

Arteast Executive & Coordinators' Meeting Minutes November 19th, 2013
Lise Roy Meeting Room, Shenkman Arts Centre

Present:	Josie de Meo	President
	Diane Freeman	Treasurer
	Mary Ann Varley	Past President
	Gregory Abraszko	Photographer/Vice President
	Carmen Dufault	Incorporation/AJAE
	Ted Johnston	Coordinator Luna Sole
	Cheryl Mattice	AJAE
	Claire Ouseley	Newsletter
	Helen Rosseau	Webmaster
	Margaret Cape	Newsletter Layout

Regrets:

Susan Ashbrook	Budding Artist Coordinator
Elisabeth Baechlin	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/AJAE
Clarisse Cheseaux	Promenade/Cumberland Library
Christine Gendron	Gloucester Library
Lindy Nadarajah	Children's Wish Project

1. Call to order and welcome

Josie called the meeting to order at 7:00 p.m.

2. Approval of Agenda

Adoption of the revised agenda was moved by Ted and seconded by Mary Ann. Carried

3. Approval of minutes from the October 15th, 2013 Executive Meeting

The adoption of the minutes was moved by Ted and seconded by Claire. Carried

4. Financial Report – Update –Diane

Diane Freeman reported a bank balance of \$15,125.92; there is currently one outstanding cheque for \$216.11 for Sure Print.

5. AGM Meeting Budget Preparations – Josie / Diane

Diane provided an overview of the proposed budget which will be presented at the AGM, going over each item and explaining any changes from the previous year's amount.

Discussion on the grant highlighted that this was not included in the budget as it is not a given that a grant will be received. While some felt the projected balance of \$2614.45 in December 2014 was low, this is very typical and in years past has been even lower. It was noted that incorporation would likely not be as expensive as budgeted for. Claire suggested having last year's budget available for comparison purposes at the AGM in January. Josie agreed to prepare the actual budget and the projected one for 2014.

Discussion on the City of Ottawa grant highlighted what was covered by the grant and that some items were only covered up to 40% by the grant currently. Mary Ann explained that this can be adjusted. The brochure is covered completely by the grant.

No one expressed any concerns with this budget as is and Josie will present it at the AGM. Grant details will not be included in this presentation.

6. Membership Report – Diane

We have 43 new members and 116 renewed members since January 2013, from an active member base of 200 members. There was discussion on changing renewal dates to members' birthdays so they would remember to renew, or having just one renewal date, but given the complexity to make these changes it was agreed to leave the current system of sending out reminders in place.

7. Grow with Art

Coordinator's update – Mary Ann advised that the 'show & tell' session that replaced the speaker who became ill in October had been very well received and could be used again as a 'fall back' when needed. Between 35-40 people attended, bringing 23 works.

Volunteer appreciation night and art exchange will be taking place at the D'arcy McGee's pub on Tuesday, Nov 26, starting at 6:00 pm. Sue Thompson is coordinating.

The January speaker for Grow with Art will be Daniel Kaunisviita on writing an artist's statement.

A formal motion to apply for a City of Ottawa grant of \$6000 was put forward by Mary Ann, seconded by Helen (carried). Mary Ann will write the grant application with Diane's help, which has to be submitted hard copy. Claire volunteered to assist in this regard and Mary Ann will provide her with a copy of last year's draft.

Pop up sign – Margaret provided three versions in different colour spectrums. Voting was almost unanimously for the yellow to red version. Carmen has currently received two quotes for the sign and is to get another. Gregory will provide her with another individual to contact. Josie noted that Sure Print normally gives Arteast a discount. Once a company is chosen, the sign will be ordered and will, hopefully, be available for Baz'art. This sign was already budgeted for. It was noted that Margaret wants to be in touch with the chosen printer to ensure they have all the information necessary for this job. Helen requested the colours from Margaret so she can start to include them in the web site.

