



Annual General Meeting

April 6th, 2025

ART HUB – 50 Bennett, Unit 1

Carleton Place, ON

2pm – 5:00 pm

Open to Members and the General Public

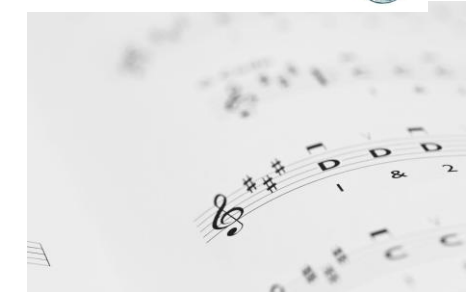


Arts Carleton Place

ART HUB Open WED-SUN
Opening JULY 5

GALLERY • STUDIO

50 Bennett St, Unit #1



Agenda

- Welcome and Attendance
- Vote via Website or show of hands
- Membership Status
- Art in Public Places
- Art Hub
- Paint-Ins; Artful Gatherings
- Bursaries and other Art Support
- Financial Statements (2)
- Audit
- Board of Directors 2025-2026
- Other Questions and Answers
- Adjournment and refreshments

Membership Fees

Coordinator: Lise Sanderson

- Currently \$30.00 (increased by \$5.00)
- Membership stable at 150 members (199 last year)
- Currently **164** versus 153 at this time last year
- Required expenses for future years
 - Mailer Lite/Mailchimp (\$350/year)
 - Proprietary e-mail (info@artscarletonplace.com) – Please add to your **contacts list** (\$100/year)
 - QuickBooks (\$672/year)
 - \$1122/200 members = \$5.63

2026 - Website Hosting Move to Canadian Server
- MailerLite Move to Canadian Service.

Art-in-Public-Places

Coordinator and Art Hanging Assistants: Tamara Campbell, Suzanne Deschênes

2023

- Started year with 4 locations.
- Comfort Inn and Smilez withdrew during the year, leaving two locations (Freska & Howard, Kelford & DuBois)
- 7 sales throughout the year

2024

- Returned to Carambeck
- Changed modus operandi
- 4 sales throughout the year

Paint-ins

- Coordinator - Gillian Marston

2023

- New initiative
- Mid-September to end of May
- Saturday afternoons with a few sessions on Tuesday mornings.
- Attendance: around 3-4

2024

- Moved to Art Hub
- Attendance erratic

2025: New Art Hub ?

Arts Carleton Place



GALLERY • STUDIO

50 Bennett St, Unit #1



Background:

- Suggestion of members and Directors to find a place for gatherings, meetings and other ACP activities (April 2024)
- Search undertaken to find a place (April-May 2024)
- Negotiated Venue Usage Agreement for 50 Bennett (May 2024)
- Town Hall Meeting May 27th – 27 members attended and supported motion to sign agreement
- Walls retrofitted with grid hanging system, grids painted, hanging system installed, Call to artists sent (June)
- Administration Committee (10) created, Gillian Marston – Team Leader, 2 Directors on the Committee
- July 5th , 2024 - Opening/Launch

Results (6 months)

- Hours: 5 days per week (summer); 4.5 days per week (fall-winter)
- Staffed by participating artists.
- Sales: \$12,000 plus raised \$902 to Interval House
- Artist grid rental
- Sponsorships (\$550)
- ACP start-up contribution: \$10,000 – offset by sponsorships and discounts (not included above)15%.
- Buyer traffic: quite low despite Humm ads, lawn signs, articles in Community Voice, West Carleton on-line, etc.
- Major re-think



Opportunity for Change:

- Increase traffic – Attractions Ontario signage on Hwy 7. (attract and direct visitors)
- Lease more than 1 year at a time to allow for development of long-term strategies
- Looking around for other venues
 - 40 Bennett
 - 50 Bennett, Unit 7
 - Bridge Street (eureka – Jane Languedoc)
- 127 Bridge Street
 - Rental available 7 days per week
 - Close to restaurants and coffee shops
 - High traffic walkabout location
 - Smaller but clean and adaptable
 - Slightly higher rent
 - 5-year lease available with options
- Meeting of the Board of Directors (Nov. 24th)
 - Resolution: Cut your losses
 - Negotiate a 5-yr lease with options.

