

MEETING MINUTES
February 19, 2019
Board of Directors Meeting
Culture Services Bldg, 6:30

Present:

Scott Barnabé, Delores Coghill, David Gilmore, Rob Ironside, Ranjit Mullakady, Heidy Panameno, Craig Scott, Doug Vint.

Regrets: Diane Hermary, Wendy Meeres.

Absent:

Staff: Suzanne Hermary

Volunteer:

Guests:

Meeting Called to Order:

Meeting called to Order at 6:09 pm.

1. AGENDA

1.1 Additions or deletions

Addition: (4.5) Celebrity Dance Off 2019 ~ Rob

1.2 Approval: Agenda moved by Scott. Seconded by Doug.

2. MINUTES of January 21, 2019 meeting:

2.1 Errors or omissions.

No errors or omissions, approved as presented, by:

2.2 Approval: Minutes, moved by Doug. Seconded by Rob.

3. CITY OF RED DEER LIAISON REPORT

Wendy Meeres is unavailable due to the Canada Winter Games. Nothing to report at this time.

4. NEW Business

4.1 Grant Applicaitons ~ The Hub and other organizations, need an understanding of what Suzanne will and will not pursue on behalf of our member organizations.

As per Craig's email, he suggests that members requiring assistance from Suzanne need to ask at least 3 weeks in advance, per grant application. They fill out the grant, all we do is sign off on it. If it's not filled out properly, it cannot be deemed the fault of the RDAC or Suzanne. What we can do is point them in the right direction, not have Suzanne fill out the grants for them. If they are asking for the money to be under the umbrella of the Red Deer Arts Council, the above recommendations must be met. We will not recognize any last-minute requests.

We have, and will treat all of our membership who bring forward grant requests equally.

4.2 CKUA Invitation

Suzanne received an invitation from this radio station regarding our interest in marketing. This

will have regular CKUA marketing fees attached, and we can control our expenditure. David speculated that an hour of advertising during their twice years promotional drive costs roughly \$500. Suzanne is looking for recommendations moving forward. Craig suggests that we find out what their rates are, and go from there.

ACTION

Suzanne to investigate CKUA's advertising rates.

4.3 AGLC Use of Proceeds issue ~ Rent

During the swap back in September, our 'release' expired, and therefore our permission to use AGLC monies for rent also expired. We have contacted them regarding this, and are still awaiting a reply. We are hoping for a backdated answer, as monies have since September been coming from the Casino account, for rent. Further update to follow as information comes in.

4.4 Performers for March 1 FF and March 13 AGM

Scott spoke to 2 of the 3 artists approached, and Teresa is following up on this. Artists will be booked accordingly. TBA.

4.5 Celebrity Dance Off 2019 ~ Rob

For the last three years, we have had some sort of involvement in this high profile fund-raiser. Rob has been approached by Christine, asking if we wanted to be a part of sponsoring artists again for this event. In the past, our sponsorship has been to provide an artists in the amount of \$1,000. We have, in the past, hired Claude Gaudin to perform. Rob has had discussions with both Claude and Christine regarding this, and has determined that \$1,000 for a single artists is quite pricy. If we (the RDAC) don't sponsor this, then there will not be any artists performing at this event, so it's kind of important, we think. Claude has agreed to a rate of \$500, and he will play for this fee. The setup is a little different, and the CWG has impacted sponsorship throughout the city. Christine is having to cut expenditures due to economy, and the money the usual sponsors have put into the CWG (their budgets have been stretched). This decision is not imperative at this point, as the event isn't until April. Rob believes that this is money well-spent, as it is a high profile event and we put up our banner as a sponsor, we get mentioned by the MC, and are mentioned in the program as well (no logo).

Rob is suggesting that we pare down from \$1,000 to \$500 for our sponsorship this year.

ACTION

Rob will secure more information and report back at the March meeting. TBA.

5. OLD Business arising from the previous minutes

5.1 AGM Plans

We are booked at the Snell Auditorium, 7pm on March 13th. Suzanne has sent out an email to Committees, requesting the year end reports.

Performers are booked and organized.

ACTION

All Committees please send Suzanne 2018 reports by March 1st.

Discussion regarding March 1 First Friday

Suzanne reported that everyone is very excited to be sharing this event with Diana's retirement party. It was decided that our 'dinner' with Diana and Craig will take place at State and Main South on Monday, March 4rd at 6pm.

5.2 Audience Development: +1 Idea from PAC

Scott reported that Wendy suggested not to send out any kind of call until after the Canada Winter Games, as everyone is busy and taxed before, and during. So this is in a holding pattern until early March. TBA.

5.3 Princess Margaret Scholarship request from Tara O'Donnell

Suzanne reported that more research has been done. She spoke to the RD&D Community Foundation, Morris Flewwelling, Bob Alspach, Michael Dawe, and Diana Anderson. The consensus is that no, there has never been any indication through any documentation that the RDAC has ever paid for any portion of this scholarship. It is a City of Red Deer scholarship that we jury for them. Tara has been notified, and we are waiting for a reply. TBA.

