



ArtSea Community Arts Council Society

Board of Directors Meeting Minutes, June 27, 2019

<input checked="" type="checkbox"/>	Diane Thorp, President (Chair)	<input checked="" type="checkbox"/>	Susan Irvine, Treasurer	<input checked="" type="checkbox"/>	Wayne McNiven, Director
<input checked="" type="checkbox"/>	Patty Wilson, Vice President	<input checked="" type="checkbox"/>	Susan Nawrocki, Secretary	<input checked="" type="checkbox"/>	Lorre Janes, Director
<input checked="" type="checkbox"/>	Barbara Fallot, ToS Councillor	<input checked="" type="checkbox"/>	Brett Smyth, NS Councillor	<input type="checkbox"/>	Kirsten Norris, ArtSea Employee
<input type="checkbox"/>	Chad Rintoul, ToS Councillor	<input type="checkbox"/>	Celia Stock, NS Councillor	<input type="checkbox"/>	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 WSANEC Nation – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.

Status		Owner	Target Date
(1:00pm)	1. Adoption of the Agenda	Susan I.	
	Second:	Susan N.	
	2. Adoption of Meeting Minutes	Lorre	
	Second:	Patty	
	3. New Business		
Report	3.1 Planned Giving and Donations -A new initiative to encourage financial contributions to ArtSea, focused on donations and planned giving. -Reviewed first email to be sent to ArtSea members the week of July 1. North Saanich council will be included in broadcast, as recommended by Councillor Smyth.	Susan N.	
Action	Set up meeting with accountant and lawyers to research planned giving.	Diane, Susan I. Susan N.	July 2019
Action	Add initiative to discussion of priorities – focus of the Board's next informal meeting.		July 2019
(1:10)	4. President's Report	Diane	
Report	4.1 June Report -Initiatives will be discussed later in the meeting. -Recommendation: Mayors and Art Council liaisons be invited to ArtSea events and given free tickets to increase engagement.	Coun. Fallot	
Update	4.2 Director's Binders One master binder will be kept at Iroquois meeting room, updated regularly by Kirsten, for reference during Board meetings.		
(1:20)	5. Vice President's Report	Patty	
Update	5.1 Airport Opportunity -June 25 meeting update, attended by Patty and Diane: The Victoria Arts Council and Greater Victoria Art Gallery joining the partnership. Patty and Diane will craft a pros and cons list for moving ahead with this initiative for discussion at the July informal Board meeting. -Diane stated that she and Patty are receptive to another meeting with the Airport, and Lorre suggested a Letter of Requirements be given out at this meeting to manage expectations of the partners.		
(1:30)	6. Treasurer's Report	Susan I.	
Report	6.1 Monthly Report -May 2019 financials showed a small profit, but the outlook is still for a sizable loss for the year. -Size of the loss will be dependent upon gaming grant application and other funding initiatives.		

	-Need to create processes for budget management – “not a lot of work for volunteers; not work overload for bookkeeper.”		
Action	Process to be discussed at July informal Board meeting.		July 2019
Update	6.2 ArtSea Strategic Priorities Priority listing, emailed previously to the Board.	Susan I.	
Action	July informal meeting will focus on priority setting for remainder of 2019 and 2020.		July 2019
(1:45)	7. Branding and Marketing Report	Susan N.	
Report	7.1 ArtSea Website -New website launched beginning of June. So far member feedback has been positive. Artists are completing their profiles and the new Contact Us email form is being used for feedback. -New membership issue: print form not structured correctly. Will have to manually create until funds can be spent to engage Holy Cow web development.		
Report	7.2 ArtSea Newsletter -Due to cost containment; this project will move inhouse from Holy Cow under the direction of Patty.		
Action	Diane reported she is still not getting the newsletter - research.	Susan N.	July 2019
Discuss	7.3 Gallery Signage At June 24 Council Meeting, Town of Sidney approved ArtSea signage proposal, with one request by Staff to ensure low mount sign correctly installed and not damaging roots of conifer tree in front of Gallery. Investigated by Town, following the meeting – and no issues with placement of sign.		
Action	Engage Peninsula Signs to remove 2 signs re proposal.	Susan N.	July 2019
Discuss	7.4 ArtSea Business Cards Kirsten’s business card design approved.		
Action	Print small quantity of cards for the Gallery.	Kirsten	July 2019
(2:00)	8. Gallery and Membership Report	Patty	
Report	8.1 Gallery Report -Reception Desk being moved to the back of the Gallery July 27. -Patty will man the Reception Desk on Wednesdays; Cheryl Taschuk on Fridays. -Looking for volunteers to fill the schedule.		
Action	Research with Town staff First Nations signage in Tulista Park.	Coun. Fallot	July 2019
Action	Provide details about reception desk to Lorre.	Patty	July 2019
Discuss	8.2 Volunteer Handbook and resources -Update the Reception Desk Volunteer Manual.	Cheryl	
Action	Discussion on volunteer recognition, with agreement to create a plan for the next AGM in April/May 2020.	Board	July 2019
(2:10)	9. Funding and Grant Report	Wayne	
Update	9.1 ArtSea Member Funding Grant Application Process -Application form is now available on artsea.ca. -\$3,000 has been budgeted, at this point, for grant funding; Board will decide later in the year on actual amount that can be provided to ArtSea member groups.	Susan I.	
Action	Reach out to member groups and ensure all have 2019 memberships before acceptance of grant applications.	Kirsten	October 2019
Update	9.2 Funding Grant Opportunities for ArtSea		

