

Arteast Executive & Coordinators' Meeting Minutes June 18th, 2013
Lise Roy Meeting Room, Shenkman Arts Centre

Present:	Josie de Meo	President
	Virginia Dupuis	Secretary
	Diane Freeman	Treasurer
	Mary Ann Varley	Past President
	Gregory Abraszko	Photographer/Gloucester Library
	Margaret Cape	Member
	Carmen Dufault	Incorporation
	Christine Gendron	Gloucester Library
	Cheryl Mattice	AJAE
	Claire Ouseley	Newsletter
	Christina Patterson	Grow with Art
	Ted Johnston	Coordinator Luna Sole
	Maureen Rooney-Mitchell	Promenade Arteast/TrinityArtGallery
	Helen Rosseau	Webmaster
	Rosalind Wong	Treasurer

Regrets:

Susan Ashbrook	Budding Artist Coordinator
Mari Brown	Trinity Art Gallery
Arlette Castonguay	Orleans Library
Clarisse Cheseaux	Promenade Arteast/Cumberland Library
Isabella Leveque-Bouchard	Promenade Arteast
Madeleine Rathwell	E-mail Communications
Bernard Poirier	Member at Large
Dorothy Zorn	Newsletter Mailing/Promenade

1. Call to order and welcome

Josie called the meeting to order at 7:02 p.m. welcoming Margaret Cape and Diane Freeman to the meeting.

2. Approval of Agenda

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

3. Approval of minutes from the May 21st, 2013 Executive Meeting

The adoption of the minutes was moved by Mary Ann and seconded by Maureen. Carried

4. Pop up Sign

Margaret Cape is a graphic designer and can design the Arteast popup sign. The sign should contain the Arteast logo and have the words Visual Arts (in English and French) and the Arteast website. Margaret will prepare 2 or 3 versions with different coloured backgrounds and send to Carmen. Carmen would like to have the sign for the Think Tank. Claire will send the Arteast logo to Margaret.

5. Financial Report and Membership– Rosalind

Josie introduced Diane Freeman who will take on the job of Treasurer; Rosalind will help her through the transition. Rosalind reported a current balance of \$15,965.04; to date 93 members have paid fees totalling \$2790.

6. Incorporation – Josie and Mary Ann

Josie requested a list of accountants from the Chamber of Commerce and will forward this to the incorporation team. Mary Ann suggested that the basis of the executive position descriptions are in the bylaws and can be built upon. Mary Ann will send any sample job descriptions (Grow with Art, Treasurer) to the executive and coordinators. Cheryl and Maureen will send their task lists to Mary Ann, and these can be tightened into a position description. Each incumbent should prepare a draft position description by mid-July, so they are ready for discussion at the Think Tank. Ted stated that it is still unknown as to when the revisions to the incorporation act will be proclaimed.

7. **AJAE - Cheryl**

Cheryl reported that the team has everything on track and the forms have been sent to the website and the newsletter. Josie has signed and paid the contract for St Laurent Complex. Josie is contacting Wallack's for prizes. Maureen stated that some of her team is available to help out on the weekend of AJAE.

8. **Promenade Arteast– Maureen**

Maureen reported that the tower case cabinet has been ordered from Roy Sims. Maureen has received a lot of replies to the first Call to Artists, with the first show being filled and the Sept show is $\frac{3}{4}$ full.

9. **Website – Helen**

Helen has set up emails for key positions and the newsletter (Claire's) is being worked on. Josie will check the Members Gallery and flag any inactive members for removal. Claire expressed some concern when unedited articles go on the website ahead of the newsletter; it was decided to only put photos up and add articles later, following review by the editor of the newsletter. Please remember to identify who is in the photos submitted to the website and newsletter.

10. **Newsletter - Claire**

Claire reported that the newsletter goes to the printers the end of the month. She reported that the layout takes a large amount of time. Mary Ann suggested that typesetting costs with the printer be investigated. Claire was encouraged to put her stamp on the newsletter in selecting and showcasing articles.

11. **Arteast Digest - Josie**

Josie reported that Madeleine Rathwell sent out her first issue of the Arteast Digest and it will be sent on Sundays going forward. Josie will investigate the errors caused by posting links to images and cover this point with Madeleine.

12. **Grow with Art – Mary Ann and Christina**

Christina reported that the bus trip to Montreal was a huge success as was the addition of a French tour guide was a huge success. Four people did not show up and it was decided to refund their payment since the issue of no refunds was not spelled out on the application form. Christina advised that the Grow with Art team is comprised of Mary Ann, Christina, Bob McAlpine, Susan Thompson, Lisa Johnson; Marion Hall is thinking of returning. At the Think Tank Christina would like to discuss Grow with Art responsibilities and divide out individual responsibilities. Christina is still searching for someone for critique night. Several names were suggested- Christina will contact Ed Barr or Louise Michaud.

13. Outreach Program – Josie

14. For Nuit Blanche Josie has negotiated with Gallery 240 to take only a 15% commission for the Salon de Refuse instead of their usual 50%. Nuit Blanche is charging groups \$250. entry fee; sharing with Gallery 240 our fee would be \$125. Ted moved and Mary Ann seconded the expense of \$125.

15. Future Exhibitions and Sales– Josie

Josie is working with Kerstin Peters on a proposal for an Art Exhibition and Sale and hope to hold an event in the spring of 2014; she is considering such sites as Pineview Golf Club. She would require a lot of members to help out to make this happen.

16. Coordinator Reports– Josie and Ted

- Christine advised that Gloucester Library show runs from July 9th – Sept 10th. Gregory will be an assistant to Christine.
- Virginia reported that Blackburn Library is booked until Nov 2014.
- Josie reported on St Laurent Complex: there was one sale from the Budding Artist show. The next show will have Claire and Isabella, Betty Ann McDonald, Diane Patenaude and Christine Gendron.
- Ted reported that Luna Sole Restaurant is very supportive of having Arteast artwork on display and they make the information available to their clients.

17. Volunteers- Mary Ann

The only vacancy is a Vice President.

18. Think tank - Josie

The Think Tank is scheduled for Friday August 9th at 4:00 p.m. and will be at Christina's or Josie's. Josie will send a request for agenda.

19. Adjournment

The meeting was adjourned at 8:50 p.m. on a motion from Mary Ann and seconded by Cheryl.

Next meeting:

The next meeting will be at 7:00 p.m. **Sept 17th, 2013** 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- 590-7627 Josie De Meo- Information in French

MAILING ADDRESS:

Arteast Box 5 Suite 260 245 Centrum Blvd Orleans, K1E 0A1
All Executive Committee meetings will be held the 3rd Tuesday of the month
in the **Lise Roy Meeting Room, AOE Arts Council,**
Shenkman Arts Centre 245 Centrum Blvd
from **September 2012 to June 2013 at 7:00 p.m.**

Arteast **General Meetings** will be held on the 4th Tuesday of the month

Room 340, 255 Centrum Blvd from September 2012 to June 2013 at 7:30 p.m.