal Galipeau asked for an honoree for his Heart of Orleans Volunteer awards and she submitted Dorothy's name as Dorothy is well-deserving and her submission last year was misplaced. It was suggested that we do a paint-out at Cumberland Village this spring-summer for a show on Promenade.

### **17. Adjournment**

The meeting was adjourned at 8:54 p.m. on a motion from Maureen and seconded by Josie.

### **Next meetings:**

The next meeting will be at 7:00 p.m. **May 15th, 2012** in Lise Roy Meeting Room, AOE Arts Council, Shenkman Arts Centre

### **ARTEAST CONTACTS:**

Telephone Number- 613-745-2996 Mary Ann Varley- Information in English  
Telephone Number- 613- 824-3237 Carmen Dufault- Information in French

### **MAILING ADDRESS:**

Arteast Box 5    Suite 260    245 Centrum Blvd    Orleans, K1E 0A1

All Executive Committee meetings will be held the 3<sup>rd</sup> Tuesday of the month in the **Lise Roy Meeting Room, AOE Arts Council, Shenkman Arts Centre 245 Centrum Blvd** from **September 2011 to June 2012 at 7:00 p.m.**

Arteast **General Meetings** will be held on the 4<sup>th</sup> Tuesday of the month **Room 340, 255 Centrum Blvd** from **September 2011 to June 2012 at 7:30 p.m.**

### **SUPPLY CUPBOARD:**

In addition to the locked cabinet associated with the Promenade Arteast Wall, a supply cabinet which houses Arteast archives is located behind a locked door in an area off Trinity Art Gallery with the key available from Mike Taylor.