



Region of Waterloo Arts Fund Minutes

Thursday, January 21, 2016

3:00 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

Present were: Chair M. Scott, S. Clevely, P. Mulloy*, K. Redman*, K. Seiling and A. Thomas

Members Absent: E. Bolton, R. Nixon and J. Wichers

Also Present: B. A. Keller, L. Legate, Legal Services, Region of Waterloo, T. Plummer, Council Services, and K. Sheehy

Appointment of Directors / Election of Officers

a) Appointment of Directors

S. Natolochny provided a summary of the current board membership and of the recruitment efforts by the Nominating/Membership Committee. She welcomed director nominees Kathleen Sheehy and Betty Anne Keller to the meeting and provided a biography for each.

Moved by P. Mulloy

Seconded by K. Redman

That the Region of Waterloo Arts Fund approve the following appointments to the Board of Directors:

- Kathleen Sheehy for a two-year renewable term ending December 31, 2017;
- Betty Anne Keller for a three-year renewable term ending December 31, 2018;

And that the Region of Waterloo Arts Fund approve the following re-appointment to the Board of Directors:

- Arlene Thomas for a one-year term ending December 31, 2016.

Carried

b) Election of Officers – S. Natolochny

S. Natolochny conducted the election of Board Chair. A call was made for nominations. Marilyn Scott was nominated and stated that she was willing to serve. A call was made for further nominations; no others were forthcoming.

Moved by K. Redman

Seconded by P. Mulloy

That the nominations for the position of Chair be closed.

Carried

Marilyn Scott was elected as the Chair of the Region of Waterloo Arts Fund, by acclamation, for a one-year term ending December 31, 2016.

A call was made for nominations for Vice Chair. Betty Anne Keller was nominated and accepted the nomination. A call was made for further nominations for Vice Chair and no others were forthcoming.

Moved by S. Clevely

Seconded by P. Mulloy

That the nominations for the position of Vice Chair be closed.

Carried

Betty Anne Keller was elected as Vice Chair of the Region of Waterloo Arts Fund, by acclamation, for a one-year renewable term ending December 31, 2016.

M. Scott assumed the Chair and welcomed the new members. She noted that there are a few additional items for the agenda and that the order may be altered slightly.

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

None declared.

Approval of Minutes

Open Session – December 3, 2015

S. Natolochny noted that there was an error on page 6 of the minutes; the grant amount listed for Robert Achtemichuk should have been \$2000.

Moved by S. Clevely

2052411

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on December 3, 2015, as amended.

Carried

Closed Session – December 3, 2015

Moved by K. Redman

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on December 3, 2015.

Carried

New Business

a) eSolutions Proposal for Website

M. Scott provided opening remarks and referenced the quote and background information, as provided by staff. S. Natolochny advised that at this point in time staff is seeking the board's approval in principle to proceed with investigating web management services with eSolutions. She noted that once additional details are available, a recommendation and a revised quote will come back to the board for review and direction. Terri Plummer, who is the staff support involved in updating the website, responded to questions from the board regarding the frequency of web posting and shared a summary of the benefits of using iCreate. She noted that currently she is the only person in Council Services who has the HTML skillset to update the Arts Fund website; all other staff use iCreate.

The board discussed the proposal and expressed concern with the expense, offering suggestions for other web-posting applications and local web management companies. Several members suggested that staff review how WordPress and other web-based applications might function if used instead of the iCreate application.

The board agreed that they would like to review other options that are more affordable. Board members will send suggestions to staff for further review and those members with web-posting experience will work with staff in reviewing options. Staff were asked to consider future communications strategy when doing the research. A report will come back to the April meeting.

Business Arising From the Minutes

a) Approval of Grant Application Guidelines, Stage 1 and Stage 2 Application Forms and Final Report Form

2052411

M. Scott advised that she is seeking formal approval of the revised documents; each are posted online. M. Scott thanked A. Thomas, P. Mulloy and staff for their input and assistance during the review process.

Moved by B. A. Keller

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approved the revised documents as presented to the board, including:

- The Grant Application Guidelines
- Stage 1 Application Form
- Stage 2 Application Form
- Final Report Form

Carried

A draft annotated version of the Stage 1 Application form was distributed to the members. M. Scott explained that this version has speech bubbles which emphasize various points in the form. She suggested that she could prepare similar documents for each of the other forms and the Grant Agreement, and have the documents posted to the website.

