

**Executive Committee and Management Coordinators Meeting**  
**Tuesday November 15<sup>th</sup>, 2016 7-9 pm**  
**Lise Roy Room, Shenkman Arts Centre**

**Members in Attendance:** Josie DeMeo, Lynne Alsford, Cheryl Mattice, Corinne Feasey, Christine Gendron, Mary Ann Varley, Maureen Rooney Mitchell, Nasri Georges, Marie Leger, Christine McNulty, Donna Sivyver, Gwen Cowan, Danielle Beaulieu, Lore Organ.

1. **Call to Order** President Lynne Alsford

2. **Approval of Agenda**

-Motion to approve agenda by Josie DeMeo. Seconded by Cheryl Mattice. Carried.

3. **Approval of the Minutes of October 18<sup>th</sup>, 2016**

-Motion to approve the minutes by Lynne Alsford. Seconded by Cheryl Mattice. Carried.

4. **President's Report** Lynne Alsford

Use of 'Our Town' for advertising:

-Artists are to be asked to ensure that the **name of Arteast is not edited** out of promotional material if it is an Arteast exhibition.

-Artists may choose to have material vetted by a coordinator, or specifically ask Citizen Staffer Robbi Hay to include the name of Arteast in any announcements.

New Grow With Art Lead

-No responses have been received from Digest appeal.

-Lynne and Josie will create an up to date address list in our Gmail account.

-Another appeal will be sent out via Gmail account to reach all members to include those who have not registered on Blogspot.

Office Space and Insurance

-Search for a shared office space has not been successful. No replies from Ottawa School of Art or AOE.  
-The cost of rental space will be included in the proposed 2017 to 2019 grant application budget to the City of Ottawa.

-Administrative Assistant will continue to travel to the various homes depending on the task.

-No additional insurance is required unless new office space contains more than \$5,100.00 worth of equipment. (Mantha Insurance – Linda Hubert)

2017 Grant Application to the City of Ottawa/Budget for AGM

-Application has been sent to President.

-Danielle Beaulieu has agreed to prepare the application again for 2017. Deadline date is January 16<sup>th</sup>, 2017.

-Mary Ann Varley has agreed to put together the support package for the application.

-**ACTION:** The Board will meet to review the budget for the grant application and the AGM.

**5. Treasurer's Report** Cheryl Mattice

- Balance of \$16,517.78 with uncleared items totaling \$1,179.58.
- Net Balance of \$15,349.52.
- Membership: 215.
- Cheryl reported on Arteast migration to online version of Quikbooks to allow more than one person (i.e. Treasurer and Administrative Assistant) to work on data and to facilitate sharing with accountant so he can prepare Arteast's income tax returns.
- ACTION: Cheryl asked coordinators for year-end receipts to close out books for 2016.

**6. Vice President's Report** Murielle Bérubé (absent)

- Report was shared by Lynne.
- Murielle contacted 5 new members.

**7. Grow With Art Report** Mary Ann Varley

- 30 in attendance for October meeting with Hamid Ayoub.
- Some members have requested a *Hamid Ayoub workshop*.
- Fall workshop by Susan Ashbrook has been cancelled – due to lack of registration. GWA team will consider additional ways of promotion.
- November party information has been sent out to the Digest and is on the Website.
- January meeting will feature Jessie Parker and well as the AGM.
- Mary Ann to look at some tasks which might be given to someone else. (i.e. room rental, organizing room at 255 Centrum, introducing speakers)
- Work on Brochure for 2017/18 will begin in March of 2017.
- Motion** made by Mary Ann to change name of Grow With Art. Discussion. Deferred to Other Business.
- draft invite was submitted and sent out for the November party.
- Members wishing to participate in a small art exchange are asked to bring a small piece of art (4 x 6) to exchange with another artist.
- Party to be held at Gabriel's Pizza, 2158 St. Joseph Blvd., Orleans (613 824-6164) on Tuesday November 22<sup>nd</sup> at 7:00 pm.

**8. AJAE Report** Mary Ann Varley/Jacinta Aungier

- 1 sale, and another possibility.
- Take down will be Nov. 25<sup>th</sup> 2016.
- Josie has been approached by St. Laurent to expand the hanging area. (hallway going into the change rooms)
- Jacinta will forward a more extensive AJAE report.

**9. Digest Report** Kerstin Peters (absent)

- Verbal report given by Lynne.
- Reminder to use [arteastottawa@gmail.com](mailto:arteastottawa@gmail.com) when sending any Arteast items. Non Arteast show items must be sent to [president@arteastottawa.com](mailto:president@arteastottawa.com) for approval.
- Digest tasks have been transferred to Valerie Brault. Kerstin to proof before sending out.

