



Arts Carleton Place
Board of Director Meeting Minutes
November 24th, 2024
2-5 PM
Art Hub, 50 Bennett St, Unit 2

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

Regrets: April Judson, Lee Thirlwall

Minute Taker: Suzanne Deschênes

Agenda

- 1) Introductions: Members reintroduced
- 2) Resolutions resulting from the 2024 Annual General Meeting (AGM) and Post AGM were circulated and signed off by the Directors. 10 resolutions have been added to the Minute Book for 2024.
- 3) Social Media:
- 4) Directors were informed that Salena Richard, Gilly Marston and Shelly Amor are or will be taking care of social media posts. Since the meeting, Isabell Jérôme has volunteered to vet member posts for material to be added to the ACP Facebook and Instagram news feed and Susan Gray has volunteered to prepare posts related to the 20th anniversary show. Fran Gibbins would like to train to acquire skills in that arena and Shelly will help her with that.
- 5) Website

The website continues to be hosted by Go Daddy with Gillian Marston acting as webmaster. Lise Sanderson had volunteered to help and has started to make minor changes where needed to keep the information current. Jaynie Coulterman continues to act as emergency backup, a reciprocal agreement between Manotick Art Association and Arts Carleton Place.
- 6) Membership (now at 203) \$30 fee in 2025 went into effect November 1st and 9 new members have signed up since then for 2025.
- 7) Bursaries: both paid for 2024 (total \$3600) Since only \$480 was collected at the Itty Bitty Show, Directors will consider reducing the bursaries to \$500 or \$750 for 2025. Laura Piggott volunteered to take on the role of High School coordinator for both bursaries and volunteers. Suzanne to send her an outline of duties and list of current contacts. This was completed on the 25th of November.
- 8) The Board was informed that most signs have been recycled or will be by end of 2025. The show Coordinator anticipate the need for 150 new signs, single colour (IB), double colour (SFAS) – cost in 2026 \$3.00 per bag – total \$900. This does not include special signage for 20th anniversary (see item 13). (attachment 1 provides estimates received) It was reported that this information has already been shared with West Carleton Art Society, the Trillium Tour organizers and the Kanata Civic Art Gallery organiser and can be shared with any other art group. The caveat is that they should tell GTS signs that ACP referred them to ensure best pricing for non-profit groups.
- 9) The Chairperson informed the Board that all payouts to other groups supported had been made in 2024 with a couple of modifications. MUDDs (the theatrical group) requested only

half of the support but also requested art accompaniments for their show Season of Love at the Town Hall. 14 pieces of art will be lent for the weekend thanks to the quick responses on members who participated in the Itty Bitty show and who were canvasses on a quick turnaround. Core Youth received \$125 worth of supplies and Patti Clarke will confirm with them if they have sufficient supplies to bring them to next spring when the membership at large will approve new levels of funding if applicable.

10) Art-in-Public-Places: currently 3 locations might add Zion Memorial Church in 2025.

Now being coordinated by Tamara Campbell, Steve Hewer and Suzanne Deschênes.

New Process:

- a) Suzanne surfs the artist gallery for suitable pieces and issued invitations to 12-15 members.
 - b) Members: complete submissions with images: title, media, size and price.
 - c) Tamara processes submissions
 - d) Tamara prepares layout
 - e) Suzanne coordinates with venue coordinators and prints labels
 - f) Steve leads the take-down, set-up.
 - g) Suzanne prepares post for social media and website (as applicable)
- 11) The financial results for the Itty Bitty show were reviewed and it was noted that the surplus from registrations and volunteer fees was the result of 3 artists dropping out in the last month with only one of them eligible for a partial refund. It was also noted that the arena parking lot will not be as clogged next year as the local hockey association will be informed that they will not be able to hold a hockey tournament on the same weekend as the art and artisan show.
- 12) At the request of the Treasurer, a Credit Card with a no frills, no fee has been obtained in the name of Arts Carleton Place with a requested limit of \$3000. It is personally secured by Suzanne M Deschênes.
- 13) Project Kim is still on-going without any movement in the Fall term.
- 14) Other activities in 2024:
- a) Participated in Summer Celebration via Carolyn Buchanan
 - b) 4-6 Members attended the Farmer's Market re Art Hub
 - c) Art Hub had both a soft and formal opening.
 - d) A couple of members have been assisting in Trillium Tour, West Carleton shows and Kanata Gallery.
 - e) Chair wrote a letter in support of a green upgrade and elevator replacement for Upper Hall for the Town.
 - f) Martin Cortez will participate in Winterfest on behalf of ACP
 - g) 6 ACP members are lending art to MUDDs re Season of Love show.
 - h) Art Hub doing a fundraiser for Lanark County Interval House