Artful Gatherings

Coordinators – Trina Ganson, Carolyn Buchanan, Suzanne

2023

- Third Thursday of the month
- 6:30 to 8:00 evenings
- Zak's Diner
- 5-8 in attendance
- Sponsored appetizers by ACP
 - Opening get-together
 - Christmas get-together
 - Season ending get-together

2024

- Third Thursday of the month
- 6:30 – 8:00 evenings
- Art Hub
- Low attendance except for show launches

2025

- Rethink: speaker/topic night

Bursaries

Coordinators: Lee Thirlwall – Laura Piggott

Eligibility

- Must be a student at **Carleton Place** or **Notre Dame Catholic High School**
- Must have been accepted into a recognized post-secondary institution and is registered into a full-time arts program
- Must have demonstrated a commitment to their art form in their high school and or community

Eligible programs may include, but are not limited to:

- Performing Arts (theatre, music, dance)
- Visual Arts (drawing, painting, sculpture, photography, mixed media, animation, film)
- Applied Arts (graphic design, industrial design, fashion/textile design, interior design, decorative art, functional art, architecture, creative advertising, radio broadcasting)
- Literary Arts (literature, creative writing, poetry, songwriting)

Current Status: \$1800 per student per high school

Other programs supported

1. Interval House Art Therapy program plus \$902 from Art Hub Christmas fundraiser.
2. CP Core Youth Art Activities
 - 2024 - March Break Art Camp – Patti Clarke, Instructor
 - 15-20 participants per day including volunteers
 - Cost \$275.91
3. MUDDs (Community Theatre)
 - \$600 in 2023; \$300 in 2024
4. Town Singers
 - \$250 in 2023, nil in 2024

Art Shows

- Suzanne Deschênes - Coordinator

Background

- Two art shows per year with each self-funding to 98% level
- Spring Fine Art Show (juried)
 - First Weekend in May
- Itty Bitty Show (first come, first served)
 - 2nd or 3rd weekend in November
- Location: Upper Great Hall at the arena



2023

Spring Show:

Unplanned change in venue (additional costs)
New Feature: Advertising on Rebel Rock
Attendance: 1430
Bursary: \$1808
Sales (gross): \$28,179 (76 booths)

Itty Bitty Show

New Feature: advertising on Rouge FM, Lake 88
Attendance: 1543
Bursary: \$1421
Sales (gross): \$27,925 (53 booths)

2024

Spring Show:

- New Feature: Advertising on The Weather Network/Météomédia
- Feather Flags for the entrance
- Attendance: 866
- Bursary: \$1893
- Sales (Gross) \$36,600 (55 Booths)

Itty Bitty Show:

- New Feature: Advertising on The Move 100
- 3 last minute drop-outs
- Attendance 1222
- Bursary (\$490)
- Sales (Gross) \$29,526 (53 Booths)

Revenue and expense statement 2022, 2023 and 2024 forecast					
	2022	2023	2024 Forecast	2024	Final
Opening Bank Balance	\$5,220.69	\$15,752.76	\$14,210.75	\$14,210.75	
Petty Cash					\$54.25
Revenues					
Pre-paid 2025 memberships	\$475.00	\$725.00	\$500.00		\$2,100.00
Memberships	\$2,810.99	\$4,250.00	\$3,500.00		\$4,100.00
Show Registrations	\$15,379.00	\$18,372.50	\$17,500.00		\$17,359.05
Volunteer fee	\$30.00	\$170.00	\$0.00		\$150.00
Art-in Public Place	\$0.00	\$109.00	\$0.00		\$32.34
Show Revenues	\$4,112.36	\$4,612.46	\$4,700.00		\$5,287.66
Town of CP Grant	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Asset sales	\$120.00	\$150.00	\$0.00		\$0.00
Sponsorships	\$125.00	\$135.00	\$125.00		\$536.20
Storage Revenues	\$360.00	\$0.00	\$0.00		\$0.00
Grid rental	\$52.00	\$324.50	\$200.00		\$475.50
Workshop Registrations	\$140.00	\$0.00	\$0.00		\$0.00
Bursaries	\$3,325.00	\$3,229.40	\$3,600.00		\$2,388.20
Misc Revenues	\$0.00	\$171.00	\$0.00		\$500.00
Art Hub					
Grid Space Rental					\$13,620.00
Studio Rental					\$1,360.00
Transaction Fees					\$1,913.59
Interval House Project					\$892.00
Misc. Revenue In-kind contributions					\$1,675.82
Total Revenues	\$29,629.35	\$33,748.86	\$31,625.00		\$53,950.36
Expenses					
Bank Fees	\$1,201.46	\$1,323.38	\$1,300.00		\$478.00
Show Related	\$7,145.27	\$8,644.48	\$6,000.00		\$3,638.96
Spring Show Related					\$1,651.07
Fall Show Related					\$1,297.62
Float adjustment	\$0.00	-\$72.01	\$0.00		\$0.00
Artist Sales and Volunteer Fees	\$3,000.00	\$0.00	\$0.00		\$0.00
Room Rental	\$2,060.90	\$1,868.25	\$3,000.00		\$2,609.50
Bursaries	\$2,000.00	\$3,600.00	\$3,600.00		\$3,600.00
Radio Ads	\$0.00	\$2,371.90	\$6,000.00		\$10,898.83
Grid Purchase	\$1,840.00	\$0.00	\$0.00		\$0.00
Grid Storage	\$295.00	\$890.00	\$500.00		\$500.00
Website	\$214.65	\$1,162.46	\$390.00		\$536.76
Town Singers	\$250.00	\$250.00	\$250.00		\$0.00
MUDDs	\$250.00	\$600.00	\$600.00		\$300.00
Core Program	\$200.00	\$200.00	\$500.00		\$375.07
Interval House	\$200.00	\$250.00	\$250.00		\$892.00
Community Outreach	\$300.00	\$0.00	\$0.00		\$0.00
Artful Gatherings/Workshops/Paint-in	\$140.00	\$3,460.79	\$2,500.00		\$2,938.65
Indigenous Fair	\$0.00	\$141.62	\$0.00		\$0.00
CP Gallery Startup	\$0.00	\$10,000.00	\$0.00		\$0.00
Art Hub					
Venue Usage					\$15,000.00
Start-up costs					\$3,180.82
Grand Opening					\$490.88
Hospitality					\$178.48
Promotion (the HUMM)					\$308.51
Telephone					\$192.63
Hanging System, etc					\$2,423.73
Total Expenses	\$19,097.28	\$35,290.87	\$24,890.00		\$57,491.51
Closing Bank Balance	\$15,752.76	\$14,210.75	\$20,945.75		\$10,669.60
Petty Cash Closing					\$62.60

