



# ArtSea Community Arts Council Society

Board of Directors Meeting Minutes, May 23, 2019

a	Diane Thorp, President	√	Susan Irvine, Treasurer (Chair)	√	Wayne McNiven, Director
√	Patty Wilson, Vice President	√	Susan Nawrocki, Secretary	a	Lorre Janes, Director
√	Barbara Fallot, ToS Councillor	√	Brett Smyth, NS Councillor	√	Kirsten Norris, ArtSea Employee
-	Chad Rintoul, ToS Councillor	-	Celia Stock, NS Councillor	a	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
(1:00pm)	<b>1. Adoption of the Agenda</b>	Susan N.	
	Second:	Patty	
	<b>2. Adoption of Meeting Minutes</b>	Wayne	
	Second:	Patty	
None	<b>3. New Business</b>		
	<b>4. President's Report</b>		
	<b>4.1 Director's Meeting and Rotating Chair Schedule</b>		
Discuss	Rotating Board Meeting Chair Schedule – updated (attached)	Patty (Diane)	
	<b>4.2 Present Annual Report to North Saanich</b>		
Meeting	May 27 <sup>th</sup> @ 7pm – present 2018 Annual Report – Patty will introduce the rest of the Directors to the Council. -Possible opportunity to re-visit ArtSea becoming a line item.	Board	May 27 2019
Action	Bring Studio Tour brochures to distribute (Susan N.)	Susan N.	May 27 2019
	<b>4.3 Annual General Meeting: April 17<sup>th</sup> 2019</b>		
Defer	Discussion and AGM Meeting Minutes.	Board	
	<b>4.4 Director's Binder</b>		
Update	<u>Binder kept at Iroquois Meeting Room</u> : Contact information, Important Dates, Strategic Plan Summary (including Vision and Mission), Governing Policies (Constitution and Bylaws), 2017 & 2018 Annual Report, Current Budget, 2019 Goals, Board Meeting Minutes, Board Member volunteer hours record. <u>Drop Box</u> - All of the above, plus: Planning and Procedures notes (AGM Planning, Staff Planning Session Notes, Programs & Activity notes, Events, Board Education (Arts BC Conference).	Kirsten - for Diane	
	<b>5. Vice President's Report</b>	Patty	
	<b>5.1 Airport Opportunity</b>		
Defer	Waiting for details from Airport Authority. Considerations: financial costs (rent etc.), program and administration requirements (volunteers, POS system), space sharing with other organizations.	Patty	TBD
	<b>6. Treasurer's Report</b>	Susan I.	
	<b>6.1 Monthly Report</b>		
Report	-March Financials will be provided. -April Financials tabled: show deficit because ArtSea had not yet received funds from municipal partners. -Major expenses: payroll and administration, IT support, etc. -Currently maintaining a healthy bank balance, but year-end financial standing is dependent on income from programs (SFAS) and grants, and it is possible will show a deficit. ArtSea and the programs leads are working collaboratively to obtain sponsorship funding. -SFAS – budget is conservative; sponsorship is doing well.	Susan I.	

	- May Financials (to be tabled at May Board meeting) currently not showing deficit as funds have been received from Municipal partners.		
<b>Update</b>	-Insurance for program spaces - ArtSea is covered for most public spaces and community events.	Wayne	
<b>6.2 ArtSea Strategic Priorities</b>			
defer	Strategic Planning Session and documentation. -re-visit at the June 13 <sup>th</sup> Director's meeting.	Susan I.	Jun 13 2019
<b>7. Branding and Marketing Report</b>			
<b>7.1 ArtSea Website Development</b>			
<b>Update</b>	-SFAS launched new website in April – have had great response from artists, patrons and sponsors. -Launch of ArtSea website is set for June 1 <sup>st</sup> – will be the 'heart' of ArtSea and a great resource. -Will scale for phones/ tablets/ and be integrated. -Every page will be 'owned' by the committee lead and maintained and updated by an administrator. -Webpage for the sculpture walk has been successfully ported from the ToS over to ArtSea.	Susan N.	June 1 2019
<b>7.2 ArtSea Newsletter</b>			
<b>Update</b>	The ArtSea newsletter will pull info from the website, and click throughs will navigate back to the website.	Susan N.	
<b>7.3 Gallery Signage</b>			
<b>Discuss</b>	Plan for Gallery Signage and meeting with ToS Council. -Working with Kevin (ToS) and have reviewed all requirements to ensure compliance.	Susan N.	
<b>Meeting</b>	Attend ToS council meeting June 10 <sup>th</sup> @6pm.	Board	Jun 10 2019
<b>Action</b>	ArtSea building requires a street address posted. Susan N. to follow up with ToS.	Susan N.	May 2019
<b>8. Gallery and Membership Report</b>			
<b>8.1 Gallery Report</b>			
<b>Update</b>	Folk n' Fiddle & "Straitscapes" at the Gallery - May 24-30 -plus community jam sessions.	Patty	
	Reception area: Moving front desk to the back area of the Gallery. Renters prefer to have the front space available for shows, and ArtSea requires more space for brochures and marketing material.		Jun 27 2019
	Gallery visitation has increased. Weekends tend to be quiet, but the weekdays have seen about 300 visitors/day and art shows have sold very well.		
	New ArtSea signage has made a positive difference.		
	Membership numbers – on target to have 500 for 2020.	Susan N	
<b>8.2 Volunteer Handbook and resources</b>			
defer	Volunteer Handbook Document.	Patty/ Lorre	
defer	Volunteer tasks (at the Gallery, and perhaps help Directors).	Patty	
defer	Committee resource (Janet): Consider changing meeting date or time to accommodate?	Board	
<b>9. Funding and Grant Report</b>			
<b>9.1 ArtSea Member Funding Grant Application Process</b>			
<b>Update</b>	Application form and deadline for ArtSea Members has been updated. Ensure hard copies are available at the Gallery.	Wayne	
<b>9.2 Funding Grant Opportunities for ArtSea</b>			
<b>Update</b>	Saanich Peninsula Foundation Grant Status.	Wayne	

