

[[EDITED](#) DRAFT]
FAA Board meeting minutes
Wednesday, August 5, 2015
Film Co-op Board Room
Charlotte Street Arts Centre

Present: Allen Bentley, Bruce Gray, Russ Hunt, Tony Merzetti, Penny Pacey, Cynthia Ryder

Absent: Sabine Campbell, Dan Gleason, Heather McTiernan, Jean Rooney

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

2. **Adoption of the agenda**

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

3. **Adoption of the minutes**

Adoption of the edited minutes of the June 10 meeting was moved by Russ, seconded by Allen, and carried.

4. **President's report**

a. Penny wondered whether we should extend Clio Windust's contract to September 21. Cynthia estimated that it would cost about \$580 for two weeks (considering holidays and what's already supported by the grant). This would take a motion, postponed to the "summer student" item, below.

b. Penny wondered if someone could take over checking phone messages. Russ said he saw no reason he couldn't do that. Tony pointed out that it's possible to have phone messages directed to emails, so you wouldn't have to check regularly. Penny said if that could be done it would be great; the difficulty is remembering to check. Russ said he'd look into having the phone messages sent to email.

c. Should we be recruiting new board members? Penny reported that she has had a couple of inquiries. Al said he thought we should stay at ten till the AGM. Some discussion ensued, but it was agreed to wait unless a great opportunity to add someone arose.

5. **Treasurer's report.**

Cynthia noted that [the July statement](#) had been circulated via email, as had [a list of the reimbursement cheques](#) for the Art in the Schools program (total expenses \$8653.12). Current money available after July expenses is \$24290.13. Estimated expenses for August will be \$6200, leaving approximately \$18090 at the end of August. Known expenses for September currently estimated at \$1700, leaving approximately \$16390 at the end of September. She observed that we can afford to extend Clio's contract. Acceptance of the report was moved by Russ, seconded by Allen, and carried.

6. Membership report.

Cynthia reported that, as reported on email, currently we have 68 members.

7. Programs / issues:

a. Artists in Residence – Penny

Penny reported that the program is going very well, that Clio is handling the logistics (including reinforcing the FAA's role in the program) and that there had been lots of response in the current week, and an article in the Gleaner today. Clio is also working on a brochure (Penny circulated a mockup) and banner, which Katie has passed on to the Gala committee.

b. Intercultural project – Penny

Penny reported that this had taken place on July 20 with Pat Strang. There were 15 seniors participating in this 3 hour workshop and the end products on masa paper were frame worthy. It was very successful and there were requests to repeat this workshop. The Intercultural association covered the relatively low cost for materials. The Intercultural association would be interested in doing more art workshops with the FAA and Shannex this year.

cb. Summer Student – Penny

Penny reiterated that she is doing a great job. Allen wondered what she would be doing if we were to extend her contract past the end of the Casemates; Penny referred to the list of possible tasks she had compiled at the hiring, and said many of those were unconnected to the Artists in Residence. Russ ~~noted~~confirmed that she's taken initiative on working on the Web site, on an arts calendar, and on improving the *ARTSnews*. Russ moved that we approve extending her contract, Tony seconded, and the motion carried.

de. Gala fundraiser – Sabine

Allen reported that things are moving very quickly; the committee is actively pursuing contributors and it's coming together. The band issue is resolved: after Stan Carew's death we approached the Millers ~~and~~but not Sleepy Driver and it will be the Millers. Penny expressed the view that we avoid insulting artists who had been asked initially and then turned down and wondered whether we should approach Sleepy Driver and say we're considering them for next year. Allen said we should probably wait till we're ready to make a decision about next year. Cynthia said that we're close to securing a credit card terminal, that those issues are sorted out.

ed. New city grant application – Heather

Penny reported that Heather had gone ahead and drafted a grant application in support of Art Off the Streets and it's submitted. Clio is looking for grants as well.

fe. Web site – Russ

Russ reported that the FAA site improvement is in abeyance while Jean is in Ireland, and as long as he hasn't been able to see how to move the current content to a new site. He also said he had

been in touch with Kate Wallace at ArtsLinkNB about a better arts calendar, who had said they continue to be interested, but currently have no money and no plans, and that the Alberta arts calendar people had cautioned about startup costs (and that such a site wouldn't be cheap to maintain). She also said that if the site were to be provincial she thought it would need to be bilingual, which would put it out of reach from their point of view. Russ said he was puzzled, since ArtsLinkNB was originally set up as a counterpart to the existing Francophone provincial arts organization. He said he expected to be in touch with Fredericton Tourism, and that Clio has been working on granting sources, as well as software for creating a calendar.

