



Arts Carleton Place
Board of Director Meeting
May 21st, 2024
7pm - 8:30pm
1147 Ferguson Road, Beckwith Township

Board Members: Thérèse Boisclair, Patti Clarke, Trina Ganson, Susan Gray, April Judson, Laura Piggott, Robert Reid, Lee Thirlwall

Invitee: Isobel Adams

Present: Thérèse Boisclair, Patti Clarke

Regrets: April Judson, Susan Gray, Robert Reid.

Minute Taker: Suzanne Deschênes

Agenda

1) Introductions

2) AGM Results

- Resolution 1 - Be it resolved that the Arts Carleton Place membership fee be increased to \$30 for all memberships pertaining to the 2025 calendar year.
 - Vote: 90.9% yeah, adopted.
- Resolution 2 - Be it resolved that the Financial Statements for 2023 be accepted as presented.
 - Vote: unanimous , adopted
- Resolution 3 - Be it resolved that the Budget for 2024 is accepted as presented.
 - Vote: 95.5% yeahs, adopted
- Resolution 4 - Be it resolved that Arts Carleton Place dispense with an audit or review engagement for the 2023 fiscal year.
 - Vote: 95.5% yeahs, adopted
- Resolution 5 - Be it resolved that Thérèse Boisclair, Patti Clarke, Trina Ganson, Laura Piggott and Robert Reid be ELECTED as the new members of the Board of Directors.
 - Vote: unanimous , adopted
- Resolution 6 - Be it resolved that Boisclair, Clarke, Ganson, Gray, Judson, Pigott, Reid, and Thirlwall constitute the Board of Directors of ACP.
 - Vote: unanimous , adopted
- Resolution 7: Be it resolved that the Annual Report for Arts Carleton Place for 2023 be accepted as presented.
 - Vote: unanimous , adopted
- Resolution 8: Be it resolved that the Board of Arts Carleton Place initiate a search for a Club House
 - Vote: unanimous , adopted

- Resolution 9: Be it resolved that students participating in any ACP hosted show be allowed to sell their art commission free net of payment processing fees.
 - Vote: unanimous , adopted
- Resolution 10 - Be it resolved that the Annual General Meeting be scheduled for March 2025. (post AGM resolution)
 - Vote

3) Social Media: Isobel Adams replacing Pam Stewart

4) Membership (now at 162)

5) Bursaries: one paid, one emt to be done

6) Payouts to other groups supported: request from Interval House Received, others in August or September.

7) Spring Fine Art Show Outcomes

SFAS 2024 – Budget (Forecast)		SFAS 2024 Budget (Final)	
Expenses		Expenses	
Gift Basket	\$250	gift basket	\$250.00
Room rental	\$850	Room rental	\$0.00
Labour	\$0	Labour	\$0.00
Gas Lawn Signs	\$250	Gas Lawn Signs	\$279.09
Truck Rental	\$350	Truck Rental	\$490.44
Promotion:		Promotion:	
Feather Flag (2 shows)	\$125	Feather Flags (1 show no CP for show 2)	\$348.81
Postcards	\$150	Postcards	\$195.25
Radio: Lake 88.1	\$700	Lake 88	\$546.92
Radio: Move 100	\$2,200	Rouge FM	\$1,808.00
Internet: Banner ad	\$3,300	Internet Banner Ads	\$3,441.00
Facebook/Instagram	\$250	Facebook	\$0.00
Humm	\$400	Humm ad	\$429.40
Admin (sales books,etc)	\$200	Admin (soft drinks, milk, cream, cups)	\$214.81
Jurists	\$300	Insurance	\$360.29
Total	\$9,325	Jurist	\$150.00
		Grids	\$285.00
		Ballots	\$120.89
		Total	\$8,919.90
Revenues (51 booths)		Revenue (54 booths)	
2x8x2 booths (4)@\$150	\$600	2x8 NT (5)@\$150	\$604.45
4x8x4 booths (3)@170	\$510	2x10 NT (7)@\$155	\$1,085.00

4x10x4 booths (44)@\$185	\$8,140	4x8 (18)@\$165	\$2,970.00
Total	\$9,310.00	4x10 (24)@\$170	\$4,080.00
		Cancellation (Luce)	\$54.75
		Sponsor	\$125.00
		Total	\$8,919.20