- 15) Art Hub:
 - a) Rent: \$2,500 per month all in except telephone and additional heating.
 - b) 8 6-weeks shows
 - c) 56 artists and artisans
 - d) Renting 1-3 grids or ½ to full table
 - e) For full year or half shows
 - f) No GST charged per opinion obtained by G. Marston from CRA
 - g) Revenue:
 - Artist grid/table rentals:
 - Sales to date (transaction fees)
 - Studio Rentals to date
 - Other expenses other than start up: Telephone, potentially heat in winter
 - Lease end May 31st, 2025
 - h) Year one results so far not as expected or projected as it is difficult to get people to come, trying with initiatives such as donated art for sale in support of Lanark County Interval House.
 - i) Grants, start looking now for application in 2025.

16) Discussion on where to use small surplus took place with general agreement that the situation continue to be monitored to ensure the support of the Art Hub, Bursaries

17) Other Business/Plans:

- a) 20th Anniversary of Arts Carleton Place: It was decided by the Board that the spring show would be held over 2.5 days, starting with the Friday night, it would include a 3-Stop Art Tour, a weekend passport would be designed as ballots, prizes would include gifts certificates for the Art Hub, the Mayor and Councillors would be invited for the Friday night at the Art Hub, Susan Gray will get more airtime on CTV's Morning Live starting in February with the potential showcasing of jewellery. A tentative budget including all these features is included in Attachment 2. The show will be held May 2nd (evening) and all day Saturday and Sunday.

b) **Advertising (60% of booth fees) (Radio - 7 day campaign)**

HUMM ad (April)	\$430.00
Vistaprint	\$235.00
Move 100	\$2300.00
MyFM88,1	\$600.00
Rouge FM	\$2100.00
Ottawa Life	\$650.00
Facebook ad	\$75.00
Instagram Ad	\$75.00

- c) Booth Fees depends on booth size; estimate \$170 small; \$175 medium \$180 large, extra large \$185. Some discussion was held as to whether the transaction fees should be increased and booth fees lowered. General consensus is that the fees are okay and that ACP does not want to reduce the perception that the shows are top quality and fair pricing.
- d) No. of vendors dependent on booth size: estimate 60-65
- e) Aisles to be maintained at 8 ft.
- f) Itty Bitty Show: (nothing decided yet except both venues booked tentatively)
 - (1) Advertising

- (2) Venue
- (3) Booth Fees
- (4) No. of vendors

g) Administration:

- a. The need to acquire a formal accounting software was discussed with the need to handle carry over payments from the Art Hub. It was recommended that Quick books be acquired. ACP is no longer in a cash management situation.
- b. The need to have someone, other than Suzanne, look at the books and prepare financial statements, handle financial reporting, manage accounts needs to be addressed. Stephanie Moscrip has volunteered as she is already doing the books for West Carleton Arts Association. It was generally agreed that she would be an excellent candidate.

Resolution 11: It is resolved that Stephanie Moscrip, if she confirms, will act as Bookkeeper and that Gilly Marston will act as back-up Treasurer for all operations of ACP.

Vote: all Directors present voted in favour of this resolution.

