

Arteast Executive & Coordinators' Meeting Minutes March 18, 2014
Lise Roy Meeting Room, Shenkman Arts Centre

Present:	Josie de Meo	President
	Diane Freeman	Treasurer
	Gregory Abraszko	Photographer/Vice President
	Ted Johnston	Coordinator Luna Sole
	Cheryl Mattice	AJAE
	Claire Ouseley	Newsletter
	Helen Rosseau	Webmaster
	Margaret Cape	Newsletter Layout
	John Olsthoorn	Social Media
	Lisa Johnson	Coordinator FrancoisDupuis

Regrets:

Mary Ann Varley	Past President
Carmen Dufault	Incorporation/AJAE
Susan Ashbrook	Budding Artist Coordinator
Elisabeth Baeclin	St Laurent Complex
Mari Brown	Trinity Art Gallery
Arlette Castonguay	Orleans Library
Isabella Leveque-Bouchard	Promenade Arteast
Christina Patterson	Grow with Art
Bernard Poirier	Member at Large
Maureen Rooney-Mitchell	Promenade Arteast/TrinityArtGallery
Dorothy Zorn	Newsletter Mailing/Promenade
Virginia Dupuis	Secretary
Clarisse Cheseaux	Promenade/Cumberland Library
Christine Gendron	Gloucester Library
Lindy Nadarajah	Children's Wish Project / AJAE

1. Call to order and welcome

Josie called the meeting to order at 7:04 p.m.

2. Approval of Agenda

Adoption of the revised agenda was moved by Lisa and seconded by Claire. Carried

3. Approval of minutes from the February 18, 2014 Executive Meeting

The adoption of the minutes was moved by Helen and seconded by Gregory. Carried

4. Financial Report – Update –Diane

Diane Freeman reported a bank balance of \$15,856.56; there are outstanding cheques totalling \$353.20, leaving a balance of \$15,503.36.

Diane proposed using a 'Request for Reimbursement' form whenever individuals make purchases in support of Arteast projects. Having a form with the details included would make accounting much easier. One executive member would be required to approve reimbursements. It was agreed to move forward in this regard and Helen will create a word document form which will be included in the 'forms' portion of the Arteast website.

5. Membership Report – Diane

We have 4 new members since Feb 14, 2014, which adds up to 15 new members this year for a total of 202 members. There are currently 16 overdue memberships, which would bring us to 186 paid members.

6. Grow with Art

The February meeting with Lucia De Marinis was well attended. Upcoming pencil crayon workshop will be small, with only 4 people in attendance. The next speaker, Alexander Badzak talking about the Ottawa Art Gallery expansion plans are well underway. She has declined the honorarium and will be provided with a small gift instead. The GWA committee are working on a workshop with Andrea Warren of Golden paints; proposed dates are April 26 or May 5. She would like to do a two day workshop on abstraction but the committee feels a one day event would be better. Proposed dates should be finalized and fee set probably the same as last year. The executive agreed that a one day event was best. Planning for the June fieldtrip is underway and the bus has been ordered. The contract will be signed and then mailed for confirmation. Christina is planning the Museum part of the trip. We are suggesting old Montreal again for various gallery visits and supper. The committee hopes to meet March 24 or 26 to finalize this year's plan and begin work on next year's speakers. Any and all suggestions are welcome.

7. Newsletter - Claire

Claire advised that information is slowly coming in for the next newsletter, which should be 12 pages long. There will be some changes needed (deletion of Cumberland library and addition of Francois Dupuis). There will be small articles on four lead co-ordinators (Maureen, Ted, Susan and Beata) in this newsletter. Also to be included is mention of the new co-ordinator for the Digest, inserts for the June trip and Budding Artist show, and a welcome to the four new members. The newsletter will be ready to go to print the second week of April

8. Website – Helen

Changes will have to be made to website due to decision to no longer exhibit at the Cumberland library and the addition of Francois Dupuis as a new venue. Lisa will prepare information and photos needed to create a separate page for Francois Dupuis. Photos from the studio time project will be added to the website, including pictures of what has been created. Claire asked for studio time dates to put in the newsletter, as well as the website, however studio time is still in pilot project phase and dates are not firm.

9. Facebook Page – John and Josie

John proposed a Facebook page after attending a studio time session as a way to raise awareness of Arteast in the public. The facebook page is already up and running and linked to the Arteast website. Possible ways of using Facebook are to set up a group, possibly of just the membership, could be partially open or closed. We could also consider moving onto Twitter, LinkedIn, etc., in the future. Josie is working with John on this and they are looking for a third person. This is considered to be the start of a gradual entry into social media for Arteast and will be mentioned in the Digest. Margaret will be designing a page for this.

10. Heart of Gold Award - Josie

On an annual basis, Royal Galipeau asks for nominations for Heart of Gold awards for volunteerism. A 50 word nomination must be submitted and it was agreed by all that Mary Ann would be the Arteast nominee. Josie will submit the nomination.

11. Volunteer Coordinator – Update - Gregory

Gregory expressed some frustration at not being able to successfully recruit volunteers so far. He was assured that this was to be expected and that it was up to the executive to actively encourage members to volunteer on an ongoing basis. Often it comes down to the right people connecting at the right time.

Josie suggested contacting people based on what they indicate interests them on their membership form (Diane will send info to the executive as to what people are indicating they are interested in volunteering for), as well as running articles on what different volunteer activities entail. Another suggestion was awarding points for volunteer activities, which would lead to being given spots in an Arteast show. It was noted that people who volunteer the most tend to hang the least. Josie mentioned that 52 of our members are actively volunteering.

