



Red Deer **Arts** Council  
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## MEETING MINUTES

April 17, 2019

Board of Directors Meeting  
Culture Services Bldg, 6:30

Red Deer Arts Council Vision Statement:

*A dynamic community that celebrates and supports the arts.*

### Present:

Scott Barnabé, Brian Barritt, David Gilmore, Diane Hermary, Ranjit Mullakady, Heidy Panameno, Michael Richard, Craig Scott.

Regrets: Rob Ironside, Curtis LaBelle, Jan Underwood, Doug Vint.

### Absent:

Staff: Suzanne Hermary

### Volunteer:

Guests: Wendy Meeres

### Meeting Called to Order:

Meeting called to Order at 6:33pm.

## 1. AGENDA

### 1.1 Additions or deletions

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

## 2. MINUTES of March 18, 2019 meeting:

### 2.1 Errors or omissions.

Error: 4.3 "release" should be "lease" – Diane advising via text that this is still incorrect as, "That's not what we were talking about. We were talking about the exception the AGLC made for our use of funds." Diane -

Yes, change wording to 'lease' from 'release'.

2.2 Approval: Minutes, moved by Heidy. Seconded by David.

## 3. CITY OF RED DEER LIAISON REPORT

Wendy presented floorplans and details regarding the new city Culture Services Building at the old Central School site. She provided an understanding of layout, space availability and other information about the building – no free parking, no use of school board parking and lot across the street will be for employees with a few metered stalls. On street parking is available.

Also discussed was the new YMCA building on the north end and how that's being managed and run with options for low-income earners to participate. Everything is separate from CoRD Culture Services and Recreation offerings. (Please note, the recording of this section of discussion was of extremely LOW quality. Information may be incomplete. Apologies. Please offer amendments as noted on your hard copies.)

First week of July, the City arts and culture will be doing a marketing campaign surrounding the move to the new Culture Services Building on the Central School grounds.

#### 4. NEW Business

##### 4.1 Guitarz for Kidz Committee Membership ~ Suzanne

Suzanne received an email from Don Routley asking if the members of the Guitars 4 Kidz (5) five member Committee can join the RDAC as a 'group member', under one fee. Suzanne is asking for future similar requests as well.

##### ACTION

David will address RDAC membership at Guitarz for Kidz mtg tomorrow and report back.

##### 4.2 Parson's House ~ Mike Richard

Mike reported that, due to construction of the addition to the Courthouse (across from the Library) that the future of this heritage building (Parson's House) is uncertain. Mike was asking whether or not the RDAC can make suggestions to the City regarding use or and/or saving of this site. One suggestion is to move the house to Bower Ponds, similar to how the Cronquist House was saved. Scott reported that he has heard that the house will be incorporated into the design of the new building. Suzanne suggested that it could become part of the next City Council municipal election.

Some discussion followed.

A letter of support for the preservation of this Heritage Parson's House building could be sent to both the City, as well as the Province, regarding the future of this building.

Isn't this building already designated as a heritage site? Wendy is sure that, municipally, it is; but this wouldn't necessarily give it an automatic save, especially provincially. These decisions are being made provincially, as the court house building there will be under provincial jurisdiction.

##### ACTION

Mike and Suzanne to draft a municipal and provincial letter re Parson's House  
Wendy will pass along pertinent Provincial contact info and address for ^.

##### 4.3 Programming / Fundraising with MAG – Suzanne

Suzanne met with Brad Lundgren from MAG regarding partnering for fund-raising discussions. On May 1<sup>st</sup> Suzanne will be meeting with Pat Matheson and two others from the MAG regarding issues of partnership and cost saving, while providing programming to members. Curtis will be involved in this meeting as well. Details to follow.

## ACTION

Suzanne to continue the liaison with Brad and MAG.

### 4.4 CIP Grant ~ Suzanne

Wendy suggests that we apply for a Community Initiatives Program (through lotteries) grant. We can apply for a grant to use for operating funds. If we are successful, we may be able to hire a second person for the office part time, to relieve a bit of the load.

