

Executive Committee and Management Coordinators Meeting
Tuesday 18 October 2016 7-9 pm
Lise Roy Room, Shenkman Arts Centre

Members in Attendance: Murielle Bérubé, Josie DeMeo, Lynne Alsford, Cheryl Mattice, Jessie Parker, Corinne Feasey, Helen Rosseau, Christine Gendron, Mary Ann Varley, Maureen Rooney Mitchell, Claire Ouseley, Danielle Beaulieu, Marie Leger, Donna Sivyver.

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

2. **Approval of Agenda**

-Motion to approve agenda by Lynne Alsford. Seconded by Murielle Bérubé. Carried.

3. **Approval of the Minutes of 20 September 2016**

-Motion to approve the minutes by Lynne Alsford. Seconded by Maureen Rooney Mitchell. Carried.

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

Hiring Action - Administrative Assistant has been completed. Lynne Alsford and Murielle Bérubé received 23 applications and interviewed 5 candidates. They hired Valerie Brault, who is completing her Honours Bachelor of Commerce, with option in Finance, in spring 2017 at Ottawa University. Board room at Dymon storage facility was used for interviews and proved a good venue. Lynne and Murielle developed interview questions that can be used for the basis of any similar future hiring actions.

Office Space search under way now that Administrative Assistant has been hired. Lynne tried to contact Mélanie Ouimet-Sarazin of the Ottawa School of Art (Orleans campus) but she is unavailable until 24 October. Preliminary information provided by Nadia, a colleague of Mélanie, was not encouraging. She implied only a shared office arrangement might be possible. However, in spring 2017, the OSA would be retrofitting its downtown campus and staff would be temporarily moved to Orleans campus.

Lynne also contacted Victoria Steele, Executive Director of AOE. There too a shared office arrangement might be an option, but not good timing as AOE needs to assign office space to a person they hired for their Canada 150 project. Nonetheless, Victoria undertook to try to help Arteast.

Helen suggested looking at local recreation centres for possible vacant spaces.

Action: Lynne to investigate.

Amendments to By-laws have been discussed with Bernard Poirier, who has agreed to look into the following proposals:

- i. Clearing up confusion over the occurrence of terms "Board of Directors" and "Executive Committee", which both refer to the Board of Directors;
- ii. Adding a section about frequency of Board of Directors meetings;
- iii. Adding something relating to human resources, as Arteast now has an employee;
- iv. Appropriate amendments to reflect change of name of meetings held on 3rd Tuesday of each month from "Executive Committee and Management Coordinators" to "Management and Planning Committee" (or some other term the group might prefer) to distinguish it from Board or Directors meetings.

The group agreed to change name to "Management and Planning Committee".

Action: Lynne will meet Bernard to discuss in detail and ask to have amendments ready for next meeting of Executive Committee and Management Coordinators.

Volunteer Award Certificates were presented to Murielle Bérubé and Helen Rosseau by Lynne as they would be away on date of Volunteer Awards Night on 22 November 2016.

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

- Balance of \$15, 971.16 with uncleared items totaling \$282.49.
- Net Balance of \$15,688.67.
- Membership: 212

6. **Vice President's Report** Murielle Bérubé

- 4 new members – 3 are willing to help, although one has health issues
 - one will help out at North Gloucester Library
 - one willing to help on committees - **Action:** Josie to contact re: Holiday Mix.

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

- 27 Sept. 2016 meeting – well attended with 37 people. Presenter Rod MacIvor gave out autographed posters.
- 25 October 2016 meeting - Claire Ouseley will introduce presenter Hamid Ayoub. Danielle Beaulieu will run the projector. Mary Ann will be away. Press release has been sent to Jane Cass. Notice has been prepared and sent to Helen for Web site and to Digest and Facebook.
- Fall workshop Colour and Composition by Susan Ashbrook has only attracted 5 participants. Decided to cancel. Cheques will be returned to those who registered.
- **Action:** Danielle will look into rescheduling for February 2017. Will suggest another title for this workshop or another subject.
- Volunteer appreciation night 22 November 2016 - Gabriel's Pizza on St. Joseph in Orleans has been booked by Murielle, with reservation in Lynne Alsford's name.
- New coordinator for GWA still sought. **Action:** Lynne will try a "pushier" tack with a new Digest message to solicit volunteer.

