

Arteast Ottawa Association
Executive Management Committee Meeting
Tuesday January 19th, 2016
Lise Roy Room Shenkman ArtsCentre

Members Present: Lynne Alsford, Josie DeMeo, Helen Rosseau, Corinne Feasey, Cheryl Mattice, Murielle Bérubé, Jessie Parker, Maureen Rooney Mitchell, Claire Ouseley, Kerstin Peters, Mary Ann Varley, Danielle Beaulieu, Marie Leger, Lore Organ.

1. **Call to Order** by President Lynne Alsford

2. **Approval of Agenda** for January 19th, 2016
-Moved by Lynne Alsford, Seconded by Mary Ann Varley.

3. **Approval of the Minutes of November 17th, 2015**
-Moved by Claire Ouseley, Seconded by Josie DeMeo.

4. **President's Report** - Lynne Alsford

25th Anniversary Gala Dinner

- event took place November 24th 2015 at the Pineview Golf Course.
- special guests included: Michael Wallack, and City Councillor Tim Tierney, (Chair of the City of Ottawa Libraries Committee).
- future opportunities for Arteast might include a workshop on printing techniques, (Michael Wallack), and promotional possibilities (Tim Tierney).
- special thanks to Josie DeMeo and team for an excellent job in organizing this event.

Ottawa Arts Council Presentation – Governance: Tools For Success

- presentation on Nov. 29th 2015 attended by Lynne Alsford and sponsored by OAC to discuss governance issues.
- participants represented various types of incorporated arts and cultural organizations.
- topics of presentation and discussion included: governance models and size of the Board, challenges typically facing this type of group (lack of volunteers), explaining governance tools, and the possible benefits of becoming a registered charity which would permit tax deductions for donations.
- presenter indicated that in future, the Province of Ontario would require the directors of incorporated organizations to have some financial training – details of this have not been specified.
- it was suggested that for an organization to prosper and survive it needed to have a 'unique' aspect.

Arteast Nomination for a 2016 Orleans chamber of Commerce Business Excellence Award in the Arts, recreation and Leisure Category

- Arteast informed of the nomination on Nov. 30th 2015.
- application was filled out by Lynne and reviewed by Josie, and Mary Ann.
- notification received on January 11th 2016 that Arteast has been shortlisted. (1 of 3 finalists determined by a juried process).
- winner to be announced at the Chamber of Commerce awards night dinner January 28th 2016.
- Lynne Alsford and Cheryl Mattice will represent Arteast.

Grant Report 2015 and Grant Application 2016

-in December 2015, Board of Directors agreed on a preliminary list of expenditures for the 2015 grant in the amount of \$5,500.00 from the City of Ottawa.

-final list was approved on January 11th 2016 – report was completed and submitted by the deadline date of January 18th 2016 by Mary Ann Varley. Thank you Mary Ann.

-Danielle Beaulieu began drafting the proposed Operating Grant application in October 2015 after meeting with City of Ottawa for input.

-meeting in January 2016 with Lynne Alford, Diane Freeman, Josie DeMeo, Cheryl Mattice, Mary Ann Varley, Danielle Beaulieu and Lore Organ to review draft application documents which include the following: Progress Report on Arteast's Three Year Strategic Plan, Communications Plan, Succession Plan, Vulnerable Sector Screening Policy, and Approach and Selection Tool for Hiring Administrative Officer.

-application to be signed January 17th 2016 and sent to City of Ottawa for January 18th 2016. (deadline date)

-as City receives many applications response may not come until the middle of March 2016.

-City will provide information regarding past successful applicants.

-Thank you to Danielle for your work.

Andrew Leslie's Community Round Table Discussion on the Federal Budget

-invitation received from Andrew Leslie (MP) for round table discussion on January 21st 2016 to discuss federal funding for Orleans and the community's organizations.

-Lynne Alford will attend.

5. Treasurer's Report – Diane Freeman (absent) – Report presented by Cheryl Mattice

-Balance to date is \$11,052.80 with uncleared transactions in amount of \$660.22.

-membership is 230 and includes 10 new members.

6. Grow With Art Report – Mary Ann Varley

-November meeting was the 25th Gala Dinner. (Josie to report)

-Grant Report for the City of Ottawa was composed and delivered to the City for the deadline date of January 18th 2016.

-difficulty using City forms (they would not populate and calculate) so used a different form. Produced archive and President's copies.

-Arteast members provide an annual total of 889-991 hours of volunteer work for the Grow With Art/L'art en herbe program. (meetings, field trips, outreach, open studio activities)

-represents 148 – 6 hour days of volunteer work carried out by 77-91 volunteers – primarily by Grow With Art team and executive.

-January meeting will include the Annual General Meeting, and presentation by amateur photographer Jim Cummings. Bob McApline will introduce Jim.

-meeting of committee pending to discuss and plan workshops and trips.

-bluetooth external speaker purchased for presenters who show videos.

-new co-ordinator still sought for these projects.

7. Digest Report – Kerstin Peters

-Kerstin will be away from March 10th to April 4th 2016.

-requested that information be sent to the Digest email address.

