



ArtSea Community Arts Council Society

Board of Directors Meeting Minutes: Thursday March 28, 2019

✓	Diane Thorp, President	✓	Susan Nawrocki, Secretary	✓	Patty Wilson, Director (Chair)
✓	Susan Irvine, VP & Treasurer	✓	Wayne McNiven, Director	✓	Lorre Janes, ArtSea Volunteer
✓	Barbara Fallot, ToS Councillor	✓	Brett Smyth, NS Councillor	✓	Kirsten Norris, ArtSea Employee
	Chad Rintoul, ToS Councillor		Celia Stock, NS Councillor	✓	Bob Thompson, CS Councillor

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

Status		Owner	Target Date
(1:03pm)	1. Adoption of the Agenda	Susan N	
	Second:	Susan I	
	2. Adoption of March 14th 2019 Meeting Minutes	Susan N	
	Second:	Susan I	
	3. New Business		
	3.1 Airport Opportunity		
Report Summary	Opportunity: Artisans space at the airport (by arrivals) – profile local artists as well as cultural life and events on the Peninsula. Considerations: financial costs (rent etc.), program and administration requirements (volunteers, POS system), space sharing with other organizations. Space requirements: shelving, plinths, desk, screen, security. <u>Contact:</u> Rod Hunchak, Director of Business Development and Community Relations for the Victoria International Airport.	Patty	
Action	Determine rent, program requirements, and potential partnerships.	Diane Patty	April 2019
(1:05 pm)	4. President's Report		
	4.1 Sidney Sculpture Walk		
Update Summary	ArtSea will work with the Town of Sidney to administer the Sculpture Walk. ArtSea will: -Liaise with artists. -Promote the Sculpture Walk in the ArtSea Gallery (maps and printed material, signage; include information on the Gallery monitor; provide an opportunity for artists to display a small sculpture at the ArtSea Gallery). -Provide information on the ArtSea website and social media. -Have information available at community events. Committee Lead: Wayne McNiven.	Diane	
Action	Town of Sidney to provide a MoU (Memorandum of Understanding) regarding administration duties for the Sidney Sculpture Walk.	Town of Sidney	April 2019
Action	Follow up with Nick Tule, who may appraise the value of one sculpture for family members of artist.	Diane	April 2019
	4.2 Annual General Meeting: April 17th, 2019		
Update	AGM update –invitations sent and member groups contacted.	Kirsten	
✓	Check Bylaws - are proxys are permitted? (→not permitted).	Kirsten	
	4.3 New Board Members		
Update Summary	Consider new Board Members (community engagement, volunteer management, represent Central Saanich).	Board	
✓	Contact Central Saanich colleague.	Susan I.	
	5. Treasurer & Vice-President's Report	Susan I.	
	5.1 Treasurer's Report		
Report Summary	For the month of February, 2019: \$18,872.73 deficit (cumulative), reflecting ongoing operating expenses, not yet offset by grants and program revenues. -Major expenses – payroll and signage	Susan I.	