- 18) Finding a new President. This item was discussed and everyone agreed to start keeping their eyes and ears open. No date set for Suzanne stepping down but 3 years was mentioned.
- 19) Grid Rental
Suzanne circulated a spreadsheet regarding grid rental pricing for 2025. It is not expected that more than 10 or 12 grids would be rented at a time and this for a 2-3 day weekend but the worksheet was put together to make it attractive for larger grid rentals as a revenue source for ACP.
- 20) Next Meeting –
 - a) to review final fiscal situation and plan 2025 AGM – **30-01-2025, 5pm at the Art Hub Gallery**
 - b) Annual General Meeting **30-3-2025 2pm at the Art Hub Gallery**
 - c) Post AGM re items to be actioned **27-04-2025 2pm at the Art Hub Gallery.**

21) Adjournment

Meeting adjourned at 4:30 with no new business.

Pricing of Bag Lawn Signs:

From: L Rotar <admin@gtsigns.com>

Sent: October 17, 2024 1:28 PM

To: smdeschenes1951@gmail.com

Cc: Trevor Rotar <trevor@gtsigns.com>

Subject: RE: need a quote for a meeting in November

Hi Suzanne,

Here is our current pricing for bag signs. I don't have a price for just the bags without the wire stands, but I can get that if it's something you need.

24x20" white bag signs with weatherproof ink + Metal wires

One color print on both sides

100 pcs \$4.90 +Tax each

500 pcs \$4.50 +Tax each

1000 pcs \$4.05 +Tax each

For two colour print on both sides

100 pcs \$5.95 +Tax each

500 pcs \$4.70 +Tax each

1000 pcs \$4.15 +Tax each

Cheers

Linsy Rotar

Administrator

admin@gtsigns.com

GT Signs

www.gtsigns.com

613-253-7446 (SIGN)

Let us SIGN Your Success

20th Anniversary Spring Fine Art Show	
Door Prize 1	\$250.00
Door Prize 2	\$125.00
Door Prize 3	\$50.00
Venues	\$3,587.00
grids	\$563.00
Insurance	\$400.00
admin	\$300.00
gas Lawn	\$220.00
new lawn signs	\$565.00
truck	\$225.00
humm ad	\$310.00
Vistaprint	\$200.00
Move 100	\$2,300.00
MyFM88,1	\$550.00
Rouge FM	\$2,150.00
Ottawa Life	\$575.00
Facebook ad	\$50.00
Instagram Ad	\$50.00
Town Grant	-\$1,500.00
Total	\$10,970.00
Ave. cost	\$168.77
Cost per booth size	
2x8 (NT)	\$170.00
4x8	\$175.00
4x10	\$180.00
4x12	\$185.00
Revenue	
2x8 NT	\$680.00
4x8	\$3,850.00
4x10	\$3,420.00
4x12	\$3,700.00

