



## **Region of Waterloo Arts Fund**

### **Minutes**

Thursday, September 10, 2020

3:25 p.m.

Meeting held electronically

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

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Present were: Board President B. Chesney, M. Braun, A. Dobkowski\*, L. Golds, B.A. Keller, R. Nixon, I. Ring, S. Scott, K. Sheehy and C.A. Treitz

Not Present: H. Jowett, K. Redman and R. Waldeck

Also Present: H. Chimirri-Russell, Director, Cultural Services

### **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 11, 2020

Moved by B.A. Keller

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on June 11, 2020.

Carried

Closed Session – June 11, 2020

Moved by K. Sheehy

3394552

Seconded by S. Scott

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on June 11, 2020.

Carried

Open Session – June 15, 2020

Moved by I. Ring

Seconded by C.A. Treitz

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on June 15, 2020.

Carried

Closed Session – June 15, 2020

Moved by I. Ring

Seconded by S. Scott

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on June 15, 2020.

Carried

### **Business Arising from the Minutes**

#### 1. Communications Committee Update

B. Chesney noted that board activities are aligned with the Communications Plan. S. Scott, Chair of the Communications Committee, advised that email blasts have been going out to local artists regularly. The online grant application portal system is going live today and the launch is being promoted on the website, through email blasts and a news release. The deadline for receiving resumes for the Social Media (SM) Coordinator is Friday, September 11<sup>th</sup>; to date, there have been almost a dozen interested candidates.

### **Correspondence**

The Board approved the following requests via email in advance of the meeting; formal ratification required:

1. Steve Sugrim, Miss You Mom (F19-02), Re: Request for Project Extension (to February 28, 2022)

Moved by L. Golds

Seconded by I. Ring

That the Region of Waterloo Arts Fund approve the request for a project extension for Steve Sugrim's project, Miss You Mom (F19-02), as outlined in correspondence of July 13, 2020, until February 28, 2022, at which time a Final Report will be due.

Carried

2. Mary-Catherine Pazzano, Beyond the Rainbow: Celebrating Judy Garland's Career (F19-28), Re: Request for Project Extension (upon re-opening of the Registry Theatre)

Since no completion date was offered by the grant recipient, B. Chesney suggested that the Registry Theatre should be open/partially open by fall 2021 and that the Final Report deadline for this project should be December 31, 2021.

Moved by C.A. Treitz

Seconded by L. Golds

That the Region of Waterloo Arts Fund approve the request for a project extension for Mary-Catherine Pazzano's project, Beyond the Rainbow: Celebrating Judy Garland's Career (F19-28), as outlined in correspondence of August 12, 2020, until December 31, 2021, at which time a Final Report will be due.

Carried

3. JoJo Worthington, SYNTHESISIA CONCERT (Stage 2 project title: The Company You Keep Release Concert) (S19-44), Re: Request for Project Extension (to September 30, 2021)

Moved by I. Ring

Seconded by S. Scott

That the Region of Waterloo Arts Fund approve the request for a project extension for JoJo Worthington's project, SYNTHESISIA CONCERT (Stage 2 project title: The Company You Keep Release Concert) (S19-44), as outlined in correspondence of August 22, 2020, until September 30, 2021, at which time a Final Report will be due.

Carried

4. Grace Sheele / HARP, Homecomings, (S19-35) Re: Project Changes

Moved by M. Braun

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund approve the request for project changes to Grace Sheele / HARP's project, Homecomings, (S19-35), as outlined in correspondence of July 11, 2020.

Carried

5. Aislinn Thomas (S20-87) Re: Request for Project Change

The board discussed the merit of the request and expressed some concern over the lack of a project update. There was general agreement that B. Chesney contact Aislinn Thomas to receive an update. A decision on the request was deferred until an update is shared with the Board, which will be provided via email seeking an approved motion and will be subject to formal ratification at the next board meeting.

6. Kathleen Cleland Moyer (S20-72) Re: Request for Project Change

Moved by B.A. Keller

Seconded by I. Ring

That the Region of Waterloo Arts Fund approve the request for a project change for Kathleen Cleland Moyer's project, Barn Talk (S20-72).

Carried

The Board recessed at 3:50 p.m. and reconvened at 4:00 p.m.

**Closed Session**

Moved by B. A. Keller

Seconded by I. Ring

That a closed meeting of the Region of Waterloo Arts Fund be held on Thursday, September 10, 2020 at 4:00 p.m. in Room 224 and virtually, for the purpose of considering the following subject matters:

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

Carried

\* A. Dobkowski joined the meeting at 4:13 p.m.

**Motion to Reconvene into Open Session**

Moved by L. Golds

3394552

Seconded by I. Ring

That the Region of Waterloo Arts Fund reconvene into Open Session at 5:05 p.m.

Carried

### **Other Business**

#### 1. Diversity and Inclusion Strategies – Discussion

The board agreed to establish a diversity and inclusion strategy that would include diversifying the make-up of the board of directors, diversifying grants, and attending local Black, Indigenous, and People of Colour (BIPOC) artistic and cultural events towards a greater understanding of the needs in the BIPOC community. The board discussed making a statement on this issue but wished for it to be a thoughtful statement on behalf of the organization. B. Chesney offered to create a draft statement for consideration. It was also agreed that an ad hoc group be established to investigate engagement opportunities, to create an action plan for the diversity and inclusion strategy, and to formalize a statement to the BIPOC community from the Arts Fund.

#### 2. Communications Committee – Update (continued)

In anticipation of the hiring of a Social Media (SM) Coordinator, the board agreed that the overall goal of the Arts Fund's social media engagement is to let community know the impact the Arts Fund is having in Waterloo Region. The board discussed remuneration, a hiring committee, a probation period, and the new requirements of the Grant Agreement to align with the overall goal.

The hiring Committee for the SM Coordinator will include: S. Scott, B. Chesney, A. Dobkowski and B.A. Keller. L. Golds will contribute to the development of interview questions. It was agreed that the remuneration would be a flat rate for the 26-week contract with a payment schedule and a check-in on deliverables after 13-weeks. During the 13-week probation period, the SM Coordination will be expected to work approximately 8 hours a week. The time commitment will be reviewed during the mid-contract check-in.

Granted artists will be asked to provide the Arts Fund with content to be shared on Facebook and eventually Instagram. This will require an update and revision to the Grant Agreement. When granted project events occur, the SM Coordinator will be encouraged to attend the event on behalf of the Arts Fund.

Moved by S. Scott

Seconded by B. A. Keller

That the Region of Waterloo Arts Fund approve the remuneration rate for the Social Media Coordinator in the amount of \$4000 for a 26-week contract, with a mid-contract check-in, and a set payment schedule.

Carried

### 3. Final Reports Review Committee – Update

The members of the Final Reports Review Committee are currently reviewing Final Reports received. This item was deferred until the next meeting.

#### **Next Meeting**

- **Thursday, November 12, 2020 (Fall 2020 Grant Review Meeting)**

#### **Adjourn**

Moved by S. Scott

Seconded by I. Ring

That the meeting be adjourned at 5:08 p.m.

Carried

**Board President, B. Chesney**

**Corporate Clerk, S. Natolochny**