-received \$1,500 (ask: \$3000)

Gaming Grant Status – application submitted – results in July.

Next steps: Fortis BC, Vancouver Foundation, Heritage Canada, Central Saanich Grants in Aid (deadline Sept 2019), etc.

Also exploring available donations for The Sidney Seaside Sculpture Walk and the Salish Sea Lantern Festival (Jennifer W. has created a two-tier program for businesses).

**10. First Nations Initiative**

**Board**

**10.1 SENĆOŦEN dictionary**

**Update**

Purchase of SENĆOŦEN dictionary for Gallery from Saanich Indian School Board – 7449 West Saanich Road. \$150.00.

Patty/  
Brenda

**Motion**

To gratefully accept an anonymous offer made at the meeting to donate the purchase cost of a SENĆOŦEN dictionary, as well as the offer to create a stand to display the dictionary as a piece of art work at the ArtSea Gallery in Tulista Park. Proposal to use \$150.00 to purchase or commission a First Nation carving/artwork to attach to the stand to be discussed by the Board.

**\*Carried  
-unanimous**

**10.2 First Nations contact**

defer Confirm a Central Saanich contact lead for First Nations and provide to ArtSea Board.

Coun. Bob  
Thompson

**11. ArtSea Committees and Community Events**

**Board**

**11.1 2019 ArtSea Spring Studio Tour**

Jun 8-9 2019

**Update**

Organization and Promotion update.  
-30 artists participating over June 8 & 9<sup>th</sup>.  
-Great PR coverage: Free articles in Seaside magazine, Monday Magazine, Island Arts Magazine.  
-Check news with Wendy and Kirsten  
-advertisement at Star Cinema for the month of June  
-Peninsula Review - profile Karen Booth  
-Have started social media and artists are happy that they can link and share  
-Call for artists for the Fall tour is June 13<sup>th</sup> – already have artists signed up. Promoting 25th-year anniversary.

Susan N.

**11.2 Salish Sea Lantern Festival and workshops**

Aug 24 2019

**Update**

-Central Saanich contacts – Involve First Nations communities.  
-Workshops, Oceans day, Sponsors and patrons, etc.  
June 10<sup>th</sup> workshop at the Iroquois Board room – create ball lantern to sell at the festival (funds to support cost of festival).  
-Arranging other workshops – hoping to secure the Scout Hall in Sidney BC.  
-Jennifer is opening up her studio for people to drop in -dates TBD.  
-Adult workshop is coming up – charge for workshop \$40 to attend – Aug 19 – 21<sup>st</sup>.  
-Jennifer is arranging dates to work with the Tribal School.

Wayne

**Action**

When locations are secured, send dates and times.

Wayne

ASAP

**Action**

Consider sending request to ToS and NS mayors – request their presence to open the festival.

