

EXECUTIVE COMMITTEE AND MANAGEMENT COORDINATORS MEETING

Tuesday June 21st 2016

7-9 pm

Lise Roy Room, Shenkman Arts Centre

Members in Attendance: Lynne Alsford, Cheryl Mattice, Bernard Poirier, Claire Ouseley, Danielle Beaulieu, Corinne Feasey, Helen Rosseau, Christine Gendron, Carmen Dufault, Murielle Bérubé, Jessie Parker, Josie DeMeo, Jacinta Aungier, Mary Ann Varley, Lore Organ.

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

2. **Approval of Agenda**

-Motion to approve agenda by Lynne. Seconded by Lore. Carried.

3. **Approval of Minutes of May 17th 2016** as distributed.

-Motion to approve minutes by Lynne. Seconded by Carmen. Carried.

4. **President's Report** Lynne

Young At Art

-Wed. May 25th 2016, Lynne presented Arteast awards to 2 winners and 2 honourable mentions at the City of Ottawa Young At Art ceremony at Centrepointe Theatre.

-Lynne will write an article for Communique about the ceremony. Mike Phillips acted as the photographer.

Grow With Art – Room Rental

-Contract has been signed with the City for the rental of Room 340 for the upcoming year for all but 1 date. (September 27th the meeting will be held in The Gallery)

-Copies have been sent to the Treasurer (Cheryl) and Coordinator (Mary Ann).

Board Meeting June 14th 2016

-**Vulnerable Sector** Letter was approved as drafted by Vice-President. (Murielle)

-Volunteer check is required for those who are interacting on behalf of Arteast with those deemed as vulnerable. Check is provided free of charge. Volunteers should obtain letter from the Vice President and present it to the Ottawa Police Station (Orleans branch does these checks).

-**Sponsorship letter** was reviewed but requires further revision.

-**Administrative job description** suggestions were discussed and will be addressed under "Other Business" on the agenda.

-In keeping with **the Arteast by-laws**, specifically paragraph 10.5, the monthly management meetings shall be referred to as "**Meetings of the Executive Committee and Management Coordinators**".

-Think-tank get-together suggested by Josie

-Policy proposal to deal with late cancellations for Arteast events. This will be agenda item 8.

-Arteast has been granted an **operating grant** from the City of Ottawa in the amount of \$10,000.00.

-Lynne will read and report the details of the letter.

5. **Treasurer's Report** Cheryl Mattice

-Current balance is \$7,212.71. Uncleared items total \$584.24. Leaves a balance of \$6,628.47.

-Current membership is 220.

-In the past, some of our contracts have used a variety of names – henceforth all Arteast contracts will be consistent, and use one name, and invoices will be paid immediately and not deferred.

6. **Vice-President's Report** Murielle Bérubé

- Murielle has made contact with 9 new members.
- Library help is required as well as a coordinator for the Grow With Art program.
- Sheila Forsyth has resigned from coordinator position at the Orleans Library. Lynne and Corinne will do the changeover on July 5th 2016.
- Volunteer for AJAE. Christine McNulty will be advised to contact Jacintha.

7. **Grow With Art** Mary Ann Varley

- David Lidbetter* presentation May 24th attended by 31 people.
- Andrea Mossop* will present June 28th. She has been contacted and press release has been sent to Jane Cass. Further notices have been prepared and will be sent to Helen for distribution.
- Variety of door prizes will be available, including a special bracelet made and designed by Christine Gendron.
- Bus trip* to Montreal included 30 participants. All enjoyed the trip.
- All speakers and their topics have been confirmed for the brochure. *Change telephone numbers* requesting further information on the brochure to that of President Lynne for English and to Vice-President Murielle for French.
- Mail out* to membership should be early in August.
- Suggestion to reduce the number of brochures. City of Ottawa to receive brochures when ready.
- Fall workshop with Susan Ashbrook* has been confirmed and published in the newletter.

Composition and Colour

October 29th 2016 9:30 – 3:30 pm with 35 – 45 min. lunch break.

Total Cost: \$400.00 plus \$10.00 for each participant for handouts. Maximum of 20 artists.

Location: To be determined. Possible venues: Queenswood Heights Community Centre, MIFO Innes Rd, Superstore Kitchen.

- Rod Mclvor* will speak in September and *Hamid Ayoub* is featured in October.
- Still seeking GWA coordinator.

8. **Proposed Policy for late Cancellations** Lynne

- Recommended policy statement as follows: ***Arteast will administer a 20% fee for requested refunds after the stated deadline date for all Grow With Art activities.***
- Recommendation will be sent to Board for approval.

9. **AJAE** Jacinta Aungier

- Team members* are: Mary Ann Varley, Jacinta Aungier, Cheryl Mattice, Carmen Dufault.
- AJAE will be held from September 18th to November 24th 2016.
- Drop off date* is Saturday September 17th between 9 and 10 am. Jurying and hanging will occur on the same day (17th). Participants may submit 1 entry.
- Vernissage* is scheduled for September 22nd 2016 from 7 to 9 pm. Take down date is November 25th from 6 to 7 pm.
- Location*: St. Laurent Complex, 525 Côté Street, Ottawa, K1K 0Z8.
- Three person jury has been established and confirmed. Carmen Dufault is the jury facilitator for 2016. Photographer Charles Frost will be available for the above dates.