## ACTION

Wendy and Suzanne will coordinate CIP grant writing.

### 4.5 Signing Authority & Banking – Schedule appointment with all signers at bank

Craig passed information to Heidi to drop off at the bank. See 5.2 to add Heidi to role of Treasurer Board Officer and Servus Credit Union bank accounts.

### 4.6 Scholarship & Volunteer Appreciation Event – Date Required

Our entertainment would be the screening of the short film Power on Water (produced through the MAG). We need to choose a date and venue. Suggested dates May 17, 24 or 31<sup>st</sup> (Fridays). We usually have 40 people in attendance. Wendy suggested the White Gallery (they charge \$75/day for use). We are aiming for May 31<sup>st</sup>.

## ACTION

Suzanne to contact Paul/Terry to see if we can use the White Gallery space.

Craig will check with the Nickle Studio to see if it is available.

Wendy will inquire whether we can get into the Central School building.

### 4.7 Purchase of Microsoft Office 365 and a desk from CWG - Suzanne

Microsoft Office via Tech Soup will be roughly \$50. The desk from Canada Winter Games would cost \$250, the costs are mostly for moving fees. This is an \$1.100 desk.

Laptops are going for \$300 (Dell). These are \$1,500 laptops and are being sold to non profit organizations first. Craig reported that C.A.T. is buying one of these.

## MOTION

Scott moves that the RDAC buy a new desk for the office from the Canada Winter Games. We also want to purchase a laptop from the same organization. Including \$50 for the purchase of a Microsoft program. In the amount of \$600. David seconded. All in favour. Motion carried.

### 4.8 RDC Music Society

They are disbanding and have approached the RDAC to create a scholarship for them, under their name. They have asked us if we would take on this responsibility. Craig has a meeting with them to discuss further.

Craig asked Scott for information, as he brought forward the Waskasoo Scholarship Fund. The process seems very simple.

Craig thanked past and present members who worked diligently to bring forward the RDAC face and make it the go to for scholarship funding requests.

#### ACTION

Craig to report back on the RDC Music society scholarship discussion and outcome.

#### 5. OLD Business arising from the previous minutes

##### 5.1 Board Development Seminar Update ~ June at the earliest, but no date offered yet.

There don't seem to be any seminars happening close to Red Deer until June. April and May have seminars in both Edmonton and Lethbridge, and capped the dates to May 15<sup>th</sup> due to the election.

If we are pushed up farther than June, Craig asked them to skip July and August in anticipation of less attendance due to summer holidays and schedule into September.

All of this information is subject to change because of the installation of the new government this week.

#### ACTION

Suzanne to check volunteer central to see if any seminars are available earlier than June.

##### 5.2 Treasurer Election ~ re: Heidy

Approval: moved by David/Ranjit. Congratulations and welcome Heidy! With this election to role of Treasurer, Heidy will be added as signatory to Servus Credit Union bank accounts (see 4.5). Delores Coghill likewise to be removed from bank account access following the end of her tenure on the Board of Directors. Signatories on account going forward are to be: Craig Scott, Heidy Panameno, Doug Vint, and Diane Hermary.

##### 5.3 Audience Development +Plus1 Idea from PAC

Scott and Suzanne will put out a call for interest in forming this Committee. Scott is still doing research to see if this idea can be fleshed out further before proceeding.

##### 5.4 Princess Margaret Scholarship request from Tara O'Donnell

Suzanne spoke with Tara at length April 10<sup>th</sup>, no mention of this. May be a moot point to be removed from action items.

Both Wendy and Suzanne spoke to Tara, and this, indeed, seems to be a moot point.

##### 5.5 Troubled Monk Social ~ to continue?

Only 9 attendees at March session. Look to move to bi-monthly with a summer hiatus.

The Lacombe Performing Arts Centre is having a fundraiser with Blues and Beer. We are wondering how they can do this, when we were not allowed. It seems that some of the rules have been changed, so we need to investigate these rule changes. Delores may know further.