5.4 Troubled Monk Social ~ to continue?

Suzanne reported that the January TM event had 12 people show up, mostly from CAFF, promoting their upcoming film festival.

We will try one more month (March). If there are less than 10 attendees, we will reconsider.

5.5 Practicum Student Opportunity ~ grant application in progress

Suzanne is currently working on the grant. Suzanne is receiving emails from interested parties who want students to begin immediately. Various tasks can be covered. This is all free. The student is coming from Robertson College, and lives in Red Deer. The only downfall is that the instruction to the student takes up our coordinator's time. Suzanne is excited for the opportunity.

Suzanne was instructed to say yes.

5.6 Board Evaluation ~ Results and Discussion

Craig asked, regarding the Board Evaluation results, what two questions surprised you the most? What two questions do you think that we should focus on?

ACTION

All Board members please review and answer these Board Evaluation questions by March 31. Craig will re-send the results out to every Board member.

5.7 Strategic Planning and Board Orientation ~ tabled until Province contacts us

Possibly late April or early May.

5.8 Diana's Retirement Party details and needs

Discussed briefly in 5.1 above.

6. ADDITIONS to the Agenda

6.1 (see 4.5 above)

The following additions were ADDED spontaneously:

6.2 Suzanne added: Triplicate Donation Receipt form.

Suzanne has drafted a template for a triplicate donation receipt. This has been copied from the official CRA website and complies with their requirements. A stamp with our logo and government number may be required, but the triplicate books cannot be found in any office supply stores anymore.

Do we need to modify our minimum donation amount to issue a Charitable Tax Receipt? Our most common donation is \$20, then membership fees (\$30+).

It was decided to keep our minimum at \$20.00. We will always conform to official CRA standards.

6.3 Suzanne's workshop opportunities:

There is a grant writing workshop happening in March, and the cost is \$350 (for a one day course). It is at Augustana College, and came through from the Lacombe Performing Arts Centre.

There was some concern brought forward, regarding whether or not this grant workshop will be conforming to the not-for-profit grant schedule that we, specifically, must follow. There are very many different ways to write grants. Heidi, based on experience, thinks that it may be beneficial, but is very expensive for a one day course. Is this in our budget? We are already utilizing the CoRD Opportunities Grant to send Suzanne to other workshops, so cannot utilize for this one.

It was decided that no, we cannot afford this at this time, not in our budget.

6.4 Community Volunteer Fair:

April 6th, there is an upcoming National Volunteer Week kickoff. They are allowing not for profit to have a table for free at this event. Consensus is that yes, this is something that we should do. Delores has already signed RDCHS up for a table. Rob endorses the idea of doing this, he says that it is beneficial to organizations.

ACTION

We will have a table at the National Volunteer Fair in early April.

7. FINANCIAL Update

7.1 Presentation of the Financial Reports

Please see below figures and attached report. For information.

7.2 Finance (Budget, Grants, Fundraising, Audit ~ Delores

Delores addressed the Comparative Income Statement and Balance Sheet.

7.2a Fundraiser Results

Nothing to report at this time.

7.3 Current Bank Balance:

General	\$
Casino	\$
Community Spirit	\$

8. COMMITTEE Reports:

8.1 MEMBERSHIP: (Membership, Membership Relations) ~ As of September 30, 2018

Memberships:

New:	20
Renewal:	53
Total:	73
Organization:	17

8.2 COMMUNICATIONS: (Internal, External, Website, Promotions/Marketing)

Chair: Suzanne to report.

Please see Coordinators report for more info.

8.3 PROGRAMMING: (Workshops, Events, AB Culture Days)

Chair: Suzanne to report.

Please see Coordinators report for more info.

8.4 EXECUTIVE: (Board recruitment, Staffing, Volunteers)

Chair: Craig

Board Evaluation, TBA. See 5.6 above.

Regarding the AGM, whose terms are up this year?

~ Delores' term is up this year and she is done, has served 3 consecutive terms. She can take a year off, or join as a non-voting sitting member.

8.5 PORTFOLIO:

8.5 a: Visual Arts Committee

Chair: Diana Anderson

See attached VA Committee report for full details.

First Friday is March 1st. Diana's surprise 'retirement celebration'.

Retirement dinner is March 4th.

8.5 b: Literary Committee ~ Currently needs a Chair

No chair. Nothing to report at this time.

8.5 c: Performing Arts Committee ~ Chair, Rob Ironside

Rob is reporting. Scott seconded.

Family Dance was last night. It was in one of the inflatable tents on the Central school CWG site. The size wasn't optimal, but Rob thinks that it went over quite well regardless. The band was amazing, and very happy. It was cold but not too bad. The crowd was transient, interestingly. There were 300 people in attendance (200 capacity venue) in and out. When the movie started (at another venue) the crowd thinned, and the little ones disappeared to go to the movie site. But all in all very successful.

Opening Ceremonies Canada Winter Games included a number of local community groups, and was a fantastic experience. The production company treated the participants very well and the comradery was palpable. A VERY excellent production all in all.

