



## Region of Waterloo Arts Fund

### Minutes

Thursday, October 13, 2016

1:05 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

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Present were: Chair M. Scott, E. Bolton, S. Clevely, B. A. Keller, P. Mulloy\*, R. Nixon\*, K. Redman\*, K. Sheehy and A. Thomas\*

Members Absent: K. Seiling and J. Wichers

Also Present: G. Hatt (Artist-at-Large member), E. Clarke and L. Legate

Marilyn Scott welcomed Regional Councillor Elizabeth Clarke to the meeting.

She also welcomed Gordon Hatt and provided a brief summary of his biography. She advised that he has agreed to participate as an Artist-at-Large Advisor to assist in the review of the 15 / 150 Grant applications.

### **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 15 / 150 and Fall 2016 Stage 1 applications.

### **Approval of Minutes**

Open Session - September 8, 2016 - Regular Meeting

Moved by E. Bolton

Seconded by P. Mulloy

2247533

That the Region of Waterloo Arts Fund approve the minutes of the Regular meeting held on September 8, 2016.

Carried

M. Scott noted an additional agenda item under Other Business, Invitations.

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

#### a) Website Re-design Update and Signing Authority

M. Scott and B. A. Keller provided an update noting that they've met with Rob Matlow of REM Web Solutions Inc. to discuss the contract, timelines and next steps. They stated that the issue at hand is the ability to proceed and progress through the process in a manner timely enough to be eligible for deadline discounts; they were assured that the deadlines are achievable. The next critical steps are to finalize and sign the agreement with REM and to provide input for the Creative Brief, which addresses the feel and content of the website.

\* R. Nixon joined the meeting at 1:12 p.m.

B. A. Keller stated that she's confident that essential changes to the website content can be made before the website goes live. The Arts Fund will have the flexibility to edit on a go-forward basis and will also have ability to use on-line forms if and when protocol is developed in the future. She advised that the new website will be launched in spring 2017 with the assistance of the working group that consists of herself, M. Scott, P. Mulloy and S. Natolochny. She responded to a board member inquiry about the delay in launching online applications by stating that there are several factors requiring thorough consideration, specifically impact on users, including members of the board.

L. Legate advised that he's had a chance to review the agreement and has no concerns. He suggested that in future, the Notice 5, dealing with the length for terms or conditions could be reviewed once the agreement has been signed and the website goes live. He recommended some minor changes to the signing lines.

In response to a question about purchase orders, L. Legate stated that this is not required under the circumstances. B. A. Keller inquired of staff about the necessity of doing back-up in addition to the daily back-up to be undertaken by REM Web Solutions. Staff will inquire with Regional ITS staff about best practices.

Moved by S. Clevely

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund appoint Marilyn Scott, Chair, to sign the website re-design contract with REM Web Solutions Inc., subject to review by Legal Services staff.

Carried

b) Social Media Policy

P. Mulloy said that the policy hasn't yet been drafted but will be available for review and discussion at the December meeting.

c) 15<sup>th</sup> Anniversary Volunteer Reception Update

B. A. Keller introduced the motion to proceed with plans for the event in 2017 and she responded to a question about the proposed budget, advising that the budget has been purposefully kept to a minimum given the non-profit nature of the Arts Fund. The event will be held on Thursday, May 11, 2017 from 5:00 to 7:00 p.m. and staff will send out invitations to the board members; invitations for guests will be coordinated with staff.

Moved by B. A. Keller

Seconded by E. Bolton

That the Region of Waterloo Arts Fund, in celebration of the Fund's 15th anniversary in 2017, plan and host a recognition reception for volunteers, elected officials and other people who have provided support and assistance over the years;

And That the reception be held on May 11, 2017, at the Region of Waterloo Museum;

And Further That the expenses for the reception be no more than \$1,500 in total.

Carried

d) 2017 Schedule of Meetings and 2017 Application Timelines

M. Scott introduced the schedule for board meetings in 2017. Staff will send electronic meeting invitations to all members. The new schedule and timetable will be posted to the website before the end of the year.

Moved by K. Redman

Seconded by B. A. Keller

That the Region of Waterloo Arts Fund approve the 2017 Schedule of Meetings and the 2017 Application Timelines, as distributed.

Carried

e) Membership Update and Draft Position Description

2247533

M. Scott summarized the membership gaps, recruitment efforts and outcomes to date. A short list has been created. B. A. Keller stated that the committee has created a significant list, keeping in mind the gaps and lack of ethnic and age diversity on the board, as well as representation from the dance community.

M. Scott advised that the committee will reach out to retiring members seeking recommendations of potential members for future appointments. It was also suggested that former board member Isabel Cisterna could be a willing advisor on recruiting diverse members. The board discussed the strategy for recruiting members.

M. Scott stated that, to date, the Artist-at-Large Advisors positions have filled any gaps; the board hasn't been at full complement for several years. It's not the intention of the Committee to do an open call but have recently drafted the Position Description for clarity when recruiting for the board.