	→ArtSea Bank account balances, as of February 28, 2019: -Coast Capitol Balance: \$69,200.00 -Royal Bank: \$1,122.00 -Up to date with all monthly tasks (payroll deductions and T4's) Note: the 2018 Annual report will include information about the requirement for, and use of, reserve savings.		
Action	Prepare and submit Worksafe report.	Susan I.	Mar 3 2019
5.2 ArtSea Priorities (Strategic Planning Follow-up)			
Update Summary	Follow up: 2019 Priorities Document. Next step: set priorities and discuss at next Board Meeting.	Susan I.	Apr 11 2019
Action	Review & validate Strategic Planning document.	Board	ASAP
6. Branding and Marketing Report Susan N			
6.1 Annual Report Progress			
Update	The 2018 ArtSea Annual Report – final draft to Bravo.	Susan N.	
✓	Provide feedback by Tuesday	Board	
Action	Present the ArtSea Annual Report to municipal partners at Council Meetings; 5 minutes is adequate. Highlight partnerships and collaborative events (puzzle pieces and SEAG initiatives).	Board	May 2019 and quarterly
6.2 Promotional Ideas/ Opportunities			
Defer	Art Card initiative.	Wayne	June 2019
6.3 Website Development			
Defer	Website update.	Susan N.	Apr 11 2019
6.4 Newsletter			
Defer	Format and content of Newsletter; progress with Holy Cow.	Susan N.	Apr 2019
7. Gallery and Membership Report Patty			
7.1 Gallery Report			
Report Summary	You are an Essential Piece: Mar 22-28, 2019 -Attendance in the Gallery was down due to March break. -Will extend event into the summer with puzzle pieces available at the Gallery and puzzle wall relocated behind reception desk.	Patty	
Report Summary	Parkland Student Art Show: Mar 22-28, 2019 -A challenging show to organize (contacts were difficult). -Not entirely well-received – photographs were controversial. -Not enough work to fill the Gallery – walls were too empty. -Consider a show for elementary students next year. -May set up a committee for this event in the future.	Patty	
7.2 Members – Progress Report			
Report Summary	Current ArtSea Membership: 243 Goal:500 members by 2020.	Susan N	
7.3 Volunteer Handbook			
✓	Update document (include PIPA notice at bottom of each document) and send out to Board for review.	Susan N.	
Action	Review Volunteer Handbook and provide feedback.	Board	ASAP
Action	Update Volunteer Handbook (old handbook available for reference at the Gallery).	Lorre	Upon receipt
Defer	Volunteer tasks (at Gallery / to help Directors).	Patty	May Meeting
7.4 2019 Membership Fees			
Discussion Summary	-Consider electronic mechanism to provide artists with receipts for registration, memberships, etc. -Option to gauge need: "receipts are available upon request."	Board	
Action	Send Reminders that membership fees are due.	Melinda	ongoing

8. Funding and Grant Report		Wayne	
8.1 ArtSea Funding from North Saanich			
Report Summary	-Grant in aid awarded: \$7,500 (ask: \$8000) -Request to become a line item – deferred to 2020. -ArtSea Grant Proposal – deferred to 2020. -North Saanich provides \$10,000 donation to CRD but residents and art groups (including ArtSea) cannot apply to the CRD to access these funds (because funds are donated).	Diane for Wayne	
8.2 ArtSea opportunities with Central Saanich			
Discussion Summary	Opportunities for ArtSea to provide hands-on activities and promote events in Central Saanich -eg. puzzle pieces, lanterns: - Brentwood Bay Festival (Saturday, June 1) – Brentwood Bay Community Association https://brentwoodbay.info/ - Music in the Park (Pioneer Park, Brentwood Bay) – Wednesday evenings, July and August. Brentwood Bay Community Association https://brentwoodbay.info/ - Peninsula Country Market* – Saturdays, 9-1, June 8 through Thanksgiving – Contact Bob Thompson. www.peninsualcountrymarket.ca - North Saanich Farm Market* https://www.facebook.com/North-Saanich-Farm-Market-114647165219152/ *Farmers markets have free tables available for nonprofits. (puzzle pieces and lantern creation, etc.).	Councilor Bob Thompson	
Action	Central Saanich Grants-in-aid deadline: September, 2019. Consider ArtSea programs for Central Saanich Grants-in-aid.	Wayne/ Kirsten	Sept. 2019
Action	Refer ArtSea to CS Director of Financial Operations (Paul Murray) to discuss future potential funding options.	Bob Thompson	April 2019
Action	Promote of Peninsula arts events on the Central Saanich website: For example, Plein Air at the Boat show (May 4), Folk and Fiddle Festival (May 31), Salish Sea Lantern Festival (August 24) – Kirsten can forward details.	Bob Thompson	As needed
8.3 Funding Grant Opportunities for ArtSea			
Update Summary	Working to submit grant applications for: Gaming Grants, Heritage Canada, Canada Council for the Arts, Victoria Foundation, Vancouver Foundation.	Wayne Kirsten	
9. First Nations Initiative		Board	
9.1 First Nations Strategy.			
Action	Purchase SENCŌFEN dictionary for Gallery from Saanich Indian School Board – 7449 West Saanich Road. \$150.00.	Patty/ Brenda	April 2019
Defer	Contact List of Band Managers.	Susan I.	June 2019
Action	Contact leads (Susan I's list, Geoff Orr (NS), Randy Humble (ToS), leads from Salish Sea Lantern Festival.	Wayne	Ongoing
Action	Confirm a Central Saanich contact lead for First Nations and provide to ArtSea Board.	Bob Thompson	April 2019
Action	Consider presenting Salish Sea Lantern Festival – highlight FN participation at our Community to Community forum (May 1) with Tsartlip and Tsawout.	Wayne/ Board	May 1 2019
10. ArtSea Committees and Community Events		Board	
10.1 Committee Feedback			
Discussion Summary	Consider the best way to communicate with committees: -To provide support from the Board. -To obtain reports or information from committees.	Patty	

