

FAA Board meeting minutes
Wednesday, July 23, 2014
NB Film Co-op Boardroom
Charlotte Street Arts Centre

Present: Renée Davis, Katie FitzRandolph, Russ Hunt, Penny Pacey, Barbara Roberts, Jean Rooney

Absent: Allen Bentley, Sabine Campbell, Dan Gleason, Marie Maltais, Susan Pierce, Cynthia Ryder, Natalie Sappier

1. Call to order by Jean at 5:08

2. Adoption of the agenda

Renée asked to have "Election Forum" added to the Other Business section; adoption of the amended agenda was moved by Katie, Seconded by Renée, and carried.

3. Adoption of the minutes of last board meeting

Adoption was moved by Katie, seconded by Penny, and the motion was carried.

4. President's report – Jean

Artists in Residence – Jean reported that we are halfway through the program, and things seem to be going well. Week 1 was covered by Forrest Orser and Mariah Sockabasin; 2 by Emily Kennedy and Sarah Petite; 3 by Lisa Fullarton and Nate Miller; and while Bess Forrestall had to pull out at the last minute for week 4, Jean arranged for Nate Miller to take a second week, along with Tara Battram. Since then, Sandra Racine and Katie Nicholas were there for July 12-18, and Sarah Owen and Katherine Moller are there currently. Katie wondered whether the sign-up sheet for the *ARTSnews* were there; it is. The visitor's book and count suggest there have been lots of visitors. The schedule for the rest of the summer is on the Board Web site. Regarding the use of Old Government House as a venue for the exhibition, Jean reported that she hadn't yet had a response from Tim Richardson, but that she was not concerned, as the pattern is that it take a while, and there's no rush.

Jean also reported that she's found a graphic designer for the poster, and that there wasn't much other news. Katie moved that we adopt, with thanks, the president's report; Russ seconded, and the motion was carried.

5. Treasurer's report – Cynthia

In Cynthia's absence, Jean summarized the report as circulated via email. That report is accessible on line, [here](#), as is the [statement for June](#). Katie said that someone with a

Costco membership should explore the issue of the point of sale terminal for the Gala; Jean said she had a membership and would look after that.

Katie moved acceptance, with great appreciation, of the Treasurer's report; Russ seconded, and the motion was carried.

6. News from committees

a. **School Grants** – Katie said that it all seemed extremely successful, and suggested that we should start looking for grants to support this project, now that we had success to report. Barb said that Marie had been talking about that at the last meeting, and suggesting possible sources. It was agreed this was worth pursuing; Katie invited suggestions from anybody, and said would explore possibilities. She reported that Andrea Penney thinks it was a major success and wants to be sure we go ahead with it again next year, although there are issues that need to be addressed. For instance, she had said that there were a couple of the artists she would not want to work with again, and thought some tweaks to the application procedure might help prevent problems. – for instance, including the “Form 701” on working in classrooms that artists need to fill out online, print, and submit, and to make sure everyone knows about the police check for people working in schools. She also thought it might be a good idea to ask for a couple of reference letters – attesting to things like reliability, for example. Jean noted that we need to do more to get final reports promptly. Katie agreed, but said this is difficult since they have to go through the school system, which is notoriously slow, especially in summer. Barb said all these things seem to be administrative growing pains; Katie agreed, and repeated that Andrea Penney is happy to have it go again next year. Jean said that it would be good to make the whole process clearer from the outset; Katie agreed, noting that we should be able to do this without creating a twenty-page document. She reported that Dan has the materials and is working on creating a report on the whole thing suitable for publication in the *Gleaner*.

There was discussion of timing. Katie said Andrea had wondered about starting earlier, and although we're constrained by needing to know about funding, we should certainly be able to do that, since last year the whole thing never even got mentioned until January. This year we should be able to start much earlier, perhaps even beginning in October and making decisions by the first of the year.

Katie also said we need to make it clear that the artist gets paid only after the teacher and principal had signed off, and that expenses will be paid only when we have receipts in hand. We also need to be clear about how many hours we're paying for, so the artists know that that's what they should plan on.

Russ moved that we accept, with admiration for the organizers of the whole thing, the report; Renée seconded, and the motion was carried.

b. **Gala.** Katie reported that the date, October 23, is settled, and that the Alex Bailey Swing Band will be back (David Myles turned out to be unavailable, and Measha

Bruggergosman has not responded to emails). Also, Diane Roxbury-Brown, Johnny Leroux, and J. C. Belzile are confirmed in their usual roles. The committee is also looking for donations for the silent auction. Their next meeting is scheduled for July 29th at five. Katie has already sold a couple of tickets (\$40, as usual), and encouraged everyone to begin, even though physical tickets aren't available. Katie moved adoption of the report, Barb seconded, and the motion was carried.

c. **Miscellaneous.** Jean reported that she's been in touch with Natalie, who feels badly that she's been unable to attend more meetings, and that she had assured here that we would accept whatever she can contribute.

7. Other business

a. **Pro Bono program.** Katie said that the deadline for asking for students to work on a project this year was this Friday, and wondered if we wanted to let the program rest for a year, since the tax law one, which has been extremely delayed, is now close to completion, and we don't have an obvious issue that we would ask them to address. After some discussion it was moved by Katie, seconded by Renée, and passed, that we should not apply this year.

b. **Election Forum.** Renée said she thought we should get started organizing this. There was extensive discussion of the process of organizing it (venues, dates, representatives from the various parties, etc.), and it was suggested that we should consider hiring someone to do it. But in light of Cynthia's treasurer's report, there was some question whether this would be wise, especially since we really don't know how long the process would take. Katie said that she could take it on, with the aim of actually determining how much time it takes, so that next time we could decide on whether we should hire someone to do the organizing. She outlined a method of proceeding that sounded as though it wouldn't be extremely labour-intensive, and it was agreed that she should do that.

8. Time and date of next meeting

It was agreed that the next meeting would be on Wednesday, August 20, tentatively at 5:30, though the time is negotiable in case there are reasons people might want to have it changed; this is to be discussed on email.

9. Adjournment

The meeting was adjourned at 6:35.

Russ Hunt
Secretary