



Region of Waterloo Arts Fund

Minutes

Thursday, April 10, 2014
3:10 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener, Ontario

Present were: Chair M. Scott*, M. de Groot*, P. Mulloy*, P. Pulford, K. Seiling* and A. Thomas*

Members Absent: I. Cisterna, S. Clevely, S. Gruetzmacher and J. Haalboom

Also Present: J. Schelling

The meeting was called to order by the Chair without quorum. M. Scott welcomed Jeff Schelling, Legal Services, Region of Waterloo.

Declarations of Pecuniary Interest under the Conflict of Interest Policy of the Region of Waterloo Arts Fund

None declared; declarations related specifically to the grant applications were made prior to the review of the Stage 1 applications.

Approval of Minutes

a) Open Session – January 16, 2014

Moved by P. Pulford

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on January 16, 2014.

Carried

M. Scott advised that she wished to add an item to the agenda under Other Business, Correspondence to Stage 1 Unsuccessful Applicants.

Business Arising From the Minutes

a) By-law Amendment: By-law No. 2

M. Scott stated that By-law No. 2 was approved by a majority of the Board via an electronic/email vote.

* M. de Groot and A. Thomas joined the meeting at 3:12 p.m.

M. Scott summarized the impact of the amendments, specifically the parameters for board size, and the participation of members with direct and indirect conflicts with applications. J. Schelling provided additional clarification about quorum, citing the desire to have no less than 3 members involved in decision-making.

The Board discussed the impact of quorum on transacting business, especially the review of stage 1 applications. The members present agreed that if quorum is lost during an application review, the motion will be emailed to all eligible members for approval.

M. Scott reiterated that the amending by-law will be the mechanism to move forward with changes related to the application review process.

J. Schelling advised that new legislation is pending which will require the board to review its by-law; potentially this would be next year and would likely involve a full by-law review.

b) Task Force Update

M. Scott stated that the group has met several times to develop the implementation of an accelerated trial review process for spring 2014, using a Peer Assessment Panel (PAP). She noted that this year is a pilot and it's expected that refinements will be made to the review process. Appropriate documents are being prepared for the PAP including Terms of Reference, a Contact Information form and specific Conflict of Interest policy. Only the Task Force will know the identities of the PAP in advance of the evaluation. They will be identified publicly only after the board has made its final granting decisions and a media advisory has been released.

Correspondence

a) Cheryl Ewing, Open Ears Festival, Re: F12-39 – Request for Project Extension

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

Moved by P. Pulford

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approve the request for project extension for Cheryl Ewing's project, Open Ears Festival (F12-39), until June 30, 2014, at which time a Final Report will be due.

Carried

b) Nicole Aube, Re: F12-35 – Request for Project Extension

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

Moved by A. Thomas

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the request for project extension for Nicole Aube's project (F12-35) until September 30, 2014, at which time a Final Report will be due.

Carried

c) Magdalena Tomsinska, Re: S13-23 – Request for Project Extension

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

Moved by A. Thomas

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the request for project extension for Magdalena Tomsinska's project (S13-23) until December 31, 2014, at which time a Final Report will be due.

Carried

d) Terre Chartrand, Re: F13-22 – Relinquishment of Grant

Received for information.

e) General Correspondence

The General Correspondence file was distributed to members and the following items were received for information:

- Email confirmation from C. Fife, MPP, Kitchener-Waterloo, Re: I. Cisterna's nomination for the Leading Women Building Communities Award
- Heritage Cambridge House Tour, May 3, 2014
- Riverside Print Group – Events 2014

* K. Seiling left the meeting at 3:38 p.m.

New Business

a) Final Reports Review Committee Update

M. Scott advised that the Committee has a meeting date planned for late-April. She stated that the Committee will report back to the Board with an update. She reminded the members that beginning with fall 2013 granted projects, the second installment of

the grant won't be paid until after the Committee has reviewed and approved the submitted Final Report forms.

b) Technical Review of Spring 2014 Stage 1 Applications

M. Scott referred to the technical criteria checklist provided to each board member. She also advised that four (4) applications were received after the submission deadline and have not been distributed to Directors, per the Board's policy. Josh Wise, Cory Crossman, Curt Crossman and Craig Stewart submitted late applications and have been contacted by support staff; each late applicant was encouraged to re-apply to a future round.