-Coordinators are asked to refrain from using fancy formatting when sending announcements as this has to be removed.

-Please identify which announcements originate from members. (Valerie is not yet familiar with the membership and this will help her put them in the right section of Digest.)

#### 10. **Newsletter Report** Claire Ouseley (absent)

-Report shared by Lynne Alsford.

-Fall 2016 newsletter posted online Oct.31<sup>st</sup> and mailed Nov. 9<sup>th</sup> 2016. Mail out was 168 – which represents 80% of membership who prefer the printed format.

-Thanks to Cheryl, Dorothy, Raymonde and Valerie for mailing assistance, to Erika for layout and to Carmen and Kate for proof reading.

-Lynne is forwarding all coordinator's reports to facilitate presenting the most current information for the last page of the newsletter.

-**ACTION:** Coordinators keep Claire updated on any changes to telephone numbers and email addresses.

##### **Proposed Schedule for 2017**

*Winter 2017 – Issue Date – Feb. /March 2017. Material deadline date: Feb. 14<sup>th</sup> 2017*

*Spring 2017 – Issue Date – May 2017. Material deadline date: April 21<sup>st</sup> 2017.*

*Fall 2017 – Issue Date – October 2017. Material deadline date: Sept. 30<sup>th</sup> 2017.*

#### 11. **Website Report** Helen Rosseau (absent)/Nasri Georges

-Nasri reported that Helen would be submitting a report.

#### 12. **Open Studio Report** Corinne Feasey/Dorothy Zorn

-8 artists attended on Nov. 10<sup>th</sup> including one new member.

-Remaining studio times for 2016 are Nov. 24<sup>th</sup> and Dec. 8<sup>th</sup>.

-New room rental contract for Jan. through March 2017 has been prepared and sent to the President and Treasurer for signing and payment. (Done)

#### 13. **Promenade and Trinity Report** Maureen Rooney Mitchell

##### Promenade

-*Current Show Dates:* Oct. 20<sup>th</sup> 2016 to Jan. 3<sup>rd</sup> 2017.

-*Title of Show:* AJAE Awards Winners of 2015.

-16 Exhibitors hanging 16 pieces of work.

-*Vernissage:* Oct. 23<sup>rd</sup> 2016.

-*Pick up date:* Jan.4<sup>th</sup> 2017.

-Vernissage was well attended. A'Chord East played. Hamid Ayoub played traditional drums.

-*Next Show Dates:* Jan. 5<sup>th</sup> to March 14<sup>th</sup> 2017

-*Title of Show:* Winter Medley

-18 confirmed participants

-*Drop off date:* Wed. Jan.4<sup>th</sup> 2017 from 10 am – 11 am – hanging after 11 am.

-Vernissage date: Feb. 12<sup>th</sup> 2017 – in combination with Trinity.

-Subsequent show will be managed by Mary Ann – exact dates yet to be determined. 12 confirmed participants to date.

### Trinity (Mosaic Exhibition)

- Call went out on the website, Facebook and Digest.
- Application form was included in the Communique.
- A'Chord has been asked to play at the combined vernissage for Promenade/Trinity on Feb.12<sup>th</sup> 2017.

### 14. **Community Projects** Josie DeMeo/Helen Rosseau

#### 150<sup>th</sup> Project Report

- Puzzle pieces will be mounted onto 2 boards which will then be cut accordingly. Mike Phillips has volunteered to do this.
- Specific layout, prep work will be done by the team.
- Lynne will verify the consent to use the City of Ottawa logo. Volunteer list of 30 will be drawn up by Lynne and Josie.
- Distribution of pieces need to be done **by DEC. 1<sup>st</sup> 2016**. Return date: **APRIL 1<sup>st</sup> 2017**.
- Location for the Drop off of pieces is still to be determined as is the place for permanent housing after the July exhibit.
- Request for Board to consider:** The cost of the entire project be assumed by Arteast.

### Baz'Art 2016

-Nov. 26<sup>th</sup> and 27<sup>th</sup> 2016 – 12 artist have volunteered to demo. Still require more participants for Sunday. Josie to send out a call in the next Digest.

Holiday Mix St. Laurent Complex. 23 artists have registered to display 41 pieces of work.

- Drop off date is the same as the pickup date for AJAE. Nov. 25<sup>th</sup> 2016 from 6 until 7 pm.
- Take down date is Jan. 12<sup>th</sup> 2017.

### 15. **Coordinators Reports:**

#### North Gloucester Library Christine Gendron/Donna Sivyver

- Current Show:* Nov. 8<sup>th</sup> 2016 until Jan. 10<sup>th</sup> 2017.
- 8 participants displaying 18 pieces of work. (Pari Zati, Marie Leger, Judy Ross, Christine Gendron, Johanne Blain, Roy Whiddon, Mary Ann Varley, Gwen Cowan)
- Pickup date: Jan. 10<sup>th</sup> 2017.
- Next Show:* Jan. 10<sup>th</sup> 2017 until March 14<sup>th</sup> 2017.