The board agreed that the annotated version would be helpful to applicants and asked M. Scott to circulate drafts once she's created the other forms.

b) 15/150 Anniversary Celebration

M. Scott gave an overview of the initiative for the new board members. While plans for the 15th anniversary haven't been developed yet, she suggested it might be as simple as a reception for former and current board members. She stated that the bigger focus for 2017 is the 150th sesquicentennial and she would like to announce this at the February Open House. The 150th project will be a part of the Fall 2016 round of applications but the board still needs to decide the specific criteria for the special project. Members from the board will be required on the Task Force to move this initiative forward.

c) Fall 2015 Grants Status Update

M. Scott and staff provided an update, as received from Viktorija Kovac (F15-44), who continues to work on securing additional funding for her project, King Lear Workshop. The board agreed to wait to hear back from her in early-March.

Correspondence

a) Amy Rola, Re: F14-43 – 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 B. A. Keller

That the Region of Waterloo Arts Fund approve the request for a project extension for Amy Rola's project, Sound Recording & Music Videos (F14-43), until September 30, 2016, at which time a Final Report will be due.

Carried

b) Danny Bailey, Re: F14-06 – Request for Project Extension

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

Moved by K. Redman

Seconded by S. Clevely

That the Region of Waterloo Arts Fund approve the request for a project extension for Danny Bailey's project, ROWMWOR - Region of Waterloo's Magical Window on Reality (F14-06), until May 31, 2016, at which time a Final Report will be due.

Carried

d) Muge Aliefendioglu, Re: S15-34 – Review of Project Update

Copies of project update details, as provided in emails from M. Aliefendioglu, were distributed to the board. M. Scott provided an overview of the recent communications received. The Board discussed the updated circumstances of the project, the implications related to the signed Grant Agreement and the residency status. The board directed staff to communicate the Board's decision.

Moved by B. A. Keller

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approve setting a deadline for Muge Aliefendioglu to fulfill the Grant Agreement conditions for her project, "Series of Jewelry and Decorative Art Designs based on Motifs and Symbols found in Ancient Anatolia" (S15-34) and advise her that if the conditions cannot be met, the grant is to be returned to the Arts Fund.

Defeated

Moved by K. Seiling

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund deny the continuation of the project, "Series of Jewelry and Decorative Art Designs based on Motifs and Symbols found in Ancient Anatolia" (S15-34), based on the updated information and revised scope provided by Muge Aliefendioglu;

And That staff prepare correspondence to advise Muge Aliefendioglu of the board's decision and request that the first installment paid for the grant (\$3600) be returned to the Arts Fund.

Carried

The board agreed on future dialogue on the issue of supporting artists who are newcomers to the Region of Waterloo.

d) Final Report for J. Lee

M. Scott advised that there has been some communication from Janice Lee regarding the past due date of the Final Report for her project (S14-50) but she hasn't yet submitted a written Request for Extension.

New Business (Continued)

b) Review of 2015

M. Scott provided highlights of the board's activities and achievements in 2015, including:

- Membership recruitment
- Website expansion
- Budget allocation – noting the 0.40 per capita since 2008
- Final Reports Review – no major issues at this time

She thanked the board members for their assistance on the various committees and thanked staff, particularly T. Plummer, for her assistance in keeping the website up to date.

M. Scott stated that in 2015, a total of 152 applications were received seeking more than \$1million in funding. Of these applications, 71 moved forward to a Stage 2 review and more than \$256,000 was granted to 42 applicants. Since its inception, the Arts Fund has granted over \$2 million to more than 500 projects; details are noted in Press Releases on the website.

She advised that the current board continues to deal with the impact of the trial Peer Assessment Panel process given that board members didn't review Stage 2

applications during the trial initiative in 2014 but are now responsible for reviewing the Final Reports for these projects.

She highlighted the new initiatives in 2015 aimed at improving communications and accountability, including the new policy to restrict board members from being present at application review meetings if they have submitted their own application.

Other highlights of 2015 included the Open House pilot in spring and fall; the Peer to Peer Coaching pilot, which has been renamed to Peer to Peer Support; and, the Artist-at-Large program. She added that, in light of the success of the 2015 initiatives, the board has agreed to continue the pilots. She reminded the board that she'll be seeking assistance in recruiting Artists-at-Large for the Spring 2016 round. She stated that she will voluntarily continue to be neutral during application review meetings although this is not a current board policy.

She noted that evaluation filters were established for application reviews: at Stage 1, the primary filter is technical and the secondary filter is artistic merit, while at the Stage 2, the primary filter is artistic merit and the secondary filters are the viability, budget and track record of the project/applicant.

