



## **Region of Waterloo Arts Fund**

### **Minutes**

Thursday, December 15, 2016

1:17 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

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

Members Absent: E. Bolton, A. Thomas and J. Wichers

M. Scott advised that G. Hatt sent his regrets; he is unable to attend and participate as an Artist-at-Large during this stage.

#### **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 2 applications.

#### **Approval of Minutes**

Open Session – October 13, 2016

Moved by K. Sheehy

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on October 13, 2016.

Carried

2296609

Closed Session – October 13, 2016

Moved by S. Clevely

Seconded by B. A. Keller

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on October 13, 2016.

Carried

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

#### a) Website Redesign Update

M. Scott and B. A. Keller provided an update noting that the contract has been signed and the first payment has been made to REM Web Solutions. Both have met with Sean Sanderson, the designer at REM to begin the design process beyond the Creative Brief input provided; a version will be shared with the board in January. M. Scott added that photographs depicting granted projects will be essential to the website design and that the Communications Committee is working on a method to incorporate photos. She stated that the standard grant agreement will be revised to include a request for photos and images.

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

B. A. Keller stated that she's signed an agreement with the Regional Museum to host the reception. The Museum won't be charging a rental rate but the bulk of the budget will be for catering. She directed staff to send a 'Save the Date' notice to Regional Councillors and others in the preliminary guest list. She reminded the Board that members will be called upon for assistance in hosting the reception.

#### c) Nominating/Membership Committee Update

B. A. Keller advised that Adele Dobkowski has accepted her invitation to join the Board in 2017; she provided a brief biography for her.

\* K. Redman joined the meeting at 1:30 p.m.

M. Scott stated that she's approached a local dancer to serve on the Board and will be meeting later in the month to confirm interest. She added that it's challenging to recruit someone to fill the film/video vacancy on the Board. S. Clevely suggested an individual, provided an overview of the individual's experience and added that this person would be a good fit on the Board; M. Scott will follow-up with the suggested individual.

M. Scott encouraged other board members to provide her with suggested nominees as soon as possible since the appointments will occur at the January 2017 meeting: in the interim, the Board will continue to work with Artist-at-Large members to fill any gaps.

In response to a Board suggestion that the Arts Fund advertise in local newspapers to recruit members, B. A. Keller advised that the recruitment strategy in place includes the use of the draft job description and posting on the Arts Fund website.

M. Scott presented a Certificate of Appreciation to S. Clevely on behalf of the board and signed by K. Seiling; S. Clevely served on the Board for three (3) years, one year as the Vice Chair. S. Clevely stated that he's enjoyed his time on the board but that work commitments prevent him from continuing; he's willing to assist as an Artist-at-Large in future if his assistance is required. A certificate was also prepared for A. Thomas and will be delivered to her.

d) Board of Director Job Description

M. Scott introduced the job description for Arts Fund Board members; once approved, it will be posted on the website. She noted that the key attribute of an Arts Fund Board member is generosity of spirit.

In response to a member's question about the conditions for a Board member to surrender participation in the application review process, it was noted that the Job Description needs to be revised since the terms 'round' and 'stage' were inadvertently used incorrectly. Staff will revise the document to reflect the suggested changes.

Moved by B. A. Keller

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the Board of Director Job Description, as revised.

Carried

e) Arts Fund Social Media Policy Update

This item will be deferred to a future meeting.

**Correspondence**

a) Dwight Storning (S16-12), Re: Request to Waive Grant Condition

The Board discussed the request received, noting the challenges of film projects that funding typically comes from several sources. Staff were directed to send written notification of the Board's decision.

Moved by S. Clevely

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund approve the request from Dwight Storring (S16-12) to waive the originally approved grant condition;

And That the first installment of the grant be released for the production Phase 1, as outlined in the written request;

And Further That the project be completed no later than December 31, 2017, at which time a Final Report will be due.

Carried

b) Nathan Stretch (F15-52), Re: Request for Project Extension

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

Moved by B. A. Keller

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the request for a project extension for Nathan Stretch and Bass Lion's project, Bass Lions and Symphony cross genre collaboration and recording project (F15-52), until March 30, 2017, at which time a Final Report will be due.

Carried

c) Michael Jacob Ambedian, Tri-City Stopgap (S15-40), Re: Request for Additional Project Extension

The Board discussed the request received, noting the challenge of securing the vital project location. Staff were directed to send written notification of the Board's decision.

