

FAA Board meeting minutes
Wednesday, December 9, 2015
Film Co-op Board Room
Charlotte Street Arts Centre

Present: Allen Bentley, Bruce Gray, Heather McTiernan, Tony Merzetti, Cynthia Ryder,
Dan Gleason, Penny Pacey

Absent: Sabine Campbell, Russ Hunt

1. Call to order by Penny at 6:02

2. Adoption of the agenda

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

3. Adoption of the minutes

Adoption of the minutes of the November 18 meeting was moved by Allen, seconded by Cynthia, and carried.

4. President's report

Penny stressed that board recruitment is important as we are below the requisite number of 10.

Allen is heading the nominations committee for the 2016 AGM, he currently has 15 potentials on his list, and asks that we please suggest other names over the next few weeks.

Penny feels that it is mandatory that we have independent juries for all projects so that board members will be free to apply without barrier to any programs.

ArtsLink wishes to do a feature on us, story and photo(s). Penny suggested that one of the Art in the Schools projects or Art Off the Streets might be ideal.

Russ and Heather had raised the issue of committees and their members via email. In an email Russ noted that it was not in the minutes of previous meetings. Penny noted that it had been addressed at an earlier board meeting which Cynthia said was January or February. Penny found an earlier board email, which listed the committees. Under Tony's direction board members identified both past and present committee members. The President of the FAA is a member of all committees and needs to be informed of all meetings.

The following is a committees list and with former and active participants:

Grants: Heather, Katie FitzRandolph

Art off the Streets: Bruce, Dan, Heather, Peter Gross, Jean Rooney

Art in Schools: Allen, Katie FitzRandolph, Sabine, Dan

Artist in Residence Program: Katie FitzRandolph, Derek Davidson

Summer Student: Katie FitzRandolph, Cynthia
Member Engagement: Heather, Cynthia (albeit reluctantly), Bridget Spence
Social Media/Profile Enhancement: Derek Davidson, Forest Orser, Cynthia by default, Bridget Spence was suggested
Web Page: Russ, Tony, Jean Rooney
Gala/Events: Sabine, George Strunz, Tony, Allen, Katie FitzRandolph, Marie Maltais

Penny raised the issue of having a signature on blank cheques, or as yet unissued cheques. She has been advised by several lawyers that she knows personally that it is not something to do. It is not acceptable practice in their minds. There was much discussion on the reasoning why this has been the practice for several years, to reserve cheques with a single signatory signature on them, and it is now acknowledged that is in not a suitable “by the books” practice. It will cease immediately as Penny has made it quite clear that she will be accessible at any time to act as the signatory for the primary or secondary signature on all future cheques. It is not an issue of trust or control but that of acceptable practises.

Penny raised the issue of whether it is good practice to sign blank cheques, or as yet unissued cheques. She has been advised by several lawyers that that it is unacceptable under any circumstances. There was much discussion around why it has been deemed necessary and strategies to avoid this practice. Penny noted it was not due to a lack of trust but just good policy. It was acknowledged that it is not a suitable practice. Penny said that one means to avoid the necessity was that she would be available for cheque signing within a reasonable time frame as she is rarely outside the city limits. If she is another signatory should be available. Tony suggested that we should move forward with this but that if it appears not to be working we may need to revisit this issue.

Penny reported that she took the time to call all the contributors to the Gala that she was aware of and thank them personally for their contribution. She said artists appreciated this personal gesture.

5. Treasurer's report / Membership report

Please see PDF for [statement](#)

Opening Balances for October 31 are 19606.90 in chequing and \$683.11 in PayPal.
Expenditures and income for the month place us at \$29367.40 on 30 November.
Expenditures for December are estimated at \$728, leaving \$28389 at end December.
Expenditures for January, February and March are estimated at 563/month unless other expenses are incurred, such as that for the AGM. Leaving approximately \$21950 for end March.

Current memberships are 74.

