



Board Meeting Minutes
May 28th, 2023, 14:00 (2PM)
Carleton Place Arena

Invitees: Suzanne Deschênes, Anne Forsythe, Susan Gray, Nancy Higham, April Judson, Laurette Lafleur, Kathryn Makinson, Nancy Keech

Regrets: Nancy Higham, Kathryn Makinson, April Judson

Minute Taker: Suzanne Deschênes

Agenda:

1. Call to order and attendance

The connection to Zoom to allow April to join was attempted but the signal proved to be unstable, and the connection kept failing. Apologies to April.

2. Repairs to Storage Barn Repair

The Board was informed that Kathy Makinson was concerned about the deterioration of the threshold of the barn with the carrying in and out of grids. The repair, which Kathy agreed to, consists of buying 3 bags of small, crushed gravel and a piece of micro sienna lumber to rebuild a threshold. Cost thought to be about \$60. The Board agreed to this repair but with the unforeseen passing of Kathy Makinson, the implementation now becomes mute.

3. AGM post-mortem

Minutes of the AGM were circulated. All motions were passed and Members recommended that future financial statements only reflect the true revenues from shows (i.e. registration fees not refunded, volunteer fees not refunded and the commission charged rather than the sales. This has been done and the table below shows the impact of changes in accounting practices.

Arts Carleton Place Revenue 2022 (5 Months)		Total
Revenue		
Memberships		
	Memberships 2022	\$2,235.99
	Sponsorship	\$125.00
	Transfer from RBC	\$4,848.19
	left in RBC to pay monthly fee	\$1.50
Show registrations		
	Fine Art	\$6,380.00
	volunteer fees collected	\$1,110.00
Other Revenue		
	Town of Carleton Place Grant	\$1,040.13
	Halloween Monster Storage	\$960.00
	Assets sold (stand alone grids)	\$120.00
	Sales Art-In-Public-Places	\$65.00
Show Revenue		
	Vendor Sales (square deposits)	\$21,509.00
	Vendor Sales (Cash deposit)	\$1,884.50
	Food Revenue	\$98.75
	Bursaries Jar	\$1,256.75
	Total	\$41,634.81

Arts Carleton Place Revenue 2023 (5 months)		Total
Revenue		
	Memberships	\$3,500.00
	Post-Show Commissions	
	Show Registrations (excluding volunteer fee)	\$10,702.50
	Volunteer Fees collected (net)	\$60.00
	Sponsorships	\$125.00
	CP Town Grant (offset by space rental expense)	\$1,040.00
	Post-Show Commissions	\$160.50
	Show sales (net)	\$2,225.95
	Art-in-Public-Places - Commissions (net)	\$60.05
	Grid Rental	\$60.00
	Lunch Monies	\$171.00
	Bursaries	\$1,818.05
	Total	\$19,923.05

Impact: by netting out the payments made to artists/artisans and accounting for only the commission, the gross revenues fall by almost \$22,000. It is anticipated that this change in accounting practices will reduce ACP revenue by about \$45,000 by fiscal year end to about \$35,000 net with equity remaining unchanged.

4. Ontario Business Registry

It is with great pleasure that it can be reported that ACP has completed all work required under the Ontario NON-Profit Corporation Act and that the only annual duty left is to update the list of active Directors once per year (usually within 30 days of the Annual General Meeting). Suzanne is responsible for ensuring that the reporting takes place and that the Minute Book is kept up to date with the required information.

5. Preparation of a Procedural Handbook of ACP duties

This handbook will be initiated this year and will commence with the procedures associated with Membership Coordination. Derrick Hewitt volunteered to help during the AGM and will be contacted when a draft is ready.

6. Membership Coordinator

Monique Huneault has reluctantly resigned as Membership Coordinator due to family related needs. Lise Sanderson will step in and both Monique and Lise will meet to ensure a smooth transfer as of July 1st, 2023.

7. Lee Thirlwall (NEW information)

Lee has asked that he be allowed to step aside til at least the fall as High School Liaison Person. Nancy Keech will step into the breach and ACP will delay recognizing Lee for his years of service until November to see how his health is. In the meantime, Barbara Devitt-Drake and Chris Drake are available to present Bursary at NDHS. Since the meeting, I have received an e-mail from NDHS and their ACP Bursary Recipient is a student who is going to pursue Drawing Foundations followed by Animation at Algonquin College. This will be a four year journey and she is very worthy of the award. Hope you all agree as Lee gave it his blessing on our behalf.

8. Plans for future of Bursary Program Plans for Itty Bitty Show

It was suggested that sometime this summer, a committee be struck to examine the ways and means used to give out Bursaries. It was suggested that time may be right to switch to a Scholarship. Nancy provided the following criteria:

- a. Bursaries normally go to meet a need for financial support to continue a candidate's education
- b. Scholarships are normally based on merit
- c. It was mentioned that there might be a recommendation to increase bursaries/scholarships to \$2,000 in 2024 based on the monies (\$1800) collected in the bursary jar at the Spring Fine Art Show.

A notice will be included in the next Call to Members in the hopes of finding 4-5 interested and experienced volunteers.

9. Plans for future Spring Fine Art Show

The Board discussed and adopted the following changes for future shows:

- a. Use the Upper Great Hall only for future shows until the availability of arena situation is settled.

- b. Retrench the number of vendors to what is workable (45-50)
- c. Design a floor plan without dead ends.
- d. Keep the aisles to a preferred width of 8 ft (impact: anyone wanting a table will need to pay for a 4 by 8 or 4 by 10 booth to insure that the table is placed within the booth and thus keeping the aisle open).
- e. Eliminate the provision of lunches while trying to find a third party provider.
- f. Keep booth prices affordable.
- g. Tighten the criteria for jewellery especially for the Spring Fine Art Show
- h. Ensure that criteria such as 80 cents per sq in and no secondary products are enforced.
- i. Create a committee to look at publicity via all media (it was noted that Thérèse Boisclair, Carole Ince, Daniel St-Cyr and Pam Stewart have already indicated an interest).

10. Mail Chimp new rate structure

The Board was informed that Mail Chimp is thinking of introducing a fee of somewhere between \$27-30 per month for mailing list containing more than 1,000 e-mails (Our patron list). The situation will be monitored and rediscussed at the November planning session.

11. Other Business - None

12. Meeting Adjourned