8. **AJAE Report** Mary Ann Varley

- Exhibition continues until take-down on 25 November. So far, one sale - Maryse Legault's artwork.

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

- Verbal report given by Lynne.

- Everything running smoothly. Kerstin suggests permitting use of photos in Digest for non-Arteast events. Group discussion indicated it is already permitted but better not to use photos if there are complications.

10. **Newsletter Report** Claire Ouseley

- Fall issue of Communiqué at layout stage and should be online next week and printed shortly thereafter. Expect to mail out late next week or early the following week.

There was discussion on having Valerie do mail out, as it is in her job description, but issues are:

- Valerie would need car to pick up newsletter from print shop and does not have car;
- To do mail out from Claire's home, Valerie would need to get there, but no bus service.

Josie suggested Valerie could print the labels. It was decided to coordinate on this matter and work out the details.

- Schedule for Communiqué in 2017

- Winter - Issue date - Feb/Mar
 - Deadline for material - 14 Feb
- Spring - Issue date - May
 - Deadline for material - 21 Apr
- Fall - Issue date - Oct
 - Deadline for material - 30 Sept

11. **Website Report** Helen Rosseau

-Regular updates as per member's request. (forms, newsletter, email addresses, new or upcoming shows).

-Nasri Georges continues to learn how to update Web site. Helen will be monitoring the Web site while on vacation.

- Helen has completed updates to the Online Calendar that have been sent to her.

12. **Open Studio Report** Corinne Feasey

-On 13 Oct. 2016, Open Studio at the St. Laurent Complex had 6 participants.

- Next Open Studio - 27 Oct. 2016.

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

-Current Show Title: 'More Big Ideas' Continues until 18 October 2016.

-Pick up date: 19 Oct. 2016.

-11 contributors showing 11 pieces of work.

-Next Show Title: AJAE Award Winners of 2015. Runs from 20 Oct. 2016 until 3 Jan. 2017.

-Vernissage: 23 Oct. 2016.

-17 confirmed participants.

- A'Chord East will play at the vernissage, so a SOCAN fee (\$23.23) will be required.

- \$75 had been earmarked as honorarium for harp trio Celtic Knot, who expressed interest at playing at the vernissage but were unavailable for 23 Oct.

2017 Exhibitions in Promenade Arteast: A call will be sent out to fill the 2017 calendar for shows not earmarked for special events.

City of Ottawa Canada 150 project: Penelope Kokkinos of the City of Ottawa has been informed that Arteast will participate in city-wide landscape exhibitions "Canada Naturally". The show for Promenade Arteast will be 18 May - 18 July 2017. A decision will be required on whether there will be a call for that show or whether the President or the Promenade team will ask specific artists to take part. Will send out a press release in July identifying this show as our contribution to the project. May need to solicit larger works to complement the large maple leaf that will be included. Penelope Kokkinos has also been informed that Arteast's exhibition space at the François Dupuis Recreation Complex would also participate in "Canada Naturally" with its show that coincides with July 2017.

Google streetview of Shenkman Arts Centre: Google has added Shenkman to its locations. It allows you to wander around the Centre and shows the current exhibition "More Big Ideas! - Voir plus grand!" in Promenade.

Trinity (Mosaic exhibition): application sent to Communiqué; application and rules sent to Web site; Trinity jurors have been chosen, approached, and have accepted; A'Chord East has been asked to play at the joint Promenade/Trinity vernissage on 11 Feb. 2017.

Action: Josie will get 4 x \$75 gift cards for prizes.

14. Community Projects Josie DeMeo/Helen Rosseau

Canada 150 Project Report

- 3 boxes of panels being stored by Josie. Team will need to meet in October or November to test assembly and discuss details.

