

Fredericton Arts Alliance

Draft Minutes

Board of Directors Meeting, 10 am, December 8, 2010 Held at the Pink House, 758 George Street, Fredericton, NB

In attendance: board members Russ Hunt, George Strunz, Katie FitzRandolph, Jean Rooney, Penny Pacey, Sabine Campbell, Myrna Gunter, Renée Davis; staff person Maria Bourgeois

Regrets: Kim Vose Jones, Marie Maltais

1. Katie called the meeting to order and welcomed everyone. An informal agenda was agreed on:
 - a. Election of officers
 - b. Schedule for meetings
 - c. General administration issues
 - d. Meeting with Sandy MacKay
2. The vote on the new executive was as follows: Katie FitzRandolph will remain as President, Sabine Campbell will remain as Treasurer, and Kim Vose Jones will remain as Secretary. George Strunz will automatically serve as Past President. Jean Rooney will become Vice President (replacing former Vice President Tony Merzetti). Positions as listed above accepted by the board by acclamation.
3. It was agreed that board meetings would continue to be held on the fourth Wednesday of the month at 5 pm. Katie stated that the Film Coop office downstairs at the Charlotte Street Arts Centre would be the usual location for the meetings.
4. It was agreed that there would be a board meeting on January 5th at 5 pm at CSAC and another meeting on January 26th.
5. On January 8th, there will be a pot luck for current and retiring board members, staff, and spouses, starting at 6 pm at Katie's (Pink House). Current board members are asked to indicate the type of offering (e.g. 'before', main, 'side', or dessert).
6. A number of points were identified and discussed under general administration.
 - a. Maria will send out the manual, including a calendar, to the board, to facilitate the transfer of operations.
 - b. Regarding Arts News email responses and other FAA email, Russ will ensure that these are forwarded to Katie and Sabine ??
 - c. Maria has requested that the archival files be stored at FAL, space permitting. If this doesn't work out, Katie will store them at her house. The FAA laptop, with all current files, will go to Sabine as Treasurer, with a backup to go to Kim as Secretary. We need to develop a reasonable back-up system for all electronic files.

- d. Regarding the phone, Maria is exploring the cost of a remote answering device. If we go this route, Katie will monitor and respond to all phone messages.
 - e. Maria will start the process of switching the signing authority. Each member of the Executive will be a signing officer, with two signatures required for cheques. Note: She will need these minutes as well as the AGM minutes in order to start the process. She will provide the template for the wording of the motion electing the new officers to Renee.
 - f. Katie will get the mailbox key from Maria and be responsible for checking the mail on a regular basis.
 - g. The Treasurer will need to send a remittance to CRA in early January and a T4 summary by the end of the month. Maria and Sabine will meet to sort this out.
 - h. We will need someone to look after memberships, perhaps Susan (a new volunteer) under the supervision of a board member. Maria will send Susan's contact information to Sabine, who will follow up. We may wish to explore changing the current procedure, eliminating membership cards and sending out electronic receipts. Renée will work with Sabine and perhaps Susan to see how we can make the membership list easy to maintain and to identify those whose memberships are about to expire. Russ will look into posting the membership list on the web site, available only to board members.
 - i. Jean volunteered to set up a Facebook page for the FAA, and to assist with the web site. She will meet with Cat regarding particulars. Katie volunteered to write a blog. Russ will work with Jean on making this all work. Templates for membership and donation receipts are needed.
 - j. Maria pointed out that the first grant application to be prepared is usually the City grant. The deadline has been the first Friday in February. Penny has agreed to take the lead on grant applications.
 - k. Maria will see that electronic copies of all last year's grants and other pertinent documents are sent to Kim.
7. The meeting with Sandy MacKay is set for 10 am on Wednesday, December 15th at the Pink House. All board members are encouraged to attend. Items to be discussed include the following:
- a. ArtsLink might wish to take on the artist in residence program (Casemates) that the FAA currently manages, and perhaps expand the concept to include Saint John next year and other areas in future years. ArtsLink might be able to get some funding for this if presented as a provincial undertaking occurring in various parts of the province. The FAA could provide expertise and ArtsLink could provide administrative support.
 - b. Both the pre-election forums and the probono project are provincial in scope and might be taken on by ArtsLink. Maria would be willing to volunteer with the probono project, if available. The FAA could provide expertise.

Prepared by Renée Davis