

## **FAA Board meeting minutes**

Wednesday, June 10, 2015

Film Co-op Board Room

Charlotte Street Arts Centre

Present: Allen Bentley, Sabine Campbell, Russ Hunt, Heather McTiernan, Tony Merzetti, Penny Pacey, Jean Rooney, Cynthia Ryder

Absent: Dan Gleason

1. **Call to order** by Penny at 6:02

2. **Adoption of the agenda**

Adoption was moved by Tony, seconded by Sabine, and carried.

3. **Adoption of the minutes of the last two board meetings**

Adoption of the edited minutes of the April 1 meeting was moved by Allen, seconded by Tony, and carried.

There was discussion about the procedure for adopting changes to the minutes, as the current draft of the May 6 meeting included proposed edits by Penny. Sabine said such changes should be brought forward under this item, rather than added to the circulated minutes. Russ said that in effect that was what was happening, as he'd included the changes in visible form as proposed edits. Penny read her proposed changes. In addition, Allen said his name should be on the Gala committee list, Tony said he should be on the list as well, and Cynthia noted that she's never been on that committee. Allen moved adoption of the minutes as corrected, Sabine seconded, and the motion carried.

4. **President's report**

**Summer student.** Penny explained the process for choosing the summer student as there had been a large number of applications. She and Derek interviewed 9 and chose partly based on writing skill. The successful candidate, Clio Windust, will start on June 15 (Derek has been handling logistics and will continue until then) and is scheduled to work through August 9. She will be resident in the Casemates much of the time, but will work out of the Arts Board offices when space can be negotiated with Akou Connell. Katie Fitzrandolph, who will be back in town, has agreed to supervise her. There was some discussion of defining the summer student's duties; Jean, for instance, proposed that she should be responsible for updating the Facebook information about the Artists in Residence as well as notices to the *ARTSnews*, and Russ said that last year he thought the current residents had been listed on the Web site. Penny said that one thing Clio could do would be to tutor the artists about the FAA and its programs so that they promote the work of the FAA amongst artists and the public. This should get more artists applying for projects. Jean noted that one thing she might be doing is keeping records and statistics in preparation for the final report – though she won't be there to

write it, it's important that the materials necessary be collected. Cynthia wondered whether the proper government forms had been filled out and submitted, noting there was a deadline; Penny said she would check with Derek.

**Board vacancies.** Penny noted that due to the three resignations since the last meeting we are now down to nine board members and we need to find at least one new member. She clarified that neither Derek nor Forrest will be returning to the board. Heather wondered whether we were looking for particular skills; Sabine said that energy and commitment were really the main priorities. A number of possible names were suggested.

Penny explained the source of the confusion about whether board members could apply as Artists in Residence. She said that there had been a discussion about this after the [January 11 meeting](#) that Derek and Forrest had attended as observers; both had said they would be interested in serving if it didn't mean they could not be Artists in Residence. Penny had asked others informally, been told that it shouldn't make a difference, and had so confirmed to Derek and Forrest, assuming that was board policy. There is still uncertainty about whether there actually is a board policy on this; it does not appear in the bylaws.

Penny said that one lesson to be drawn from the difficulty is that the board needs to be more open to new members; that other people have been new on the board and have reported feeling unwelcomed. Allen wondered whether we could address this formally, perhaps with a document or binder explaining the structure of the board. Russ wondered what might be included in such a document and pointed out that most of such material is already available on the Web site. Tony said that people have problems navigating Web sites. Jean said that we need to be clear that this board operates pretty informally, partly because we have no permanent staff, and much has to be improvised. Sabine pointed out that some people seem to have no problems, witness Heather's engagement with the board's work; Russ agreed, and noted that Jean had come on the board and become president within a few meetings.

Penny said there were some difficulties around people being properly thanked for contributions, and there was some discussion about who saw which emails, and how people should manage “copy to all” versus individual messages.

Tony pointed out that there was a good deal of confusion about when resignations became final, noting that many board members thought that the resignations of Derek and Forrest might have been contingent on the Artist in Residence applications. He pointed out that [the bylaws](#) include, under 4.11, “The Board may, by resolution, declare an office vacant and proceed to fill the vacancy by appointing another member . . . if the director resigns.” He suggested there should be a practice of declaring the office vacant, so that everyone would be aware of the decision. There was general agreement.

Penny reported that she has consulted with a number of people on the question of whether board members should be eligible to apply for grants, etc., and there was general agreement (she mentioned both Angela Watson and Akou Connell) that as long as there were safeguards to prevent abuse it was okay.

Tony moved that, in accordance with the bylaws, that the board declare three positions vacant. Sabine seconded, and the motion carried.

#### **4. Treasurer's report.**

Cynthia drew our attention to the email accompanying the circulated spreadsheet and

[statement](#), which said that at close on May 31 \$38,826.41 was the money available. We paid 2 more Art in the Schools artists their grants of \$500 each and incurred expenses in the "Lecture Series" of \$279.10, all shown under Arts Programs. Our expenses are due to increase by an estimated \$5300 for student and AiR expenses this month and the remainder of the AiS programs should be wrapping up with payouts for those at \$2000 plus expenses, along with our usual expenditures; projection for the end of June is approximately \$30,500.00 in available funds. Sabine said that it seems as though we have lots of money. Cynthia agreed, but said it's hard to say for sure, as we can't predict everything, so we should be conservative. Tony pointed out that acceptable reserves for non-profit enterprises range upwards of 50%, so it's not as though we need to spend the money and get down to zero each year. Jean wondered if, given that the last two AiR residents will be asked to work extra time, they would be paid accordingly? It was agreed to vote on that after the acceptance of the treasurer's report, which Cynthia moved, Russ seconded and which carried.

