



Region of Waterloo Arts Fund Minutes

Thursday, September 10, 2015

3:24 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

Present were: Chair M. Scott, E. Bolton*, S. Clevely, P. Mulloy, K. Seiling*, A. Thomas* and J. Wichers*

Also Present: R. Nixon and L. Legate

Members Absent: S. Gruetzmacher and K. Redman

Declarations of Pecuniary Interest Under “The Conflict of Interest Policy of The Region of Waterloo Arts Fund”

None declared

Approval of Minutes

Open Session – June 4, 2015

S. Natolochny advised that there is an error on page 4 of the minutes; the application identification number in the motion related to Michael Jeong’s correspondence should be S14-59.

Moved by A. Thomas

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on June 4, 2015, as amended.

Carried

Closed Session – June 4, 2015

Moved by E. Bolton

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Seconded by J. Wichers

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on June 4, 2015.

Carried

M. Scott stated that there are some additions to the agenda:

- Spring 2015 Outstanding Grant Agreements (Business Arising from the Minutes)
- Janice Lee and the Free Radicals, Re: S14-50, Request for Extension (Correspondence)
- Review of Application Categories/Groupings (New Business)
- Third Party Inquiries; Grants Writing Workshop; and, Music is My Weapon: Unplugged Concert Series – Conflict of Interest (Other Business)

Business Arising from the Minutes

a) Board Recruitment Update and Director Appointment

M. Scott welcomed Rick Nixon and advised that he has agreed to serve on the board pending the approval of his appointment. R. Nixon had been involved with the Arts Fund as an Artist-at-Large during the Spring 2015 round.

Moved by S. Clevely

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the appointment of Rick Nixon to the Board of Directors for a two-year renewable term ending December 31, 2017.

Carried

A. Thomas advised that she and M. Scott met with Kathleen Sheehy, Artistic Director of Lost & Found Theatre and she has agreed to join the board in January 2016.

M. Scott stated that there are still board vacancies to be filled and she noted that people with expertise in film and video are required.

b) Initiatives and Best Practices for 2015 – Update

M. Scott provided a summary of the initiatives that were agreed upon at the January 2015 meeting. S. Clevely gave an overview of the Open House held on August 18th and stated that given the interest by attendees he's hopeful that the board will continue with this initiative. M. Scott advised that the Peer-to-Peer Coaches initiative has been challenging to maintain for the Fall 2015 round since the volunteers are no longer able to commit the time or they have submitted a grant application to the Fall 2015 round.

She noted the benefits of the Artist-at-Large program and advised that she will be reviewing Fall 2015, Stage 1 applications to determine where the expertise gaps exist.

M. Scott said that each of the initiatives will be reviewed at the December board meeting and that decisions will be made about what to retain, revise, take action on and how best to proceed with the initiatives and best practices.

c) Final Reports: Outcomes and Outstanding Issues – Update

M. Scott stated that the Final Report for the Cambridge Galleries project, Building Waterloo Region, (F13-53) is past due. A Non-Compliance letter was sent in April but the Final Report is still outstanding. While there weren't any concerns about whether the project was completed, the board agreed to follow its protocol for due diligence and to send a Demand for Payment letter.

Moved by S. Clevely

Seconded by A. Thomas

That the Region of Waterloo Arts Fund direct staff to issue a Demand for Payment letter to Cambridge Galleries for the project Building Waterloo Region (F13-53).

Carried

M. Scott provided updates on other files where there are some outstanding issues related to Final Reports received and reviewed by the Committee, as well as those files where a Final Report is overdue. She advised that the Committee will be meeting next week to review any Final Reports submitted to date.

d) 15th Anniversary Celebration – Update

M. Scott distributed the postcards used in 2013 when the Arts Fund celebrated its 10th anniversary and she presented some options for planning a 15th anniversary celebration with a connection to Canada's 150th anniversary in 2017.

Members of the board offered suggestions for projects that could be initiated to celebrate the joint milestones and discussed options for funding for such a project. There was consensus that the planning should be done through the board and that a special meeting will be held for this purpose. The meeting will be held in October after the Fall 2015, Stage 1 review meeting; details will follow.

e) Spring 2015 Outstanding Grant Agreements - Update

M. Scott gave a summary of the two (2) files that haven't yet submitted their signed Agreements for the Spring 2015 round. The board discussed options for dealing with files where the Agreements were not returned within the prescribed sixty (60) day

period. M. Scott offered to contact the parties involved and the board agreed to review the status at the October 1st meeting.

Other Business

d) Music is My Weapon: Unplugged Concert Series and Conflict of Interest

M. Scott provided background on the grant approved in Fall 2014 (F14-08). The grant had been reviewed by the Peer Assessment Panel (PAP) members during the pilot program and the PAP recommendation was approved by the board. E. Bolton was a PAP member involved in the application review but he wasn't noted in the application nor was he involved with the project. An invitation was recently received indicating that E-Bolt Music is one of the benefactors of the fundraising proceeds; neither the board nor E. Bolton had been aware previously.

