



Minutes from Board Meeting for Arts Carleton Place

Date: September 29th, 2018

Time: 9:30am – 11am

Location: Carleton Place Arena

Attending: Suzanne Deschênes, Lee Thirwall, Anne Forsythe,
Ashley Stufko, Carolyne Buchanan

Minutes taken by: Carolyne Buchanan and Suzanne Deschênes

Proposed Agenda:

1. Fixed times for future meetings
2. By-laws
3. Vacancies on the executive and the board
4. Memberships
5. Art-in-Public Place
6. Website
7. Status of Itty-Bitty Art and Crafts Sale
8. Continuing education

Meeting opened at 9:30am with the proposal to accept the Agenda

Agenda accepted with one addition proposed by Carolyne Buchanan – Newsletter discussion

1. Fixed times for future meetings

Unanimously all agreed that future meetings, if necessary, would be held on the 1st Wednesday of each month.

2. By-laws

The by-laws are to be posted on the website and members are to be asked for their input prior to seeking adoption at the Annual General Meeting to be held in April.

3. Vacancies on the executive and the board

The issue of vacancies on the board was discussed. All agreed that we need to attract more board members. Later in the meeting, it was agreed that an advertisement would be placed on Facebook and that it would be shared to the site "Carleton Place Social Scene". It was also agreed that a portion of the welcome wall at the Itty Bitty Show would be used to advertise for board members. (The other 2 – Art in Public Places and Recipients of the Past Bursaries) Unanimous agreement.

4. Memberships

After some discussion, it was agreed that ACP must be more aggressive in recruiting members even if they now live out of town but live in the region. In the future, the 12th of each month, Membership Coordinator will send the updated members sheet to the Coordinator of Art in Public Places, the Webmaster and the Treasurer. All agreed.

5. Art-in-Public Place

Coordinator reported that all was going ok. Locations are currently full. Did report that there are some issues with the organizational aspects such as finding people that want to display and then getting them to pick up their artwork when taken down. There are only a few people however still must pick up the dozens of paintings in storage in the basement.

Chair requested from the Coordinator a one-page document of how Art in Public Places works – i.e. the responsibilities of both parties. – Both participants have to agree to the terms and conditions before art

is placed on loan at the displaying locations. If the document is produced on time, Show Coordinator will post it at the Itty Bitty show to promote Art in Public Places. It was noted that ACP receives a 20% commission of all sales involved in this endeavour and the businesses receive no monetary compensation.

6. Website

It was noted that the website looks good and is user friendly – can find everything. Chair brought to the attention of all that the banner was changed and will be rotated.

The Chair also informed the Board that the Webmaster will be sending a call to artists as a reminder for bios and pics of artwork. It was noted that people who sit on the executive should have a bio that people can be referred to.

The Treasurer informed us that the Website was paid-up for the next 3 years. It will show on financial statement as prepaid expenses.

The Treasurer informed members that the purchase of special software costing \$80/year was approved. This software will allow for ease and speed while scrolling through images. Purchase unanimously – accepted.

7. Status of Itty Bitty Art and Crafts Sale

It was noted that there are 10 areas of interest for postcard and posters - lawn signs and that we will be looking for captains. Social Media Coordinator will do from Carp to Fitzroy Harbour as well as Almonte. Show Coordinator to do lawn signs only in Smiths Falls and Dunrobin-Carp area. There are 35 participants registered and the breakeven point is 25. ACP budgeted the full price for the grids. Due to the number of participants, there is now \$600 which could be directed to the purchase of grids. As we don't have enough grids even with rental from others, Treasurer made a motion to seek approval to look into grids with U-line in Toronto or the Canotec firm. Accepted unanimously.

The Show Coordinator proposed spending \$16 on an attendance counter. It was also noted that money would be spent for wrapping paper – Pritchard's – sales books with triplicate copies and buying supplies for people putting up posters etc. if needed (e.g. tape).

The Show Coordinator informed the Board that Surroundings Memories has been offered a free space at the Itty Bitty Show as a thank you for the continued support of ACP – it will not be attended. A Free booth CP Town Singers will also be given – To make our bigger umbrella visible. This opportunity was offered to other music/stage members – and was declined.

In the near future, the webmaster will be showing new participants how to make/set up a booth.

The Show Coordinator will get soup, crackers and cookies which will sold on a cost recovery basis. It was duly noted that the food for the first day of the 2018 Spring Show was well received but that a lost was incurred in the second day.

8. Expenses reimbursement

The Chair noted the ACP supplied the membership Coordinator with 500 sheets of paper for printer but the ink had not been paid.

It was agreed that in future ACP would reimburse (fuel cost, paper, ink, etc) for people who picked up grids or incur any expenses on behalf of ACP. These expenses must be pre-approved by the Board.

Once grids are acquired it was suggested that they be rented out in packages of 10 creating a revenue stream.

9. Other Business

It was agreed that the ACP-Facebook Page setting would be changed to ensure that all posts are approved the Social Media Coordinator prior to posting.

10. Spring Fine Art Show

The present vision is to target the Spring Show for all the fine/wall art. It would be not a juried, but a selected show; more discussion on ways and means needs to take place. The majority of Board members supported some type of selected/juried show for the Spring Show while retaining the Itty Bitty Show for smaller and less expensive art.

8. New addition to the Agenda - Newsletters

The Town of CP can be added to the Call for ease. The BIA also. ACP has final say on what goes in.

It was requested by the Artsy News writer that we should consider reducing the frequency of the newsletters to 6 possibly 4 times of year as it noted that a lot of information gets repeated and only approx. 50 people open their copies. Lee mentioned that he enjoyed receiving his copy as he did not have FB and did not often check the webpage.

Before declaring the meeting, closed, the Chair inquired if there was anything else?

Meeting adjourned.