Jean then moved that we should pay the last residents a proportional amount to compensate them for the extra time; Sabine seconded, and the motion carried.

Cynthia noted that it has been some time since we raised the compensation for the AiR residencies, and we should at some point consider that. Heather wondered if it were possible to extend Clio's contract, perhaps part time, so that she could oversee the Artists in Residence process till the end? Sabine said she would check with Katie to see if that seemed likely, and to determine if Clio would be interested.

## 5. Committee updates

**Art off the Streets: Penny.** Penny confirmed that Sean Dunbar is happy to help fund the project, and that there are a couple of possibilities, including one offered by Forrest, and the photography one described last meeting. Sabine wondered whether there shouldn't be more work on graphics, but Penny pointed out that the photography project would fit that, and Jean said that creative writing and photography both seemed pretty appropriate.

**Gala: Sabine.** Sabine asked if this item could be moved up, because she would have to leave, and announced, happily, that the entertainment would be Stan Carew and John Campbelljohn, on October 22, and that things were mostly confirmed. The suggested theme was "Carouse with Carew and Campbelljohn" (there was some discussion of imperative voice vs. gerunds).

**Art in the Schools: Allen.** Allen said there should be a flood of reports and invoices to Cynthia pretty soon, and that things were moving along well. Nine projects, he said, are in progress in Anglophone schools this year. From his report:

1. Francis Chang's work with students on papier-mache and tie-dying) is completed with reports and photos submitted for our archives. I have forwarded these to Penny Pacey.
2. Dorma Bird's work at Keswick Ridge School ("Sparkling Creativity" through hands on use of brushes, palette-knives, watercolour and acrylics culminating in a school-mounted mural) is now finished and a complete set of photos and reports will be submitted to me soon. Dan Gleason and I visited this project last week and it was a truly vitalizing experience.
3. Yvonne Kershaw's work on music and childrens' literature at Millville Elementary

will be completed with reports and photos on Monday, June 15.

4. And I have re-alerted Andrea Penney's substitute person at the Anglophone Schools office to make sure that I get all reports from all other project supervisors and artists as soon as they come in.

**Artists in Residence: Jean.** Jean reported on the jury process and the subsequent discussion of why three proposals were rejected. She thought that although there were no problems with the jurors, there might have been a bias against writers, with a skepticism about whether writing could be made public and extended to the community. It was agreed that we should try to include a writer on the jury next time.

**Grants: Heather.** Heather said there was a city grant application coming up at the end of June, offering \$5000 for producing through community collaboration something important and lasting. After some discussion about what that might mean and how we might participate, Jean suggested we could add it to an existing project (for instance, a spinoff from the Art on the Streets project). Heather said she would try to draft "something rough" and circulate it to the board. Allen pointed out that the \$5K would allow a project like that to have a much wider and more lasting impact.

**6. Strategic plan: Russ.** Russ said that he had found the one we'd developed in 2008, and that it was [available on the Web site](#). He circulated a printout. It was agreed to table the matter till next meeting.

**7. Policy re: AiR and Board.** Tony said he thought the Canadian Independent Film and Video Fund had a policy about members being eligible for grants that might be helpful. Russ wondered if it were written, and whether Tony could locate a copy we might adapt. Tony said he would look for it and send it. [Later in the meeting, Tony said he had located it online and would send Russ a copy.]

**8. Intercultural project.** Penny said that it doesn't require a lot of work; we would just need to offer support by locating artists to participate. Jean observed that we need to make sure they take responsibility of making sure everybody involved has proper background checks. Penny said she'd take initiative on the project.

**9. Application to library re: AiR exhibition space.** Penny wondered who was going to contact them; Jean said she'd have a look at the issue.

**10. Signage (Heather).** Heather had a couple of price quotes for permanent FAA banners and wondered whether we would want to use the existing FAA logo or Jean's design for the proposed new Web site. Russ noted that both were oriented horizontally, and if we were thinking vertical banners they'd be a problem. Heather is to continue exploring the issue.

**11. Nick Tracy proposal (Allen).** Allen said that Nick has provided a list of standards defining a professional artist drawn from Canada Council, ArtsLink NB, Association acadienne, and ArtsNB, so he *has* done some research for us. Nick's original advice that (1) we advertise this subsidy on Arts News along with an application form for artists to fill out and (2) that FAA endorse the subsidized artist with an identity card seem, Allen said, like reasonable suggestions, noting that our work becomes much simpler if we approach only the Playhouse and they consent to a ticket concession-

rate. But his suggestion that FAA might actually subsidize the concession rate itself, Allen thought, is dangerous, as the work entailed here is that (1) someone has to make out the advert/application form on *ARTSnews* listing the qualifications for professional artists, and (2) someone has to approach the Playhouse and see what they think of the whole idea. Allen said he is prepared to do this. He also noted that Nick had presented a revised scheme which is interesting but too complicated for us to implement.

12. **Other business.** There was no other business.

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

As per our custom, the next meeting is to be on Wednesday, July 1, at 6:00.

14. **Adjournment**

The meeting was adjourned at 7:32.

Russ Hunt  
Secretary