

FAA board meeting minutes
Tuesday, August 13, 2013
NB Film Co-op Boardroom
Charlotte Street Arts Centre

Present: Sabine Campbell, Renée Davis, Katie FitzRandolph, Russ Hunt, Penny Pacey, Susan Pierce, Cynthia Ryder, Barbara Roberts

Absent: Allen Bentley, Bill Johnson, Marie Maltais, Jean Rooney

1. Call to order by Penny at 6:04
2. Adoption of the Agenda moved by Katie, seconded by Sabine, passed.
3. Minutes of last board meeting moved to accept as amended in email by Katie, seconded by Renée, passed.

4. Vice President's report – Penny

Penny reported that Derek Davidson is doing an excellent job in all respects; among other things, keeping a record of visitors and keeping track of, and publicizing, outreach sessions. She noted that we don't have a good way to assemble information about artists in residence, and that Derek and she have been scrambling to get information together. It was agreed that next year (when, it's hoped, we'll have a summer student) we should plan this better. Sabine asked whether artists have been informed about the Gala? Cynthia said that while the final exhibition has been made clear, nothing specific has been done about the Gala. She will pass the idea on to Derek. She wondered if we couldn't give participating artists complimentary tickets to the Gala. Penny said that was a good idea, and it was agreed that that should be done, for lots of reasons (a good way to dramatize what the FAA does, give the artists some exposure, etc.)

Cynthia reported on some “glitches” in this summer's AiR program. Keys lost, some donation money gone missing. Apparently there's been an organized theft going on, with people stealing from lots of booths. The police are on it, and she thought there had even been a couple of arrests. Penny wondered whether, if we were to use the video equipment in the booth, it would be safe. This occasioned a discussion of the status of the equipment (Derek has told people it's not available, but perhaps we should rethink this, since it would be a way to establish that the equipment is shared, and should be used – and that shared usage was a condition of the grant that let us buy it). Katie suggested that we might put a notice in the *ARTSnews* saying that it's available. Penny said that would be a good idea, probably in September. We should let other folks with an interest know we're planning that. A question about whether it would be safe in the Casemates booth was raised; Cynthia said that so far there have been no problems with security overnight, only the daytime theft while shops are open. Should it be insured? Cynthia will check to see how much it cost, and we'll explore that.

Cynthia reported that Derek has raised the question of Katie Nicholas not being able to be there on the weekend, and wondered if we could simply lock up. Cynthia said, no, we can't do that because of the lease. She said there are other problems; Nicholas has been

bringing her child with her because of “daycare issues,” and there was extensive discussion of the fact that this isn't a good idea (partly for insurance reasons, and for the more immediate one of who's actually providing daycare while Nicholas is supposed to be working) and we probably should anticipate the problem for next year. Cynthia also raised the more immediate problem about what to do over the weekend when she can't be there. Derek has apparently offered to sit in the space, but it was agreed that was a bad idea. Katie said that if she's broken the contract, we should simply replace her. After extensive discussion it was agreed that if she can't be there to pick up the keys Friday, or be there Saturday or Sunday, that she should be replaced, if possible, for the whole week. Cynthia is to call her and explain this, and ask Derek to see if a replacement is available. It was also agreed that this, too, should be taken into account when we set up next year's program.

Penny also reported that we've been invited to participate in a King's Landing planning weekend, and that if anybody wanted to go (and get a free pass for the day) this weekend they should let her know.

The phone monitoring system has apparently broken down; Penny reported that when she checked the voicemail there were a number of calls that had not been responded to, some of them pretty important. Cynthia wondered whether we needed a motion on this; Russ suggested it should be discussed under item e on the agenda.

Katie moved acceptance of the President's report, Sabine seconded, carried.

5. Treasurer's report – Cynthia

Cynthia summarized the last two months' statements (see attached [June](#) and [July](#) statements), and summarized her projections for the [August](#) and [September](#) situations (again, click the month for the projections). The bottom line is that we expect to have about \$19,000 at the end of September. So, she concluded, we should feel we can go all out for the Gala. Sabine wondered if there were a problem with carrying that large a balance; Cynthia said that it's a matter of never knowing if we're going to get grants, so we need a cushion. She suggested, as well, that it might be worth exploring insurance for, for example, the casements or the AV equipment (although, she noted, the city generously provides liability insurance as part of the lease arrangement).

Cynthia moved acceptance of the Treasurer's report, Katie seconded, carried.

6. Programs/issues

a. High on the Arts Gala committee

Sabine reported that it's hoped we'll have tickets printed in about a week, that a committee meeting tomorrow will decide about music. Renée is to get David Myles' contact information to Sabine. Katie reminded us we are all going to have to sell tickets aggressively. Sabine said that the poster is going to be gorgeous – designed by Karen Burke, and printed because of an inkind donation from Marie Maltais.

b. Signing at Bank

Penny clarified that we don't all need to go to the Credit Union at once, and Russ is to get her the minutes of the meeting where she was named Vice-President.

- c. Members receiving Arts News
Renée said that it wasn't automatic that new members were signed up for the *ARTSnews*, and that it shouldn't be; Russ agreed that it was important that people specifically request a subscription. Cynthia wondered whether it would be possible to add a toggle to the PayPal page. Renée said that it would suffice to add a note explaining how to subscribe to the membership confirmation, and that she would do that.
 - d. Audio visual equipment
It was agreed that this had been dealt with in the President's report discussion.
 - e. Phone monitoring
Susan volunteered to take over the monitoring, and to forward items needing attention to the Board list regularly. Penny will get her the information for checking the voicemail.
 - f. Amani potluck/ farewell party
Katie reported that Amani had expressed a preference not to have her departure marked, and that she had written saying that we agreed, but that our gratitude for her service stands.
7. Other business
There was none.
8. Time and date of next meeting
It was agreed that we should set the next meeting via email after Jean is back, at the end of the month.
9. Adjournment
The meeting was adjourned at 7:08.

Russ Hunt
Secretary