



ArtSea Community Arts Council Society

Board of Directors Meeting Minutes
 Iroquois Meeting Room
 Thursday January 31, 2019 – 1:30-3:30pm

<input checked="" type="checkbox"/>	Diane Thorp, President (Chair)	<input checked="" type="checkbox"/>	Susan Nawrocki, Secretary	<input checked="" type="checkbox"/>	Wayne McNiven, Director
<input checked="" type="checkbox"/>	Susan Irvine, Treasurer	<input checked="" type="checkbox"/>	Patty Wilson, Director	<input checked="" type="checkbox"/>	Kirsten Norris, Employee
<input checked="" type="checkbox"/>	Barbara Fallot, Councilor, ToS	<input checked="" type="checkbox"/>	Geoff Orr, Mayor, North Saanich		
<input checked="" type="checkbox"/>	Guests: Nellie Quinn and Bob de Wolff, Folk n' Fiddle Event				

We are fortunate to be able to gather on the unceded territory of the Coast Salish People – within the traditional territories of the WSANEC Nation – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.

Status		Owner	Target Date
(1:30pm)	1. Adoption of the Agenda		
1:32pm	First: Susan N, Second: Patty	Carried	Jan 31 2019
	2. Guest Presentation: Nellie Quinn & Bob de Wolff		
Presentation	Folk 'n Fiddle Festival, 2019. http://folknfiddle.ca/		Jan 31 2019
Presentation Summary	<p>Goal: Bring community-based music to Sidney; a family friendly community event.</p> <p>Request: Event funding -province/CRD funding is not available for first year of event.</p> <p>Note: ArtSea has made the Gallery available to for one week for the festival.</p> <p>Date: First weekend of June: For 2019, Friday May 31st and Saturday June 1st.</p> <p>Tickets \$49 Friday night (including Gala)/ \$99 VIP tickets (weekend pass and t-shirt).</p> <p>Folk 'n Fiddle Fundraising Evening: March 16, 2019 at the Sidney Shoal Centre.</p> <ul style="list-style-type: none"> Dinner and concert - Directors consider attending to support event. 		
Action	Follow up with Nellie Quinn and Bob de Wolff.	Wayne	Feb 4 2019
	3. President's Report	Diane	
	3.1 Year End Reports and Usage of Funds		
Report Summary	<p>Regarding upcoming presentation to ToS:</p> <p>Request: \$20,000 increase for 2019.</p> <p>Rational: Necessary to achieve mandate and priorities:</p> <ul style="list-style-type: none"> Strengthening organizational capacity Expanding role of communications coordinator Part-time office administrator and bookkeeper. Need more assistance to continue supporting the municipalities. 	Diane, Wayne, Susan I.	Mon, Feb 4 th 2019
Discussion Summary	<ul style="list-style-type: none"> Will reconsider application to Gaming Grants. Investigate allocation of ArtSea financial reserve (allocation to capitol reserve vs. operational reserve may impact eligibility for Gaming Grants). 		
Action	Gaming Grants: follow up with Chad Rintoul.	Diane	Feb 2019
Action	Gaming Grants: follow up with the accountants to determine reserve allocation.	Susan I.	Feb 2019
Report	<p>Letter sent North Saanich regarding funding.</p> <ul style="list-style-type: none"> Has been received and sent to the Budget Committee. 	Diane	Jan 31 2019
	3.2 Weaving Wagon		
	Discuss terms of 2019 Weaving Wagon program.	All Board	Jan 31 2019
Discussion Summary	<p>Intended purpose/outcome of the Weaving Wagon as a Program:</p> <ul style="list-style-type: none"> Hands-on community engagement; participate in the process of creation. Something for everyone, regardless of skill level. <p>Successes:</p> <ul style="list-style-type: none"> 2018: the Weaving Wagon was in the Sidney Museum for one month, and in the gardens at the ArtSea Gallery during the summer months. 		



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- 2019: Wagon will be in the Gallery (part of the renter’s agreement), with volunteers available to encourage engagement.

Budget requirement - purchase another loom and weaving supplies.

