



## Region of Waterloo Arts Fund

### Minutes

Thursday, October 11, 2018

1:00 p.m.

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

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Present were: Chair B.A. Keller, B. Chesney, A. Dobkowski, L. Golds, P. Mulloy, I. Ring, C.A. Treitz and R. Waldeck

Members Absent: R. Nixon, K. Redman, K. Seiling and K. Sheehy

Also Present: Jennifer Cornish\*, Artist-at-Large Advisor, H. Chimirri-Russell

### **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 Fall 2018 Stage 1 applications.

### **Approval of Minutes**

Open Session - September 6, 2018

Moved by R. Waldeck

Seconded by L. Golds

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on September 6, 2018.

Carried

Closed Session - September 6, 2018

Moved by B. Chesney

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Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on September 6, 2018.

Carried

### **Business Arising From the Minutes**

#### a) Website SSL Certificate

Ian Ring explained that an SSL Certificate encrypts all requests & responses from the web server, works to prevent snooping and is required for any e-commerce transactions on a website. While it is not required, it would put the Arts Fund website higher in the ranking for any Google searches. He noted the Board could either choose to have no SSL Certificate for the Arts Fund website, or to pay \$100 annually for one being offered by REM Web Solutions, which is their cost to obtain a certificate for the Arts Fund site.

Moved by I. Ring

Seconded by A. Dobkowski

That the Region of Waterloo Arts Fund approve the expenditure of \$100 for REM Web Solutions Inc. to provide an annual SSL Certificate for the Arts Fund website.

Carried

#### b) 2018 Audit – Correspondence from Craig Dyer, Treasurer

Received for information.

### **Correspondence**

#### a) Bashar Jabbour (S17-40) re: Project Extension

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

Moved by B. Chesney

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the request for a project extension for Bashar Jabbour's project (S17-40), Muhajer, until November 30, 2018, at which time a Final Report will be due.

Carried

#### b) Ciarán Myers, Informal Upright Theatre Collective (F17-29) re: Project Extension

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

Moved by R. Waldeck

Seconded by B. Chesney

That the Region of Waterloo Arts Fund approve the request for a project extension for Ciarán Myers and Informal Upright Theatre Collective's project (F17-29), Me, Not You, until February 28, 2019, at which time a Final Report will be due.

Carried

c) Sam Dlugokecki / Sammy Duke (F17-38) re: Increase in Grant Funding

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

Moved by R. Waldeck

Seconded by B. Chesney

That the Region of Waterloo Arts Fund not approve the request for an increase in project funding for Sam Dlugokecki's project, Sammy Duke's First Full-Length Studio Album (F17-38).

Carried

d) Lenore Brooks, Kitchener-Waterloo Little Theatre (KWLT) re: Reinstating KWLT as an Applicant in Good Standing

B.A. Keller gave some background regarding applicants disqualified from receiving future grants, and some history on Kitchener-Waterloo Little Theatre (KWLT).

The Board expressed concern regarding accountability by the organization and wanted to be careful about setting a precedent. The policy regarding disqualifying an applicant says that grant recipients who don't comply with all conditions of the Grant Agreement will be disqualified from receiving future grants, and an important condition of a grant is to submit a Final Report. Once a disqualified applicant complies, they are then allowed to apply for future grants.

B.A. Keller noted that, according to their records, the current Board of KWLT have no knowledge on what specifically the grant money was spent. With current electronic options record keeping is much improved, and Canada Revenue Agency only requires record keeping for 7 years, so for the Board to expect more than that would be unreasonable. It was also noted that, 14 years later, the organization has rebuilt itself with all new people in place, as well as a new Board.

Moved by R. Waldeck

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund request a Final Report from Kitchener-Waterloo Little Theatre (KWLT) for their 2003 Arts Fund Grant project (Rebuild the Building that Housed the KWLT), which would also include a CV of their current Board members, and Financial Statements for the past 3 years.

Carried

B.A. Keller will follow up with correspondence to L. Brooks, KWLT.

e) Jennifer Cornish (F17-12), re: Project Change

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

Moved by P. Mulloy

Seconded by L. Golds

That the Region of Waterloo Arts Fund approve the request for a project revision for Jennifer Cornish's project (F17-12), Boy Beatle, as outlined in correspondence from October 9, 2018.

Carried

\*J. Cornish arrived at 1:30 p.m.

### **New Business**

a) 2019 Arts Fund Application Timelines

The 2019 Arts Fund Application Timelines were reviewed and the Board agreed to the dates.

Moved by B. Chesney

Seconded by R. Waldeck

That the Region of Waterloo Arts Fund approve the 2019 Application Timelines, as distributed.

Carried

b) 2019 Promotional Postcard

The Board discussed the merits of circulating a postcard for public awareness of the Arts Fund, agreeing it is a useful part of the Fund's branding strategy. T. Plummer will circulate the distribution spreadsheet to the Board for review.