B. A. Keller provided an overview of the draft Position Description (PD) that's been prepared for board members. She outlined the purpose and content of the PD and noted that the document is still in draft format but will come back to the December meeting for review; a copy will be circulated in advance of the next board meeting.

### **Correspondence**

#### a) April Bulmer (S16-01) Re: Request for Project Extension

The Board discussed the request received for a project extension. The board agreed that it had approved funding for the project with no expectation that the book would be published within the term of the grant agreement, therefore, it was agreed that an extension isn't necessary at this time. If A. Bulmer hasn't completed the book of poetry by the deadline of June 30, 2017, she can request a project extension at that time. The board directed staff to send written notification of the Board's decision.

### **New Business**

#### a) Review of 15 / 150 Grant 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 15 / 150 grant applications, were made by the Board members in Open Session:

<b>Application ID</b>	<b>Board Member</b>	<b>Reason:</b>
15/150-02	P. Mulloy	She is personally acquainted with the applicant.

15/150-16	A. Thomas	She may be working with the applicant.
15/150-18	A. Thomas	She is a staff member of IMPACT.

G. Hatt advised that he has no conflicts with any of the 15 / 150 Stage 1 Grant applications. A. Thomas provided details about her conflicts when she joined the meeting.

b) Review of Fall 2016 Stage 1 Grant 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 Fall 2016 grant applications, were made by the Board members in Open Session:

<b>Application ID</b>	<b>Board Member</b>	<b>Reason:</b>
F16-04	P. Mulloy	She's involved in the same writing group as the applicant.
F16-41	A. Thomas	She works with the applicant.
F16-45	A. Thomas	She is involved with IMPACT.
F16-57	A. Thomas	Her partner plays with Note Bene.

Each Board member excused themselves from the meeting room during the review discussion of these noted grant applications.

### **Closed Session**

Moved by S. Clevely

Seconded by E. Bolton

That a closed meeting of the Region of Waterloo Arts Fund be held on October 13, 2016 at 1:55 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

\* A. Thomas joined the meeting at 2:17 p.m. and provided details about her conflicts for each of the granting rounds.

\* E. Bolton left the meeting at 3:26 p.m.

The meeting recessed at 3:26 p.m. and reconvened at 3:40 p.m.

\* K. Redman left the meeting at 5:43 p.m.

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

Moved by P. Mulloy

Seconded by R. Nixon

That the Region of Waterloo Arts Fund reconvene into Open Session at 6:46 p.m.

Carried

Moved by P. Mulloy

Seconded by A. Thomas

That the following 15 / 150 Stage 1 applications proceed to Stage 2 review:

<b>ID</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>Amount</b>
15/150-01	Stephen W.	Young		\$9,730
15/150-02	Susan	Fish		\$2,250
15/150-07	Duncan	Finnigan		\$15,000
15/150-11	Sue	Sturdy		\$15,000
15/150-16	Isabel	Cisterna	Neruda Arts	\$12,000
15/150-18	Amanda	Lowry	The MT Space	\$15,000
15/150-19	Veronica	Murawski		\$10,000
15/150-24	Eva	McCauley		\$15,000
			<b>Total Requested</b>	<b>\$93,980</b>

Carried

The following 15 / 150 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>Amount</b>
15/150-03	Lorin Shalanko &	Leslie Fagan		\$5,000
15/150-04	Brian Douglas &	Karl Kessler		\$3,800

15/150-05	Christopher	Torti	Mr. Chris & the Gassy Bubbles	\$4,950
15/150-06	Sarah	Khalid	Warriors in Words & Wilfred Laurier Poetry Club	\$2,000
15/150-08	Heather	Franklin	Button Factory Arts	\$15,000
15/150-09	Jeremy	Bell	Penderecki String Quartet	\$10,000
15/150-10	Lawrence	McKnaught	The Registry Theatre	\$1,000
15/150-12	Suzie	Taka	Rainbow Reels Film Festival	\$10,000
15/150-13	Sara	Martin	DaCapo Chamber Choir	\$5,000
15/150-14	Isabella	Stefanescu	Inter Arts Matrix	\$10,000
15/150-15	Denise	St Marie	TIMEANDDESIRE	\$5,000
15/150-17	Kimberly	Barber		\$15,000
15/150-20	Muriel	Meehan	Laurier Musical Theatre	\$1,000
15/150-21	Chaenel Selen	Mattis		\$5,000
15/150-22	Laurel	Swinden		\$3,500
15/150-23	Viktorija	Kovac		\$15,000
15/150-25	Charlène	Le Duc	Summer Lights Festival	\$3,500
15/150-26	Laura Peart	McBride		\$5,000
			Total Requested	<b>\$119,750</b>

Moved by K. Sheehy

Seconded by A. Thomas

That the following Fall 2016, Stage 1 applications proceed to Stage 2 review:

