



Region of Waterloo Arts Fund

Minutes

Thursday, September 7, 2017

3:12 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

Present were: Chair B. A. Keller, A. Dobkowski, P. Mulloy, R. Nixon*, K. Redman, M. Scott, and K. Sheehy

Members Absent: E. Bolton, M. Hopkins, J. Rodriguez, K. Seiling, and R. Waldeck

The meeting began without quorum.

Acknowledgement of Traditional Lands

B. A. Keller acknowledged that the Board is meeting on the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people.

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

None declared.

Business Arising From the Minutes

a) Website Redesign Update

M. Scott informed the Board that the new website is now active. She noted that the video of the Penderecki String Quartet will be posted on the 15/150 Grant page and that work is ongoing for the press release page which will publicize some of the work that has been funded. She encouraged the Board to gain feedback from members of the public on the website.

The Board thanked Marilyn for her work on the website.

Correspondence

2508540

a) Wordsmiths at Work

Received for information.

b) Region's Arts Fund Behind Many Worthwhile Projects

Received for information.

New Business

a) 2018 Promotional Postcard

A discussion on the 2018 Promotional Postcard was deferred until the October meeting.

b) 2018 Draft Schedule of Meetings

There were no issues with the schedule and it was agreed that the dates will be circulated to the Board.

c) Membership Update

Chair B.A. Keller stated that Fatima Garzan has said that she is willing to serve as an Artist at Large Advisor for Visual Arts. The Board discussed other possible Artist at Large Advisors. Chair B.A. Keller and M. Scott agreed to contact the individuals and report back to the Nominations Committee.

Chair B.A. Keller informed the Board that she has received a letter from Eric Bolton resigning from the Board. It was noted that with E. Bolton's resignation the number of members required for quorum was reduced. The meeting continued with quorum.

Moved by M. Scott

Seconded by P. Mulloy

That Kathleen Sheehy, Rick Nixon and Jisca Rodriguez be reappointed to the Board of the Region of Waterloo Arts Fund until December 31, 2019

Carried

A. Dobkowski recommended that Lindsay Golds be considered for membership on the Board. A. Dobkowski provided an overview of L. Golds' background and stated that L. Golds has been working in the arts for ten years and is well connected with both local and provincial arts agencies.

Moved by M. Scott

Seconded by A. Dobkowski

That Lindsay Golds be approved as a prospective member of the Board of the Region of Waterloo Arts Fund Board for consideration in January 2018.

Carried

The meeting recessed at 3:38 p.m. and reconvened at 4:01 p.m.

Other Business

a) Final Reports Review – Update

Chair B.A. Keller informed the Board that the Final Reports Review will be held on September 7, 2017

b) Applicants Disqualified

Chair B.A. Keller stated that a confidential report has been prepared outlining the history of how applicants have been added to the applicants disqualified list. It was noted that the individuals and organizations on the list have previously been granted money from the Arts Fund and have violated their funding agreement by not providing the required information to the Arts Fund. A copy of the report was distributed to the Board. The Board agreed to further discuss the report at the January meeting.

c) Draft Table of Contents for Board of Directors Manual

M. Scott informed the Board that the official Board of Directors Manual is a very large amount of information that is held in the administrative office. She noted that she has been working on revising a table of contents and developing an executive manual that summarizes that large amount of information. She stated that the revised table of contents is not in alphabetical order but is rather focused on key topics such as governance, grant criteria, and final reports.

Chair B.A. Keller stated that she and M. Scott are continuing to work on simplifying the document to ensure that it is useful for the future.

Approval of Minutes

Open Session – June 15, 2017

Moved by K. Sheehy

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on June 15, 2017.

Carried

Closed Session – June 15, 2017

2508540

Moved by K. Sheehy

Seconded by A. Dobkowski

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on June 15, 2017.

Carried

d) Chair's Information Memo

Received for information.

e) Communications Volunteer Position

A. Dobkowski provided an overview of the draft position description for a volunteer communications coordinator. She stated that this role will allow the Arts Fund to have a social media presence in order to promote the events and projects that have received grants, while ensuring that there is still oversight and reporting for the position. She noted that this position could also serve as a resource for developing a communication plan.

The Board discussed the role and noted that the individual may be privy to funding decisions but would not be participating in the actual decisions. The Board agreed that is important to develop a communications plan so that the proper messaging is communicated. The Board identified celebrating and promoting funded projects and reaching underrepresented artists, including Indigenous individuals and citizens of the Townships, as key goals of a communications plan.

*R. Nixon entered the meeting at 4:41 p.m.

A. Dobkowski stated that she will draft and circulate a one page communication plan for the Communications Committee to review.

f) Strategic Thinking/Maximizing Our Impact

The Board discussed the questions for reflection that had previously been circulated to generate thoughts on the legacy and future of the Arts Fund. It was noted that the Arts Fund has granted \$3 million in the past fifteen years which applicants are able to use to generate additional money from businesses, create events and festivals that did not exist previously, and generally raise the profile of the community.

Chair B.A. Keller explained that in discussions with municipal staff and various community organizations there was a desire to increase collaboration and support capacity building. She recommended that the Arts Fund host a Funders Forum. A. Dobkowski volunteered to take the lead on developing a Funders Forum for 2018.

The Board discussed the importance of continuing to support emerging artists, knowing what other partners are doing, and supporting the work of the Cities and the Region. K. Redman stated that it is important for any work to be done in relation to the Arts Fund's mandate. She recommended that the Board discuss the proposal with Helen Chimirri-Russell, Director, Cultural Services, and approach Regional Council to explain the benefits of a Funders Forum in relation to serving the public and reaching new groups.

Chair B.A. Keller distributed a copy of the 2016 Collective Impact of the Arts & Cultural Sectors in Waterloo Region from the Alliance For A Grand Community that outlines the benefits that Arts and Cultural Sectors have had in the Region. A copy of the document is appended to the original minutes.

The Board agreed that the idea of a Funders Forum would be revisited at the December meeting in relation to the 2018 budget and the core mandate of the Arts Fund.

Next Meeting – October 12, 2017

Review of Fall 2017 Stage 1 Applications

Adjourn

Moved by K. Sheehy

Seconded by A. Dobkowski

That the meeting adjourn at 5:28 p.m.

Carried

Board Chair, B.A. Keller

Corporate Clerk, T. Brubacher