

**FAA Board Meeting Minutes**  
**Wednesday, August 17, 2011, 5 p.m.**  
**Charlotte St. Arts Centre, Film Coop Boardroom**

**Present:** Katie FitzRandolph, Sabine Campbell, George Strunz, Russ Hunt,  
Jean Rooney, Kim Vose Jones, Penny Pacey.

**Regrets:** Renée Davis. Myrna Gunter, Marie Maltais.

**1. Call to order**

By Katie at 5:05pm

**2. Adoption of the Agenda**

Motion to adopt the agenda- Sabine

Second- Russ

All in favour, carried.

**3. Minutes of June 29 board meeting**

Correction: Board members to be added to “regrets” list for the June 29<sup>th</sup> meeting-  
Myrna, Marie

Motion to adopt the June 29<sup>th</sup> minutes- Russ

Second- Sabine

All in favour, carried.

**4. President’s report**

Presented by Katie, see attached report

Highlights-

- Claire has done an exemplary job and has been kept on until August 19<sup>th</sup>, 2011.

- Katie is gone from September 4<sup>th</sup>- September 28<sup>th</sup>.

- Russ will do the press releases for HOA.

- 4 weeks of the program coordinator needs to be covered from August 27<sup>th</sup>  
September 16<sup>th</sup>.

- Jean will check the FAA phone while Katie is away. Will refer to Russ Kim or  
George for consultation advice.

- Sabine August 22- September 8<sup>th</sup>.

- Artsnews has many new subscribers (approximately 1450 subscribers)

Motion to accept President’s report- Katie

Second- George

All in favour, carried.

**5. Treasurer’s report**

Presented by Sabine- see attached report

- Clarification: Sabine reported that under revenues the \$304.33 membership revenue is from PayPal payments.
  - As of today \$7,800.00 balance in the account.
  - Final AIR honorariums still to be deducted from our account.
- Motion to accept report: Sabine All in favour, carried.

**6. Membership report** Tabled  
until next meeting.

**7. Tasks to be completed during August and September**

- September 2<sup>nd</sup> Kim and Katie will meet the artists- in residence to deliver the checks and pick up the key from the artists.
- Katie will take over the AIR coordinator position from August 20<sup>th</sup> - September 2<sup>nd</sup>.
- Kim will take over the AIR coordinator position for September 3<sup>rd</sup>- 16<sup>th</sup>.
- Sabine will pick up the FAA mail.
- FAA phone number will be marked as the Gala information line with a special message recorded.
- Katie will change the answering machine to say that tickets are available at Westminster Books and CSAC.
- Katie will seek board volunteers via email to assist with fundraiser tasks as they arise.

**8. Programs/issues**

- a. Artists in Residence- see above notes and President's report.
- b. Fundraiser (High on the Arts)- see President's report for details
  - Russ will send out fundraising poster and ticket sales notice to STU- Poster is in final edit; CSAC and Westminster Books will be approached to sell tickets.
  - Gala committee will meet August 21<sup>st</sup> and send the board the minutes.
  - Jean will design the auction catalog for the Gala; Sabine will edit the catalog bio information and send it to Jean.
- c. Membership drive- on- going
- d. Pro Bono program- on track
- e. Charitable status use- nothing new to report
- f. Website committee- Russ and Jean will work on updating the pictures displayed on the site.

**9. Time and date of next meeting**

Next meeting will be held at the Film Coop Board Room, Charlotte St. Arts Centre, on **September 21<sup>st</sup>, 2011, 5:30pm.**

**10. Adjournment**

Motion to adjourn- George

Second: Penny

All in favour, carried.

Meeting adjourned at 6:22pm.

Respectfully submitted by Kim Vose Jones