Suggested repurposing:

- Consider renaming to “ArtSea Wagon” with multi-functional purpose; use for coffee and donuts, bubbles, other engagement activities, with student volunteer.
- There must be ownership of the Wagon as a program; someone to be responsible for the Wagon and associated programs (uses and events).

Defer - SPS Defer Weaving Wagon decision -Strategic Planning Session. Board Feb 14 2019

3.3 Annual General Meeting

Discussion Summary Consider rescheduling the date and time of AGM (possibly the second week of April); Diane is away until March 26th. Diane Jan 31 2019

Defer - SPS Decide date and details for AGM at SPS. Board Feb 14 2019

3.4 Process for the Board

Discuss Standardize Board Meeting Agenda. Board Jan 31 2019

- Add line for administration.

Defer - SPS Discuss standardization of agendas at SPS. Board Feb 14 2019

✓ Consider moving Board Meeting start time to 1pm. Board Jan 31 2019

✓**Approved** Board Meetings will be scheduled **1-3pm** going forward. Board Ongoing

Appendix A Consider schedule for chairing 2019 Board Meetings. Diane/ Board Feb 2019

- Decide at each meeting who will chair next meeting.

3.5 ArtSea Gallery at Tulista Park

Defer Discuss future of ArtSea Gallery building with Andrew. Diane July 2019

Discussion Summary (Concerns)

- Limited lifespan of Tulista building (including public washrooms).
- ArtSea will be an arts council without a gallery; however, there is a distinct demand for the Gallery –to provide engaging community events, for artists who would not otherwise have a place to show, and to help draw visitors to Sidney.

4. Treasurer & Vice-President’s Report Susan I.

Report Summary **2018 was an extremely active year:**

- Increased from a Board of two, to a full Board.
- Strengthened administrative position.

As of Dec 31 2019: \$11,2050 deficit due to unexpected financial pressures:

- Advanced hire of communications position (originally intended to start in 2019).
- Health Benefits for Administrative Assistant.
- \$8000 for marketing collateral (not anticipated).
- Other smaller variances (to be addressed).

2019 Challenge - maintaining a healthy 2019 budget with these pressures.

4.1 Year End Report

Obtain proof of insurance for ToS records. Susan I. Jan 31 2019

Action Susan Lane will look into obtaining the document. Susan L. Feb 2019

4.2 Direct Deposit for Paychecks

Action Look into direct deposit for employee paychecks. Susan I. Feb 2019

4.3 ArtSea Signatories			
	Proposal: All Directors become signatories on RBC acct.	Susan I.	Jan 31 2019
	Rationale: provide maximum flexibility for business operations and Board Member vacations/turnover.		
✓	Process: Board Members go to RBC, Jan 31 st at 4 pm.	Board	Jan 31 2019
4.4 ArtSea Strategic Plan			
Discussion Summary	Outcomes of the Nov 5 th , 2018 Strategic Planning Session have been transcribed. Next step: Board to assess and prioritize items and decide how to move forward. Consideration: funding from ToS and NS.		
Defer - SPS	Date for next Strategy Meeting: Feb. 28th, 2019	Board	Feb 28 2019
Action	Send out framework document prior to Feb. 14 meeting.	Susan I.	Feb 13 2019
Action	Susan I. has been in touch with Patricia Huntsman to obtain Strategic Framework document -posted to Dropbox.	Susan I.	Prior to Feb 14 SPS
Defer - SPS	Consider adding new board member/committee lead	Board	Feb 14 2019
5. Branding and Marketing Report		Susan N	
5.1 Website Development			
Report Summary	<ul style="list-style-type: none"> • Test website is set up and is being evaluated and Kirsten is writing copy. • Very nice artist profile section and events calendar with multiple viewing options. • Easier to maintain and will reduce workload in other areas (more online forms). • Scales for different size screens (computer, tablet, phone). 		
Discussion Summary	Cautions and considerations: <ul style="list-style-type: none"> • Must balance budget and must be aware of SFAS and other budget needs. • The website is a structural investment and the website work may be capitalized. • \$5000 was approved for the website development in November 2018. 		
Action	• Check with accountant (capitalize work on website?).	Susan I.	Feb 2019
5.2 Social Media Update			
	SFAS is considering a contractor to manage their Social Media - they will include in the SFAS budget.	Susan N.	Jan 31 2019
Defer	Facebook template update.	Susan N.	Feb 2019
5.3 ArtSea Stationary			
	Business Cards: Title for all Board Members: "Director" Stationary: add line: "Serving the Saanich Peninsula."	Kirsten	Jan 31 2019
5.4 Annual Report Progress			
Action	Arrange photographer to take photos of Board Members. <ul style="list-style-type: none"> • Arrange with David first, then confirm with date Board. 	Susan N.	TBD
Action	Write copy for President's Report.	Diane	Feb 2019
Action	Incorporate outcomes from Strategic Planning Session and relevant photos and content for the Annual Report.	Diane / Kirsten	ASAP
	Target date for completion: March 1 (ready for AGM). <ul style="list-style-type: none"> • Target date for review is one week earlier. 		
5.5 Promotional Ideas/ Opportunities			
Defer	Based on Painted Rocks idea; a way to engage community.	Wayne	Jan 31 2019
5.6 Quarterly Newsletter from the Board			
Defer	Discuss format and content of Newsletter. <ul style="list-style-type: none"> • Consider viability of second newsletter 	Susan N.	Feb 2019

