

Arteast Ottawa Association
Executive Management Committee Meeting
Tuesday November 17, 2015 7-9 p.m.
Lise Roy Room Shenkman Arts Centre

Members Present: Lynne Alsford, Josie DeMeo, Diane Freeman, Cheryl Mattice, Bernard Poirier, Marie Leger, Helen Rosseau, Danielle Beaulieu, Christine Gendron, Carmen Dufault, Maureen Rooney Mitchell, Mary Ann Varley, Corinne Feasey, Ted Johnston, Jessie Parker, Claire Ouseley, Murielle Bérubé, Lore Organ.

Call to Order by the President

2. Approval of the Agenda

Motion to approve agenda by Mary Ann Varley
Seconded by Cheryl Mattice

3. Approval of Minutes of October 20th, 2015 Executive Management Meeting

Motion to approve minutes by Lynne Alsford
Seconded by Carmen Dufault

4. President's Report Lynne Alsford

Vice President Search

- Murielle Bérubé expressed an interest in the position of Vice President and was invited to join the November 17th meeting.
- Condolences sent to family of Arteast member Dorina Boldizar.

Key Corporate Activities over the next months

- President has contacted AOE for a renewal contract for the rental of the Lise Roy Room in 2016. Reply pending..
- Dates to be sent to Helen Rosseau and Mari Brown as placeholders for 2016.

Preparation and approval of the Budget

- Budget figures for 2015 and preliminary budget information for the next three years has been prepared by the Treasurer.
- These figures must be finalized for the AGM in January and will be used for the 2015 grant report and 2016 grant application.
- ACTION – Board of Directors will meet in December 2015 to approve budget information.

City of Ottawa 2015 Grant

- Mary Ann Varley is preparing 2015 grant report. Report will be finalized when Board of Directors makes final decision on spending.
- October 29th, 2015 Meeting with city of Ottawa Arts Funding Program (Arteast members were Mary Ann Varley, Diane Freeman, Danielle Beaulieu, Lynne Alsford, and Cheryl Mattice. City of Ottawa Arts Funding officials were Anik Despres and Marie-Christine Feraud).
- Feedback requested about the grant application of 2015 and information about writing the 2015 grant report and the application for the operating grant for 2016.
- Key comment* from the jury was that Arteast remain being project funded until governance documents and succession planning can be strengthened.

-Other Comments: *Artistic Merit* – more entry level workshops, more youth involvement for renewal.
Organizational Effectiveness-archiving project may not be best use of proposed paid part-time administrator position and projected low pay may not attract appropriate expertise, Board and staff could focus on executing strategic plan, need to develop a human resources policy, hiring process, and stronger succession plan.

Budget – fund raising could be expanded – budget would benefit from the use of detailed notes and reasons for increases and decreases from year to year.

Grant for 2016

-Application for an Operating grant will be prepared primarily by Danielle Beaulieu with input from the Treasurer and others where necessary.

AGM January 26th, 2016

-ACTION Secretary (Lore Organ) will issue announcement of the AGM to the membership of Arteast no later than January 21st, 2016 (5 days prior), and no earlier than 50 days prior to the meeting date.

-AGM will be held in the 2nd floor gallery at 255 Centrum Blvd., Orleans starting at 7 p.m. and will be followed by the regular Grow With Art presentation.

5. Treasurer's Report Diane Freeman

- Balance to date is \$14, 267.53.
- There are no outstanding cheques.
- Membership total is 224 which includes 6 new members.

6. Grow With Art Mary Ann Varley

- Due to illness, Crystal Beshara was unable to present Oct. 27th.
- Arteast members presented and commented on their own work – 21 members in attendance.
- Danielle Beaulieu has agreed to write grant request pending request from the Board.
- ACTION – Mary Ann Varley has agreed to write the grant report for the City.
- Baz'Art is organized by Josie DeMeo as an outreach project.
- Speaker for the January meeting will be *photojournalist Jim Cummings, who will be introduced by Bob McAlpine.*
- Decision not yet made about speaker for the room – higher end Boise costs \$139.00. Will continue to research.
- November 24th is the 25th Anniversary Gala Dinner and Volunteer Appreciation Night – will send information notice to Helen for the website.
- Took 250 brochures to the information kiosk at City Hall in Ottawa.

