

## FAA board meeting minutes

Tuesday, November 6, 2012, 4:15 p.m.

Film Coop Boardroom  
Charlotte Street Arts Centre

Present: Allen Bentley, Renee Davis, Katie FitzRandolph, Russ Hunt, Penny Pacey, Jean Rooney, Cynthia Ryder

Absent: Bill Johnson, Marie Maltais, Barbara Roberts

1. **Call to order** by Jean at **4:26**
2. **Adoption of the Agenda:** Moved by Katie, seconded by Russ, carried.
3. **Minutes of last board meeting:** Approval moved by Katie, seconded by Allen, carried.
4. **President's report -- Jean:** See copy of report [attached](#). Adoption moved by Katie, Seconded by Allen, carried.
5. **Treasurer's report – Cynthia:** See copy of report [attached](#). The recommendation to approve paying a key deposit was moved by Katie, seconded by Russ, and carried. Adoption of the Treasurer's report was moved by Renee, seconded by Penny, and carried. Jean expressed on behalf of the Board thanks to Cynthia for the wonderful job of presenting the results of the Gala (see report of this [attached](#)) and the statement ([attached](#)) of the months' financial transactions.
6. **Membership report -- Renee:** Renee noted in a digression the odd reappearance of the advert for the Gala in the *Gleaner*; weeks late; Cynthia and Jean reported that the Gleaner has apologized. Apparently they mistook it for an ad for the Silver Wave festival; they've agreed to run another for the Film Co-op at no charge, and have apologized to the FAA. In more relevant business, Jean asked whether there was really any point in monthly membership reports, and Renee agreed that she didn't see any; so it won't be included in regular agendas unless there's something to discuss.
7. **Programs/issues** (if not already dealt with):
  - a. **Global Master List:** Jean suggested that it would be good for everyone if there were a master list of things that need to be done regularly. Russ wondered if that were something that the Web site could be used for. Jean said she would send Russ a list of things to begin with and Russ said he'd see if a program or utility were available on the site. Cynthia said there were quite a number of items that any Treasurer should know about, and that it seemed a good idea to construct such a list.
  - b. **Proposal from Bill:** The proposal to take the Gala upscale was postponed till Bill is at the meeting. There was in any case a discussion of how to involve others in initiatives of this kind, beginning with a suggestion from Katie that we might organize a special meeting of interested Board members for that purpose. Allen suggested that this might be something that FAA members generally might be involved in; this devolved into a discussion of whether we have means of communicating with members. Renee said that she has a spreadsheet with a list of email addresses; Russ said that if he had such a spreadsheet he could set up an email list. It was agreed it would be a good idea to involve members – for many reasons – and Katie volunteered to draft a questionnaire with perhaps five items

that could be circulated via email. Cynthia wondered about using SurveyMonkey. Katie said that for something as simple as this probably email would serve.

- c. **Interviews for strategic planning:** Jean wondered whether we should try to do the interviews before the AGM or put them off. Cynthia wondered about the status of the editing of the questions that Russ and Barb were going to do. Russ said he'd totally forgotten it, and assumed Barb had too, and that he'd get on it as soon as he could. Penny said she'd have a look at them as well. It was suggested that the list of members might be used as part of the strategic planning process.
  - d. **Board membership:** Jean noted that we have a long-standing vacancy on the board, and wondered if some members who know they aren't going to be able to attend regularly might be approached about the problem. Renee said that it might be helpful if every time a meeting reminder is sent out people are asked to RSVP.
  - e. **Grants and funding:** It was agreed that information about all these projects should be put into a master list as we develop one.
8. **Other business:** none
  9. Announcements
    - a. Katie reminded everyone of the [Great Gathering](#) on November 23-4
  10. **Time and date of next meeting:** the next meeting is to be on Tuesday, December 4, at 5:00, in the Board Room.
  11. **Adjournment:** 5:13

Russ Hunt  
Secretary