Total	\$10,970.00
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		Grid Rental																
		No. of Days (excluding delivery)																
		1	2	3	4	5	6	7	8	9	10	11	12	15	20	30	40	50
Number of Grids	1	\$6	\$7	\$8	\$9	\$10	\$11	\$12	\$13	\$14	\$15	\$16	\$17	\$20	\$25	\$35	\$45	\$55
	2	\$7	\$9	\$11	\$13	\$15	\$17	\$19	\$21	\$23	\$25	\$27	\$29	\$35	\$45	\$65	\$85	\$105
	3	\$8	\$11	\$14	\$17	\$20	\$23	\$24	\$27	\$30	\$33	\$36	\$39	\$50	\$65	\$95	\$125	\$125
	4	\$9	\$13	\$17	\$21	\$25	\$29	\$33	\$37	\$41	\$45	\$49	\$53	\$65	\$85	\$125	\$165	\$150
	5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$80	\$105	\$155	\$205	\$220
	6	\$11	\$17	\$23	\$29	\$35	\$41	\$47	\$53	\$59	\$65	\$71	\$77	\$95	\$125	\$185	\$220	\$230
	7	\$12	\$19	\$26	\$33	\$40	\$47	\$54	\$61	\$68	\$75	\$82	\$89	\$110	\$145	\$215	\$230	\$250
	8	\$13	\$21	\$29	\$37	\$45	\$53	\$61	\$69	\$77	\$85	\$93	\$101	\$125	\$165	\$225	\$250	\$275
	9	\$14	\$23	\$32	\$41	\$50	\$59	\$68	\$77	\$86	\$95	\$104	\$113	\$140	\$185	\$235	\$275	\$300
	10	\$15	\$25	\$35	\$45	\$55	\$65	\$75	\$85	\$95	\$105	\$115	\$125	\$155	\$205	\$250	\$300	\$350
	11	\$16	\$27	\$38	\$49	\$60	\$71	\$82	\$93	\$104	\$115	\$126	\$137	\$170	\$225	\$265	\$325	\$375
	12	\$17	\$29	\$41	\$53	\$65	\$77	\$89	\$101	\$113	\$125	\$137	\$149	\$185	\$245	\$290	\$350	\$400
	13	\$18	\$31	\$44	\$57	\$70	\$83	\$96	\$109	\$122	\$135	\$148	\$161	\$200	\$265	\$310	\$375	\$450
	14	\$19	\$33	\$47	\$61	\$75	\$89	\$103	\$117	\$131	\$145	\$159	\$173	\$215	\$285	\$325	\$425	\$500
	15	\$20	\$35	\$50	\$65	\$80	\$95	\$110	\$125	\$140	\$155	\$170	\$185	\$230	\$305	\$355	\$480	\$550
	20	\$25	\$45	\$65	\$85	\$105	\$125	\$145	\$165	\$185	\$205	\$225	\$245	\$245	\$400	\$500	\$575	\$600
	25	\$40	\$65	\$90	\$115	\$140	\$165	\$190	\$215	\$240	\$265	\$290	\$315	\$375	\$425	\$525	\$610	\$625
	30	\$45	\$75	\$105	\$135	\$165	\$195	\$225	\$255	\$285	\$315	\$345	\$375	\$428	\$497	\$630	\$640	\$650
	40	\$55	\$95	\$135	\$175	\$215	\$255	\$295	\$335	\$375	\$415	\$455	\$495	\$573	\$617	\$655	\$685	\$700
	50	\$65	\$115	\$170	\$222	\$272	\$322	\$372	\$422	\$472	\$522	\$572	\$622	\$650	\$660	\$695	\$735	\$750
60	\$75	\$135	\$205	\$267	\$327	\$387	\$447	\$507	\$567	\$627	\$687	\$725	\$730	\$740	\$765	\$785	\$800	
70	\$85	\$155	\$240	\$311	\$381	\$451	\$521	\$591	\$661	\$731	\$750	\$795	\$800	\$810	\$830	\$840	\$850	
80	\$95	\$175	\$275	\$356	\$436	\$516	\$596	\$676	\$756	\$795	\$810	\$820	\$830	\$845	\$865	\$885	\$900	
90	\$105	\$195	\$310	\$400	\$490	\$580	\$670	\$760	\$810	\$820	\$830	\$845	\$855	\$865	\$890	\$935	\$950	
100	\$115	\$215	\$350	\$445	\$545	\$645	\$745	\$820	\$830	\$845	\$855	\$865	\$875	\$890	\$945	\$985	\$1,000	
125	\$140	\$265	\$425	\$556	\$681	\$806	\$850	\$875	\$890	\$925	\$945	\$965	\$990	\$1,015	\$1,065	\$1,110	\$1,125	
150	\$165	\$315	\$510	\$668	\$818	\$950	\$965	\$990	\$1,015	\$1,040	\$1,065	\$1,090	\$1,115	\$1,140	\$1,185	\$1,235	\$1,250	
175	\$190	\$365	\$600	\$779	\$954	\$1,065	\$1,090	\$1,115	\$1,140	\$1,165	\$1,185	\$1,210	\$1,235	\$1,260	\$1,310	\$1,360	\$1,375	
200	\$215	\$415	\$680	\$891	\$1,091	\$1,185	\$1,210	\$1,235	\$1,260	\$1,285	\$1,310	\$1,335	\$1,360	\$1,385	\$1,435	\$1,485	\$1,500	

Notes for creation of this table: 1)always 20 grids on hand at Suzanne
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 2) gas cost to pick up and return grids from Suzanne to Storage and unload/load grids about \$15.00
 3) Delivery which not included is about \$35 per 100 km return from warehouse for each of drop off and pick-up