8. Newspaper Report – Claire Ouseley

-deadline for submission for the winter 2015/16 edition is January 30th 2016.

- new executive members to be profiled: Cheryl Mattice, Lore Organ, and Murielle Bérubé.
- also new management team members, and co-ordinators will be introduced. (space permitting)
- articles received to date are: Holiday Mix, Winter Mix, AJAE 2014 Award Winners Exhibit, Grow With Art October Meeting, and Nuit Blanche.
- special feature articles by Jessie Parker (What is Giclee), and by Diane Bertrand (Tribute to the Executive and Management team).
- note will be published from the Editor regarding photo credits for photos used in the Communiqué, in accordance with the discussion at the last Executive meeting.
- spring issue deadline date for submissions is April 30th 2016.
- there will be no summer issue. (decision May 15th 2015)
- fall issue deadline date for submissions is Sept. 30th,2016.
- if possible, articles should be submitted by Francophone members in French which would be edited by Isabella.
- volunteer with proficiency in French required to assist in translation.**

9. **Website Report** – Helen Rosseau

- Calendar updated for the Francois Dupuis dates
- St. Laurent Library information updated.
- Spring 2015 outreach event updated.
- St. Laurent Centre call for art updated.
- Promenade call for art updated.
- updated members gallery of some work for a member.
- open studio information updated.
- verified other miscellaneous requests for members.
- Word Press templates will not be suitable for Arteast – two options: (a) create own word press template, or (b) write more descriptive templates for current web page and how to update the web site.
- some templates have already been created for the photo events section.
- Helen will be away beginning October or November 2016 – **replacement required to either fill in, or assume total responsibility.**
- Helen will assist in tutoring process.

10. **Open Studio Report** – Corinne Feasey

- new session began January 14th 2016 with 6 participants.
- next session is January 28th 2016 and will continue each 2nd and 4th Thursday of the month.
- January to March 24th has been booked and paid for.

11. **Promenade and Trinity Report** – Maureen Rooney Mitchell

- current show is the award winners from AJAE 2014 and includes 16 participants.
- show runs from Nov. 26th 2015 until Feb. 9th 2016.
- vernissage was held Nov. 29th 2015 – same date as Baz'Art.
- no sales so far.
- next show *Winter Medley* non juried
- Begins Feb. 11th 2016 until April 19th 2016 - changeover time Feb. 10th 2016 at 10 -11 am – hanging 11 am onwards.
- co-ordinator Mary Ann Varley.
- Promenade team meeting and lunch held Nov. 25th 2015 – schedule for 2016 confirmed as well as show titles.

- “*Mosaic*” juried show
- pre-registration dates were from Dec. 1st to Dec. 21st 2015. Jurying day was Jan. 10th.
- take in will be Feb. 10th 2016 - 11am until noon – hanging onwards.
- vernissage on Feb. 21st combined with Promenade Winter Medley.
- 133 works by 61 artists were pre-registered – however 54 artists dropped off 121 pieces of work.
- submissions were down by one third – however quality of submissions was high – no low scoring works.
- 55 wall hung works, 7 sculptures from 42 artists were accepted.
- remaining artists have been offered space in ‘More Mosaic’ which will hang April 20th 2016.
- Resignations accepted from Lindy and Mari.
- Josie has requested sponsorship from Wallack’s for 4 x \$50.00 gift cards – if request denied then a purchase proposal for these cards has been requested.
- Maureen will pick up trophy to have inscribed with Award of Excellence recipient.
- A’Chord East have agreed to play at vernissage – authorization for the SOCAN fee of \$23.23 is requested.
- volunteer required to take on the pre-registration for Promenade and Trinity.**

12. 25th Gala Report – Josie DeMeo

- thanks expressed to Gala team: Corinne Feasey, Carmen Dufault, Mary Ann Varley, Dorothy Zorn for their contribution to this event.
- team obtained 14 sponsorships totaling \$1,342.00 in gifts for door prizes.
- Arteast sponsored a portion of the ticket for members.
- event came in ‘on budget’.
- 90 guests participated included in this number were members, spouses, special guests (Councillor Tim Tierney and his wife, Mike Wallack, Mike Taylor, Penelope Kokkinos, representing City of Ottawa).
- volunteers were presented with awards.
- By Town was the caterer and music was provided by ‘Sounds Great’

13. Community Events Report - Josie DeMeo

- Baz’Art* (Nov. 28/29th 2015)
- 14 Arteast members participated by doing art demonstrations.
- sales totaled approximately \$100.00.
- successful event with many visitors.
- Nuit Blanche News*
- Josie met with *Nuit Blanche* organizers who decided that this event would probably not occur in 2016.
- Nuit Blanche* board will be re-structuring this event and hopefully it will ready again for 2017.
- Arteast needs to consider another community project to fulfill mandate – possibly school project, or workshop with seniors.

14. Co-ordinators Reports:

- (a) Gloucester library- Christine Gendron (absent)
- verbal report was given by Marie Leger
- currently 6 participating artists with a total of 16 pieces.
- (b) Orleans Library - Sheila Forsyth (absent)

- report sent by email
- current show consists of 5 artist with 8 pieces of work.
- show began January 5th 2016 and ends March 1st 2016.

