

CVCAC Board Meeting Minutes

Date: December 6th 2016

Present: Dallas Stevenson, Anna Rambow, Jamie Bowman, Kate Brown, Sonya Jenssen, Stothert, Simon Briggs, Kera McHugh, Adil Amlani, Myles Armstead, Bobby Heron, Julian Rendall, Bartosz Bos, Sarah Dakin

Absent: Wendy Nixon

The meeting was convened by Anna at ___7:08___ pm at CVCAC boardroom.

AGENDA ITEM	DISCUSSION	ACTION	MOTION
Agenda & Minutes	Minutes November 8th Agenda December 6 th	Motion to adopt	Simon, Kate Jamie, Kate
Guest speaker	Julian Rendall, maker space. Laser printing and 3D printing new to the Valley. Looking to work with us and the local public to create a space for everyone. Used to offer courses at public library in Richmond. New to the Valley.	To be invited to the building committee.	
Board / staff personnel updates	None to report.		
Executive Director Report –Dallas	<p>Update about our financials</p> <p>Grants Received \$3400 from Canada 150 Fund through CVCF for the 50th Anniversary Request into the City for 2017 Projects 7 Grants and Reports due in Jan</p> <p>Funds are at (this runs to June 30 year end): General Account \$22055 Gaming Account \$6740 Paypal \$2277</p> <p>Accounts Receivable \$3750 for Cultural Inventory \$3400 for 50th \$800 for Airport Total \$39022</p> <p>Accounts Payable Payroll \$35000 Accountant \$2500 Project Expenses owed \$2000 Elevate is most likely in the neighbourhood of \$6000 - Accountant has this so don't know yet Total \$45500 We will be \$6500 in deficit without any programming whatsoever. We have funding requests into the City and I will be writing a series of grants in Jan that are project specific.</p> <p>Will grants cover deficit? Nope, donation drive and membership. Have requested \$35,000 from the City. If all members renew, deficit would be covered. Raffle we did not do is what the deficit amount.</p>		
Events 2017	30 Day Drawing Challenge –Jan 2 - 31 CVA Mixer –Jan 24 Social Media Clinics -Jan 24 Online Auction – Dates?		

	<p>Poet Laureate, Call for Entry – Deadline Feb 14 SD71 Poetry Contest, Call for Entry – Deadline Feb 14 50th Anniversary Celebration –April 1 Sid Art Exhibit –April 1 Closed April 12 to 19 Central Island Studio Tour –May 5-7 Cumberland Market Day –May 20 CVAG & CVA Joint Community Outreach Exhibition –June 2 to 30 Photopia Elevate –May 28 to 3 Butchers Block Mural - Tentative Bill Moore Park Mural (City) Airport Call for Entry – Opens June 1 to Aug 15 Closed June 28 to July 5 DCBIA Market Day ??? Filberg Festival – Aug 4 - 7 Closed Aug 21 to Sept 5 Foggy Mountain –Sept 30 – Oct 1 Trivia Night –Oct 14 Airport Exhibition Opens – Nov 15 Member/Donor Campaign starts Nov 15 30 Day Challenge marketing launch – Dec 1 Winter Bazaar –Dec 9 CVA Closed Dec 17–Jan 1 ** only things to be added are events as Fiscal Sponsor or External Donee</p>		
Committee Reports			
Membership - Kera	<p>Aim to have 200 renewals by end of January.</p> <p>Membership renewal due Dec 31st. Email, social media, personal contact, paper.</p>		
HR Committee - Sonya	<p>Template ready January meeting.</p> <p>Job descriptions being developed, HR as a template, next meeting December 15th.</p>		
Fundraising Committee	Board to share membership and monthly donor campaign with contacts.		
Building Committee - Kate	<p>Capital plan, NIC students</p> <p>Contacted Bill Parkinson at NIC – what type of exact plan? Students would do the development; Jan 24th – end of March.</p>	Building committee to meet prior to students meeting Jan 24 th .	
Youth Committee			
Project Reports			
30 Day drawing challenge	Teams and pledges needed! To focus on pledge drive as a way to cover the deficit. Potential for competition amongst the teams, laser cutter trophy for a prize, end event on January 31 st at Gladstone.	<p>Need “elevator” pitch for why sponsor the CVCAC? Kera to develop points.</p> <p>Sure Copy to nominate local businesspeople</p>	
Studio Tour - Kera	Poor attendance; end of Nov not a good time. Press release did not happen week prior. Mother’s day weekend is next tour. Kera to apply for tourism funding. Open to someone organizing a hotel / restaurant package. Seeking volunteers for studio tour.		
Artist Profile in Record	Need more artist profiles. Direct ask the best method.		
NI Hospital Project	No community support. Call out to be a part of the process. Kate has two		

	people in Art Group who are interested. Important opportunity for the members. Island Health is doing the call out for participation but more people from the arts community are needed. Will consider jumping ship if future artist volunteers can't be found.		
50 th Anniversary Committee – Anna / Kate	<p>Jamie submitted article on 50th anniversary for What's On Digest Live auction of Westjet tickets?</p> <p>Arts Beat 50th update 3 – 4 interviews completed. Doing the history of the Council. To interview Sid William, Deb Renz: piano, kidsfest, fundraising. To air January 1st. ½ hour program.</p> <p>Design sketch panels To discuss at the committee.</p>	<p>Drafting a letter for silent auction, Board members to think of 3-4 people to ask for donations – January.</p> <p>Gumboots: Opportunity for 10 more artists; need to register and let Anna know.</p> <p>Next meeting Monday Dec 12th @10am.</p>	
Cultural inventory – Kera / Dallas	Must be done in raw data format Dec 14 th to support the contract who needs to complete the report December 31 st . 300 responses, outreach to organizations about 300. Musicians need to fill out forms, for example. Member of organizations to fill out too. Organizations and individuals.	Dallas to do an updated list and send out.	
Studio inventory - Kate	Potential facilities for workshops: Union Bay elementary school / NIC studio space – opportunity for partnership or space		
Follow-up Items / Homework			
Programming		Dallas to call meeting / break down workload	
New Business			
Facebook vs email	Facebook mini workshop in January on flagging/saving it. Adil to do this. Social media workshops Jan 13 th and 24 th .		
AGM	February 7 th , 2017		
Next Meeting Date	January 10 th , 2017		
Motion to Adjourn	By Anna at ___9:02___ pm at CVCAC boardroom.		Bobby, Simon