



Annual General Meeting

March 22nd, 2026

Carleton Place Arena— Boardroom

Carleton Place, ON

2pm – 5:00 pm

Open to Members and the General Public

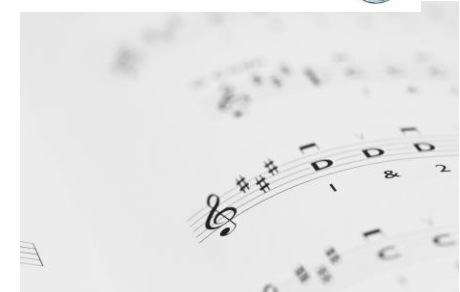


Arts Carleton Place

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
- Resolutions passed by the Board in 2025
- Membership Status
- Art in Public Places
- Art Hub
- Artful Gatherings
- Bursaries and other Art Support
- Financial Statements (3)
- Audit
- Board of Directors 2026 -2027
- Other Questions and Answers
- Adjournment and refreshments

Resolution passed in 2025

- **Resolution 25-01:** Be it resolved that the Board directs the President to proceed with a contract to acquire the rental space at 127 Bridge Street for the Arts Carleton Place Art Hub with the caveat that Arts Carleton Place can sublet the space if it is no longer financially viable to maintain the cost of rent. (January meeting)
- **Resolution 25-02:** Be it resolved that the Board directs the President to end its rental agreement with Sarah Moffatt's studio (the current Arts Carleton Place Art Hub location) at 50 Bennett St. (January meeting)
- **Resolution 25-03:** Be it resolved that the Financial Statements for 2024 be accepted as presented (AGM).
- **Resolution 25-04:** Be it resolved that the budget for 2024 be accepted as presented (AGM).
- **Resolution 25-05:** Be it resolved that ACP dispense with an audit or review engagement for 2024 fiscal year. (AGM).
- **Resolution 25-06:** Be it resolved that Fran Gibbins be elected to the Board of Directors starting in 2025.(AGM).
- **Resolution 25-07:** Be it resolved that Boisclair, Clarke, Ganson, Gibbins, Piggott, Reid and Thirlwall constitute the Board of Directors of ACP for 2025. (AGM).
- **Resolution 25-08:** Be it resolved that the Annual Report for Arts Carleton Place for 2024 be accepted as presented (AGM).
- **Resolution 25-09:** Be it resolved that the Board be directed by the membership at the Annual General Meeting to find a Canadian hosting site for its website which is to include domain name (www.artscarletonplace.com) and corporate e-mail address (info@artscarletonplace.com) with an adjustment to membership fees if required. (AGM)
- **Resolution 25-10:** Be it resolved that the Board be directed by the membership at the Annual General Meeting to find a Canadian hosting site for its mailing service with an adjustment to membership fees if required. (AGM)
- **Resolution 25-11:** Be it resolved that Arts Carleton Place will match the contribution from the Art Factory (25%) related to transactions for Art for Aid. (September correspondence).
- **Resolution 25-12:** Be it resolved that Arts Carleton Place will charge a 5% transaction fee on sales through Art-in-Public-Places, 10% on sales at the Spring Fine Art Show and at the Itty Bitty Show and 15% on sales at the Art Hub except for sales mentioned in Resolution 11. (September correspondence)
- **Resolution 25-13:** Be it resolved that Arts Carleton Place liquidate extra black grids with a sale to members of lots of 10 grids for \$200. It is understood that the quantity of grids owned by ACP will not be less than 320. (post November 30th meeting).

Membership Fees

Coordinator: Lise Sanderson

- Currently \$30.00
- Membership stable at 175 members (196 last year)
- Currently 136 versus 158 at this time last year
- What your membership supports
 - Cakemail (\$275/year) – now on a Canadian platform
 - Proprietary e-mail (info@artscarletonplace.com) - (\$100/year)
 - QuickBooks (\$672/year)
 - Ninja Forms App (\$200/year) (Canadian solution being researched)
 - Website Hosting (\$350/year)
 - Community Engagement programs for the future of the Arts (\$2000)
 - Admin cost (ink, paper, bank fees, etc.) \$1200

September 2026 - Website Hosting Moves to Canadian Server

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

2025/6

- Carambeck, Freska Eatery, Howard & Kelford (Lawyers)
- Changed modus operandi
- Currently in discussions to add another venue while a 5th location is deciding what it wants to do with its decor.

Arts Carleton Place



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)
- Administration Committee (10) created, Gillian Marston – Team Leader, 2 Directors on the Committee
- July 5th, 2025 - Opening/Launch (moved to 127 Bridge St March 1, 2025).
 - Low traffic, unable to expand hours
 - Major re-think
 - moved to 127 Bridge St March 1, 2025
 - Paid dual rent to secure space prior to closing existing lease for Bennett

Results (6 months)

- Sales up 255% since move to 127 Bridge St.
- How it works:
 - Staffed by participating artists.
 - Artist grid rental cover 50% of rent, sales generate netted commissions of 12.5%, sales of art supplies generate revenues approximating 20% of rent.
- Sponsorships (\$500)
- ACP start-up contribution: \$11,000 – offset by sponsorships and discounts (not included above).