This event is going to be done every second month now, being careful to not schedule it on the same week as our monthly Board meeting.

Ranjit suggested that the organization and coordination of the Troubled Monk event be shared.

#### ACTION

Suzanne will investigate fundraiser rules with the Lacombe people.  
Socials will be held in May, and then September.

#### 5.6 Board Evaluation / Orientation ~ Results and Discussion

This will be covered at the upcoming provincial training session.

#### 5.7 Safety letter DRAFT to the City of Red Deer:

This is now a moot document. Mike is wondering if we should insert ourselves into this, and it was decided that we will not.

#### 6. ADDITIONS to the Agenda

No additions at this time.

#### 7. FINANCIAL Update

##### 7.1 Presentation of the Financial Reports

Please see below figures and attached report. For information.

Suzanne entered under supervision by Delores with Heidy present during training on Sage. Suzanne and Heidy presented jointly. Welcome and thank you, Heidy.

##### 7.2 Finance (Budget, Grants, Fundraising, Audit ~ Currently needs a Chair

The Comparative Income Statement and Balance Sheet were addressed. Two 2-year term GICs have been purchased with funds from the General Account. Will accrue \$157.44 (for both) per year at a higher interest rate.

##### 7.3 Current Bank Balance:

General	\$31,613.21
Casino	\$10,888.24
Community Spirit	\$32,432.12
GIC Term 1	\$ 7,500.00
GIC Term 2	\$ 7,500.00

#### 8. COMMITTEE Reports:

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

Memberships:	
New:	38
Renewal:	78
Total:	116
Organization:	28

Membership Strategies: Review brochure Suzanne created for the Volunteer & Info Fair for approval and more complete dissemination

Suzanne attended the Volunteer Fair at Parkland Mall, and prior to this, collected member benefits and created a colourful brochure to pass along this information.

#### ACTION

Board please note Member Benefits information (anything we missed) to add to brochure if any, by April 26

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

Chair: Suzanne to report.

Please see Coordinators report for more info.

It was reported that Facebook is being viewed at least 2 ½ times more than we have ever had. Last week alone we had over 3,000 people view it.

Once we find out who the provincial Minister of the Arts is, we will reach out, congratulate, welcome, and invite them to come attend Alberta Culture Days in our city.

#### ACTION

Seek out, congratulate, welcome and invite the new Minister of the Arts of AB Culture Days

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

Chair: Suzanne to report.

Please see Coordinators report for more info.

Alberta Culture Days grant was submitted on time (response in May). Dates September 27-29, 2019 and theme this year is 'Creativity, the Arts and Well Being'. Contacted Aspire, but their students will be too young and early in their pre-school studies to participate at RDC performance, but appreciated our consideration. Other planning activities are on hold pending confirmation of the grant in May, but meetings continue with stakeholder organizations.

We are looking to partner wellness with the arts. What will that look like? We also need to begin reaching out to potential sponsors to fill in any gaps missing from our grant monies.

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**ACTION**

Board please let Suzanne know the name of potential sponsors you may know

**8.4 EXECUTIVE: (Board recruitment, Staffing, Volunteers)**

Chair: Craig

Board Evaluation, TBA.

**8.5 PORTFOLIO:**

8.5 a: Visual Arts Committee

Chair: Diana Anderson

See attached VA Committee report for full details.

Visual Arts & Gallery Team - Terms of Reference to be ratified.

Please refer to attached copy of the Terms of Reference.

**MOTION**

Heidy moved to ratify the Terms of Reference. Scott seconded. All in favour. Motion carried.

8.5 b: Literary Committee ~ Currently needs a Chair

No chair.

Suzanne has reached out to Elena Rousseau to consider membership and involvement in this committee. TBA.

8.5 c : Performing Arts Committee ~ Chair, Rob Ironside

Rob sent regret; Scott is reporting. Please refer to the PAC meeting minutes attached.