Baz'Art 2016

-26 and 27 Nov 2016 – Josie has found a couple of volunteers but needs more.

Action: Solicit more volunteers at GWA next week. Josie unable to attend so Lynne to make announcement.

Holiday Mix St. Laurent Complex. Pre-registration until 7 Nov 2016

-Drop off date 25 Nov. from 6 until 7 pm; take- down date is 12 Jan. 2017.

- Josie has received some registrations.

15. Coordinators Reports:

North Gloucester Library Christine Gendron

- Christine introduced her sister-in-law, Donna Sivyer, who will handle venue while Christine away this winter.

-*Current Show*: 13 Sept – 8 Nov 2016.

-Eight Participants showing 19 pieces of work. (Roy Whiddon, Johanne Blain, Judy Ross, Gwen Cowan, Mary Ann Varley, Pari Zati, Marie Leger, Christine Gendron)

-1 painting sold by Dwain Sykes.

Next Show: 8 Nov – 10 Jan 2017

Orleans Library Corinne Feasey/Glen May/Mike Phillips

-*Current Show*: 6 Sept – 1 Nov 2016.

-Eight participants showing 17 pieces of work. (Lynne Alsford, Clarisse Cheseaux, Christine Gendron, Roy Whiddon, Jennifer Garland, Dominic Sanson, Marie Leger, Raymonde Wolfe)

Action: Corinne to post notice in Digest for next changeover of 1 Nov.

Blackburn Hamlet Library Jessie Parker/Robert Arnold

-*Current Show*: 24 Sept to 26 Nov 2016.

-Artist Lore Organ showing 9 pieces of work.

-Title: 'Horses'

- *Next Show*: 26 Nov 2016 to 27 Jan 2017

-Artist Diane Bertrand

-Title: TBA

Legal Info Centre Jessie Parker

-No change from last month

Lunazole Resto-Bar Ted Johnston (absent) - Report read by Lynne

-*Current Show*: 13 Sept 2016 to 25 Oct 2016.

-Artist: Maryse Hatchard, showing 4 pieces

- Title/theme: Florals

- Next Show: 25 Oct to 6 Dec 2016

- Artist: Kerstin Peters - Title/theme: TBA;

Lynne read excerpts from an e-mail from Ted about his current health situation and how this venue to be managed in the future. Gwen Cowan (who has handled the most recent changeover) to eventually take over as lead with Ted as back-up. Ted will soon issue call notice for artists for 2017 and responses will be directed to Gwen. Ted touched by get-well messages from committee members, is recovering from his fall and is back at his computer catching up on correspondence and responsibilities.

St. Laurent Complex Elisabeth Baechlin/Jennifer Garland (absent) -Report read by Lynne

-No current show. (due to AJAE, with Holiday Mix to follow)

-A call for artists for 2017 was made and all spots have been filled.

Francois Dupuis Complex Marie Leger

-*Next Show*: 14 Nov 2016 to 9 Jan 2017; has only three artists, needs a fourth.

- Having trouble getting responses to artist calls.

St. Laurent Library Linda Dabros (absent); - report read by Lynne

- Current Show*: 30 Sept 2016 to 6 Jan. 2017.
- Artist: Diane Bertrand
- Theme/title: Fibre Art: Textures - Materials; 7 works
- *Next Show*: 6 Jan to 31 March 2017
- Artist : Elizabeth Twiss
- Theme/title: TBA

16. **Other Business:**

DeSerres Discount for Arteast Members: Helen had spoken to people at DeSerres and been informed that Arteast could apply online to the company to have discount cards for its members.

Action: Josie to look into this. Last year's gala sponsor logos, including DeSerres, will be left on Arteast Web site until end of 2016. Should DeSerres discount card arrangement be complete by year end, their logo will continue to appear on Arteast Web site.

17. **Adjournment**

-Motion to adjourn by Lynne. Seconded by Claire. Carried.
Meeting adjourned at 8:20 pm

Next meeting of the Board and Coordinators will be at 7:00 p.m. 15 November 2016
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 3rd 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 4th 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.