The Red Deer Entertainment Awards came up in discussion at PAC. Teresa attended, as did some of our Board members. There is some expectation of us being involved, as the Red Deer Arts Council, next year. Teresa wanted us to know this, and that we should be aware.

There was a musicians tax writing workshop at the college on February 11th.

PAC Dance sub-committee

CAT Harassment Policy ~ report TBA.

PAC Film sub-committee

Ranjit is reporting.

The CAFF (Central Alberta Film Festival) occurred in late February 2019. This year, 16 short films were local. The Awards Ceremony is coming up on February 25th, also at Carnival.

Some discussion regarding the CoRD Opportunities Grant occurred.

8.5 d: Culture and Heritage Committee ~ Chair, Delores Coghill

Delores reported that some cultural dancing happened at the CWG tent. Despite the cold, there were many cultural events that happened during the CWG. Partnerships with CARE and Red Deer Local Immigrant Partnership were utilized.

March 23 is the International Day of the Elimination of Racial Discrimination. Events will be held at the Welikoklad Centre downtown.

8.5e Guitarz for Kidz ~ Chair: David

Many guitars are coming in for repair/donation. David was contacted by a principal at a local elementary school with the desire to gift a student with a musical instrument. The word is getting out!

8.6 SCHOLARSHIPS and Awards: Chair: Craig Scott

One application has been received, and Suzanne has re-issued the call out hoping for more.

13. ADJOURNMENT:

Moved by Rob at 7:37pm.

NEXT Meeting: March 18, 2019. Culture Services Bldg., 6:30pm.

PARKING Lot:

1. Leave of absence policy (health leave).
2. Culture Services move to Central Middle School after CWG? Potential gallery space.

CALENDAR of Important Dates:

Fee for Service (CCDF) Report	January
CIP (floating deadline)	Need to report 2 yrs after receiving \$
Charitable Status	April 1 st
AFA Public Galleries	April 1 st
Red Deer Com. Foundation	April 1 st
AFA (Client Statistics Report)	Previous year's report on grant spending
AB Registries Society annual return	Nov/Dec ~ 2 years to submit (Jan 31 st)
CasinoUpcoming	2020
September Tax Exemption	Sept 30 each year for office
Mayor's Recognition Awards	March nomination, June awarded

IMPORTANT dates upcoming:

- * Each Board Member will send their volunteer hours to Suzanne or Diane
- * Each Committee will distribute an events report so Committees can coordinate
- * PAC Chair will circulate their meeting minutes to keep everyone up to date

ACTION ITEMS resulting from previous meetings:

- ~ Delores to seek information regarding payments/donations to other organizations.
- ~ Rob will explore hosting or sharing the hosting of a volunteer appreciation evening for 2019.
- ~ Craig will send out the modified Strat Plan to the Board for comment via email JANUARY
- ~ Craig will break down the Strat Plan to top 3 to 5 items JANUARY
- ~ Scott will begin to form relationships with local mental health associations ONGOING

- ~ Suzanne to schedule another meeting with Jesse Roads re RDEA
- ~ Board to choose a date for the Strat Plan Session JANUARY/WAITING ON PROV GVT
- ~ Craig and Suzanne will explore retirement party options and report back ONGOING
- ~ Craig, Rob and Suzanne to contact Wendy re our involvement in the CWG ONGOING
- ~ Suzanne asked for Board members to attend a meeting with Brad Lundgren of MAG TBA
- ~ David and Suzanne to liaise regarding info to those who may need guitars ONGOING
- ~ Suzanne to assist Ranjit (Tanya) in applying for a city grant for the 2019 CAFF
- ~ Scott and Suzanne to send a call out for bodies to populate a +1 Committee.
- ~ Suzanne to speak to Wendy to see if we can secure a grant for a college student
- ~ Suzanne to add Heidi as admins to the RDAC facebook page.
- ~ Suzanne will send Craig Phil Duncan's contact information.
- ~ Craig to formulate questions to be added to the Board Evaluation email (re item 3, 4 ^)
- ~ Suzanne to send Board Evaluation results and Craig's questions ^ to the board via email.
- ~ Suzanne to send a template and city council addresses to the membership encouraging participation in a safety letter writing campaign.
- ~ Board members to send input to Craig via email regarding Suzanne's job performance FEB
- ~ Craig will send the CAT Harassment Policy to Suzanne by the end of February
- ~ Suzanne add to the February agenda the need to review the future of Troubled Monk Tuesday
- ~ Suzanne coordinate March 1st Fri photo shoot, Diana public party, and a private dinner after

ACTION ITEMS resulting from THIS meeting:

- ~ Suzanne to investigate CKUA's advertising rates.
- ~ Rob will secure more information re Dance Off and report back at the March meeting.
- ~ All Committees please send Suzanne 2018 reports by March 31st
- ~ All Board members please review and answer these Board Evaluation questions by March 31.
- ~ Craig will re-send the results out to every Board member.
- ~ We will have a table at the National Volunteer Fair in early April.

Meeting Dates 2019

April 15	May 20	June 17	July 15	August 19
September 16	October 21	November 18	December 16	