Canada Winter Games Experience Survey sent to all organizing parties. Do we want to send it out further, to participating individuals? Yes, Craig asked Suzanne to email the survey to the Board to send out to those they know that participated in the CWG. Including David Gilmore and Country Pride Dancers.

Craig explained what we did and our contacting previous host cities regarding the arts and culture inclusion. We compiled this information to pass on to future host cities so that they knew what to expect. We are looking for the most accurate snapshot we can get.

**ACTION**

Craig and Suzanne to email CWG Survey to the Board, to send further

c1) PAC Dance sub-committee

The Celebrity Dance Off happened last weekend.

April 26<sup>th</sup> is the next Friday Family Dance.

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c2) PAC Film sub-committee

Ranjit is reporting. Nothing to report at this time.

SHAW cable has committed to creating short documentaries. Heidi is involved in archiving elder stories in the community. TBA.

8.5 d: Culture and Heritage Committee ~ Currently needs a Chair

Suzanne is reporting.

Need to convene a meeting for this Committee.

Delores made it known that she would like to remain on the Culture and Heritage Committee as Chair. Heidi will like to join, and Jan has expressed interest.

8.5e Guitarz for Kidz ~ Chair: David

Dave & Don are being featured in May Scene/Newsletter, 1-year anniversary of Guitarz For Kidz.

David had a conversation with Bev Randers at the HUB. Their building is owned by the province, and the HUB is allowing G4K to store guitars there. Bev asked that we have insurance to cover this, and Suzanne passed information on to Dave to give to Bev.

David passed along a ukelele to a deserving recipient. When they found out, 53<sup>rd</sup> Street Music donated a brand new ukelele to Guitarz for Kidz! Plus, 53<sup>rd</sup> Street Music are interested in joining with this idea. They are meeting to find out how that looks.

There is a BBQ fund-raiser in the works for late August 2019. The future possibilities of this event are many.

8.6 SCHOLARSHIPS and Awards: Chair: Craig Scott

Jurying taking place on April 18<sup>th</sup>. Hope to complete in one session.

Awards ceremony will happen in May. Need to set a date for ceremony & film presentation "Power on Water" by past award winner, Rueben Tschetter. See discussion in 4.6 above.

Possibility of a new scholarship as well, see 4.8

8.7 FUND DEVELOPMENT ~ Scott

*This Committee will be investigating current culture models, how they work, or can be changed to better suit the needs of arts and culture non-profit organizations in our community.*

Nothing to report at this time.

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8.8 FUND-RAISING ~ Chair: Curtis

This is a newly formed committee.

Suzanne has put out call for committee members. Sherry Scheunert interested.

Curtis to discuss RDAC Awards ceremony or integration with RDEA?

Note: we award scholarships to young people, who would not be allowed to attend an event in a bar.

Curtis has been working on fundraising packages and will bring them to Suzanne at the office. He is actively working on producing us a financial gain!

9.0 CO-ORDINATOR's Report:

Please refer to attached report.

We have been approved for one attendee to attend the Creative Cities Conference, awaiting official notification. Received and returned official notification.

Successfully received \$2,500 from Operational Sustainability grant.

Suzanne has had meetings with Tourism RD, CoRD (Wendy Meeres & Tara O'Donnell) and Brad Lundgren of MAG in past week, bridging networks.)

10.0 OPEN Discussion:

10.1 Let's Talk at the mall is April 27, from 9am to 6pm at Parkland Mall. This would be a good opportunity to speak with City Council about the Parson's House.

10.2 Scott was at a concert where the band announced from the stage regarding mental health challenges. This is something that we need to encourage and de-stigmatize. Scott will be working on this and Heidi pledged to help.

11.0 ACTION item review:

Action Items were reviewed and removed as necessary.