(c) Blackburn Library - Jessie Parker

- current show began Nov. 28th 2015 and ends January 30th 2016.
- solo artist – Virginia Dupuis – exhibiting 12 pieces of work.
- next show begins January 30th 2016 and runs until April 1st 2016
- feature artist is photographer David Becker.
- show entitled 'Altered Perceptions'.

(d) Luna Sole - Ted Johnston (absent)

- report sent by email.
- current show began January 5th 2016 and ends February 16th 2016 (pick up Feb. 16th)
- solo artist is Marilyn Campbell exhibiting 6 pieces.
- next show begins Feb. 16th 2016 and ends March 29th 2016. (drop off and hanging Feb. 16th)
- artist is Gwen Cowan

-8 artists will be represented at Luna Sole this year: Marilyn Campbell, Gwen Cowan, Lissa Rachell, Christine Blais, Herb van der Staay, Shirley Moulton, Maryse Hatchard, Kerstin Peters.

- December 2016 will feature 1 piece from each of the above artists.

(e) St. Laurent Complex - Elisabeth Baechlin (absent) Josie DeMeo

- Josie DeMeo gave a report.
- 29 members participated in the *Holiday Mix* exhibition. (4th year)
- 7 pieces sold for a value of \$565.00.
- participation in this show required that members volunteer some time.

-volunteer required to co-ordinate this event for 2016 – Josie will be able to assist but cannot assume the leadership position.

-report sent by email for *St. Laurent Complex*

- current show began January 15th 2016 and runs until March 18th 2016.
- show title is '*Winter Mix*' – 4 exhibitors, (Kerstin Peters, Helene Lepage, Monique Huneault, Christine Lenoir-Godin), contributing 36 pieces of work.
- changeover date if March 18th 2016 at 5:30 pm.
- spring show* begins March 18th 2016 and runs until May 13th 2016.
- participating artists are Rashmi Rekha, Alain J. Godbout, Shirley Moulton, and Lindy Nadarajah.
- summer mix* begins May 13th until July 15th 2016 and features artists Leslie Lambert, Lynne Alsford, Isabella Leveque and Jennifer Garland.
- autumn mix* begins July 15th until Sept. 16th 2016 and includes artists Diane Patenaude, Susan Cornthwaite, Madeleine Rathwell and Carole Renaud.

(f) Francois Dupuis Complex - Marie Leger

- Marie gave a verbal report – no written report presented.
- current show consists of 4 artist exhibiting 17 pieces.

(g) St. Laurent Library - Joyce Buckley (absent)

- report sent by email.
- current show began January 8th 2016 and runs until April 1st 2016.
- feature artist is Diane Freeman exhibiting 7 pieces.
- title of show is '*Travel Memories*'.
- next exhibit is from April 1st 2016 until June 24th 2016.
- artist is Claire Ouseley
- June 24th 2016 to Sept. 30th 2016 features Erika Farkas.
- Sept. 30th 2016 to January 6th 2017 is unconfirmed.

15 Other Business

- Virginia Dupuis – temporary co-ordinator at Legal Information Centre of Ottawa.
- Potential Hanging Opportunity at the Legal Information Centre of Ottawa 85 Albert St. 14th Floor Suite 1400 (between Elgin and Metcalfe Streets).*
- contact: Jocelyne Grzela (613) 842-7462 Monday 1-5, Tue –Thurs. 9-5, Fri. 9-12.
- venue is being considered on a 1 year trial.
- co-ordinator required to: (1.) Develop a schedule and put out call to artists. (2.) Accept artists. (3.) Arrange physical hanging and changeover.
- a good venue for a solo artist showing larger pieces.
- shows are of longer duration- 6 month period.
- hooks are installed and they cannot be changed from one show to the next.
- artists are able to display information and leave business cards or pamphlets.
- 2 time periods for changeover – Monday morning from 9-12:30 or Friday 12:30-4.
- there is no parking inside building – artists may only use parking area to drop off artwork.
- Arteast does not charge a hanging fee for this venue.
- artwork sales contract would be between Arteast co-ordinator and the artist.
- sales should not happen at the Legal Centre but at an alternative site.
- vernissages would have to be outside business hours and be co-ordinated with the security guard.
- Virginia Dupuis will continue to co-ordinate this venue until May 1st 2016.
- Jessie Parker volunteered to assume responsibility for this venue, so it was agreed to continue exhibiting at the Legal Centre. Thank you Jessie.

17. Adjournment

- Motion to adjourn the meeting – Lynne Alford.
- Seconded by Josie DeMeo.
- meeting adjourned 9:10 p.m.

Next meeting of the Executive and Coordinators will be at 7:00 p.m. February 16th 2016 in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre.

The Annual General Meeting will be held on Tuesday January 26th 2016 in the 2nd floor gallery at 255 Centrum Blvd., Orleans, starting at 7:00 p.m.

Arteast general Meetings will be held on the 4th Tuesday of the month. Room 340, 255 Centrum Blvd. (or unless otherwise designated), from September 2015 to June 2016 at 7:00 p.m.

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

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