



Region of Waterloo Arts Fund Minutes

Thursday, December 3, 2015

1:07 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener, Ontario

Present were: Chair M. Scott, E. Bolton*, S. Clevely, P. Mulloy, R. Nixon, K. Redman*, K. Seiling*, A. Thomas* and J. Wichers

Also Present: Artist-at-Large Advisors, P. Campsall and J. Rula

Declarations of Pecuniary Interest under the Conflict of Interest Policy of the Region of Waterloo Arts Fund

P. Mulloy declared a conflict with the correspondence item from The New Quarterly.

Declarations related specifically to the grant applications were made prior to the review of the Stage 2 applications.

Approval of Minutes

Open Session – October 1, 2015

Moved by J. Wichers

Seconded by S. Clevely

That the Region of Waterloo Arts Fund approve the open session minutes of the meeting held on October 1, 2015.

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Carried

Closed Session – October 1, 2015

Moved by E. Bolton

Seconded by R. Nixon

That the Region of Waterloo Arts Fund approve the closed session minutes of the meeting held on October 1, 2015.

Carried

Business Arising from the Minutes

a) Approval of 2016 Meeting Schedule

M. Scott introduced the schedule for board meetings in 2016, noting the start time revision for the review meetings. Staff will send electronic meeting invitations to all members.

Moved by S. Clevely

Seconded by K. Redman

That the Region of Waterloo Arts Fund approve the 2016 Schedule of Meetings as distributed.

Carried

M. Scott also reminded the members about the proposed dates for the 2016 Open Houses. A poll was taken and it was agreed to hold the sessions on February 11th and August 9th. Staff will book the rooms and send out electronic invitations for these dates.

b) Review and Approval of Grant Application and Final Report forms

M. Scott provided an overview of the documents and forms that have been revised, which include the Grant Application Guidelines; a Stage 1 Application form; a Stage 2 Application form and a Final Report form. She thanked Pamela and Arlene for their assistance in reviewing the forms currently used.

A. Thomas noted that the Stage 1 application has been revised to ask for specific details about what an Arts Fund grant would be used for; this information is intended to assist in the review of application eligibility.

The board discussed the key areas that they search for when reviewing the Stage 1 applications, including summary of the project scope and the legal status of applicants, specifically film projects. M. Scott suggested general approval at this time for the forms

so that the forms can be further reviewed and posted to the website prior to January 1, 2016. There was general agreement on the board for the proposed revisions to the Grant Application Guidelines and the forms.

M. Scott noted that the Stage 1 notification letters have also been reviewed by the Communications Committee; she provided an overview of the proposed revisions, noting that the revised standardized letters will be issued beginning in 2016.

M. Scott also raised the issue of feedback provided to applicants and there was consensus that the board approve a policy not to provide feedback.

Moved by P. Mulloy

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approve a policy whereby the board does not provide comment or feedback about any grant application evaluations and/or funding decisions.

Carried

c) 15/150 Anniversary Celebration – Update

M. Scott raised the issues of determining the amount of grant that would be offered for this initiative and whether one or more projects would be eligible. She noted that the source for the special grant wasn't yet determined and K. Seiling advised that now is not the right time to seek matching funds from Regional Council given the current review. There was general agreement that a working group made up of Board members be established to facilitate the implementation of this initiative. It was also proposed that the initiative be announced at the February 2016 Open House session.

Moved by E. Bolton

Seconded by J. Wichers

That the Region of Waterloo Arts Fund approve the plans to reflect and celebrate Canada's Sesquicentennial in 2017 by organizing a special one-time undertaking open to all art disciplines in the Region of Waterloo;

And That the project will adhere to specific conditions including, but not limited to the following:

- a) that the 150th submissions will be part of the Fall 2016 application review;
- b) that funds from our existing budget will be set aside – approximately \$10-15,000;
- c) that specific criteria will be established for this separate category of submissions;

- d) that artists will be allowed to apply for the 150th project, in addition to their own project for the Fall 2016 round; this will be a one-time exception to the 'one application per round' rule;
- e) that submissions will be evaluated using the customary two stage, peer reviewed process;
- f) that Arts Fund board members will also be eligible to apply, under the current Conflict of Interest policy in place; and,
- g) that the Board will be responsible for establishing the criteria, overseeing the process and evaluating the applications.

Carried

d) Review of 2015 Initiatives and Best Practises

The board discussed the initiatives that were piloted in 2015 and there was unanimous consent to continue with the Artist-at-Large program, the Open House sessions and the Coaching support.

e) Board Recruitment – Update

M. Scott advised that another local artist has been approached to join the board but that availability hasn't yet been confirmed. She reminded the board that Kathleen Sheehy will be joining the board in January 2016, pending approval at the next meeting.

A. Thomas advised that she is willing to serve another year to a maximum of 6 years; she will be re-appointed for a 1 year term in January 2016.