12. Budding Artists - Josie

Nothing to report – the forms are on the website, and will be in the newsletter and on the Digest. It was noted that we needed to include the Ottawa School of Art.

13. Incorporation – Ted, Carmen and Mary Ann

Ted reported that things are moving forward slowly. The committee is using the business development centre, for which money has already been put aside. Ted raised several points that had been discussed with the accountant: whether Arteast requires HST registration, which the accountant felt was unnecessary due to the small number of transactions; whether Arteast should be given charitable status, which was not felt to be necessary as donations are not currently being received. It was agreed charitable status could be revisited at a later date. Our organization will be formally registered as Arteast Ottawa Incorporated. There is a need to name 3-7 Directors and Ted suggested the President, Vice President, Secretary, Treasurer and Past President. These people will need to provide their full name, address, SIN and DOB in this regard. The registered address will be Arteast Ottawa, with no mention of AOE or the Shenkman Centre.

14. Outreach

- Studio Time Project – Josie noted that at the last session there had been 11 participants and that they can go up to 18. This is still considered a pilot project but Josie will discuss moving forward with Dorothy Zorn.

15. Promenade Arteast and Trinity Art Gallery – Josie

Maureen provided her report via email:

Report 2014-03-11 Trinity **Mosaic – Mosaïque**. There are 4 sales from the show: Jane Cass, Joanne Beaubien, Mike Philips and Dwain Sykes. The artists have been re- informed of the commission percentage of 25% for this show. Maureen is working on a video of this year's show for youtube. The show went very well - the Mayor once again attended and Wallacks sponsored the Juror's Choice Awards.

Re Promenade, the current show is **Artistic Reflections – Réflexions artistique**. One piece (Jane Cass) has sold so far. The changeover date is April 23 and the next show will be More Mosaic, which will run April 24 to June 17. There are 18 confirmed artworks to exhibit, two for the cabinet. The vernissage will take place April 27. Pickup will be June 18. The gallery will then be closed for repairs for one week.

16. 25th Anniversary – Josie

Plans are continuing to be made, but currently include a party, running a contest to design a special logo and an Arteast tour, similar to the Orleans studio tour. All exhibits for the year will be based on the 25th anniversary theme. Long term Arteast members will also be contacted.

17. Coordinators' Reports

- **Gloucester Library** – No update
- **Orleans Library** – Changeover took place March 4. Five artists participated with a total of 13 works of art, which will hang until May 6.
- **Cumberland Library** – We will no longer exhibit at this location due to safety concerns.
- **St Laurent Complex** – A new show, Art Mix, is running at St. Laurent from February 28 to April 11 with Joyce Buckley, Helene Lepage, Brigitte Drolet and Kerstin Peters participating. Four new artists have been contacted for the Spring Mix show which will run from April 11 to May 23. After that the Budding Artists show takes place. No sales so far. Helene Lepage has joined the St. Laurent team, however they still need 2-3 people to run the Holiday Mix show as Beata will be away and Elisabeth will be working overtime.
- **Lunasole** - Ted reported Erika Farkas is currently exhibiting and Margaret Cape will be next. Helen asked that she be provided with info on who is exhibiting at Lunasole so she can include this in the website. It was agreed that the artists should do this. It was also noted that all show info could be included on the facebook page.
- **Francois Dupuis** – Lisa advised that the insurance papers had been signed and that they would begin with an executive show to work out any kinks at this new location. This show will have up to two pieces per artist for a total of 17 pieces. Shows will run from the 3rd Monday of odd months for approximately two months. This location will have evening changeovers and the second show will begin May 26.
- **AJAE** – Cheryl asked that Josie book rooms at the St. Laurent complex for this show and will provide the dates via email.

18. Varia - Josie

Discussion took place on the possibility of having a dedicated phone line for Arteast. John suggested using VOIP, which would entail an initial cost of about \$125.00. It was agreed that this would be given further consideration at a later date.

Claire brought up the members survey. Josie is to look through old material to see if she can locate earlier surveys. Claire would like to include questions regarding the newsletter. Josie noted that someone would have to put the survey together and determine what kind of questions we want to ask. There was also discussion of using survey monkey, a service that compiles the results. AOE has also run a number of surveys and could be consulted. It was agreed that this topic would be discussed at the next executive meeting.

19. Adjournment

The meeting was adjourned at 8:53 p.m. on a motion from Ted and seconded by Diane. This was followed by Gregory taking the executive's photo.

Next meeting:

The next meeting will be at 7:00 p.m. **April 15th, 2014** in the Lise Roy Meeting Room, AOE Arts Council, Shenkman Arts Centre

ARTEAST CONTACTS:

Telephone Number- 613-745-2996 Mary Ann Varley- Information in English

Telephone Number- 613- 590-7627 Josie De Meo- Information in French

MAILING ADDRESS:

Arteast Box 5 Suite 260 245 Centrum Blvd Orleans, K1E 0A1

All Executive Committee meetings will be held the 3rd Tuesday of the month in the **Lise Roy Meeting Room, AOE Arts Council, Shenkman Arts Centre 245 Centrum Blvd** from **September 2013 to June 2014 at 7:00 p.m.**

Arteast **General Meetings** will be held on the 4th Tuesday of the month **Room 340, 255 Centrum Blvd** from **September 2013 to June 2014 at 7:30 p.m.**