

Arteast Executive & Coordinators' Meeting Minutes October 15th, 2013
Lise Roy Meeting Room, Shenkman Arts Centre

Present:	Josie de Meo	President
	Virginia Dupuis	Secretary/AJAE
	Diane Freeman	Treasurer
	Mary Ann Varley	Past President
	Gregory Abraszko	Photographer/Vice President
	Clarisse Cheseaux	Promenade/Cumberland Library
	Carmen Dufault	Incorporation/AJAE
	Christine Gendron	Gloucester Library
	Ted Johnston	Coordinator Luna Sole
	Cheryl Mattice	AJAE
	Lindy Nadarajah	Children's Wish Project
	Claire Ouseley	Newsletter
	Helen Rosseau	Webmaster

Regrets:

Susan Ashbrook	Budding Artist Coordinator
Elisabeth Baeclin	St Laurent Complex
Margaret Cape	Newsletter Layout
Mari Brown	Trinity Art Gallery
Arlette Castonguay	Orleans Library
Isabella Leveque-Bouchard	Promenade Arteast
Christina Patterson	Grow with Art
Bernard Poirier	Member at Large
Maureen Rooney-Mitchell	Promenade Arteast/TrinityArtGallery
Dorothy Zorn	Newsletter Mailing/Promenade

1. Call to order and welcome

Josie called the meeting to order at 7:05 p.m.

2. Approval of Agenda

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

3. Approval of minutes from the September 17th, 2013 Executive Meeting

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

4. Financial Report and Membership–Diane

Diane Freeman reported a bank balance of \$15,995.44; known expenses (which includes the purchase of QuickBooks) and deposits will take the balance to \$15,372.76. We have 41 new members and 107 renewed members since January 2013, from an active member base of 200 members. Ted moved and Mary Ann seconded the provision of \$500. for QuickBooks training of the Treasurer and Vice President by an accounting firm (whose name Mary Ann will provide).

5. Newsletter - Claire

Claire provided the October newsletter to all members of the executive; the newsletter will be mailed out tomorrow. Claire thanked Margaret Cape for the improved layout of the newsletter. Beginning in January Claire would like to begin featuring the executive, and asked the President, Past-President, Vice-President, Treasurer and Secretary to each provide

a 200 word bio, and to submit a photo which can be produced in black and white; please submit to Claire by December 14th. In subsequent issues Claire would like to feature Management Coordinators.

6. **Incorporation – Ted, Carmen and Mary Ann**

Ted reported that he, Carmen and Mary Ann met and reviewed the Position Descriptions of the executive officers, and next would like to speak with incumbents to get their input on the revised Position Descriptions; the revisions have been made to eliminate process but to speak to the core functionality of the work being done. Ted indicated that there is a need for someone responsible for archives; the Secretary would retain minutes and correspondence. However, show documentation and various materials from other executive coordinators should be collected through a central position and stored in an accessible and usable format. After incorporation, Mary Ann would like us to be apply for a grant that would pursue office space, file cabinets and possibly part-time staff. The documents for incorporation will be submitted before the next AGM. She is hoping to have documentation for signatures at the next executive meeting.

7. **Website – Helen**

Helen has created a drop box so anyone with photos can copy and paste into the drop box. Helen will create main folders such as AJAE etc. She also recommends that when copying to the drop box each person creates a folder and copies this entire folder.

8. **Outreach**

- **Grow with Art**

Mary Ann stated that Christina has a lot on her plate and will therefore take a smaller role on Grow with Art team, retaining the yearly field trip only. Mary Ann will be the coordinator for Grow with Art. Unfortunately the new brochure shows Bruce Garner as a speaker in 2014 and Mr Garner has passed away, Mary Ann spoke with his widow, “Tamaya Garner Sculptor”, who is pleased to present and speak about both her husband’s and her art. The Grow with Art speaker for October is Robert Murrell. The invitation to the meeting has gone to Isabella for translation and to Helen for the website. The November meeting, a thank you to volunteers and art exchange, will be at Darcy McGee’s. Everyone will purchase their own food and beverages; Arteast will have a separate section of the pub. Mary Ann will confirm that a band is not playing on the evening so we can more easily engage in conversation. The evening will begin at 6:30 with mixers and games. She will prepare a sign-up sheet for next week’s meeting.

- **Baz’ART**

Josie reported on Baz’ART for Dec 1st; there will be a table and grids, each artist doing a demo may show 1-2 pieces. Gregory will prepare a write-up and schedule for issuance in the Digest. Demos can be done from 11-5 on Saturday and Sunday, with the 1-3 pm slot reserved for artists showing on the Promenade Wall.

- **Studio Time Project – Clarisse**

Clarisse reported that she and Dorothy got together and came up with a proposal for studio time at St Laurent Complex, which has easels, sinks etc. It was decided to run a pilot project twice in November without a paid mentor. It was felt that someone from the executive must be present to unlock and lock up after, and see that things are tidied. Clarisse and Dorothy will do this in the first 2 trial sessions. It was moved by Mary Ann and seconded by Ted that a budget of \$50. be authorized to cover room rental for two 3-hour sessions in the pilot

project which would charge \$5/ session. Mary Ann will help Clarisse write a signup sheet for the next meeting; Isabella will write the French version.