Correspondence

a) Kim Jernigan, The New Quarterly, Re: S14-18 – Request for Project Extension

P. Mulloy left the meeting at 1:50 p.m. while the Board discussed the request and directed staff to send written notification of the Board's decision.

Moved by R. Nixon

Seconded by A. Thomas

That the Region of Waterloo Arts Fund approve the request for a project extension for The New Quarterly project, Anthology: Falling in Love with Poetry (S14-18), until April 30, 2016, at which time a Final Report will be due.

Carried

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 in Open Session:

Application ID	Board Member	Reason:
F15-32	A. Thomas	She works with the KW Art Gallery
F15-55	A. Thomas	She works with the KW Art Gallery

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

The Artist-at-Large members had no conflicts to declare for the applications that they were asked to review.

Closed Session

Due to the nature of the discussion related to personal matters about identifiable individuals, the Board moved into Closed Session.

Moved by E. Bolton

Seconded by P. Mulloy

That a closed meeting of the Region of Waterloo Arts Fund be held on Thursday, December 3, 2015 at approximately 1:54 p.m. in the Waterloo County Room, for the purpose of considering the following subject matters:

- a) personal matters about identifiable individuals related to current applications

Carried

* E. Bolton left the meeting at 2:15 p.m.

* A. Thomas, K. Redman and K. Seiling left the meeting at 2:40 p.m.

The closed session meeting recessed at 2:45 p.m. and reconvened at 2:55 p.m.

Motion to Reconvene Into Open Session

Moved by J. Wichers

Seconded by R. Nixon

That the Region of Waterloo Arts Fund reconvene into Open Session at 5:34 p.m.

Carried

New Business

a) Fall 2015 Stage 2 Applications Review

It was noted that the following did not submit Stage 2 applications:

- F15-40, Drew H. Maddison, Inter Arts Matrix
- F15-69, Nathalie Bouchard, Association des Francophones de Kitchener-Waterloo (AFKW)

Moved by S. Clevely

Seconded by P. Mulloy

That the following Fall 2015 Stage 2 applications receive Arts Fund grants, as follows:

ID#	First	Last	Organization	Amount
F15-26	Gwyneth	Mitchell		\$6,000
F15-34	Rob	Ring	Ring Productions	\$9,000
F15-55	Laura	De Decker		\$1,500
F15-02	Jockie	Loomer-Kruger		\$7,500
F15-08	Robert	Motum		\$4,850
F15-06	Jonah	Kay	Monarch Woods	\$6,815
F15-52	Nathan	Stretch	Bass Lions	\$6,000
F15-57	Ryan	Cassidy		\$5,500
F15-22	Alison	Feuerwerker	Waterloo Chamber Players	\$7,000
F15-39	Carol Leigh	Wehking		\$3,000
F15-12	Stephen W.	Young		\$12,000
F15-19	Anne-Marie	Donovan	Blue Bird Theatre Collective	\$12,000
F15-44	Viktorija	Kovac		\$12,000
F15-04	Jennifer	Gordon	YWCA Kitchener-Waterloo	\$1,700
F15-13	Catherine	Mellinger		\$4,790
F15-32	Robert	Achtemichuk		\$2,000
F15-46	Isabella	Stefanescu		\$8,500
F15-58	Heather	Franklin	Button Factory Arts	\$12,000
Total Granted				\$122,155

Carried

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

ID#	First	Last	Organization	Amount
F15-09	Kathleen	Sheehy	Lost&Found Theatre Inc.	\$3,200

F15-07	Jane	Orend		\$3,100
F15-16	Kathryn	Ladano	NUMUS Inc.	\$12,000
F15-71	Ted	Harms	VOC Silent Film Harmonic	\$5,000
F15-30	Muriel	Meehan	Laurier Musical Theatre	\$1,500
F15-23	Matt	Borland		\$3,000
F15-29	Kristen	Antaya		\$1,568.28
F15-33	Sarah	Kernohan		\$8,800
F15-49	Kim	Auch	Summer Lights Festival	\$5,000
F15-66	Amanda	Rhodenizer		\$5,000
F15-11	David	Jensenius		5000
			Total of Unapproved Grants	\$53,168

Other Business

M. Scott let the members know that a postcard is being re-designed for 2016 distribution and that she'll work with staff to finalize the design.

M. Scott also raised the matter of board attendance at planned events by successful grant applicants; she noted the requirement to provide complimentary invitations/tickets to events in the grant Agreement. The board discussed the requirement and the availability of board members to attend events; there was general agreement to maintain the requirement as part of the grant agreement.

Next Meeting – January 21, 2016

Adjourn

Moved by P. Mulloy

Seconded by R. Nixon

That the meeting adjourn at 5:39 p.m.

Carried

Board Chair, M. Scott

Corporate Clerk, S. Natolochny