Other Business

a) Correspondence to Stage 1 Unsuccessful Applicants

M. Scott summarized a proposal to provide supplemental information to unsuccessful Stage 1 applicants in the standardized notification letters. The Board discussed the merits of the proposal. There was agreement that this information was a useful, constructive tool for both Board in their review of applications and for applicants in their understanding of the grant criteria.

b) Leading Women Building Communities Award

M. Scott extended congratulations to Isabel Cisterna in being recognized locally for her contributions to the community. A letter of support was forwarded by the Arts Fund and a copy was included in the General Correspondence file.

c) Website Design Honourarium

A. Thomas recommended that the Board send a 'thank you' letter to Graham Scott for his work on the design of the new website and she suggested that it might be appropriate to give him a token honourarium given the amount of hours and effort he put into the website design development.

M. Scott left the meeting during the discussion.

Moved by A. Thomas

Seconded by P. Pulford

That the Region of Waterloo Arts Fund direct staff to investigate compensation for Graham Scott of up to \$500.

Carried, without quorum

M. Scott returned to the meeting at 4:00 p.m.

The following declarations of pecuniary interest related to grant applications were made by members, as follows:

1610816

<u>Application ID:</u>	<u>Board member:</u>	<u>Reason:</u>
S14-18	P. Mulloy	She is employed by the applicant organization. (direct)
S14-71	P. Pulford	He is related to one of the group's participants; his wife is related to one of the group's participants. (indirect)
S14-06	A. Thomas	She may be involved in the application event but this isn't confirmed. (indirect)
S14-57	A. Thomas	She rents space from the applicant. (indirect)*

Members with direct declarations left the meeting prior to the Closed Session, during which the Stage 1 applications were reviewed. Members with indirect conflicts left the meeting room during the discussion about the noted application.

* The declaration was made during the closed session of the meeting.

Motion to Go Into Closed Session

Due to the nature of the discussion related to personal matters about identifiable individuals, the Board moved into Closed Session.

Moved by P. Mulloy

Seconded by P. Pulford

That a closed meeting of the Region of Waterloo Arts Fund be held on Thursday, April 10, 2014 at approximately 4:09 p.m. in Room 218, for the purpose of considering the following subject matters:

- a) personal matters about identifiable individuals related to current applications

Carried

* P. Mulloy, having a direct conflict with one or more of the Stage 1 applications, left the meeting at 4:09 p.m. Quorum was lost at this point in the meeting.

The meeting recessed at 5:11 p.m. and reconvened at 5:21 p.m.

Motion to Reconvene Into Open Session

Moved by A. Thomas

Seconded by M. de Groot

That the Region of Waterloo Arts Fund reconvene into Open Session at 7:58 p.m.

Carried, without quorum

Moved by A. Thomas

1610816

Seconded by P. Pulford

That the following Spring 2014, Stage 1 applications proceed to Stage 2 review, as follows:

ID#	First	Last	Organization	Amount
S14-06	Isabel	Cisterna	Neruda Arts	\$9,500
S14-13	Heather	Melo	City of Cambridge	\$1,000
S14-30	D.	Morton	The Modus Vivendi Village Players	\$4,000
S14-44	Sonia	Laposi		\$4,000
S14-48	Roberto	Angelis	TOPS (The Ontario Poetry Society)	\$5,000
S14-49	Juliana	Gomez	KW Poetry Slam	\$4,845
S14-53	Christian Bernard	Singer	Canadian Clay & Glass Gallery	\$10,000
S14-72	Rob	Deyman	Kitchener Blues Community Inc.	\$8,000
S14-73	Jonathan	Knight	Soulstack	\$4,500
S14-78	Richard	Garvey	At the Root Festival	\$6,000
S14-10	German	Salamanca		\$7,000
S14-16	Tracy	Suerich	Cherry Park Neighbourhood Association	\$15,000
S14-19	Susan	Coolen		\$5,000
S14-26	Robert	Achtemichuk		\$6,000
S14-33	Sarah	Lacy		\$4,500
S14-38	Deborah	Pryce		\$1,000
S14-08	Danute	Dorion	SteamWorld Entertainment	\$5,000
S14-11	Brian	Lockyer		\$12,000
S14-15	Nathan	Hawkins	Possibility Films	\$10,000
S14-20	Aaron	Gottfried	Grev Matter Films	\$4,500
S14-31	Isabella	Stefanescu		\$6,500
S14-34	Erik	O'Neill		\$10,480
S14-37	Danny	Bailey		\$4,500
S14-39	Kyle	Krische	Wayfarer	\$2,500
S14-50	Janice	Lee	Janice Lee and the Free Radicals	\$6,700
S14-52	Maria-Saroja	Ponnambalam		\$10,000
S14-58	Josh	Cotie		\$4,100
S14-59	Michael	Jeong		\$5,000
S14-60	Greg	McCann		\$9,000
S14-64	Duncan	Finnigan	Finscot Films (12Angry Filmmakers)	\$10,000
S14-67	James Anthony	Usas		\$11,500
S14-79	Lyndon	Horsfall	DragonGem Productions	\$10,000