- **Nuit Blanche/ Connection Café**

Josie reported on the success of Arteast involvement in Nuit Blanche SuperNova on Saturday Sept 21st. The Salon des Refusés at Galerie 240 and the Kids Zone and demos were a huge success. Lindy and Virginia felt that the Galerie was on the outskirts of the market, and did not receive the foot traffic of the hub areas; Josie will provide this feedback to the coordinators. Josie asked for approval of her expenditure for the food for the evening - \$86.35. Reimbursement of this expense was moved by Mary Ann and seconded by Lindy. Josie reported that the attendance at the city-sponsored Connection Café on October 7th was down from last year. Wall space of 42' x 11' is becoming available at Francois Dupuis Recreational Centre; as soon as the documentation comes out, Josie will make a proposal for Arteast to use the wall space.

- **Children's Wish**

Lindy reported on a project that she and Mari have been discussing for a mural for a wall 15' high by 10' wide, for Children's Wish foundation. The project is in the planning stage. Lindy sees each child paired with an Arteast artist to present their wish on the mural background.

The second project with Children's Wish Foundation is the largest fundraiser of the year where artists donate artwork; Lindy has received responses from 10 artists so far, whose art will be auctioned at a silent auction and dinner at Rideau Carleton Raceway on Dec 1st. The event will be a dinner and horse-racing event; tickets are \$20 for children and \$45.00 for Adults. Children's Wish offers to promote the artists by posting their bio, artwork and picture as contributors on their website. Lindy requires the Arteast logo in a digital form, and grids and easels. Josie will email the Arteast logo to Lindy, as well as printing the advertising poster from Lindy and bring to the general meeting next week. Lindy is accepting donated artwork until November 15th. Josie will donate three 36 x 36 murals (2 from last year and one from this year) produced at the Kid Zone. Mary Ann will prepare a write-up for the website, the newsletter and to accompany the murals

- **Warehouse Proposal**

Josie reported on warehouse storage rates for the possibility of storing Arteast archives. Ted suggested this be put on hold until decisions are made about cataloguing the archives first.

9. AJAE - Cheryl

Cheryl reported on a successful show with 40 pieces of art on display, and one artwork by Diane Freeman sold. The vernissage was well attended; Josie obtained sponsorship from Wallack's for 3 Juror's Choice awards of \$100. each. Thanks were given to Clarisse and Maureen who assisted with the take-in ensuring a very smooth flow at each station. JF Dufault provided French television coverage and Gregory took photos. Gregory will place the photos in the drop box and will be able to identify participants by names on their award certificates. Claire and Helen will take photos from the drop box for the newsletter and website. The AJAE team was congratulated on their organization of a great show.

10. Promenade Arteast and Trinity Art Gallery – Virginia

Virginia read Maureen's report on the current show, Artistic Impressions 2013, running Sept 26- Nov 26th. Take-in was hectic with 3 people not being able to show. (Two brought a

different artwork from the one they had submitted, one did not show up etc). A burnt out light in the cupboard was replaced. We also need a timer so the light is only on from 8:30am to 10:30pm – Josie said she'd pick one up. Royal Galipeau attended the vernissage on September 29. Leonard Dupuis played music again and was much appreciated. One artwork by Maureen Rooney Mitchell has sold so far.

For the next show Award Winners of 2012 AJAE. November 28 – February 11, 2014 drop Off day is Wednesday Nov 27th with the vernissage on Dec 1st. (We don't need music as Baz'ART is on).

For Trinity Art Gallery the show will be called Arteast Mosaic and will run from Feb 13- March 18th with the vernissage on Sunday February 16th. A'Chord Est has been in touch and seem keen to play for us again. They are willing to play for the Trinity vernissage

11. Coordinator Reports

- Christine advised that Gloucester Library changeover will take place on Nov 12th.
- Josie read Arlette's report on Orleans Library indicating the next changeover will be November 5th.
- Clarisse reported that Cumberland Library changeover will take place on November 18th.
- Virginia reported that Blackburn Library is booked until April 1st 2015. On October 1st Carmen's work was taken down and Ted's was hung.
- Josie reported on St Laurent Complex show Holiday Mix which will run November 25th to January 17th with the vernissage on Dec 1st.
- Ted reported that next week Diane Patenaude will be hanging her work at Lunasole Restaurant. No one is booked for December and January, so Josie will show her work in December and Mary Ann in January.

12. Think Tank= Josie

Josie has not yet located the survey from 5 years ago.

13. Volunteers- Gregory

Gregory has a highlighted list of new members and will contact and welcome them to Arteast, and learn more about them and how they can be part of the organization. Mary Ann would like another member on Grow with Art- someone who would write articles for the newsletter, or help with the grant application.

Josie advised that after November 6th, Kerstin Peters will take over the Arteast Digest.

14. Varia - Josie

Josie asked the coordinators to provide input for the Calendar of Events to her. As some people did not receive the request she will send another email to the team.

Ted is looking into archives and has newsletters from 1991-2013, 2 overlapping sets of minutes from 1990-2004 and another set from 2005 to 2013. He will speak to Virginia for further clarification. If people have information stored at home please let him know. We should have a record of shows, winners etc. Josie has records on Blackburn Library since 1980's. Helen suggested that old newsletters be scanned and put on the website in a historical section.

15. Adjournment

The meeting was adjourned at 9:15 p.m. on a motion from Helen and seconded by Lindy.

Next meeting:

The next meeting will be at 7:00 p.m. **Nov 19th, 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:

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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 2013 to June 2014 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 2013 to June 2014 at 7:30 p.m.**