7. AJAE Report Cheryl Mattice

- Show will be taken down Friday November 20th.
- Four sales to date including three mentioned at the last meeting, the latest being Ron Ford's piece entitled "Creek".
- Post mortem meeting is scheduled for early December.
- Request will be made to get photos from Charles – to then be sent to Helen.

8. Digest Report Kersten Peters (absent- Lynne Alsford read report)

- Report sent by email.
- Digest running smoothly.
- Reminder that requests for inclusion into the Digest must go through the President if they are not Arteast related.
- Send all other information to arteastottawa@gmail.com.
- If urgent send request to yahoo address as Kersten does not check Arteast address on a daily basis.
- ACTION – Josie has volunteered to make personal calls to those members who have not registered for Digest.

9. Newsletter Claire Ouseley

- Fall 2015 issue was posted online November 10th. Mailing of the printed copies is for November 20th. There is no charge for this printing due to previous printing difficulties.
- 300 copies will be printed this time and then reduced to 250.
- Winter 2015/16 deadline submission date is January 30th.
- Spring 2016 deadline submission date is April 30th.
- Decision made May 15th 2015 to skip the summer issue.
- Fall 2016 deadline submission date is September 30th.
- Management agreed that once Grow With Art brochure is ready that it should be mailed separately in August.

-*Policy Statement* re: photographic credits, reproduction of images either of members and their work shall be printed on the bottom of the application for membership form.

-Statement shall be consistent with that of AOE Orleans. Consent is requested, and statement shall read: *"I hereby authorize Arteast to keep any shared images(s) of my work and post them, or any part of the image(s), for promotional purposes on the Arteast websites, marketing materials or in their publications. I would appreciate full credit when possible."*

-Claire indicated she would like to resign her position but will continue until suitable replacement is found.

10. Website Report Helen Rosseau

-Jennifer Garland and Nasri Georges are added to the member's gallery

-Updated executive positions to reflect the current members.

-Updated the Summer and added the Fall Communique.

-Updated the photo credits on two events.

-Added a new form to web site "Coordinators Report."

-Added another event to the web site with photos from the large format show – waiting for a write up.

-Put forward the 2016 calendar of events and asked for corrections from Promenade, Trinity, Grow With Art, and St. Laurent Library.

-Waiting for other coordinators to respond for corrections or changes.

-Wordpress template which would meet the current site design has not been found.

-ACTION – Helen will canvas membership for templates which may work for Arteast.

-To set up the web site as a wordpress template will require time as modifications are required.

11. Open Studio Report Corinne Feasey

-7 participants on Oct. 8th and 22nd.

-9 participants Nov. 12th.

-Final meetings for 2015 are Nov. 26th and Dec. 10th.

-Pot luck lunch scheduled for Dec. 10th.

-January, February and March have been booked with a contract – but unsure whether payment has been made.

12. Promenade and Trinity Report Maureen Rooney Mitchell

Promenade

-Vernissage photographs were received from Charles Frost from the large format show and have been posted on the web site by Helen.

-Juried winners from AJAE 2014 will begin Nov. 26th. Hanging will be 11 a.m. onwards.

-Vernissage will be Nov. 29th from 1-3 p.m. – same time as Baz'art.

-Candy and cookies will be provided.

-Charles Frost (photographer) indicated that he will attend.

-Arteast Award of Excellence and the AJAE Best in Show awards will be put in the cabinet.

-Call for the next Promenade (Feb. 11 – April 19) will go out immediately after Nov. 26th.

-Exhibition list already includes 6 artists. (Kersten Peters, Danielle Beaulieu, Diane Freeman, Maureen Rooney Mitchell, Rashmi Rekha, and Linda Bordage)

-Promenade team meeting and lunch scheduled for Nov. 25th, when 2016 schedule will be finalized.

Trinity

-Electronic call sent to Digest, web site, Facebook and ArtEngine.

-Already have 3 applications which have been responded to.

-Interest has been generated as one Artist has indicated they will join Arteast to participate.

13. 25th Gala Dinner Report Josie DeMeo

-84 guests confirmed.

-Special guests include: Councillor Tim Tierney and his wife, Mike Wallack, and Andrew Leslie.

-Sponsorship gifts certificates have been received from DeSerres (2 @ \$25.00), Multi Crafts (1 @ \$25.00), Gabriel Pizza (1 @ \$50.00), Wallacks (4 @ \$25.00), and Coco Bella Spa.

