



ArtSea Community Arts Council Society

Board of Directors Meeting Minutes

Thursday February 28, 2019 – 1:00-3:00pm

<input checked="" type="checkbox"/>	Diane Thorp, President (Chair)
<input checked="" type="checkbox"/>	Susan Irvine, Treasurer
<input checked="" type="checkbox"/>	Barbara Fallot, Councillor, ToS
<input type="checkbox"/>	Chad Rintoul, Councillor, ToS

<input checked="" type="checkbox"/>	Susan Nawrocki, Secretary
<input checked="" type="checkbox"/>	Patty Wilson, Director
<input checked="" type="checkbox"/>	Brett Smyth, Councillor, NS
<input type="checkbox"/>	Celia Stock, Councillor, NS

<input checked="" type="checkbox"/>	Wayne McNiven, Director
<input checked="" type="checkbox"/>	Kirsten Norris, Employee

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. Adoption of the Agenda			
1:00pm	First:	Susan I	
	Second:	Susan N.	
2. President's Report			
2.1 Town of Sidney Proposal			
Report Summary	2019 Town of Sidney Budget allocation for ArtSea: \$15,000 - Current 2019 allocation: \$15,000. \$10,000 - Additional allocation for 2019 (ask was \$20,000). \$3,000 - Additional allocation on agreement to administer sculpture walk.	Barbara F.	
Motion	ArtSea take on Sculpture Walk as part of ArtSea regular programming.	Wayne	
	Second:	Susan N.	
Vote	Carried	Unanimous	
Discussion Summary	Recommendations to improve future funding applications: -Present updates to Council at least twice prior to budget request presentation. -Consider presenting Annual Report to Council in May 2019. -Provide specific, clearly delineated budget categories and timelines to demonstrate allocation of funds throughout the year and alignment with ArtSea Strategic Plan and identify where funds will be used. -Indicate how reserve funds and savings accounts are administered (cushion for programs that run deficits, to cover operating costs until grant funds are received or revenues generated, etc.).	Barbara F.	
2.2 North Saanich Proposal			
Report Summary	ArtSea has submitted a request to North Saanich for funds to support the ArtSea Member Grant Program; funds that were previously allocated to the CRD Arts Program could be allocated ArtSea to disperse to member groups. Ask: \$15,000 to Support Member Funding Grants.		
Action	Makes sense to provide funding to ArtSea and will discuss with Council.	Brett Smith	Mar 2019
2.3 Annual General Meeting			
Confirmed	AGM will be held on April 17th 2019	Board	
3. Treasurer & Vice-President's Report			
3.1 January 2019 Treasurer's Report			
Report Summary	\$9,032.76 deficit for Jan. 2019 (due to operating expenses and unforeseen 2018 costs). \$422.00 in Royal Bank Account as of Jan. 31, 2019. \$89,000 in Coast Capital Account as of Jan. 31, 2019 (will continue to draw on this for February 2019 operation expenses).		
Motion	To approve January 2019 ArtSea budget.	Diane	
	Second:	Susan N.	
Vote	Carried	Unanimous	
Action	Obtain proof of insurance for ToS records.	Susan I.	Mar 2019
v	Look into direct deposit for employee paychecks.	Susan I.	Feb 2019

4. Branding and Marketing Report		Susan N.	
4.1 Website Development			
Report Summary	New websites for SFAS and ArtSea are progressing. -Events Calendar (month, week, day or event view available). -Artist Profiles (will be very beneficial for members). -Will be scalable (fit various screens) and consistent with social media. ArtSea website target launch to coincide with ArtSea AGM.	Susan N.	
Action	-Check with accountant to ensure website work can be capitalized. -Determine how to show expenses (for communications purposes).	Holy Cow Susan I.	April 2019 Mar 2019
4.2 Annual Report Progress			
Report Summary	First Draft complete. Will have draft available for Board to review at the beginning of April.	Susan N.	Apr 1 2019
✓	Arrange photographer to take photos of Board Members.	Susan N.	Mar 1 2019
✓	Review Annual Report copy and incorporate photos.	Kirsten	Feb 2019
4.3 Promotional Ideas/ Opportunities			
Proposal	Based on Painted Rocks idea; opportunity to engage community: Consider artist cards (blank on front, ArtSea logo on the back) – available in the Gallery so that Artists and the community may create art for everyone to enjoy (and promote ArtSea).	Wayne	
Motion	Add “Art Cards” to 2019 programming (aligns with ArtSea Strategic Goal 3: Increase Community Engagement).	Wayne	
Vote	Second Carried	Susan I. Unanimous	
4.4 Newsletter			
Update	Format and content of Newsletter; progress with Holy Cow. -Newsletter is the most valuable communication tool. -Will have one newsletter rather than two. -Will reorganize into sections.	Susan N.	
5. Gallery and Membership Report		Patty	
5.1 Gallery			
Report Summary	Gallery Building: -Security System – March 19 th , 2019, new system will be installed. -New front door for Gallery is on hold. New Volunteers: -Cheryl Taschuk has assumed maintenance of the ArtSea photo library (will be at front desk two days/wk and can take photographs of ArtSea Gallery shows and events). -Melinda Neal will provide support for ArtSea memberships (will be at the ArtSea front desk twice/wk). New Members: -Newest, youngest member of ArtSea is 7 years old and will participate in ArtSea shows. -New member, Aviv, 22 years old with Down Syndrome is currently showing her art at Small Expressions. ArtSea Membership by area: Sidney: 34.5% North Saanich: 24.5% Central Saanich: 15% Victoria: 22% Other: 4% (Islands, North Island, mainland and out-of-province) Upcoming Events and Promotions: -May 4 th - Plein Air & PR event at the Sidney Boat Show		