6. Programs / issues:

a. Gala fundraiser

[Gala financials](#) were also reported, PDF, 15121.99 for income, and \$7875.63 for expenses, netting \$7246.36. Ticket sales were noted as lower at 72 compared to 115. Penny noted that this may be due to the fact that she did not call the attendee list as she had done in 2014 to let people know about the event. Tony noted that it is sometimes hard to get people out to events.

It was also noted that more artists selected a payout over a tax receipt.

Again it was noted that all cheques and receipts were finally sent out last week.

b. Grant applications

It was noted that we received the \$5000.00 grant from the City of Fredericton for the Art of the Streets project.

Heather is completing the Downtown Fredericton Grant Application this week, Tony provided feedback on the cover letter and pointed out a couple of items to be clarified. We are asked to put on our thinking caps and consider new themes, based on feedback that Penny circulated from Angela Watson, City of Fredericton, for the City of Fredericton Grant that usually is due in February. Allen suggested, perhaps a bit tongue in cheek, "Apocalypse Now?".

c. Summer Student

We have agreed that it is our intention to apply for summer student funding from the Government of Canada for 2016. Cynthia is looking after the application and the process that runs from 4 January to 26 February.

d. Art in the Schools

Allen noted that a meeting was held on Monday afternoon to discuss the financial position of the program. It was determined that we could fund 6 projects averaging a cost of \$1000.00 each, \$6000.00 for the winter/spring 2016 semester, without jeopardising the Artist in Residence program and still leave a moderate operating budget for the FAA in the fall of 2016.

Items discussed were that Andrea Penny looks after drafting and sending out the applications to the schools in Anglophone West District. Penny noted that it had been agreed to by Anglophone school district west some time ago that we would be using an independent jury to assist in the selection process. Penny made it clear that it was discussed with Andrea Penny's supervisor that we would be using an independent jury, no board members, to assist in the selection process.

Again the issues of publicity and credit to the FAA were raised, and it will need to made part of our granting mandate that publicity and public acknowledgement of the FAA contribution must be made. These are issues that will need to be addressed in the application and in subsequent contract information going to the artists and schools.

It was suggested that at least one jury member be from the Anglophone West District and at least two artists comprise the jury.

Dan raised the question of how the schools and artists are connected and how the artists are selected to partner with the schools. We feel that Katie FitzRandolph may have more information how the artists connect with the schools.

Penny found the last notice to the ARTSnews regarding the application process and will reissue it to the ARTSnews when we know the District is ready to proceed, so that artists can also make connections with the schools to apply.

Allen apologized to those that were interested in the proceedings on Monday but were not informed/invited. There will be another meeting and he will come back with a new report in January.

e. Art of the Streets

Bruce informed us that “everything is wonderful”. Penny and Bruce met with Warren Maddox, the ED of the shelters, and the decision was made to move ahead based on the receipt of the \$5000.00 City grant.

An independent jury pulled together by Warren, Penny and Bruce will select 3 artists from the list of artists that were contacted by the committee earlier this year, who had expressed interest in the program. They hope to have initial decisions regarding the 3 artists and programs in early January and have things starting by mid to end January. Critical questions to have answered by the City are: How long can we take to use the money budgeted, i.e., a full 12 month period? Can the initial two projects presented in the application be expanded to three? Can we roll funds over between budgetary items? Heather feels that we can as the City tends not to do receipt based accounting for grant reports. Penny has sent these questions to Angela and is waiting for a response. Based on the lower budgetary need and the reduced program, Sean Dunbar of Picaroons, may be interested in making some form of contribution, but not the \$5000 asked for in the larger but declined application.

f. ARTSnews, event calendar

Tabled until Russ’ return.

8. Other business

AGM: Heather agreed to call the CSAC to check on the availability of the MPR for Wednesday February 10th at 7PM and again on the 17th for a possible storm date. Cynthia will find last years AGM announcement and update it for February 2016 and submit it, once confirmation is in place with the CSAC for the above dates.

No other business

9 Time and date of next meeting

Wednesday, January 6, 2016 at 6PM

Film Co-op Board Room, Charlotte Street Arts Centre

10. Adjournment at 7:28