	2022	2023	2024
Visitors	550	1430	866
Buyers	na	na	212
Sales	\$23,765.50	\$28,059.00	\$35,869.00
Square Fees	\$431.80	\$523.73	\$727.72
Commission	\$1,439.68	\$1,709.39	\$2142.20
Bursary	\$1,477.75	\$1,838.00	\$1,893.20
No of Booths	47	79	54
Zero sales booths	9	14	9
Sales per booth with sales	\$625.41	\$431.68	\$797.09

8) Fall Itty Bitty Show

Itty Bitty Show 2024 - Budget			
Expenses (Forecast Nov 20230)		Expenses (restated)	
Gift Basket	\$250	Gift Basket	\$250
Room	\$450	Room	\$1,040
Labour	\$0	Labour	\$350
Truck Rental	\$350	Truck Rental	\$350
Gas for Lawn Signs	\$250	Gas for Lawn Signs	\$200
Promotion:		Promotion:	
Leaf Flag	\$125	Leaf Flag	\$0
Postcards	\$200	Postcards	125
Radio: Lake 88.1	\$700	Radio: Lake 88.1	\$547
Radio: Move 100	\$3,000	Radio: Move 100 (1 wk or 2 wk)	\$3,200
Facebook/Instagram	\$250	Facebook/Instagram	\$0
Rouge FM	\$1,825	Rouge FM	\$1,808
Humm (1 month)	\$450	Humm (1 month)	\$429
Admin (sales books,etc)	\$500	Admin (sales books, soft drinks,cups, milk, wrapping paper)	\$200
		Insurance	\$300
		Grids	\$285

		Signage Directional	\$210
Total	\$8,350		\$9,294
Revenues (51-52 booths)		Revenues (51-52 booths)	
2x8x2 booths (11) @ \$155	\$1,705		
2x10x2 booths (6) @\$160	\$960		
4x8x4 booths (15) @\$165	\$2,475		
4x10x4 booths (19)@170	\$3,230		
Total	\$8,370		

	2022	2023	2024
Visitors	1286	1543	
Buyers	na	na	
Sales	\$31,301.00	\$27,925.51	
Square Fees	\$409.32	\$451.20	
Commission	\$1,954.18	1763.14	
Bursary	\$1,544.80	1421.35	
No of Booths	45	49	
Zero sales booths	5	0	
Sales per booth	\$782.53	\$569.91	

At the request of the Treasurer, a Credit Card with a no frills, no fee has been ordered in the name of Arts Carleton Place with a requested limit of \$3500. It is being secured by the ACP bank balance which is kept at \$4,000 minimum per month.

- 9) Project Kim: no news due to unforeseen circumstances. Kim to contact Suzanne after the 23rd and meet with her while bringing her mother along.
- 10) Other suggestion from AGM
 - a) Buy a GIC
 - b) Buy draping and chains for show booths.
 - c) Lower booth fees
 - d) Do not increase membership fees.
 - e) Purchase a sign/banner to hang above the main street announcing annual shows. This would increase visibility and promote local cohesiveness. (\$525 plus \$100 per event PLUS INSURANCE \$75.00 per event. - town cost to put up and take down.) 1 SFAS + 1 IB = \$1400 for year 1 and \$350 per year thereafter)
 - f) Create a mural in a high-traffic area that promotes ACP. (\$1000 - what property????)
 - g) Consider buying/having made some grid coverings. This way, they will all be uniform during a show. RLAA has coverings that are fastened on with velcro. They use black chain hanging in front of them and s hooks to hang the art. They are amazing quality and very long-lasting.
 - h) Host/sponsor a local event that will give more visibility to ACP.