Financial statement (Table 1)

2023

1. Increase in expenses in 2023 due to the shuffling of the spring show from the arena slab to the arena meeting rooms.
2. Increase in bursary collections at shows and payout in bursaries
3. Shift in expenses from CP Gallery to SM Art Studios for Paint-ins.
4. New expense on radio ads for shows (Rouge FM, Lake 88) in 2023, new campaign on the Weather Network/Météomédia in 2024.

2024

1. Major increase in advertising for shows (radio ads)
2. New expense for Mailer Lite (newsletter – Mail service free for 500 or less on list then account frozen) and proprietary e-mail (free gmail no longer acceptable)
3. Launch of Art Hub – Start-up Cost, Low visitor numbers

2025

1. Increase in costs for acquisition of Quick Books license
2. Anticipated drop in memberships
3. Art Hub Move
4. Highway advertising (Attractions Ontario) – Tourists
5. \$2,000+ received in sponsorships

Questions?

ACP Balance Sheet Statement 2019-2024						
	2019	2020	2021	2022	2023	2024
Cash (1) (incl Petty Cash)	\$3,260.86	\$902.20	\$5,224.49	\$15,572.76	\$14,210.75	\$10,732.20
Fixed Assets *						
Tents	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00
Easels (L)	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Easels (M)	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00
Folding Tables (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$372.83	\$372.83
Easels (S)	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00
Hanging System (Art Hub)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Wall Brackets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$472.92
Canopy	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
Grids (Stand Alone)	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00
Grids (show)	\$3,220.77	\$4,700.77	\$4,900.77	\$6,980.77	\$6,830.77	\$6,830.77
Total (2)	\$3,560.77	\$4,990.77	\$5,150.77	\$7,080.77	\$7,303.60	\$7,976.52
Prepaid Expenses						
Deposit on Room rental	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Mailer Lite	\$0.00	\$0.00	\$0.00	\$0.00	\$347.93	\$350.00
Radio Ads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Website	\$311.50	\$0.00	\$559.80	\$490.50	\$555.69	\$347.25
Venue Usage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Total Prepaid Expenses (3)	\$461.50	\$150.00	\$709.80	\$640.50	\$1,053.62	\$5,847.25
Total 1+2+3	\$7,283.13	\$6,042.97	\$11,085.06	\$23,294.03	\$22,567.97	\$24,555.97
Liabilities						
Pre-paid Memberships	\$0.00	\$0.00	\$475.00	\$500.00	\$500.00	\$2,100.00
Pre-paid Bursaries	\$0.00	\$0.00	\$0.00	\$1,025.00	\$200.00	\$480.00
Unpaid Grids	\$0.00	\$0.00	\$1,000.00	\$760.00	\$0.00	\$0.00
Total Unpaid Expenditures	\$0.00	\$0.00	\$1,475.00	\$2,285.00	\$700.00	\$2,580.00
ACP Equity	\$7,283.13	\$6,042.97	\$9,610.06	\$21,009.03	\$21,867.97	\$21,975.97
* excludes soft assets like receipt books, extension cords, t-shirts						

