



## Region of Waterloo Arts Fund

### Minutes

Thursday, January 19, 2017

3:06 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

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Present were: Chair B. A. Keller, P. Mulloy, R. Nixon\*, M. Scott, K. Seiling and J. Wichers\*

Members Absent: E. Bolton, K. Redman and K. Sheehy

Also Present: A. Dobkowski

### **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 nominee Adele Dobkowski to the meeting and provided her biography. She noted that Robert Waldeck and Michele Hopkins have been recruited and have agreed to serve on the Board but are unable to attend this meeting; she gave a brief overview of their biographies.

Moved by J. Wichers

Seconded by M. Scott

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

- Adele Dobkowski for a two-year renewable term ending December 31, 2018;
- Michele Hopkins for a three-year renewable term ending December 31, 2019;

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- Rob Waldeck for a two-year renewable term ending December 31, 2018.

Carried

Moved by M. Scott

Seconded by K. Seiling

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

- Jisca Wichers for a two-year term ending December 31, 2018;
- Pamela Mulloy for a two-year term ending December 31, 2018;
- Eric Bolton for a two-year term ending December 31, 2018.

Carried

\* R. Nixon joined the meeting at 3:12 p.m.

b) Election of Officers – S. Natolochny

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

Moved by M. Scott

Seconded by P. Mulloy

That the nominations for the position of Chair be closed.

Carried

Betty Anne Keller was elected as the Chair of the Region of Waterloo Arts Fund, by acclamation, for a one-year term ending December 31, 2017.

A call was made for nominations for Vice Chair. Adele Dobkowski was nominated and accepted the nomination. A call was made for further nominations for Vice Chair and no others were forthcoming.

Moved by B. A. Keller

Seconded by J. Wichers

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

Carried

Adele Dobkowski was elected as Vice Chair of the Region of Waterloo Arts Fund, by acclamation, for a one-year renewable term ending December 31, 2017.

B.A. Keller assumed the Chair and welcomed the new members. She acknowledged that we are meeting on the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee peoples. She advised the board that she will begin each meeting with this acknowledgement. She provided opening remarks regarding the collaborative relationship amongst the board in reaching decisions about grant applications and other business.

She advised that given the concern for quorum for this meeting, any agenda items requiring motions will be discussed prior to non-approval items.

**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 15, 2016

Moved by R. Nixon

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on December 15, 2016.

Carried

Closed Session – December 15, 2016

Copies of the closed session minutes for December 15, 2016 were distributed to the members.

Moved by J. Wichers

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on December 15, 2016.

Carried

**New Business**

b) Nominating/Membership Committee Appointments

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B.A. Keller 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

Moved by M. Scott

Seconded by A. Dobkowski

That the Region of Waterloo Arts Fund appoint members to the Standing Committees for a one-year term ending December 31, 2017, as follows:

**Nominating/Membership Committee**

Betty Anne Keller  
Adele Dobkowski  
Marilyn Scott  
(vacancy)

**Final Reports Review Committee**

Betty Anne Keller  
Adele Dobkowski  
Marilyn Scott  
Jisca Wichers

**Communications Committee**

Betty Anne Keller  
Adele Dobkowski  
Marilyn Scott  
Pamela Mulloy

Task Force – Ad Hoc (15/150 Celebration)

Betty Anne Keller  
Adele Dobkowski  
Marilyn Scott  
Rick Nixon

Carried

**Correspondence**

a) Jonah Fortin (S15-25), Re: Request for Project Extension

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

Moved by P. Mulloy

Seconded by J. Wichers

That the Region of Waterloo Arts Fund approve the request for a project extension for Jonah Fortin's project, short film: Charlie (S15-25), until February 28, 2017, at which time a Final Report will be due.

Carried

b) Carol Leigh Wehking (F15-39), Re: Request for Project Extension

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

Moved by M. Scott

Seconded by A. Dobkowski

That the Region of Waterloo Arts Fund approve the request for a project extension for Carol Leigh Wehking's project, Fresh Stories (F15-39), until May 31, 2017, at which time a Final Report will be due.

Carried

c) Heather Franklin, Button Factory Arts (F15-58), Re Request for Second Project Extension

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

Moved by P. Mulloy

Seconded by M. Scott

That the Region of Waterloo Arts Fund approve the request for a second project extension for Heather Franklin and Button Factory Arts' project, Art that Moves You (F15-58), until October 31, 2017, at which time a Final Report will be due.

Carried

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

a) Website Redesign Update

B.A. Keller shared with the board samples of the home/splash page of the draft design of the new website.