10.2 Plein Air at the Boat Show – May 4th, 2019			
Discussion Summary	Event organizer: Terry Murray. -ArtSea has the first tent upon arrival at the Boat Show. -Will promote ArtSea membership, patrons for SFAS, promotional material for the Sidney Sculpture Walk and Salish Sea Lantern Festival and may have the ArtSea Wagon available with supplies to build small lanterns.	Patty	Mar 28 2019
10.3 Salish Sea Lantern Festival- August 24th, 2019			
Update	Involve First Nations communities in the festival and engage community at large to make this a flagship event: -First Nations canoes in the water with lanterns. -Workshops (Board Members, ArtSea members, volunteers, Studio Tour artists, municipal partners, etc.) to build lanterns. -ArtSea Wagon at community events to build small lanterns. -Consider special lanterns for sponsors and patrons (example: mermaids for surely mermaid, special lantern for pier hotel). -Call to artists.	Wayne	
Action	Arrange workshop(s) for lantern building.	Wayne	TBD
✓	Put call for volunteer on screen at ArtSea Gallery.	Patty	ASAP
10.4 Van Isle Comic Con Event – June 9th, 2019			
Update Summary	-ArtSea sponsorship for Van Isle Comic Con (\$550). -only pop-culture event on the peninsula supporting youth. -Susan I. spoke to Paula Kully to confirm sponsorship.		
Action	Ensure ArtSea Group Membership is purchased.	Melinda	ASAP
10.5 Folk n’ Fiddle Festival – May 31-June 1st, 2019			
Update	Follow-up discussion regarding funding for Folk n’ Fiddle	Diane	
✓	Discuss and vote by email to determine sponsorship amount for the Folk n’ Fiddle Festival.	Board	ASAP
Motion (via email)	‘I move that ArtSea provide funding at the Silver Level of \$2,500 to the 2019 Folk n’ Fiddle Festival.’	Susan I.	Mar 29 2019
	Seconded:	Diane Thorp	
Passed	VOTE via email.	Unanimous	
✓	Send information about Folk n’ Fiddle to Bob Thompson.	Kirsten	ASAP
10.6 SEAG Meeting Report			
Report Summary	1. Shaw Centre for the Salish Sea – Ocean’s Day – Sun. June 2, 2019. Booths for cross promotion (possible opportunity for ArtSea Wagon – building lanterns). 2. Vancouver Island Regional Library re-opening end of May. 3. Folk & Fiddle Fest – Event is 40% funded (Nellie will present at next SEAG meeting -Apr 9th).	Kirsten	
11. Information Technology Requirements			
✓	Place software order through TechSoup.	Kirsten	ASAP
Defer	RFP for IT Services.		TBD
12. Volunteer Hours			
Reported	Board Member hours – recorded.	Board	
13. Important Upcoming Dates			
	April 11, 2019 at 1pm – ArtSea Board Meeting - Chair:	Susan N.	Apr 11 2019
	April 17, 2019 at 7pm – ArtSea AGM – Chair:	Diane	Apr 17 2019
	April 25, 2019 at 1pm – ArtSea Board Meeting - Chair:	Diane	Apr 25 2019
	May 13, 2019 at 1pm –SEAG Meeting (no April Meeting) Kirsten	Susan N.	May 2019
(2:36pm)	14. Motion to Adjourn	Susan I	
	Second:	Susan N	

2019 Board Meetings: Chair Schedule.

Board Meeting Date	Chair
Jan 10, 2019	Susan Irvine, Vice-President & Treasurer
Jan 31, 2019	Diane Thorp, President
Feb 14, 2019	-Cancelled due to weather-
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
April 11, 2019	Susan Nawrocki, Secretary
Apr 17, 2019 Annual General Meeting 7pm at the ArtSea Gallery	AGM Chair: Diane Thorp
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	