#### Orleans Library Corinne Feasey/Glen May/Mike Phillips

- Current Show:* Nov. 1<sup>st</sup> 2016 until Jan. 3<sup>rd</sup> 2017.

-8 participants displaying 16 pieces of work. (Clarisse Cheseaux, Roy Whiddon, Lynne Alford, Marie Leger, Raymond Wolfe, Dominique Sanson, Jennifer Garland, Corinne Feasey)

Blackburn Hamlet Library Jessie Parker/Robert Arnold (absent)

- Report sent by email and shared by Lynne.
- Current Show*: Sept. 24<sup>th</sup> 2016 until Nov. 26<sup>th</sup> 2016
- Title: 'Horses'.
- Artist: Lore Organ displaying 9 pieces.
- Changeover: Nov. 26<sup>th</sup> 2016.

*Next Show*: Nov. 26<sup>th</sup> 2016 until Jan. 28<sup>th</sup> 2017.

- Artist Diane Bertrand.
- Title: 'First Girl, then Woman'.

Legal Info Centre Jessie Parker (absent)

- Report sent by email and shared by Lynne.
- Unchanged*. Oct. 28<sup>th</sup> 2016 until April 29<sup>th</sup> 2017.
- Rashmi Rehka exhibit entitled: 'Kaleidoscope of Life'.
- Next Show*: April 29<sup>th</sup> 2017 until October 2017 features Jennifer Garland.

Lunasole Resto-Bar Ted Johnston (absent)/Gwen Cowan

- It was noted that Gwen has taken over as Lead and Ted would be back up.
- Current Show*: October 25<sup>th</sup> 2016 until Dec. 6<sup>th</sup> 2016
- Artist: Kerstin Peters displaying 8 pieces of work.
- Pick up date: Dec. 6<sup>th</sup> 2016.
- Sales: Two pieces were sold: 'The Wave' (450.00), and 'Hay Field in Germany' (550.00).
- Next Show*: Dec. 6<sup>th</sup> until Jan. 3<sup>rd</sup> 2017.

St. Laurent Complex Elisabeth Baechlin/Jennifer Garland (absent)

- No current show. (Due to AJAE)
- Next Show*: Holiday Mix from Nov. 25<sup>th</sup> 2016 to Jan 12<sup>th</sup> 2017.

Francois Dupuis Complex Marie Leger

- Current Show*: Nov. 14<sup>th</sup> until Jan. 9<sup>th</sup> 2017.
- 4 participating artists. (Mark Bottomley, Murielle Bérubé, Hélène Lepage, Kerstin Peters) displaying 20 pieces of work.
- Pick up date: Jan. 9<sup>th</sup> 2017.

St. Laurent Library Linda Dabros (absent)

- Report sent by email.
- Current Show*: Sept. 30<sup>th</sup> until Jan. 6<sup>th</sup> 2017
- Artist: Diane Bertrand
- Title: Textures – Materials; 7 works.

*Next Show:* Jan 6<sup>th</sup> 2017 until March 31<sup>st</sup> 2017.

Artist: Elizabeth Twiss.

Title: TBA

## **16. Other Business:**

### **Bylaws**

-Lynne met with Bernard Poirier re: changes to the Arteast Ottawa Bylaws.

-Changes have been circulated to the Board members and the coordinators for review. The group was satisfied with the changes.

-Proposed changes to be approved by the Board of Directors before forwarding to the membership at the AGM.

### **GWA name change.**

-General meetings will continue to be known as 'Grow With Art'. Further words or phrases such as, 'professional development', may also be used as descriptors for Grow With Art.

## **17. Adjournment**

-Motion to adjourn by Lynne. Seconded by Cheryl. Carried.

Meeting adjourned at 8:55 pm

Next meeting of the Board and Coordinators will be at 7:00 p.m. Jan. 17<sup>th</sup> 2017.

in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre, 245 Centrum Blvd., Orleans.

All Board and Coordinators meetings will be held on the 3<sup>rd</sup> Tuesday of the month in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre from September until June at 7:00 p.m. at 245 Centrum Blvd., Orleans.

Arteast general Meetings will be held on the 4<sup>th</sup> Tuesday of the month. Room 340, 255 Centrum Blvd. (or unless otherwise designated), from September 2015 to June 2016 at 7:00 p.m.

Arteast Archives: located at Dymon Storage Facility, 4338 Innes Rd., Locker number D343.