8. Newsletter - Claire

Claire said she has been receiving positive feedback on the new format. She also noted that, having received past newsletters from Ted, the Communique has certainly evolved from a simple letter. Claire reminded the executive that she requires their photo and bio for the January newsletter by mid December. She noted she can use the bios in the Promenade book. The next newsletter will include a list of new members from 2013 and articles on AJAE, Nuit Blanche, Volunteer Appreciation, Show & Tell, etc. Claire suggested that, if possible, more group photos be taken at events in order to include more people. The January newsletter will likely be 16 pages. Claire suggested, as this is a quarterly publication, naming it by the season rather than the month. This would give more flexibility in creating and mailing out the newsletter. Mary Ann moved that this change take place, and was seconded by Diane (carried).

9. Website – Helen

Helen has updated the site with material from the drop box, however was missing write ups for Grow with Art and Nuit Blanche. Claire promised to provide the material. Helen noted that she had updated the Calendar of events, but that there were some discrepancies and asked that everyone check the dates associated with their responsibilities and send any corrections to her. Helen will be updating the web site with the colours from the pop up sign, however does not want to clutter the site too much – change the styling a little but keeping the bones the same. It was noted that people are finding the site easy to navigate. Josie mentioned that she has some old pictures on discs, which she will provide to Helen.

10. Incorporation – Ted, Carmen and Mary Ann

Ted reported that the job descriptions have been drafted and accepted as correct. He then explained that, before proceeding to register it formally, it would be appropriate to amend the name to “Arteast Ottawa”. He said this would ensure differentiation from “arteasts” elsewhere in the world and would make the name consistent with our established website URL. Ted moved that the AGM be asked to approve amendment of the organization name to “Arteast Ottawa” for purposes of not-for-profit incorporation and registration of the name, and that the bylaws be amended as appropriate. Mary Ann seconded this. (Carried) As this is a bylaw change, it must be done at the AGM and the membership must be informed in advance of the AGM. As it is a nominal change, it does not require a special meeting. Mary Ann explained that Virginia would include the amendment with the notice of the AGM. After the name change, the incorporation application will be submitted. Research on the name was previously done. The Arteast logo will remain the same. Once we incorporate we will need to obtain insurance quotes. This is for a standard not-for-profit organization insurance policy. The accountant will be met in January.

11. Outreach

- Baz’art – Josie noted that she had people volunteering for this event who were not the usual volunteers, which she found encouraging. She is still looking for additional volunteers.
- Studio Time Project – Josie explained that, due to health reasons, Clarisse had to withdraw from this project. Dorothy will be working with Joanne Larose. The pilot went well with six people participating. Josie was present and Gregory took photos. None of the participants had problems with the \$5/session charge. Josie would like to run another session on December 5 from 10:00 – 3:00 pm which would be a potluck. Helen moved that the studio be booked for this date, which Claire seconded. (carried) In January the group will look at options for something similar for people who work during the day.
- Children’s Wish Foundation – Lindy provided an update via email:
A total of 14 Arteast Artists donated \$8,610.00 worth of artwork. The Children’s Wish staff received all the artwork in good condition.
Tickets are now on sale and they are still working on the website.
Lindy will be picking up grids from Carmen, Virginia and Maureen to exhibit the paintings at Rideau Carleton Raceway on Dec. 1 for Nite at the Races
Lindy provided the link for purchasing tickets for this event.
<https://secure.e2rm.com/registant/TicketingWelcome.aspx?eventid=132265&langpref=en-CA&Referrer=direct%2fnone>

If this link does not work, then please type in www.childrenswish.caniteattheraces then click on purchase now. If you have any trouble contact Janet Lee Ferris at Janet-lee Ferris [Janet-lee.Ferris@childrenswish.ca].

Arteast presence at this event was discussed and Ted moved that Arteast fund the attendance of two members, which Carmen seconded. (carried)

Josie will represent Arteast. This is Arteast's first time participating in Children's Wish first Nite at the Races.