	Notification for Gaming Grant is July 31st, although a request was received to ensure cheques were available for the new bank account supporting the grant. Susan I. has ordered.		
Action	Grant applications currently being explored/ developed: -Fortis BC -Vancouver Foundation (Board mentorship –deadline Aug 2019) -Heritage Canada (various) -Central Saanich Grants in Aid (deadline Sept 2019)	Wayne Kirsten Susan I.	
(2:20)	10. First Nations Initiative	Board	
Update	10.1 SENĆOŦEN dictionary – In Gallery Dictionary has been purchased and will be displayed in the Reception area at the Gallery. The stand it sits on will be crafted by Councillor Smyth. Due to cost containment, idea to include First Nations carvings will be put on hold and explored as part of BC 150 th Anniversary and ArtSea 30 th Anniversary in 2021.	Patty	
defer	10.2 First Nations contact Confirm a Central Saanich contact lead for First Nations and provide to ArtSea Board.	Coun. Bob Thompson	
(2:30)	11. ArtSea Committees and Community Events	Board	
Report	11.1 2019 ArtSea Studio Tour -Spring Tour was a success with record attendance at studios. -Fall Tour planning has started.	Susan N.	
Action	Spring Tour Event Report will be provided in July 2019.	Wendy Picken	July 2019
Update	11.2 Salish Sea Lantern Festival and workshops -St. Andrew's Church has been secured for upcoming lantern workshops. -Island Blue has donated in kind to cover 50% of the flyer printing costs. -Check News (Vital People) will do a spot on the workshops. -Plans have been finalized for the Sidney Street Festival and Sidney Canada Day parade to promote the Festival.	Wayne	
Action	Update Flyer and website and social media posts with new workshop location.	Kirsten	July 2019
Action	Write letter to invite mayors to the opening ceremonies for the Salish Sea Lantern Festival.	Wayne and Susan I.	
Update	11.3 Van Isle Comic Con Event -Event was well attended. -2018 Report Received by ArtSea. -2019 Report will be provided shortly by Paula Kully.	Diane	
Update	11.4 Sidney Seaside Sculpture Walk -Committee for the Sculpture Walk has been set up and meetings organized. A focus will be to find buyers for the current sculptures so they are not removed by artists.	Wayne	
Report	11.5 SEAG Meeting Report - SBIA update: Donna Petrie has taken a position with the municipal government in Langford, and Susan Sumiko has retired from the SBIA. Morgan Shaw will be the new Executive Director and they will hire a new 'visitor experience' manager. - New Economic Advisory Committee (ToS) is being created SEAG representatives will be: Main – Alyssa Gerwing (Sidney Museum), Alternate – Susan Nawrocki (ArtSea).	Kirsten	

- Sidney Sidewalk Sale & Street Festival** is June 30th – ArtSea will be present with the Lantern Festival booth, also several ArtSea Member Artists will be demonstrating their art form.
- SEAG has a booth at the Sidney Street Market** (Contact: Morgan Shaw) and will display material for SEAG members.
- Ask a Local** will provide materials to residents and visitors.
- Canada Day Parade** – Diane Thorp to be honorary parade marshal and Wayne will tow the ArtSea Wagon with Lanterns.

(2:55) 12. Information Technology Requirements

Update 12.1 Google for non-profit Susan N.

-Darrel Couzens, Brunel Technology, has been selected as the new IT resource for ArtSea.

-Kirsten is project lead for migration to Google for Non-Profits. Information has been provided to Darrel to migrate email addresses from Island Hosting and change websites DNS.

Action Create a file structure for Google Docs migration – provide to Darrel after board approval. Kirsten July 2019

13. Volunteer Hours

✓ Record Board Member volunteer hours. Board

14. Important Upcoming Dates

ArtSea Director's Meeting @ 1pm – Iroquois Board Rm CANCELLED Jul 11 2019

SEAG Meeting @1pm – Arbutus Room, City Hall Attend: Jul 16 2019

Director's Planning Meeting @ 1pm– Iroquois Board Rm Board Jul 25 2019

ArtSea Director's Meeting @ 1pm – Iroquois Board Rm Chair: Lorre Aug 8 2019

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

Second: Patty