She referred to the pull-down menus, the new search feature and the other design elements, noting that the goal is to have more images and less text; it is hoped that the images will be personalized by granted projects. She stated that the Arts Fund may need REM support to upload new images over time. She highlighted the link to testimonials celebrating success; the upcoming deadlines on the home page; icons on the 'belly band' to lead the visual visitor to the site; and, at bottom of page "In Case You Missed It" space as a bulletin board mechanism to feature news, such as an upcoming Open House.

M. Scott advised that she's created a photo bank of past granted projects. In response to a member's suggestion, B. A. Keller will check with REM to determine if the area at the bottom will also have a scrolling feature to show images of granted projects. It was also noted that the website re-design is on schedule and the Arts Fund continues to be eligible for the deadline discounts.

In response to a member's question about the site have a bulletin board mechanism that could feature events associated with granted projects, the board was reminded of the website maintenance resource limitations and it was noted that the media advisories have links to the websites of granted projects.

In response to an inquiry about social media activity, it was noted that the Arts Fund board is working on developing a social media policy.

Overall all there was positive feedback from the board, citing a transition to a vibrant website and an improvement over the current. There was a query about the distinction between Resources and Downloads in the pull-down menus; the committee will take a closer look. M. Scott confirmed that the beta testing will be done by board members exclusively and that the plan is to launch the new website at the 15/150 reception in May 2017.

b) 15<sup>th</sup> Anniversary Reception Update

B.A. Keller advised that support staff will be sending a Save the Date email to all guests; she provided an overview of the guest list.

c) Arts Fund Social Media Policy Update

P. Mulloy advised that she will review the Regional policy sent by staff and will bring back a draft policy to a future meeting.

**New Business (Continued)**

a) Review of 2016

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M. Scott thanked all the board members for their support on the various committees and provided highlights of the board's activities and achievements in 2016, including:

- Membership activities, including the welcome of new members
- Website revisions/updates, noting that Terri Plummer has been invaluable
- Website redesign by REM Web Solutions with a launch planned for May 2017
- November 2016, Council approved an annual increase of \$150,000 to the Fund; the equivalent of 67 cents per capita
- 147 applications received in 2016, seeking more than \$1M in grants; data shared, including the 35 projects that received more than \$200,000 in financial support from the Arts Fund
- The additional allocation from Regional Council provided additional funds for the 15/150 grants; a supplement to 15/150 grant and plans to create a 15/150 video
- Over \$300,000 invested into the arts community in 2016; since 2003, when the first grants were issued, more than 530 projects have received in excess of \$2.8 million in grants
- No major issues with Final Reports reviewed in 2016; the process for submission and review and release of final grant installment is working well
- Those outreach initiatives established in 2015 continued to have value in 2016, including the Open House sessions, the Peer to Peer Support programs and the involvement of community artists in the Artist-at-Large Advisors. She added that Arlene and Scott, having served on the board, have agreed to provide Peer to Peer support to prospective grant applicants
- Grant Application Forms have had some minor revisions and annotated versions created for web-posting
- Displays in the AHQ Lobby was initiated by staff and the board plans to continue regularly featuring local artists
- Several issues were addressed by the board including third party inquiries, age of majority requirements for legal Agreements

M. Scott noted the items still pending and her plans to continue to assist the new Chair and the board on a variety of initiatives. She advised that she will be presenting an annual report to Regional Council in February and she welcomed the board to attend the meeting.

B. A. Keller thanked M. Scott for her dedicated efforts noting that she has provided excellent leadership on the board. She advised the board of her own intentions to serve as the Chair until 2019, when she plans to remain on the board as past-Chair.

c) Final Reports Review Committee Update

B.A. Keller provided a summary of the Final Reports reviewed at the Committee's last meeting on January 19, 2017, noting that there were no financial issues with any of the reports reviewed.

d) Distribution of 2017 Promotional Postcards

B.A. Keller advised that the 2017 promotional postcards are now available for distribution. Those members who are able to distribute them were given pre-addressed packages; the balance will be mailed by support staff.

**Other Business**

a) S. Natolochny reminded the board of the upcoming Arts Fund Open House planned for Tuesday, February 7<sup>th</sup>.

b) M. Scott reminded the board that Isabella Stefanescu is hosting a Grant Writing session in late-February; details will be sent to the board as they become available.

c) M. Scott queried K. Seiling about best date for the presentation of the Arts Fund annual report to Regional Council; he suggested that she work with Regional staff to arrange on a date that works best for her

d) S. Natolochny reminded the members present about the invitation for the project event by G. Mitchell taking place on February 4<sup>th</sup>; she'll send a follow-up reminder to the board.

**Next Meeting – April 6, 2017** (Review of Spring 2017, Stage 1 applications)

**Adjourn**

The meeting adjourned at 4:40 p.m.

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

**Corporate Clerk, S. Natolochny**