6. Gallery and Membership Report		Patty	
6.1 Volunteer Victoria			
Report Summary	<p>ArtSea is a now a member of Volunteer Victoria and has a posting on the website.</p> <p>Training: Jan 23, 2019 - Brenda and Patty attended training with George Colussi.</p> <ul style="list-style-type: none"> • Great program and lots of good ideas. • Learned: students in the volunteer high school volunteer program do not require constant supervision (so is more accessible than previously believed). <p>Require: Director or Committee Lead to take over the volunteer aspect.</p> <ul style="list-style-type: none"> • Brenda and Patty - special blast for volunteers during the family day event. 		
Request	Susan I., on behalf of Terry, requested small boxes	Susan N.	Ongoing
6.2 Gallery Building			
Report Summary	<p>Purchase of new front door for ArtSea Gallery.</p> <ul style="list-style-type: none"> • Gallery has been organized and painted; should also consider replacing the entrance door. • Two quotes: one from van isle, plus one other quote. • Approx. \$775.00, will include weather stripping. 	Susan N.	Jan 31 2009
Action	Second quote will be emailed out when obtained.	Susan N.	Feb 2019
	A new security system is being installed at the Gallery.	Patty	Feb 2019
6.3 2019 Membership Fees			
Defer	Send Reminders that membership fees are due.	Cheryl T. (Patty)	ongoing
6.4 Scholarships Recommendation			
Defer - SPS	Discuss scholarships program further at SPS.	Patty	Feb 14 2019
	<ul style="list-style-type: none"> • Ethel willing to lead scholarship program. • Need to develop strategy. • Decide whether to keep as part of Artisans budget. 	(Ethel)	
7. Grant Report		Wayne	
7.1 Proposed Changes to Member Grant Program			
Update	Process for assessing grant applications and allocating funds for the ArtSea Member Groups, to ensure fairness, and professionalism.	Wayne	Jan 31, 2019
Action	Continue to develop the process and the document.	Wayne	Ongoing
7.2 Funding from the Town of Sidney			
Discussion Summary	<p>\$15,000 that was previously allocated to the CRD is no longer in the budget; if additional funding is provided to ArtSea it will have to be a new line item.</p> <p>History: Councilor Erin Bremner-Mitchell raised a motion to funnel Sidney's annual payment of \$15,000 (previously paid into the CRD Arts Commission) to ArtSea. It was thought that the local arts community could better use the funds.</p> <p>2019: ArtSea worked with Andrew Hicik on submission for substantial funding to assist us with the new budget for our new Communications Coordinator position, supporting our work in the community.</p> <p>Moving Forward: ArtSea will continue to support our member groups and work to increase our annual grants to them in 2019. We will make a submission to the Town for 2020 to allocate funds to the arts community through ArtSea. We should communicate how this decision by the Town of Sidney not to provide funds to the CRD or allocate funds to the community through ArtSea will impact the entire Peninsula (the Council made the decision to refrain from obtaining funding from the CRD - ArtSea is now precluded from applying for CRD funds).</p>		