Moved by P. Mulloy

Seconded by S. Clevely

That the Region of Waterloo Arts Fund approve the request for an additional and final project extension for Michael Jacob Ambedian and Tri-City Stopgap's project, Pop-Up Exhibition II (S15-40), until June 30, 2017, at which time a Final Report will be due.

Carried

d) Rob Ring (F15-34), Re: Request for Project Extension

The Board discussed the request received, noting the good track record of the grant recipient. Staff were directed to send written notification of the Board's decision.

Moved by S. Clevely

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the request for an additional project extension for Rob Ring, Ring Productions' project, Care for the Child: The Story of the Bridgeport General (F15-34), until August 31, 2017, at which time a Final Report will be due.

Carried

### **New Business**

a) Increased Allocation from Regional Council

M. Scott stated that she was thrilled to have attended the recent Regional Administration and Finance Committee meeting and to have been present when Regional Chair Seiling's report, recommending \$150,000 in additional annual funding to the Arts Fund effective in 2017, received unanimous Committee approval.

K. Seiling stated that since the Region hadn't taken on a project to celebrate Canada's 150<sup>th</sup>, supporting local artists through the Arts Fund appeared to be an equitable way to share funding throughout the Region and to allow for extra money for projects. He added that \$150,000 will be built into the Arts Fund's annual base budget from this point forward to allow the Region to continue to support local arts projects. K. Redman added that the funding lets the arts community know that they do have support of Regional government.

A copy of the official notification letter to the Arts Fund from K. Seiling was circulated to the board; a copy is appended to the original minutes.

M. Scott circulated a copy of a draft document proposing to offer successful 15/150 Grant applicants a financial supplement to enhance the public impact of the projects. She outlined the proposal and the rationale and sought Board feedback on the proposal and the maximum supplement amount. The Board discussed the proposal and agreed that they would make a decision about the maximum amount after reviewing the grant applications.

The board took a recess at 2:25 p.m. and reconvened at 2:33 p.m.

**Declarations of Pecuniary Interest Under The Conflict of Interest Policy of The Region of Waterloo Arts Fund – Specific to Grant Applications (15/150 Grant Applications)**

P. Mulloy stated that she is only acquainted with the applicant for the 15/150-02 application and that she has reconsidered her previously declared conflict. The Board discussed the issue and agreed that casual acquaintances should not require a Board member to declare a conflict of interest.

There were no declarations of pecuniary interest, related to 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 (Fall 2016 Grant Applications)**

There were no declarations of pecuniary interest, related to Fall 2016 grant applications.

The board was advised that Dave Skene, Global Youth Volunteer Network (GYVN), F16-44, did not submit a Fall 2016 Stage 2 application.

**Closed Session**

Moved by B. A. Keller

Seconded by K. Sheehy

That a closed meeting of the Region of Waterloo Arts Fund be held on Thursday, December 15, 2016 at approximately 2:38 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

\* R. Nixon joined the meeting and K. Seiling left the meeting at 3:20 p.m.

\* K. Sheehy left the meeting at 5:55 p.m.

**Motion to Reconvene Into Open Session**

Moved by S. Clevely

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund reconvene into Open Session at 6:03 p.m.

Carried

## b) Review of 15 / 150 Stage 2 Applications

Moved by R. Nixon

Seconded by K. Sheehy

That the Region of Waterloo Arts Fund approve the inclusion of the regular Fall 2016 application from Penderecki String Quartet (F16-27) with the approved 15/150 Grants, having determined that the application meets the criteria for the 15/150 Grant program.

Carried

Moved by R. Nixon

Seconded by P. Mulloy

That the Region of Waterloo Arts Fund approve the inclusion of the regular Fall 2016 application from Nota Bene Baroque Players (F16-57) with the approved 15/150 Grants, having determined that the application meets the criteria for the 15/150 Grant program.

Carried

Moved by B. A. Keller

Seconded by R. Nixon

That the following 15 / 150 Stage 2 applications receive Arts Fund grants, as follows:

<b>ID</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>Amount</b>
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
15/150-24	Eva	McCauley		\$15,000
F16-27	Jeremy	Bell	Penderecki String Quartet	\$5,000
F16-57	Marc	Paré	Nota Bene Baroque Players	\$8,000
<b>Total Granted</b>				<b>\$70,000</b>

Carried

Moved by P. Mulloy

Seconded by B. A. Keller

That the Region of Waterloo Arts Fund approve supplemental funding for each approved 15/150 Grant recipient, to a maximum of \$1500, in recognition of the added

responsibility to enhance the public impact of the projects, and to be used as outlined in the 15/150 Grant Supplement Agreement, as revised;

And That the 15/150 Grant Supplement be a contractual undertaking included in and part of the overall terms of the signed 15 /150 Grant Agreement;

And Further That the 15/150 Grant Supplement be paid as a reimbursement, upon receipt, review and approval of original expense receipts and/or paid invoices submitted to the Final Reports Review Committee.