S14-01	Fred W.	Martin	Conrad Grebel University College	\$5,000
S14-17	Sean	Donnelly		\$5,000
S14-18	Kim	Jernigan	The New Quarterly	\$13,300
S14-25	Robert	Dayton		\$9,000
S14-27	Kathryn	Ladano	Stealth	\$10,000
S14-28	Steve	Breen		\$6,000
S14-32	Vanyah	Venhuizen		\$15,000
S14-36	Colin	White	The Carlton Shift	\$3,000
S14-51	Kyle	Skillman	Fresh Out	\$3,000
S14-54	Amy	Williams	Daisy Chain	\$3,000
S14-55	Tyler	Stoddart	Love Banshee	\$5,000
S14-56	Earl	McCluskie	Chestnut Hall Camerata	\$9,000
S14-62	Brad	Levia		\$5,000
S14-68	Duncan	McLennan	Dan Howler Band	\$6,200
S14-77	Richard	Garvey		\$5,000
S14-81	Christopher	van Donkelaar		\$8,000
S14-05	Kathleen	Sheehy	Lost & Found Theatre	\$5,000
S14-07	Alison	Feuerwerker	Waterloo Chamber Players	\$5,000
S14-14	Jessica	Anderson		\$9,500
S14-21	Camilla	Bouchet		\$15,000
S14-57	Ashley	Judd-Rifkin	The Multicultural Theatre Space (The MT Space) Inc.	\$8,000
S14-61	Claire	Mastrangelo	Crossroads Theatre	\$2,300
S14-70	Andy Houston &	Peter Hatch		\$8,000
S14-71	Anna	Ronai	Trio D'Argento	\$5,000
S14-76	Sylma	Fletcher	LINK Picnic Festival	\$15,000
			Total Amount Requested	\$400,425

Carried, without quorum

The following applications did not receive Board approval to proceed to the Stage 2 review:

ID#	First	Last	Organization	Amount
S14-43	Nicole	Guse	Guse Productions	\$10,000
S14-45	Ryan	Bassett	Iridium Theatre Company	\$5,000
S14-46	Michele	Hopkins	MORPH Dance Arts	\$4,500
S14-74	Krista	Blake		\$15,000
S14-75	Andrew	Palmer		\$4,000
S14-80	Heather	Franklin	Waterloo Community Arts Centre	\$6,300
S14-04	Tracy Loch &	Nick Bogaert	Township of Wilmot	\$10,000

S14-24	Jane	Hook		\$5,000
S14-47	Ian	Willms		\$8,000
S14-66	Amy	Roger		\$3,500
S14-02	Corey	Wadden		\$5,000
S14-09	Joshua	Chislett		\$10,000
S14-35	Matt	Hortobagyi	Endless Potential Media Group	\$8,750
S14-41	Adrian L M	Konstant		\$5,000
S14-69	Spencer	Clerk		\$6,000
S14-03	Narine Dat	Sookram		\$2,500
S14-22	Susan	Fish		\$7,000
S14-40	Tim	Waugh	Exalt	\$4,500
S14-63	Sara	Godfrey		\$6,000
S14-12	Michael	Demsey	The Royal Streets	\$2,500
S14-23	Janet	Robinson	Wilfrid Laurier University	\$10,000
S14-29	Tamara	Louks	Grand River Film Festival	\$4,000
S14-42	Mark	Carter	THEMUSEUM	\$1,000
S14-65	Rob	McFee	Organization X	\$5,500

Next Meeting – June 5, 2014 (Review/Approval of Recommendations from Peer Assessment Panel for Spring 2014 Grants)

Adjourn

The meeting adjourned at 8:01 p.m.

Board Chair, M. Scott

Corporate Clerk, S. Natolochny