-Donated prizes are from Data Business Forms, Travelers Insurance, Curves, and Wallacks.

-Gala will begin at 5:30 p.m. November 24th.

-Arteast will create links from our web site to the web sites of contributors.

14. Community Events Report Josie DeMeo

-Baz'art will be featured at the Shenkman Centre on Nov. 29th and 30th from 11 a.m. until 4 p.m.

- 7 artists have been scheduled to demonstrate on Sat. and Sun.
- Tables have been ordered. (Mike Taylor – Shenkman).

15. Coordinators Reports

North Gloucester Library Christine Gendron

- Current show begins Nov. 10th and ends January 12th, 2016. Pick up date Jan. 12th, 2016.
- Six participating artists featuring 18 pieces of work.
- Participating artists are Marion Hall, Mary Ann Varley, Marie Leger, Gwen Cowan, Jessie Parker and Ted Johnston.
- Next show begins Jan. 12th 2016 and runs to March 8th, 2016.

Orleans Library Sheila Forsyth-absent – presented by Corinne Feasey

- Current show begins Nov. 5th and ends January 5th, 2016. Pick up date is January 5th, 2016.
- Six participating artists featuring 15 pieces of work.
- Participating artists are Sheila Forsyth, Lore Organ, Bill Lee, Dominic Sanson, Jennifer Garland, and Christine Blais.
- Next show begins January 5th and runs until March 1st, 2016.
- This venue is able to accommodate more art work.

Blackburn Library Jessie Parker

- no written report received.
- verbal report received that there are no changes.

Luna Sole Resto Bar Ted Johnston

- Current show begins Oct. 20th and ends Dec. 1st, 2015. Changeover time is Dec.1st at 2:30 p.m.
- Feature artist is photographer Jane Cass exhibiting 7 pieces.
- Next show is a group show beginning Dec. 1st and ending January 5th, 2016. Changeover is Dec. 1st at 2:30 p.m.
- ‘Retrospective’ features 7 artists from 2015 each exhibiting one piece of work.
- Artists are Ted Johnston, Linda Ordage, Marie Burke, Linda Dyson, Nohad Selman, Christine Gendron, and Jane Cass.
- Call for artists for this venue issued through web site and blog. (8 time slots available)

St Laurent Complex Josie DeMeo

- Holiday Mix show begins Nov. 20th and ends January 15th, 2016.
- 55 art works exhibited by 30 Arteast participants.
- Participating members volunteered for various tasks.
- Participants are able to replace art if an item is sold without additional cost.
- Invitation posted on web site, Facebook and Digest.
- This event does not have a vernissage.

Francois Dupuis Complex Report Marie Leger

- Show which ran from Sept. 21st until Nov. 16th featured 3 participants exhibiting 15 pieces of work.
- Next show cancelled due to renovations – should have been displayed from Nov. 16th until January 18th, 2016.
- Proposed change request – Take in changed from the 3rd Monday of the month to the 2nd Monday.
- Agreed to by management committee.

St Laurent Library Joyce Buckley (absent – emailed report read by Lynne Alsford)

- Report sent in by email.
- no changes from the last report
- Next exhibit commencing January 8th 2016 will feature Diane Freeman entitled ‘Travel Memories.’

16. Other Business

- Policy* for artwork which is never picked up
- Every effort will be made to contact artist.
- Painting in question as well as a painting which Josie DeMeo has will be put into storage.
- Josie will make another attempt to contact the artist.
- Artwork will be held no more than 12 months after which time it will be donated to a community organization with recognition of the artist.
- Record of artwork, artist, and destination will be kept by Arteast.

17. Motion for adjournment by Lynne Alsford.

- Seconded by Josie DeMeo.

-Meeting adjourned at 8:45 p.m.

Next Meeting of the Executive and Coordinators will be at 7:00p.m. January 19th, 2016 in the Lise Roy meeting room, AOE, Arts Council, Shenkman Centre.

The Annual General Meeting will be held on Tuesday January 26th in the 2nd floor gallery at 255 Centrum Blvd., Orleans, starting at 7 p.m.

Arteast General Meetings will be held on the 4th Tuesday of the month. Room 340, 255 Centrum Blvd. (or unless otherwise designated), from September 2015 to June 2016 at 7:30 p.m.

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