8. First Nations Initiative		Board	
Defer - SPS	Discuss details of First Nations Strategy at SPS.	Board	Feb 14 2019
Defer	Kairos Blanket Ceremony at Saanich Peninsula Parish, January 19, 2019.	Susan N.	
Action	Make a list of contacts (Band Managers).	Susan I.	Ongoing
Action	Start contacting leads (using Susan I's list).	Wayne	Ongoing
Action	Research: How to involve First Nations work.	Wayne	Ongoing
9. ArtSea Committee Reports			
9.1 Communications with Committee Leads			
	Review Method for communicating with Committees.	Kirsten	Jan 31 2019
Report Summary	<ul style="list-style-type: none"> Email communications to Committee Leads/Directors has been sent. Feedback: Committees need help with marketing and advertising. Have met with Studio Tour lead (Wendy Picken) and help with PR. Have been communicating with Terry Murray. 		
9.2 Sidney Fine Arts Show			
Update	Progress Report sent report via email.	Susan N.	Jan 31 2019
9.3 Salish Sea Lantern Festival			
Update	Jennifer is taking a course in London.	Diane	Jan 31 2019
Action	Put call for volunteers on screen at ArtSea Gallery.	Patty	ASAP
10. Information Technology Requirements			
Update	Need to investigate Peninsula Computers IT contract.	Susan N.	TBD
Defer	RFP for IT Services.		TBD
√	IT committee to determine IT needs (Consider TechSoup), and draft document to present at Feb. 14 meeting.	Susan N. +	Feb 14 2019
Defer - SPS	Review draft document outlining IT requirements at SPS.	Board	Feb 14 2019
11. SEAG Meeting Report		Kirsten,	
Report Summary	<ul style="list-style-type: none"> Submitted details of upcoming events (100 Boxes, Artists Garage Sale, Volunteer and Member Drive) SEAG would like reports on visitor matrices Sidney's 4 infrared counters collecting information on foot traffic in Sidney. Van Isle Con (June 9) is looking for partners, presenters/volunteers. ArtSea supported this event financially in 2018. Will forward meeting minutes when they are provided, and post to Dropbox. 		
	SEAG Annual Report: available on Dropbox.	Kirsten	Jan 31 2019
√	Determine next attendee (to accompany Kirsten).	Board	Jan 31 2019
12. Important Upcoming Dates			
SPS	Strategic Planning Session (in place of Board Meeting). 9:30am -12:30pm. Iroquois Boardroom.	Board	Feb 28 2019
Action	Ensure Councilors (Barbara Fallot, Chad Rintoul, Brett Smyth, Celia Stock) are informed of meetings.	Kirsten	Feb. 2019
	February 19, 2019 at 1pm – SEAG Meeting – Kirsten +	Susan N.	Feb 19 2019
	February 28, 2019 at 1pm – ArtSea Board Meeting – Chair:	Diane	Feb 28 2019
	March 14, 2019 at 1pm – ArtSea Board Meeting – Chair:	TBD	Mar 14 2019
Defer - SPS	March 27, 2019 (confirm date) – ArtSea AGM – Chair:	Diane	DATE TBD
(3:30pm) 13. Motion to Adjourn			
3:40	First: Susan N. Second: Wayne		Jan 31 2019



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Agenda - Board of Directors Meeting
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 Thursday January 10, 2019 – 1:30-3:30pm

Appendix A 2019 Board Meetings: Chair Schedule.

Board Meeting Date	Board Meeting Chair
Jan 10, 2019	Susan Irvine, Vice-President & Treasurer
Jan 31, 2019	Diane Thorp, President
Feb 14, 2019	Strategic Planning Session
Feb 28, 2019	
Mar 27, 2019 (DATE TBD)	Annual General Meeting – Chair: Diane Thorp, President
Apr 11, 2019	
Apr 25, 2019	
May 9, 2019	
May 23, 2019	
Jun 13, 2019	
Jun 27, 2019	
July 11, 2019	
July 25, 2019	
Aug 8, 2019	
Aug 22, 2019	
Sep 12, 2019	
Sep 26, 2019	
Oct 10, 2019	
Oct 24, 2019	
Nov 14, 2019	
Nov 28, 2019	
Dec 12, 2019	