12. AJAE - Cheryl

The show will be ending on November 22. There have been two sales of artwork. Josie suggested approaching Wallack's earlier for Juror's Choice awards next year. There will be a follow-up meeting after the AJAE is finished to refine the process for next year.

13. Promenade Arteast and Trinity Art Gallery – Josie

Maureen provided her report via email:

Next show is Arteast Awards Winners of 2012- November 28 – February 11, 2014 drop off day is Wednesday Nov 27th with the vernissage on Dec 1st. (In conjunction with Baz' Art.)

All artist info is in; we have 13 confirmed works to hang. Beata's Jakubeks's space has been kept open as she was on vacation so she will be able to take part too.

As there was nothing for the cabinet, the Prom team and a few others will provide small paintings with a winter theme and these will be listed separately from the Awards Winners show. If there is not enough they will display various pieces of Arteast paraphernalia such as Communiques, press releases, brochures, exhibition lists etc to showcase the professionalism of Arteast as an organization

Trinity- The forms went out in the Communique. Had a couple of queries (both about pre-registering or just bringing the form on jury day)

The preliminary Call for Art and forms have been sent to the website to be uploaded.

Maureen is in the midst of contacting prospective jurors to check their availability. (She previously asked the jurors from AJAE if they were willing to work on Trinity)

14. Coordinator Reports

- Gloucester Library - Christine advised that Gloucester Library changeover took place on Nov 12 and will run to January 14, 2014. There are 8 artists and 13 paintings.
Christine will be absent for the March change-over: Gabby Liu has expressed an interest in helping. She will come to the January change-over and Christine will show her how to enter the paintings in the books (our own, and the one left at the library).
The next hanging will be January 14 – March 11, 2014.
- Orleans Library – Betty-Ann has resigned therefore a new volunteer is required. Arlette provided, via email, requests for funds for art title cards and a step ladder. It was decided that unused budget monies of this year would be used for the ladder, while the cards would be covered in the 2014 budget.
- Cumberland Library – Clarisse will need to be replaced at this location. Discussion on this site indicated the paintings are hung very high, which makes it dangerous for volunteers. Josie is to meet with the librarian to see if we can use another wall and, if not, we may withdraw. Unfortunately this is the only library where hanging takes place in the evening, making it accessible to those who work.

- Blackburn Library – No formal update, but this location is booked until April 1st 2015.
- St Laurent Complex - the Holiday Mix which will run November 25th to Jan 17. Between Jan 17 and Budding Artists there are normally two shows, but this year there will be three with the addition of a Volunteers show.
- Lunasole - Ted reported Josie will show her work in December, but there is currently nothing scheduled for 2014. Mary Ann volunteered for January. Josie suggested they hold an event at this location, support the restaurant that is supporting Arteast.

15. Volunteers Coordinator – Update - Gregory

Gregory has contacted and welcomed 24 new members to Arteast, but while the new members were happy to be contacted, none volunteered to assist. Mary Ann felt that while this was not an immediately successful endeavour, it would likely prove to be worthwhile down the road. An email will go out in the Digest looking for volunteers where we have specific vacancies, such as Promenade, Studio time, and Budding Artist.

16. Varia - Josie

Through Café Connect, Josie met up with Penelope, Mike Taylor's counterpart, and discovered that Francois Dupuis Recreation Centre near Portobello had space where we could exhibit. Mary Ann, Josie, Gregory and Diane visited this site and felt it would be good for Arteast. Mary Ann had written a proposal for our use of this location, which will not cost anything as it is a City of Ottawa property. As part of this proposal, Mary Ann asked members to provide jpegs of their artwork with information (title, year, medium, size), which can be forwarded by Mike Taylor for consideration.

17. Adjournment

The meeting was adjourned at 9:05 p.m. on a motion from Mary Ann and seconded by Helen.

Next meeting:

The next meeting will be at 7:00 p.m. **Jan 21st, 2014** in the Lise Roy Meeting Room, AOE Arts Council, Shnkman 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, Shnkman 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.**