

FAA Board meeting minutes
Wednesday, June 18, 2014
NB Film Co-op Boardroom
Charlotte Street Arts Centre

Present: Allen Bentley, Sabine Campbell, Dan Gleason, Russ Hunt, Marie Maltais, Penny Pacey, Susan Pierce, Barbara Roberts, Jean Rooney

Absent: Renée Davis, Katie FitzRandolph, Cynthia Ryder, Natalie Sappier

1. Call to order by Jean at 5:04

2. Adoption of the agenda

Sabine moved to adopt the agenda distributed by Jean; Allen seconded; motion carried.

3. Board members and officers

Jean clarified the confusion over the Vice-Presidency (which led to the masthead in the *ARTSnews* being changed), and noted it was agreed that Penny was Vice-President. Penny said she would be willing to share the vice-presidency with Sabine, but it was agreed that there really aren't many specified duties unless there should be an emergency. Jean discussed the importance of spreading work around, especially. Susan moved to confirm that Penny is VP; Sabine seconded; motion carried.

4. Adoption of the minutes of last board meeting

Adoption was moved by Russ, seconded by Allen, and the motion was carried.

5. President's report – Jean

Artists in Residence -- Jean has put together a folder for residents with relevant information (emergency contacts, copy of the contract, schedule information, etc.) to be handed to new residents on the transition, and has 44 copies ready to go, so that whoever is handling the transitions can just hand that to the artists. We haven't a copy of the lease on the space yet because of scheduling, but we expect that soon.

ARTSnews – Bridget is working out well as editor; she will be away from Fredericton in July but plans to continue editing the *News* while she's gone. She will not be able to handle transitioning at the Barracks, however.

Art in the Schools – There is some confusion about where to submit receipts for expenses and reports, and how to best get the receipts to Cynthia. Next year we should plan to make them submitted in the same way. We also might want to set up a proper jury for the process; someone needs to be careful to make sure that on the one hand the artists

are qualified and on the other that they are not exploited. For example, in one case a schedule that would have involved 25 separate one-hour sessions was proposed. Susan said that the committee had been careful to word the contract to avoid exactly that sort of thing. Jean said that we need to be sure, next time, that everybody understands the limits – including, for instance, the importance of obtaining RCMP clearance for everybody working in a classroom. It's not clear who's responsible for making sure that's done: should it be the district office? Marie said that we need to take that responsibility. Suppose, Jean asked, someone doesn't complete the project? Should we pay her anyway? Marie said she thought not; Jean wondered whether we should reimburse for materials in any case. Barb suggested payment according to the proportion of the schedule that actually was completed. Discussion ensued. Marie suggested the problem was that that wasn't made as clear as it might have been at the outset. The decisions about hiring were made by Andrea Penney, but that doesn't mean, Marie said, that we don't have responsibility. We shouldn't count on the folks from the schools to take this on. Penny said that we should follow up on all the grants and see how we can improve the process for next year. Let's learn from the problems this time. Susan wondered how we could coordinate the selection process between the schools and the FAA? Penny wondered whether a Board member were on the selection committee. Marie suggested a dedicated committee, like the Gala one, could be set up to monitor the whole process. Susan said the committee from this year should meet to debrief and make some recommendations.

Marie wondered whether it was possible to get provincial funding for an initiative like this. There was some discussion of the history of provincial grants, especially the operating grant that was canceled after the setting up of the provincial arts entity, and which had allowed us to maintain a part-time employee. Sabine noted that there's a downside to an employee, and that we've done pretty well by engaging board members to do that sort of work. On the other hand, it was argued that an employee would allow us to initiate more projects. This led to a discussion of what's involved in logistic support for the Artists in Residence. Someone needs to handle the transitions; Allen has volunteered to do at least some of that. Press releases need to be composed and sent: Penny, Sabine and Russ are organizing that.

Acceptance of the president's report was moved by Penny, seconded by Marie, and carried.

6. Treasurer's report – Cynthia

In Cynthia's absence, there was no treasurer's report. The statements from [April](#) and [May](#) are accessible on line.

7. Programs/issues

a. The *ARTSnews*, School Grants, and the Artists in Residence had been discussed already. Susan wondered whether it would be possible to format the *ARTSnews* so that clicking on a link in the table of contents would take you to the item. Russ explained why that was difficult since each issue is emailed as a PDF, and said he was trying to find a

way to accommodate that. Jean said that there is an ongoing difficulty with getting receipts from the schools to Cynthia for reimbursement. Sabine suggested that for now the best way would be to work through Andrea Penney, and make sure she knows what to do with the receipts.

b. Gala. Sabine reported that this is all set for now; music is arranged for and there is to be a meeting of the Gala committee on the 24th.

8. Other business

Dan wondered about whether we need a summary writeup of the School Grants program, to use as a press release and as a record of the successes. It was agreed that the committee would work on this. Jean said that she's been invited to submit such a report to the New Brunswick Visual Arts Educators Association journal, for publication in the fall. Dan said he'd be happy to help with such a writeup.

Penny asked whether we shouldn't have an information package about FAA at the Casemates, like a brochure. It was noted that we have in previous years, and should explore that now. Penny also wondered whether we had AV equipment available for the casemates, and where it is. Jean said it's here in the Arts Centre and it was agreed artists should be made aware of its availability.

7. Time and date of next meeting

It was agreed that the next meeting would be on Wednesday, July 23, at 5:30.

8. Adjournment

The meeting was adjourned at 6:10.

Russ Hunt
Secretary