gf. Art in the Schools – Allen

Allen reported that nine projects in the Anglophone district have been completed, all artists and supplied paid for (with maybe one or two exceptions with Cynthia is dealing with). He said that Cynthia is recommending some changes in the Artists' Application for Reimbursement procedure, which will clarify and expedite the payment process. He noted that some of the projects had been pretty exciting, mentioning Yvonne Kershaw and Peter Gorham particularly. Cynthia said that she's created a standard form that will help keep finances straight (there have been regular confusions about who should get receipts and how they should be handled; many have gone to Andrea but should have come to her). Penny agreed that it's important to make it clearer that this is an FAA project, and not the responsibility of the school district and said that she had been in touch with the Anglophone School District West band and that they expressed approval of this and had no objection to changes to make the FAA more visible.-

hg. Art Off the Streets – Penny

Penny reported that Sean Dunbar is just waiting for an amount to be specified, and is ready to help. The Homeless Shelter is keen to start, too, and ready to go any time (even though it's summer). Penny has identified people willing to work with it, and said that we should develop a relationship with the Makerspace. Bruce reported that he'd talked with Warren Maddox and had been impressed by his enthusiasm and articulateness, and his fund of ideas about possible projects in various media. Penny wondered if Bruce could transcribe his notes on the meeting and send them along. She said it seemed our role would be to contribute liaison with artists, and that was appropriate. Allen said it seemed that Bruce should be in charge of this. Bruce said he was interested in participating, if Penny would stay involved. She agreed.

8. Other business (and issues in abeyance).

a. Artists in Residence Exhibition

Penny noted that Clio has been exploring sites for the exhibition, and reported that Gallery Connexion would require much too much logistic setup for the time involved. Any suggestions would be welcome, as it seems increasingly difficult to find a workable alternative.

b. Brochure, banner, signage

Penny circulated Clio's mockup, said that the lowest bid seemed to be Taylor Printing, and wondered how many we should print. Some discussion ensued, about scenarios for using them and locations where they might be placed, and a consensus of 1000 emerged. We had agreed earlier that \$350 seemed a reasonable price for a banner, to be used to make out sponsorship of

events such as the Casemates, political forums, etc., clear. Allen wondered who would design it, and Penny reported that Clio had already worked on a version. Cynthia moved that we authorize \$350 (plus tax) for a banner; Allen seconded, and the motion carried.

c. Speaker series

Penny said that we still need someone to take on the project. Allen suggested that Dan might be interested, and Penny noted that Sabine had indicated interest as well. Bruce said he would be willing as well. Russ said it looked as though we had a committee.

d. Audio-visual

Penny reported that storage remains an issue [and said that we should make more of an effort to use the equipment. Cynthia noted it could be used at casemates and that theft should not be an issue.](#)

e. HR committee

Tony introduced an additional item of business, proposing that we set up an HR committee, to look after such issues as finding new Board members, relations with employees, orientation of new board members, etc. He said the Film Co-op has found such a structure very useful. Such a committee could also be documenting what members of the Board do, too – for instance, the secretary and treasurer's jobs should be described. The committee could create a binder with such documentation in it. He said the Co-op document might provide a useful model, and that we'd be welcome to use it. Some discussion ensued. Penny said it was something she had mentioned in the past, and agreed we should do it. Bruce said that he would be interested in such a project, as he has worked on that sort of thing in the past. Tony moved that we set up an HR committee to work on such issues, and to create a document/binder to pass on to new members (and old ones). Allen seconded, and the motion passed.

f. Political forum

Penny noted that we have an election coming up, and our tradition is to organize a candidates' forum. Who would want to take it on? There was some discussion about possible dates, given the fixed election date of October 19. We need a volunteer to take this on; perhaps we can use email to find one. Cynthia wondered whether it had been Marie Maltais who had organized the last one. It was agreed this would be something we should do.

9. Time and date of next meeting.

As per our custom, the next meeting is to be on Wednesday, September 2, at 6:00.

10. Adjournment

The meeting was adjourned at 7:28.

Russ Hunt
Secretary