- March 22-28th - Volunteer / Member Drive** (in conjunction with student art show at the ArtSea Gallery).
 - Front of Gallery -rolling walls to highlight each ArtSea program with fast facts & volunteer applications.
 - engagement: visitors to the Gallery will get a puzzle piece to complete and add to the grand puzzle.
 - Require budget for promotions during this week (coffee and Timbits, coffee mugs – give a certain number away and sell some (cost is approx. \$2.89 each).
- April 17th – AGM**
 - Encourage member groups to speak at AGM.
 - Consider offering lifetime memberships – perhaps recognizing at AGM.
 - Marilyn Murray, “Brush Strokes” will be showing at the Gallery during the AGM.
 - Consider live music for AGM and other promotional opportunities.

Action	Contact Folk n’ Fiddle – offer opportunity to perform at AGM.	Kirsten
Action	Contact Member Groups – request presentations for AGM.	Kirsten
Action	Consider initiative to attract new members: enter new members into a draw for a piece of art work (current member who donates artwork may be provided with an honorarium). Resource: Wendy Picken.	Wayne/ Susan N. /Board

5.2 2019 Membership Fees

Action	Send Reminders that membership fees are due.	Melinda Neal	ASAP
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6. Grant Report

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6.1 ArtSea Member Grant Program

Update	Document: Process for assessing grant applications and allocating funds for the ArtSea Member applicants is updated and available on Dropbox.	Wayne	
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7. First Nations Initiative

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7.1 First Nations Strategy

Action	Attend Kairos Blanket Ceremony at Saanich Peninsula Parish.	Susan N.	Mar 9 2019
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Action	Obtain List of Band Managers.	Susan I.	Ongoing
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Action	Contact leads and research how to incorporate First Nations work into ArtSea programs. Resources: <ul style="list-style-type: none"> -Susan I’s contact list. -Support from the District of North Saanich - speak with Geoff. -Support from the Town of Sidney – speak with Randy. -Salish Sea Lantern Festival may provide an opportunity to connect. 	Wayne	Ongoing
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Action	Purchase SENĆOŦEN dictionary (on approval). <ul style="list-style-type: none"> -Kirsten has left telephone messages with Tye Swallow 250.652.2313, may consider ordering on Amazon. -Susan N has a contact that may help with translations. 	Kirsten	Feb 2019
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Action	Submit Proposal to ToS council to support SENĆOŦEN signage initiative.	Board	2019
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8. ArtSea Committee Reports

8.1 Sidney Fine Art Show

√	Distribute minutes from the last two SFAS meetings.	Susan N.	
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8.2 Salish Sea Lantern Festival

Action	Put call for volunteer on screen at ArtSea Gallery.	Patty	ASAP
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9. Information Technology Requirements

	Review IT requirements (draft document for review).	Board	Mar 2019
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Process:	-IT committee to create list of IT requirements and review with Board. (complete) -Technical support person to review current assets and IT document. -Use TechSoup and/or municipal partners to provision.		
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Action	Barbara will speak to Randy regarding extra hardware/software at ToS.	Barbara F	Mar 2019
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Action	Brett will speak to Tim regarding extra hardware/software at NS.	Brett S.	Mar 2019
Defer	RFP for IT Services.		TBD
10. SEAG Meeting Report			
Report Summary	-Sidney Museum successful Lego Event due to social media promotion. -Surf Canada Stand-up Paddle Championships: May 25 th and 26 th 2019. -Sidney BIA Market booth: bi-monthly, starting in June 2019. -Sidney BIA is in contact with CFAX to bring more attention to Sidney.		
11. Important Upcoming Dates			
	March 14, 2019 at 1pm – ArtSea Board Meeting.	Chair: Wayne	Mar 14 2019
	March 19, 2019 at 1pm – SEAG Meeting.	Kirsten & Susan N.	Mar 19 2019
	March 28, 2019 at 1pm – ArtSea Board Meeting.	Chair: Patty	Mar 27 2019
	April 17, 2019 – ArtSea AGM	Chair: Diane	Apr 11 2019
Motion to Adjourn			
2:57	First:	Susan I.	
	Second:	Wayne	

2019 ArtSea Board Meeting Chair Schedule.

Board Meeting Date	Chair
Jan 10, 2019	Susan Irvine, Vice-President & Treasurer
Jan 31, 2019	Diane Thorp, President
Feb 28, 2019	Strategic Planning Session – Susan Irvine
Feb 28, 2019	Diane Thorp, President
March 14, 2019	Wayne McNiven, Director
Mar 28, 2019	Patty Wilson, Director
Apr 17, 2019 – AGM	Diane Thorp, President
Apr 25, 2019	Diane Thorp
May 9, 2019	
May 23, 2019	Susan Irvine
Jun 13, 2019	
Jun 27, 2019	Diane Thorp
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	