She provided her goals for 2016, which include:

- recruitment and orientation of board members
- updating and revising the Director's manual
- continuing to update and enhance the website
- present the annual report to Regional Council

c) Committee Appointments

M. Scott suggested that all Committee appointments be approved as a part of a single motion. She advised that she would sit on all of the Committees as Chair and she sought volunteers for the following Committees:

- Nominating/Membership Committee
- Final Reports Review Committee
- Communications Committee
- Task Force (Initiatives/Best Practises; and the 15/150 Celebration project)

Moved by K. Sheehy

Seconded by S. Clevely

That the Region of Waterloo Arts Fund appoint members to the Standing Committees for a one-year term ending December 31, 2016, as follows:

Nominating/Membership Committee

Marilyn Scott
Betty Anne Keller
Arlene Thomas
Eric Bolton

Final Reports Review Committee

Marilyn Scott
Betty Anne Keller
Scott Clevely
Jisca Wichers

Communications Committee

Marilyn Scott
Betty Anne Keller
Pamela Mulloy
Arlene Thomas

Task Force

(Initiatives/Best Practises and the 15/150 Celebration project)

Marilyn Scott
Betty Anne Keller
Scott Clevely
Rick Nixon

Carried

d) Parking Passes

S. Natolochny distributed single parking passes to the members present and provided an overview of the costs involved if the board were to approve future expenditures to cover the costs of parking during board meetings. The board discussed the options and impact on the Arts Fund annual budget.

Moved by K. Redman

Seconded by S. Clevely

That the Region of Waterloo Arts Fund approve the expenditure of no greater than \$800.00 to cover the parking costs incurred by board members to attend board meetings.

Carried

e) Final Reports Committee Update

M. Scott provided a summary of the Final Reports reviewed at the Committee's last meeting on December 7, 2015.

She noted that the Final Report from the Cambridge Galleries (S13-53) has been received, reviewed and approved by the Committee. She added that the project administrator had requested that the final 10% installment not be paid since the costs for the project have been covered. Finance staff have been notified and have included an adjustment on the financial statements ending December 31, 2015.

She acknowledged the receipt of a framed commemorative DVD for the project, The Elmira Story: The Birthplace of Restorative Justice (Film), from Community Justice Initiatives of Waterloo Region for the grant approved to create the DVD (F13-39).

S. Clevely provided details about the Final Report review of expenses and his concerns that grant recipients understand the financial obligations of receiving an Arts Fund grant.

The Committee discussed the need for revising the Grant Agreement to ensure that the obligations are clearly described. L. Legate and S. Natolochny were directed to review the current Agreement and report back to the board with recommendations. M. Scott advised that most Final Reports are completed to the satisfaction of the Committee and that incomplete Final Reports are the exception.

f) Distribution of 2016 Promotional Post Cards

M. Scott advised that the 2016 promotional postcards are available for distribution. Those members who are able to distribute them were given their packages; the balance will be mailed.

Other Business

a) Guest Lecture Request

M. Scott provided details about a request for staff to guest lecture from Janelle Rainville, Production Manager/Theatre Manager, Theatre and Performance Programme, at the University of Waterloo. She advised that staff has declined the invitation but has encouraged J. Rainville to bring some of her students to the Open House session in February.

b) Mail Folder

The mail file was distributed to the members and included:

- Thank you note from Jackie Loomer-Kreiger (F15-02)
- The Clay and Glass Exhibit promo for "Close Quarters"
- Rare Review – Winter 2016 – Writer-in-Residence update (S15-21)

- News clippings from Kitchener Post and Cambridge Times (Re: Fall 2015 News Release)
- Thank you note from Carol Leigh Wehking (F15-39)
- Call for entry to “Art That Moves You” (Button Factory Arts F15-58)
- Promotional info for the Laurier New Music Festival – January 29-30, 2016
- Promotional card for the Idea Exchange Arti Gras on March 5, 2016

M. Scott stated that Scott Miller Cressman, Editor at the New Hamburg Independent, has spoken with her about an upcoming article about the Arts Fund.

* P. Mulloy and K. Redman left the meeting at 5:10 p.m.

c) Members Sharing

M. Scott encouraged board members to bring promotional items to meetings for any events that they are involved in and wish to share with the board.

d) Spring Open House

M. Scott reminded the board that the Spring 2016 Open House is being held on February 9th from 5:00 to 7:00 p.m. at the Regional Administration Building. Staff will send electronic invitations to the new board members.

Next Meeting – April 7, 2016

Members were reminded of the change in meeting start times; the next meeting will begin at 1:00 p.m.

Adjourn

Moved by A. Thomas

Seconded by S. Clevely

That the meeting adjourn at 5:13 pm

Carried

Board Chair, M. Scott

Corporate Clerk, S. Natolochny