- i) During the summer Bridge Street Celebration, give away free art supplies (crayons/paint...colouring books) to kids. It would be awesome to have some local young high-school artists create this. (Bulk Crayons - 576 Crayons! Case Of 144 4-Packs, Premium Colour Crayons for Kids and Toddlers, Non-Toxic, for Party Favors, Restaurants, Goody Bags, Stocking Stuffers- \$32.29 per 144 packs, plus sticker re ACP - \$133 for 500 ; plus jumbo colouring book (\$12.00 per 100 recto verso pages (i.e. \$0.24 per page).) (total cost for 500 kids - \$385 plus GST and maybe shipping)
 - j) Library Arts program? (No longer any room for putting up art).
 - k) A gala evening to promote Arts Carleton Place (Sarah Moffat's Studio?) - (Club House launch)
 - l) Art supplies to Interval house, the youth stop. (already done)
 - m) Host an all supplies included Art for Mental Health event in Riverside Park - all supplies included (conflicts with mandate of Telford and Lavergne business)
 - n) Have a bursary or grants available to not-for-profit organisations who want to have fundraisers, organize special art events.(\$125 per event)
 - o) Get an Art Club House: 3 properties potentially available.
 - a. 500 sq building off of main street (formal charity drop off centre)
 - b. 2000 sq ft in Bennett Commercial Park (\$1.00 per sq ft per month, utilities about \$400 per month (negotiable, \$1,000 common fees per year – garbage, snow removal) – already split up in one big room and small kitchen, bathroom, 2 small studios) Subject to rent increase 2025-05-01. Bridge St rents are about \$2.75-3.50 per foot.
 - c. 2500 sq ft in Bennett Commercial Park currently operating as a dance studio, 2 or 3 small change rooms (studios ?) (\$1.00 per sq ft per month, utilities about \$1,000 per year). Subject to rent increase 2025-05-01.
 - d. Form a committee of 5 to push this forward.**
- 11) Other Business: Anything new to discuss.
- Terrylee Kelford:
We haven't formally met yet, but I am the owner / operator of the Carleton Place Collective. We are a collection of therapists, wellness professionals and artists working together to build intersections between art and mental health. I have been running a little gallery over here and it has gotten to be too much for me to look after anymore. We also run workshops, paint classes, trainings etc. I am wondering if there would be any way to partner with Arts Carleton Place to allow your artists to rotate through the space. I have been open on Fridays from 1-7pm but to be honest, that is not when we sell the art. There are 40-60 people exposed to the space every week through all the other things going on in the building. I know you have an art in public places program. Perhaps something like that?
 - Fran Gibbins:
- 12) Next Meeting – October 2024 with electronic updates as needed.
- 13) Adjournment
- 14) The following Decisions were taken by the Board of Directors present relating to other suggestions made at the Annual General Meeting.
1. That the AGM be moved to March and take place prior to the show season starting and that it should not conflict with the Student March Break so that potentially more members can attend.
 2. To go ahead and purchase crayons and colouring sheets to be handed out at any CP event in the spring/summer/fall and to have those products marked with ACP stickers to create more visibility while doing something for Youth other than Core Youth support (expenses (\$500) and get someone in town to be our rep. Carolyne Buchanan to be approached to do this on ACP's behalf.

3. To defer the purchase of street banners until next year or later. The street banners are seen as a good vehicle but the Directors present at the meeting would like to do something else first.
4. That ACP go forward in establishing an ART Hub and that it set up a committee to look at the rental property that Sarah Moffat is offering to share with ACP at a base price of \$1.00 per sq. ft plus 55.3% of shared expenses (i.e. snow removal) with the exception of utilities (hydro and natural gas) where a baseline would be established, and all incremental usage would be paid by ACP. This is because the space is currently set at a minimum temperature when not in use and that would change significantly with the establishment of an Art Hub. A committee is being struck as we speak, to get things moving along to look at the space, get measurements, finalize budget, look at qualifying criteria for participating artists to avoid a take-over (hostile or not) by artists and artisans not ever having been members of ACP. **The vision:** The Hub would be a laid back gallery, in very good taste, selling local art, artisanal works and secondary products like cards, place mats, throw pillows, key chains holders with local art incorporated into those products also having rentable studio space for paint-ins, courses and gatherings. All of it **guided by the principals** of by the members, for the benefit of its members and for the benefit of the local community (affordable art of all kinds). ACP's \$10K would be used to cover shortfalls (if any), in the first 2 years of operation as changes are made as required. The philosophy is not to make money at the expense of the members but rather create opportunities for the members at a central hub. The two annual art shows currently held at the arena would continue.