Carried

Moved by R. Nixon

Seconded by K. Redman

That the Region of Waterloo Arts Fund approve the expense of up to \$6000 to hire a videographer to document the progress and completion of each of the approved 15/150 grant projects for the purposes of promotion, archiving and website content;

And That a Request for Proposal (RFP) be prepared and open to public tender.

Carried

The following applications did not receive Board approval for an Arts Fund 15/150 grant:

<b>ID</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>Amount</b>
15/150-01	Stephen W.	Young		\$9,500
15/150-02	Susan	Fish		\$2,250
15/150-07	Duncan	Finnigan		\$15,000
15/150-19	Veronica	Murawski		\$10,000
Total				<b>\$36,750</b>

c) Review of Fall 2016 Stage 2 Applications

Moved by P. Mulloy

Seconded by S. Clevely

That the following Fall 2016 Stage 2 applications receive Arts Fund grants, as follows:

<b>ID</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>Amount</b>
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
F16-04	Susan	Fish		\$2,500
F16-10	Sarah	Pearson		\$4,000
F16-20	Katelyn	Bearinger	To The Trees	\$5,000
F16-06	Sarah Granskou &	Joel Brubacher		\$5,000
F16-31	Isabella	Stefanescu	Inter Arts Matrix	\$8,000
F16-37	Cheryl	Ewing		\$7,000
F16-24	Nicole	Smith	Sonderlust	\$5,000
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		\$2,700
F16-32	Jennifer	Akkermans		\$3,000
F16-38	Charlena	Russell		\$1,300
F16-49	Roman	Bienko		\$5,000
<b>Total Granted</b>				<b>\$95,800</b>

Carried

The following applications did not receive Board approval for an Arts Fund grant:

<b>ID</b>	<b>First</b>	<b>Last</b>	<b>Organization</b>	<b>Amount</b>
F16-56	Ken	Ogasawara	Rosco Films	\$15,000
F16-22	Kenneth	Hull	Spiritus Ensemble	\$2,482
F16-36*	Sue	Sturdy		\$15,000
F16-27**	Jeremy	Bell	Penderecki String Quartet	(\$5,000)
F16-57**	Marc	Paré	Nota Bene Baroque Players	(\$8,000)
Total				<b>\$32,482</b>

\* This application was not reviewed during the regular grant review since the Board had approved a 15/150 grant for the same project.

\*\* The Board approved this project through the 15/150 Grant program, upon review of the Stage 2 application.

### **Other Business**

a) Final Reports Review Update

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M. Scott advised that all outstanding issues with the usage of the Arts Fund logo for granted projects have been remedied. She added that a Committee meeting will be scheduled for January 2017 to review submitted but pending-review Final Reports and those anticipated for submission at the end of December.

b) Testimonials

M. Scott referenced the most recent collection of Testimonials received from grant recipients; she noted that these will be featured on the new website. The board discussed the value of testimonials and it was agreed that invitees to the 15<sup>th</sup> Anniversary Volunteer Reception will also be asked to contribute their testimonials when staff send out 'Save the Date' reminders. Staff advised that two (2) display cabinets at the Region's Administration building have been booked for the months of March, April and May, 2017.

c) Name Tags

Generic name tags were distributed to the Board members present to wear when they attend local events hosted by granted artists; these are on loan to members while they serve on the Arts Fund.

d) Mail File

The Mail file was circulated among the members and contained the following items:

- Newspaper clipping, The Record, November 25, 2016 Re: Regional Funding for the Arts Fund
- Correspondence from Regional Chair Ken Seiling, dated December 15, 2016 Re: Regional Funding for the Arts Fund
- Email communication from Linda Breault, ACE Events Re: Sponsorship Request
- Promotional postcard for Volume 1 Excess Party, Idea Exchange, Cambridge

M. Scott thanked the board members for their contributions and support and stated that this is her last meeting as the Chair of the Board. The members acknowledged her leadership and credited her committed efforts to the additional funding provided by Regional Council.

**Next Meeting – Thursday, January 19, 2017**

**Adjourn**

Moved by P. Mulloy

Seconded by R. Nixon

That the meeting adjourn at 6:10 p.m.

Carried

**Board Chair, M. Scott**

**Corporate Clerk, S. Natolochny**