ID	First	Last	Organization	Amount
F16-01	Helmann	Wilhelm		\$4,500
F16-07	Paul	Francescutti		\$12,000
F16-45	Amanda	Lowry	The Multicultural Theatre Space (MT Space)	\$10,000
F16-50	Angela	Onuora	Studio D-20	\$4,800
F16-56	Ken	Ogasawara	Rosco Films	\$15,000
F16-04	Susan	Fish		\$2,500
F16-10	Sarah	Pearson		\$4,000
F16-20	Katelyn	Bearinger	To The Trees	\$12,000
F16-06	Sarah Granskou &	Joel Brubacher		\$5,000
F16-22	Kenneth	Hull	Spiritus Ensemble	\$2,482
F16-27	Jeremy	Bell	Penderecki String Quartet	\$10,000

F16-31	Isabella	Stefanescu	Inter Arts Matrix	\$8,000
F16-37	Cheryl	Ewing		\$7,000
F16-57	Marc	Paré	Nota Bene Baroque Players	\$8,000
F16-24	Nicole	Smith	Sonderlust	\$10,000
F16-29	Janice	Lee		\$3,000
F16-46	Majdi	Bou-Matar	Theatre Mada Collective	\$8,000
F16-47	Ahmad	Meree		\$5,000
F16-25	Robert	Achtemichuk		\$3,000
F16-32	Jennifer	Akkermans		\$3,000
F16-36	Sue	Sturdy		\$15,000
F16-38	Charlena	Russell		\$1,300
F16-44	Dave	Skene	Global Youth Volunteer Network (GYVN)	\$7,000
F16-49	Roman	Bienko		\$5,000
			Total Requested	<b>\$165,582</b>

Carried

The following Fall 2016, 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>Amount</b>
F16-09	Julie	Thompson	Community Justice Initiatives	\$15,000
F16-11	Christopher	Torti	Mr. Chris & the Gassy Bubbles	\$8,300
F16-17	Lyndon	Horsfall		\$15,000
F16-21	Richard	Garvey		\$5,000
F16-30	Becca	Redden		\$3,500
F16-39	Andrew	Vojdani		\$10,000
F16-40	Kyle	Varga		\$10,000
F16-42	Michael Julian	Masurkevitch		\$800
F16-08	Mark	Gamble		\$10,000
F16-48	Jocelyn Anna	Lernout		\$8,600
F16-05	Lorin Shalanko &	Leslie Fagan		\$5,000
F16-13	Sasha	Judelson	Cameron Music Support Association	\$5,600
F16-15	Alison	Feuerwerker	Waterloo Chamber Players	\$5,000
F16-18	Nathan	Witmer	Hymnomancer	\$7,500
F16-19	Kathryn	Ladano	Numus Inc.	\$3,500



F16-12	Sarah	Khalid	Warriors in Words & Wilfred Laurier Poetry Club	\$5,000
F16-26	James	Barr	Aisles	\$6,500
F16-33	Denise	St Marie	TIMEANDDESIRE	\$5,000
F16-41	Isabel	Cisterna	Neruda Arts	\$7,500
F16-43	Kimberly	Barber		\$30,000
F16-53	Muriel	Meehan	Laurier Musical Theatre	\$1,500
F16-54	Laurel	Swinden		\$3,500
F16-55	Viktorija	Kovac		\$15,000
F16-02	Stephen W.	Young		\$1,300
F16-16	Amy	Neufeld	Act Out KW	\$2,500
F16-28	Addil Abbas	Hussain	Kitchener Waterloo Arab-Canadian Theatre/KW-ACT	\$10,000
F16-34	Carin	Lowerison	Green Light Arts	\$10,000
F16-03	Catherine	Mellinger		\$3,000
F16-23	Aiden	Ware	Idea Exchange (Cambridge Public Library Board)	\$25,000
F16-51	Veronica	Murawski		\$10,000
F16-52	Mark	Walton		\$9,250
F16-58	Al	Doerksen		\$5,000
F16-59	Charlène	Le Duc	Summer Lights Festival	\$6,000
F16-60	Laura	McBride		\$4,500
F16-14	Lexi	Biermann	Pins and Needles Fabric Company	\$8,000
F16-35	Shannon	Figuerero		\$12,000
			Total Requested	<b>\$293,350</b>

\* R. Nixon left the meeting at 6:47 p.m.

### Other Business

#### a) Final Reports Review Update

M. Scott advised that the Committee reviewed 15 Final Reports and identified several for possible testimonials and/or display case features. There is some minor follow-up required with a few of the files, for example, to request website links and/or missing Arts Fund logo on websites. At this point there are no files with outstanding issues and the Committee has approved the release of any holdbacks of the second and final installment payment.

#### b) Financial Statements for 2015 – Final 2247533

The final Financial Statements for 2015 were distributed to the board members.

c) Invitations

S. Natolochny advised that an invitation has been received from Douglas Campbell to attend one of several planned performances of Lord Sword (S15-63). A. Thomas and K. Sheehy stated that they will plan to attend.

Additionally, Amy Rola's launch is planned for this weekend; members were encouraged to attend.

**Next Meeting – December 15, 2016** (Review of Fall 2016 and 15 / 150 Stage 2 Applications)

**Adjourn**

Moved by A. Thomas

Seconded by P. Mulloy

That the meeting adjourn at 6:51 p.m.

Carried

**Board Chair, M. Scott**

**Corporate Clerk, S. Natolochny**