

FAA Board meeting minutes  
Wednesday, May 10, 2017, 5:15 p.m.  
Film Coop board room, Charlotte Street Arts Centre

Present: Allen Bentley, Sabine Campbell, Katie FitzRandolph, Russ Hunt, Tony Merzetti, Cynthia Ryder

Absent: Tahlia Ferlatte, Will Forrestall, Krishna Khaitan, Heather McTiernan, Penny Pacey, George Strunz

1. **Call to order** by Katie at 5:27

2. **Approval of the Agenda**

Katie noted that the wrong agenda had been circulated, and read out the correct one. Approval was **moved** by Sabine, **seconded** by Allen, and **carried**.

3. **Minutes of April board meeting**

Approval was **moved** by Cynthia, **seconded** by Sabine, and **carried**.

4. **Treasurer's report**

Cynthia summarized the [April statement](#), and her [forecast](#) for the next year, both of which had been circulated on email (the [list of cheques for the year](#) had also been circulated). She pointed out that forecast expenses are way bigger than forecast income – so that the projection is that we'll have \$8000 at the end of the year. This is not a disaster, and we should remember that we're being very conservative about forecasting income – but we should still be aware of it. She noted that we would need to approve about \$60 for Jean Rooney to take the Artists in Residence jury to lunch. Allen wondered about what happens if it turns out we can't spend all the city's matching grant money; Cynthia said that we should have no real problem, but if we don't, we can simply tell the city and give the excess back. Tony **moved** that we approve a maximum of \$60 for the jury luncheon; Allen **seconded**, and the motion **carried**. Cynthia **moved** acceptance of the report, **seconded** by Russ, and the motion **carried**.

5. **President's report**

Using the [written report](#) circulated on email as an outline, Katie went through the items to make sure all are provided for in her absence. Discussion resulted in the following:

1. *Hiring two summer students*: Cynthia and Russ are to ride herd on this; Russ is to make sure we have all the applications; Cynthia, Russ and Tahlia should have all the documents. We should line up applications for the two positions to take place in the same time frame, as the jobs may overlap. Cynthia is to keep track of government requirements about informing candidates of conditions, etc. We need to be clear on exactly how the SEED grants function; Heather may be able to help with that.
2. *Making sure that applications for the residencies get to Jean Rooney*: Russ should see what she already has, then make sure incomings are forwarded to her.

3. *Coordinating with Jean to make sure she has the resources to make the residency jury effective:* The jury is composed of Suzanne Alexander, Jean, and Christina Thomson; Tahlia is the Board liaison with the jury.
4. *Follow up on the Schools program:* Allen's been in touch with the schools people re: PR; Peter Gorham's students are preparing a press release. Russ is to make sure incomings about the program go to Allen.
5. *If we get Streets money, putting that program into effect:* Sabine is to be in contact with Warren Maddox at the shelter
6. *Redirecting the FAA phone to ??:* Russ already gets the phone messages as email and will redirect accordingly
7. *Redirecting the FAA email to ???:* Russ will do this for mail coming to president@, info@, etc.
8. *Finalizing the Container design:* Sabine is to contact Penny to arrange a meeting between Craig Budovitch and members of the Board, as soon as convenient, so that questions about process and design can be discussed more efficiently than by email. Sabine asked if Tony could attend the meeting; he agreed.

Discussion of the artist's fee entailed Cynthia explaining that the decoration of the Box is part of the AiR program: the first two weeks of the program, June 12-25, are designated for that purpose. She also explained that we do not need to select the decorator through the jury process. Some discussion about the location of the Box ensued: Katie said it will be in place in Officer's Square on May 15 for a city function; we can decorate it there or have it moved to its summer location for decoration. As many of us as can should have a look at it and its location on Monday. Sabine raised a question about the exhibition; it can't be at the library this fall, and wondered if we could make sure the library is booked for 2018, and where we might organize the exhibition this year. Katie wondered about using the Box itself; Sabine said that sounded like a good idea, and we should look at the interior to see if there is space enough. Katie showed some pictures of the interior, which it was agreed look promising. Katie said that she has done a PSA call about the project with CBC's Information Morning; Allen is to contact Vanessa Vandervolk at Shift. Allen also noted that members of the board, are planning to visit the New Bandon Art in the Schools project soon..

#### **6. Art in the Schools program**

There were no issues that hadn't already been discussed.

#### **7. Art off the Streets program**

Nothing to report: we still have no funding for this.

#### **8. Residencies**

Issues had all been dealt with above.

#### **10. Container**

Dealt with earlier.

#### **11. Summer student**

This, too, had been dealt with.

**13. Other business**

There was no other business

**14. Adjournment**

On motion, adjournment occurred at 6:21. As per our custom, the next meeting will be June 14.

Russ Hunt  
Secretary