E. Bolton provided some background about his relationship with the applicant and stated that he wasn't aware that proceeds would be coming his way as a result of the concert. He advised the board that he's informed the applicant that his company, E-Bolt Music, will not accept any of the proceeds for the concert given his membership on the Arts Fund.

The board discussed the matter, noting that the fundraising element of the project was secondary in the application and that E. Bolton had no prior knowledge that he might benefit from the project. There was consensus among the board that E-Bolt Music be allowed to receive the proceeds in support of subsidized programs for music students.

*K. Seiling, E. Bolton and A. Thomas left the meeting at 4:15 p.m.

Correspondence

a) Marc Hurwitz, Re: F13-25, Relinquishment of Grant, was received for information.

As noted during the Annual General Meeting, the Notes section of the Financial Statements will be revised to include this returned grant.

b) Earl McCluskie, Chestnut Hall Camerata, Re: S14-56, Relinquishment of Grant

M. Scott summarized the most recent update with a modified proposal for a workshop version of the original project partnering with THEMUSEUM; a copy of the request is appended to the original minutes. E. McCluskie no longer wishes to return the grant but instead has a proposal for a revised project. The board discussed the request and directed staff to send written notification of the Board's decision.

Moved by S. Clevely

Seconded by J. Wichers

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That the Region of Waterloo Arts Fund approve the changes for the project The Enchanter's Saga (S14-56), as outlined in the correspondence received from Chestnut Hall Camerata/Earl McCluskie on September 9, 2015;

And that the board approve the request for a project extension until April 30, 2016, at which time a Final Report will be due.

Carried

- c) Janice Lee, Janice Lee and the Free Radicals, Re: S14-50, Request for Project Extension

The Board discussed the request and directed staff to send written notification of the Board's decision.

Moved by S. Clevely

Seconded by R. Nixon

That the Region of Waterloo Arts Fund approve the request for a project extension from Janice Lee and the Free Radicals project, How Do We Fall music video (S14-50), until December 31, 2015, at which time a Final Report will be due.

Carried

New Business

- a) Feedback to Unsuccessful Stage 1 Applicants

M. Scott solicited feedback from the board about whether or not to continue including the standardized feedback in the notification letters to unsuccessful Stage 1 applicants. She shared some feedback that she's recently received from unsuccessful applicants, who have indicated they would prefer no specific information in their notification letters.

The board discussed the options for providing feedback to unsuccessful applicants. There was consensus that the board revert back to the standard letter, as used prior to the April 2014 board meeting. Staff will update the procedure in the Directors' Manual.

- b) Arts Fund Support Recognition/Attendance at Granted Events

S. Natolochny reminded the board that a condition of receiving a grant is to provide the Arts Fund with two (2) complimentary tickets to events related to the project. Typically the invitations come to staff and these are forwarded to the board for reply. Attendance details are also being noted in the Applications Access database.

The board members who have recently attended a granted project event provided their feedback on the events held.

c) Review of Forms and Directors' Manual

M. Scott provided an update on the review of the forms along with anticipated timelines for review and implementation. She suggested that the draft revised forms would be sent to board members electronically for review and comparison with what is currently being used and can be found on the website. She noted that while the Directors' Manual is also being reviewed for updates and enhancement, the priority is to update the application forms for approval in time for use in 2016.

She stated that a Board orientation package has been put together in the interim for new members. She suggested that once the Manual has been updated, specifically the policies and procedures, the Chair, Vice Chair and support staff will have copies of the comprehensive Manual, while board members would receive a Table of Contents so that they are aware of the various policies and procedures.

d) Review of Application Categories/Groupings

M. Scott distributed copies of her suggestions for revised categories/groupings when reviewing grant applications. She advised that the suggested categories/groupings better align with how applications are input and categorized in the existing cumulative Applications Excel spreadsheet, maintained by staff. The board discussed options for clarity and agreed to begin using the following categories when sorting and reviewing grant applications, effective for the Fall 2015 round:

- dance
- film/video (including music videos)
- writing/publishing
- music/recording
- performance/event
- theatre
- visual arts: interactive/exhibition
- other: work creation/development/multimedia

*J. Wichers left the meeting at 5:10 p.m. Quorum was lost at this point in the meeting.

Other Business (Continued)

a) Website Administration

This agenda item was deferred to a future meeting.

b) Third-Party Inquiries

M. Scott provided a summary of a recent inquiry made by William Muir, owner of The Sound Distillery regarding conditions for grant approval. The board noted the current policies in place regarding accountability and transparency and agreed that they weren't

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provided with enough information to take any action. Staff was directed to respond to Mr. Muir via email.

c) Grants Writing Workshop

M. Scott provided an overview of the Grants Writing Workshop given by Isabella Stefanescu and hosted by the Button Factory Arts in mid-August.

Next Meeting – October 1, 2015 (Fall 2015 Stage 1 Applications)

Copies of the applications for the Fall 2015, Stage 1 round were distributed to members present.

Adjourn

The meeting adjourned at 5:21 p.m.

Board Chair, M. Scott

Corporate Clerk, S. Natolochny