Moved by I. Ring

Seconded by R. Waldeck

That the Region of Waterloo Arts Fund approve an expenditure for the design and production of the 2019 promotional postcard not to exceed \$500.

Carried

c) Update on Nominations/Recruitment

B.A. Keller circulated a spreadsheet that outlines current and expiring Board memberships. She plans to leave two positions vacant for now, as the upcoming Municipal election will see other changes in Board membership as well. She identified gaps such as representation from Cambridge or the townships, the need for expertise in visual arts, and noted the Board does not have a lot of ethnic diversity.

d) Holiday Gathering

B.A. Keller polled the Board members for a date to have a Holiday gathering. An electronic invitation will be sent to Board members shortly.

e) Annual Directors' Liability Insurance Renewal

T. Plummer advised she had just received an e-mail from Julie Bradey, Financial Analyst, with details regarding the directors' and officer's liability insurance policy, including the rates and coverage. Copies of the insurance policy are available upon request.

Moved by L. Golds

Seconded by R. Waldeck

That the Region of Waterloo Arts Fund approve the expenditure of \$ \$1,674 (\$800 premium for Directors & Officers coverage, \$750 premium for Commercial General Liability plus 8% Ontario Sales Tax) for a one-year renewable insurance policy, effective November 8, 2018.

Carried

f) Technical Review of Fall 2018 Stage 1 Applications

**Declarations of Pecuniary Interest under the Conflict of Interest Policy of the Region of Waterloo Arts Fund – Specific to Grant Applications**

The following declarations of pecuniary interest, related to applications, were made by the Board members and At-Large Advisors in Open Session:

<b>Application ID</b>	<b>Board Member</b>	<b>Reason:</b>
F18-21	K. Sheehy	Works with the applying organization
F18-22	K. Sheehy	She is the applicant
F18-41	P. Mulloy	The New Quarterly is a publishing partner
F18-43	K. Sheehy	She is project partner
F18-65	J. Cornish	She is an actor in the project

K. Sheehy was absent from the meeting, so was not in attendance for the duration of the discussion of the grant applications.

### **Closed Session**

Moved by A. Dobkowski

Seconded by I. Ring

That a closed meeting of the Region of Waterloo Arts Fund be held on October 11, 2018 at approximately 1:30 p.m. in Room 218, for the purpose of considering the following subject matters:

- a) Personal matters about identifiable individuals related to current applications
- b) Personal matters about identifiable individuals related to final reports

Carried

### **Motion to Reconvene Into Open Session**

Moved by L. Golds

Seconded by R. Waldeck

That the Region of Waterloo Arts Fund reconvene into Open Session at 4:50 p.m.

Carried

Moved by L. Golds

Seconded by R. Waldeck

That the following Fall 2018, Stage 1 applications proceed to Stage 2 review:

<b>ID#</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>City</b>	<b>Amount</b>
F18-01	Jesse	Matas		Waterloo	\$4,000
F18-02	Kathleen Cleland	Moyer	Backyard Theatre	Kitchener	\$9,700
F18-03	Sam	Varteniuk	JM Drama Alumni	Kitchener	\$5,000
F18-04	Amy	Neufeld	Lightning Banjo Productions	Kitchener	\$6,000
F18-06	Owen	Bloomfield		Cambridge	\$3,550
F18-07	Ava	Torres		Kitchener	\$7,500
F18-08	Suzanne	Church		Kitchener	\$4,000
F18-09	Kathryn	Ladano		Kitchener	\$8,000
F18-10	Joseph	Shugan		Kitchener	\$10,000
F18-11	Kathryn	Ladano	Numus Inc.	Waterloo	\$8,000
F18-15	Kenneth	Hull	Spiritus Ensemble	Kitchener	\$2,500
F18-16	Bonita	Wagler		Waterloo	\$6,250
F18-17	Isaac	Watamaniuk		Kitchener	\$2,000
F18-20	Nicole	Smith		Cambridge	\$10,800
F18-21	Christy	Ziss	Lost & Found Theatre	Kitchener	\$2,000
F18-22	Kathleen	Sheehy	Irish Real Life Festival KW	Kitchener	\$4,000
F18-23	Crystal	Mowry	Kitchener-Waterloo Art Gallery	Kitchener	\$8,000
F18-24	Rebecca Swabey &	Erin MacIndoe Sproule		Kitchener	\$6,000
F18-25	Nathan	Stretch		Kitchener	\$5,000
F18-27	Amanda	Lowry		Waterloo	\$5,000
F18-28	Kelley	McPate	Ayr (Dumfries) Pipe Band,	Ayr	\$7,000