Wayne

June 2019

**Action**

Checking on person/weight capacity of the Sidney Pier

Wayne

June 2019

**11.3 Van Isle Comic Con Event**

Jun 9 2019

<b>Update</b>	ArtSea-sponsored contest. -sponsored winning image of art competition by <a href="#">Dino &amp; Panda Inc.</a>	Board/Kirsten
<b>11.4 Sidney Seaside Sculpture Walk</b>		
<b>Update</b>	-ArtSea Sculpture Walk Committee held meeting with David Hunwick, President of the Vancouver Island Sculptors Guild, and Fred Dobbs. -Diane and Wayne met with Randy (ToS) to discuss details and possibilities. -Committee of potentially five people for the Sculpture Walk. -next steps: first meeting of committee will occur in June. -look at current advertising and assess; contact all artists and renew contracts. -Pier Hotel is not interested in purchasing "Ponticus"	Wayne
<b>11.5 SEAG Meeting Report</b>		
<b>Update</b>	-Distributed lantern building workshop invitation and 2019 ArtSea Spring Studio Tour brochures. -Shaw Centre for the Salish Sea – World Oceans Day: June 21 – 18 exhibitors booked. -Nellie Quinn (Folk 'N Fiddle Festival): guest speaker -The festival is now established as a non-profit. -The week prior to the festival will have "Straitscapes Exhibit" at the ArtSea Gallery and community jam sessions. -Sidney Sidewalk Sale & Street Festival is June 30 <sup>th</sup> – ArtSea member artists have been invited to demonstrate and sell their work during the Street Festival (Thank you Susan N. for sending invitation). -SEAG has a booth at the Sidney Street Market (Contact: Morgan at the Visitor Centre) and will display material for SEAG members. There are a few dates open for space in the booth to speak to market attendees. - "Ask a Local" is returning, will provide materials to residents and visitors –Sidney Seaside Sculpture Walk, Salish Sea Lantern Festival, Fall Studio Tour, etc. -Town of Sidney Canada Day Parade (Contact: Morgan) -Not-for-profits can participate for free – Lantern Festival??	Kirsten
<b>Action</b>	Have contact check with Mary Winspear to see if they would advertise community events for ArtSea?	Susan N.      May 2019
<b>12. Information Technology Requirements</b>		
<b>12.1 Google for non-profit</b>		
<b>Update</b>	Google for Non-profit – implementation plan. -need to have an IT professional complete the set-up.	Kirsten
<b>12.2 ArtSea Software update</b>		
<b>Update</b>	Software for ArtSea purchased through TechSoup: <b>Windows Upgrade</b> - 2 licenses – Brenda & Gallery. <b>Office 2019 Standard</b> -3 licenses – Kirsten, Brenda, Gallery. <b>Bitdefender Internet Security</b> , 5 Users -Kirsten (computer & phone) + 3 gallery computers. <b>Acrobat Pro 2017 for Windows</b> -1 license – Kirsten. <b>Photoshop Elements 2019</b> -photo-1 license –Kirsten.	Kirsten

**Premiere Elements 2019** -video-1 license – Gallery?

**Adobe Creative All Apps 1-Year Individual Membership** – still to pay for membership – install at Gallery, avail. on cloud.

**12.3 Current Technology Challenges**

<b>Discuss</b>	-Require plan to address technology challenge with current IT service provider. -Goal: assess needs and go through process to set up a longer-term contract – and move away from current supplier. (must be aware of permissions and privacy legislation if new software is from the US).	Board	TBD
<b>Action</b>	Send out IT requirements document via email and proceed	Susan N.	ASAP
<b>Action</b>	-Contact Shaw Ocean – find out who they are using for IT services.	Board	May 24 2019

**13. Volunteer Hours**

✓	Record Board Member volunteer hours.	Board
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**14. Important Upcoming Dates**

ArtSea Director's Meeting @ 1pm – Iroquois Board Rm	Chair:	Patty/Susan	Jun 13 2019
SEAG Meeting @1pm – Arbutus Room, City Hall	Attend:	Wayne	Jun 18 2019
ArtSea Board Meeting @ 1pm – Iroquois Board Rm	Chair:	Diane	Jun 27 2019
ArtSea Director's Meeting @ 1pm – Iroquois Board Rm	Chair:	Wayne	Jul 11 2019

**(3:00pm) 15. Motion to Adjourn**

Second:	Susan N.
	Wayne

**2019 Board Meetings: Chair Schedule.**

Meeting Date	Type	Chair
Jan 10, 2019	Director's Meeting	Susan Irvine, Vice-President & Treasurer
Jan 31, 2019	<b>Board Meeting</b>	Diane Thorp, President
Feb 14 2019	Director's Meeting	-Cancelled due to weather-
Feb 28, 2019	<b>Board Meeting</b>	Strategic Planning Session – Susan Irvine
March 14, 2019	Director's Meeting	Wayne McNiven, Director
Mar 28, 2019	<b>Board Meeting</b>	Patty Wilson, Director
April 11, 2019	Director's Meeting	Susan Nawrocki, Secretary
<b>Apr 17, 2019</b>	<b>AGM</b>	<b>Diane Thorp, President</b>
Apr 25, 2019	<b>Board Meeting</b>	Diane Thorp, President
May 9, 2019	Director's Meeting	Susan Irvine, Treasurer
May 23, 2019	<b>Board Meeting</b>	Susan Irvine, Treasurer
Jun 13, 2019	Director's Meeting	Patty and Susan I.
Jun 27, 2019	<b>Board Meeting</b>	Diane Thorp, President
July 11, 2019	Director's Meeting	Wayne McNiven, Director
July 25, 2019	<b>Board Meeting</b>	Patty Wilson, Vice President
Aug 8, 2019	Director's Meeting	Susan Nawrocki, Secretary
Aug 22, 2019	<b>Board Meeting</b>	Susan Irvine, Treasurer
Sep 12, 2019	Director's Meeting	Diane Thorp, President
Sep 26, 2019	<b>Board Meeting</b>	Lorre Janes, Director
Oct 10, 2019	Director's Meeting	Wayne McNiven, Director
Oct 24, 2019	<b>Board Meeting</b>	Patty Wilson, Vice President
Nov 14, 2019	Director's Meeting	Susan Nawrocki, Secretary
Nov 28, 2019	<b>Board Meeting</b>	Susan Irvine, Treasurer
Dec 12, 2019	Director's Meeting	Diane Thorp, President