12.0 VOLUNTEER Hours:

<u>2019</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Scott	8	8	18									
Craig	14	11	12									
Delores	10	6	x									
Rob	4	12										
Heidy	6	4	6									
Diane	12	14.5	10									
David	7	10	7									

Doug	2	2	
Ranjit	0	2	5
Curtis	x	x	4
Jan	x	x	
Michael	x	x	3
Brian	x	x	7
Suzanne	4.5	6	5
Diana	42.75	55.75	42

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NEXT Meeting: Rescheduled to May 13, 2019. Scott Block Bldg., 6:30pm.

13. ADJOURNMENT:

Moved by Heidi at 8:40pm.

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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 <sup>st</sup>
AFA Public Galleries		April 1 <sup>st</sup>
Red Deer Com. Foundation	April 1 <sup>st</sup>	
AFA (Client Statistics Report)	Previous year's report on grant	
spending		
AB Registries Society annual return	Nov/Dec ~ 2 years to submit (Jan 31 <sup>st</sup> )	
CasinoUpcoming		2020
September Tax Exemption		Sept 30 each year for office
Mayor's Recognition Awards		March nomination, June awarded

IMPORTANT dates upcoming:

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- \* 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:

- ~ 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 ~ TABLED

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- ~ Craig will break down the Strat Plan to top 3 to 5 items ~ TABLED
- ~ Scott will begin to form relationships with local mental health associations ~ ONGOING
- ~ Suzanne to schedule another meeting with Jesse Roads re RDEA ~ AWAITING REPLY
- ~ Board to choose a date for the Strat Plan Session ~ WAITING ON PROV GVT
- ~ Suzanne had discussion with Brad Lundgren of MAG, need to have Fundraising and/or Programming Committees meet with/ MAG. IN PROGRESS
- ~ Scott to draft a call out to populate the +1 Committee. Scott and Suzanne to send a call out for bodies to populate a +1 Committee.
- ~ Curtis to discuss creation of an RDAC Awards Ceremony.
- ~ Curtis to send Suzanne a list of Red Deerians who have won any recent Provincial arts and culture awards
- ~ Suzanne to reach out to membership to populate the Fundraising Committee. DONE
- ~ Craig to contact Coffee News to get their ad cost prices.
- ~ Craig, Curtis, David and Scott to review the JOTFORM created by Suzanne as artists/musicians and report back at next meeting. (QR code). IN PROGRESS by Suzanne
- ~ Curtis will approach Kyle Key regarding reducing our Scene costs.
- ~ Suzanne will give Scott contact numbers from interested Committee hopefuls.
- ~ All Board members please respond to Craig with your Board Evaluation questions results

ACTION ITEMS resulting from THIS meeting:

- ~ David will address RDAC membership at Guitarz for Kidz mtg tomorrow and report back.
- ~ Mike and Suzanne to draft a municipal and provincial letter re Parson's House
- ~ Wendy will pass along pertinent Provincial contact info and address for ^.
- ~ Suzanne to continue the liaison with Brad and MAG.
- ~ Wendy and Suzanne will coordinate CIP grant writing.
- ~ Suzanne to contact Paul/Terry to see if we can use the White Gallery space.
- ~ Craig will check with the Nickle Studio to see if it is available.
- ~ Wendy will inquire whether we can get into the Central School building.
- ~ Craig to report back on the RDC Music society scholarship discussion and outcome
- ~ Suzanne to check volunteer central to see if any seminars are available earlier than June.
- ~ Suzanne will investigate fundraiser rules with the Lacombe people.
- ~ Socials will be held in May, and then September
- ~ Board send any Member Benefits info we missed (for brochure) if any, by April 26
- ~ Seek out, congratulate, welcome and invite the new Minister of the Arts of AB Culture Days
- ~ Board please let Suzanne know the name of potential sponsors you may know
- ~ Craig and Suzanne to email CWG Survey to the Board, to send further

Meeting Dates 2019

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

Red Deer Arts Council Mission / Mandate

*Stimulating, developing and promoting the arts in your community.*

*To make Red Deer a better community by stimulating, developing and promoting the arts through education, advocacy, and programming.*

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