Financial Statement (Table 2)

Highlights for 2023 - 2024:

- Vendor sales at both the Spring Fine Art Show and the Itty Bitty Show surpassed or matched previous years and increased the liquidity of ACP with commissions at roughly 5.25%.
- Renewed the website host (GoDaddy), moved our mailing list from Mailchimp to Mailer Lite (cost), acquired a corporate e-mail address (cost) to ensure uninterrupted delivery of e-mails to members and patrons. All of which are related to pre-paid balances as of December 31st.
- The Bursary jars were so successful in 2023 that the difference between what was collected and what is planned for payout has created a reduced liability of \$200 which will be dealt with in 2024.
- Liquidated the tent as it now beyond repair (10 years old or more).
- Bought wall brackets and hanging system for the Art Hub (transferable to new Art Hub location)
- **Questions?**
- **RESOLUTION 1 - Be it resolved that the Financial Statements for 2023 be accepted as presented.**

Vote

Auditors – Review Engagement

From the by-laws and the Ontario Non-Profit Corporation Act (2021)

- Audits are an independent assessment of your financial records and position. Under the ONCA, there is more flexibility for small nonprofits to waive the requirement for independent financial reports. Public benefit corporations that receive less than \$500,000 a year can have a financial review engagement instead of an audit. At least 80% of your members, voting at your annual meeting, must agree by passing an “extraordinary” resolution. The extraordinary resolution must be renewed at every annual meeting. A financial review engagement still needs to be completed by a certified public accountant who is independent of your nonprofit, but it is less time-consuming and less expensive than an audit.
- **Public benefit corporations that receive less than \$100,000 a year** can waive both audits and financial reviews, again by passing an “extraordinary” resolution (80% or more of votes cast at a members’ meeting) at your annual meeting and renewing it each year. You will still need to report on finances to your members, but your report will not have to be independently verified.
- Non–public benefit corporations have more flexibility. Nonprofits that receive less than \$500,000 a year can agree to waive both audits and financial reviews, again through an extraordinary members’ resolution. They still need to report their finances to their members annually.
- Questions?
- Resolution 2: "Be it resolved that Arts Carleton Place dispense with an audit or review engagement for the 2024 fiscal year."
- Vote:

Board of Directors 2025-26

Thérèse Boisclair

Laura Piggott

Patti Clarke

Robert Reid

Trina Ganson

Lee Thirlwall

Fran Gibbins

- Questions?

Resolution 3: Be it resolved that Fran Gibbins be ELECTED as the new member of the Board of Directors.

Vote:

Resolution 4: Be it resolved that Boisclair, Clarke, Ganson, Gibbins, Piggott, Reid, and Thirlwall constitute the Board of Directors of ACP for 2025-2026.

Vote:

Vacancies filled in 2024

- Bookkeeper/Treasurer: Stephanie Moscrip
- Assistant Show Coordinator
- Art-in-Public Places Coordinator: Tamara Campbell
- Paint-in Coordinator
- Social Media: Isabelle Jérôme
- Webmaster (urgently needed)
- Art Hub Admin Team Leader: Gilly Marston plus team of 9.
- Grants and Sponsorship Coordinator: Fran Gibbins

Any Questions/Comments/Observations

Resolution 5: "Be it resolved that the Annual Report for Arts Carleton Place for 2024 be accepted as presented."

Vote:

Formal Meeting adjourned.

Next a dialogue on ACP's long-term goals – direction for the Board of Directors

Question: What to do with any surplus?

- Adjust bursaries (higher education expensive for rural students).
 - Adjust from \$1800 to \$1500 per student
- More vendor opportunities for member artists
 - Keep funding to ensure success of Art Hub as it grows
 - Expand the footprint if opportunity exists to have a place for meetings, paint-ins, social gatherings and room for more artists and artisans to display.
 - Is there a need an additional 1,500 -2,500 sq. ft.
 - **Use the monies to prepare the space only** and let participating members fund and operate the venue
- More investment in reaching buyers
 - Invest in advertising with the goal of reaching 3,000-4,500 patrons on the mailing list for shows
- Other activities?