- Information sheet with rules and relevant dates has been revised for 2016. Work plan has been established and will be used as the basis for the wrap up report.
- Call for artists has gone out to website and Communiqué.
- 2016 will consist of 9 media categories. Discussion will follow this year's event concerning the possible reduction in the number of categories in the future.

10. Digest Report Kerstin Peters

- Report given by Lynne
- No issues with the Digest. Please send requests to the Digest account the Monday before Digest goes out.
- Reminder that all material that is not Arteast related must be approved by the President.

11. Newsletter Claire Ouseley

- No new information to report. Get new information in before August 30th 2016.

12. Website Report Helen Rosseau

- Continues to do regular updates as per request. (forms, newsletter, email addresses, posting new/upcoming shows)
- Work is shared with Lydia Pepin on the website page.
- Note that changeover on the website for coordinators happens the day before.
- Helen to make the *telephone number changes* from Josie and Mary Ann to Murielle and Lynne.

13. Open Studio Corinne Feasey

- Contract has been signed and paid for. Next studio time to begin September 8th 2016.
- Corinne to send email to Danielle to put on social media to promote Sept. start up.

14. Promenade and Trinity Report Maureen Rooney Mitchell (absent)

- Report sent by email and shared by Lynne.
- No changes from the last report.
- Summer Medley show hangs from June 23rd to August 23rd 2016. Vernissage is June 26th 2016.
- Promenade team will handle changeover on June 22nd in Maureen's absence.

15. Canada's 150th Project Report Helen Rosseau/Josie DeMeo

- Plywood has been cut – working on cradle portion of the cradle boards.
- Helen is marking each piece to indicate the 'up' position for artists.
- Matt medium will be applied to the sides and bottom of each piece – not the top to allow each artist flexibility in their choice of medium.
- Using a final varethane finish will allow project to be displayed outdoors.

16. Coordinators Reports

Gloucester Library Christine Gendron/Marie Leger

- No changeover in June.
- Request that artwork be dropped off no later than 11 am for July hanging and picked up no later than 11:15 am.
- Additional help has been requested by coordinator.

Orleans Library Sheila Forsyth (absent)

- Sheila has resigned this position. Changeover scheduled for July 5th from 10:30 – 11:30 am.
- Corinne and Lynne will be present.
- Additional help also required at this venue.

Blackburn Hamlet Library Jessie Parker

- Current Show runs from May 28th to July 23rd 2016 and features Kerstin Peters.
- Theme title: 'Beauty in Your Neighbourhood'.
- Number of pieces: 11. Pick up date: July 23rd 2016.

Legal Info Centre Jessie Parker

- Current show runs from April 29th to October 28th 2016 and features Jessie Parker.
- Theme title: 'Memories'.
- Number of pieces: 9. Pick up date is October 28th 2016.

St. Laurent Complex Jennifer Garland (absent)

- Report given by Lynne.
- No changes since the last report. Possible sale pending.

Francois Dupuis Complex Marie Leger (absent)

- No report submitted. No changes from last report.

Luna Sole Gallery Ted Johnston (absent)

- Report sent by email and shared by Lynne.
- Current show runs from May 10th to June 21st 2016 and features Christine Blais.
- Theme title: 'Faces'
- Number of pieces: 11. Pick up date June 21st.
- Next Show begins June 21st and ends August 2nd 2016 and features Herb Van der Staay.
- Theme Title: 'Canadian Landscapes'.
- Note that show may need to be suspended if owner chooses to go ahead with repainting restaurant.

St. Laurent Library Linda Dabros (absent)

- Current show runs from June 24th to Sept. 30th 2016 and features Erika Farkas.
- Theme title: Summer splendor.
- Number of pieces: 9.
- Next show begins Sept. 30th and ends Jan. 6th 2017 and features Diane Bertrand.

17. Other Business

Proposed Job Description for Administrative Position

- Lynne presented 5 options: data entry for registration, membership function, bookkeeping function, digest/email communication etc., and all mailings (physical and electronic).
- Priority determined to be 1. Bookkeeping and 2. Data entry function.

Proposed Informal Think Tank at home of Josie DeMeo

- Date Sept. 7th 2016
- Time: 1 – 5 pm.
- Place: Home of Josie DeMeo
- BBQ – Bring your own drinks/ meat to BBQ/munchies.
- Informal meeting – agenda will be done by Lynne.

18. Adjournment

- Motion to adjourn meeting by Lynne. Seconded by Josie. Carried
- Meeting adjourned at 8:40 pm.

Next meeting of the Board and Coordinators will be at 7:00 p.m. Sept. 20th 2016
in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre, 245 Centrum Blvd., Orleans.

All Board and Coordinators meetings will be held on the 3rd 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 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.