<b>ID#</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>City</b>	<b>Amount</b>
			Canada		
F18-29	Isaac	Mule	Page 1 Entertainment	Kitchener	\$7,000
F18-30	Brian	Riddell		Cambridge	\$13,000
F18-33	Jeff	Anton	Safe As Houses	Kitchener	\$7,000
F18-35	Cameron	Slipp		Waterloo	\$10,000
F18-36	Richard	Burrows	Open Ears Festival of Music and Sound	Kitchener	\$5,000
F18-37	Seth	Ratzlaff		Kitchener	\$2,500
F18-38	Isabel	Cisterna	Neruda Arts	Waterloo	\$6,500
F18-40	Lexi	Biermann	Pins and Needles Fabric Company	New Dundee	\$10,000
F18-41	Pam	Patel	The Multicultural Theatre Space	Kitchener	\$15,000
F18-42	Emily	Grignon	Studio D20	Kitchener	\$8,000
F18-44	Douglas W	Campbell		Waterloo	\$4,700
F18-45	Laureen	Kuhl	NorthSouth Entertainment	Waterloo	\$10,000
F18-46	Andrew James	Smith		Cambridge	\$4,000
F18-48	Ernest	Daetwyler		Atwood	\$8,500
F18-49	Daniel	Wright	The Yacht Club	Waterloo	\$2,000
F18-52	Stephanie	Boutari		New Hamburg	\$7,000
F18-53	Carol Leigh	Wehking	FRESH Stories	Cambridge	\$1,000
F18-55	Christopher	Torti		Cambridge	\$6,500
F18-56	Amy	Zavitz	The Grebel Gallery, Conrad Grebel University College	Waterloo	\$2,050
F18-57	Taylor	Graham	Frog Song Collective	Cambridge	\$9,350
F18-58	Melissa	Finn	Anna Leigh	Waterloo	\$5,000



<b>ID#</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>City</b>	<b>Amount</b>
			Elms		
F18-59	Mark	Walton	Foto:RE Collective Review	Waterloo	\$9,500
F18-60	Stacie	Robinson		Waterloo	\$6,800
F18-61	Rick	Bond	Waterloo Chamber Players	Waterloo	\$5,000
F18-62	Viktorija	Kovac		Waterloo	\$15,000
F18-63	Andrew	Myles	Textile	Waterloo	\$10,000
F18-64	Irene	Adenev	The Ayr-Paris Band	Ayr	\$6,500
F18-66	Bashar	Jabbour	Kitchener- Waterloo Poetry Slam	Kitchener	\$10,000
F18-67	Jennifer	Lloyd		Waterloo	\$8,000
F18-68	Kevin	O'Connor		Kitchener	\$10,000
F18-69	Tamara	Smerchinski	Fly Away Arts	New Hamburg	\$4,000

**Total Funds Requested                    \$369,220**

Carried

The following Fall 2018, Stage 1 applications did not receive Board approval to proceed to the Stage 2 review:

<b>ID#</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>City</b>	<b>Amount</b>
F18-05	Karen	Barber	Addison Womens Choir	Cambridge	\$15,000
F18-12	Nancy Marie	Silcox		New Hamburg	\$4,500
F18-13	Brad	Cook	Blue Bird Theatre Collective	Petersburg (Mannheim)	\$15,000
F18-14	Michaela	Chiste	Vera Causa Opera	Hespeler	\$2,000
F18-18	Nada	Humsi		Kitchener	\$10,000
F18-19	Sara	Fleiszig	Sara Fleiszig Photography	Waterloo	\$2,500
F18-26	Kirstie	Smallman	Boogie House KW	Kitchener	\$10,000

<b>ID#</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>City</b>	<b>Amount</b>
F18-31	Aaron	Fewkes	The Community Players of New Hamburg	New Hamburg	\$5,000
F18-32	Carolyn Dawn	Good		Kitchener	\$2,000
F18-34	David	Simpson	Sidewalk Productions	Waterloo	\$18,000
F18-39	Nichole	Martin		Cambridge	\$6,000
F18-43	Hanna	Foulger		Cambridge	\$10,020
F18-47	Joanna	Path		Kitchener	\$20,000
F18-50	Romen	Bienko		Kitchener	\$5,000
F18-51	Jocelyn Anna	Lernout		Kitchener	\$11,000
F18-54	Sonja	Katanic	Plasma Dolphin	Waterloo	\$10,000
F18-65	Ciaran	Myers		Kitchener	\$15,000
F18-70	Mona	Mousa		Kitchener	\$10,000

**Total Funds Requested            \$155,000**

### **Other Business**

Chair's Information Memo was received for information

### **Next Meeting – December 13, 2018**

Fall Stage 2 Application Review

### **Adjourn**

Moved by A. Dobkowski

Seconded by P. Mulloy

That the meeting adjourn at 4:55 p.m.

Carried

**Board Chair, B.A. Keller**

**Corporate Clerk, T. Plummer**