Artful Gatherings

Coordinator – Gilly Marston

2025

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

2026

- Rethink: speaker/topic night

Bursaries

Coordinators: Jane Languedoc

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.
2. CP Core Youth Art Activities
 - 2025 – Paint night, Carolynne Buchanan, Instructor
 - 30 participating youth
 - Cost \$275.91
3. MUDDs (Community Theatre)
 - \$600 in 2023; \$300 in 2024; nil in 2025
4. Town Singers
 - \$250 in 2023, nil in 2024; nil in 2025

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



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)**

2025

Spring Show:

- **New Feature: Rouge FM (French) and Move 100**
- **Attendance: 771**
- **Bursary: \$830**
- **Sales (Gross) \$24, 868 (53 Booths)**

Itty Bitty Show:

- **New Feature: Local community publications and social media**
- **Weather on Sunday: extremely poor, closed 1 hr early.**
- **Attendance: 1100**
- **Bursary: (\$1074.15)**
- **Sales (Gross): \$23,958 (53 Booths)**

High Level Financial Summary

	2025	2024	2023
Total Income	\$77,140	\$53,950	\$33,749
Total Expenses	\$82,353	\$57,492	\$35,291
Gain/Loss	-\$5,209	-\$3,541	-\$1,542
Closing Bank Balance	18305.18	14210.75	10669.6

2025 Bursary Donation

+ \$460 Collected Itty Bitty 2024

+ 830 Collected SFAS 2025

- \$1800 Donated Carleton Place High School

- 1800 Donated Notre Dame High School

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\$2310 Donation Expense from ACP

2023

1. Increase in expenses in 2023 due to the shuffling of the spring show from the arena slab to the arena meeting rooms (Upper Hall and Rintaul Hall).
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).

2024

1. Major increase in advertising for shows (radio ads) on the Weather Network/Météomédia in 2024.
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. Art Hub Move, dual rent for 3 months despite Pop-up Gallery
3. Change in Art Hub fees started mid year.
4. Highway advertising (Attractions Ontario) – Tourists
5. \$3000 received in sponsorships plus major donation re construction and lighting at 127 Bridge St.

Questions?

Profit and Loss Statement 2025

Profit and Loss Statement ACP 2025					
	Art Hub	General	Itty Bitty	SFAE	Total
Income					
All Registration Fees	\$22,925.00		\$8,493.00	\$9,240.00	\$40,658.00
All Transaction Fees	\$11,210.00		\$1,922.00	\$1,967.00	\$15,099.00
Art Hub Studio Rental	\$360.00				\$360.00
Art Hub Window Display Rental	\$1,003.00				\$1,003.00
Art Show Sales (flowthrough)	-\$127.00		\$5.00	\$4.00	-\$118.00
Grant, Sponsorships and Donations	\$11,495.00			\$500.00	\$11,995.00
Grid Rental		\$493.00			\$493.00
In-kind Donations and Discounts				\$1,890.00	\$1,890.00
Membership fees		\$5,760.00			\$5,760.00
Total Income	\$46,866.00	\$6,253.00	\$10,420.00	\$13,601.00	\$77,140.00
Cost of Goods Sold					
Grid Rental and Delivery				\$40.00	\$40.00
Insurance	\$1,138.00				\$1,138.00
Juror Fees				\$300.00	\$300.00
Merchant Fees	\$933.00	\$3.00	\$382.00	\$460.00	\$1,778.00
Rent and Venue Rentals	\$48,781.00		\$1,289.00	\$1,419.00	\$51,489.00
Supplies and Materials	\$1,680.00		\$355.00	\$160.00	\$2,195.00
Utilities and Phone	\$5,516.00				\$5,516.00
Total Cost of Goods Sold	\$58,048.00	\$3.00	\$2,026.00	\$2,379.00	\$62,456.00
Expenses					
Ads	\$1,258.00		\$1,527.00	\$5,309.00	\$8,094.00
Door Prizes			\$350.00	\$150.00	\$500.00
Mileage and Gas for Lawn Signs			\$225.00	\$245.00	\$470.00
Signs and Posters	\$2,042.00				\$2,042.00
Stationary and Printing	\$812.00	\$29.00	\$185.00	\$822.00	\$1,848.00
Website		\$487.00			\$487.00
Art for Aid	\$116.00				\$116.00
Bursaries		\$2,310.00			\$2,310.00
Interval House	\$119.00	\$200.00			\$319.00
BIA Street Banners		\$400.00			\$400.00
Bank Charges		\$1,232.00			\$1,232.00
Communications		\$404.00			\$404.00
Dues and Subscriptions		\$27.00			\$27.00
Office supplies	\$164.00	\$164.00			\$328.00
Hospitality		\$46.00	\$62.00	\$741.00	\$849.00
Supplies and Materials				\$471.00	\$471.00
Total Expenses	\$4,511.00	\$5,299.00	\$2,349.00	\$7,738.00	\$19,897.00
Profit (Loss)	-\$15,693.00	\$951.00	\$6,045.00	\$3,484.00	-\$5,213.00

Highlights:

- rent paid at 2 venues
- Artist cost for grid rental adjusted re Art Hub
- Cost incurred to make space 'commercial' use
- One time lighting costs
- Itty Bitty show affected by snow storm on day 2
- Hospitality costs for 20th anniversary at Spring Show
- Radio and Website ads for SFAE very high
- More Credit Card use at the Itty Bitty than at the Spring Fine Art Show.

Questions ?

Balance Sheet 2025

	2020	2021	2022
Year End Equity	\$6043	\$9610	\$21009

	2023	2024	2025
Year End Equity	\$21868	\$21976 corrected to \$22519	\$17310

- **Questions?**
- **RESOLUTION 1** - Be it resolved that the Financial Statements for 2025 be accepted as presented.

Vote

Previous Year Fiscal Balance Sheet	
Arts Carleton Place	
As of December 31, 2025	
Distribution account	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	12,855.00
Credit Card	-569.00
Petty Cash - Art Factory	10.00
Petty Cash - Art Hub	216.00
Petty Cash - Shows	104.00
Total for Cash and Cash Equivalent	\$12,616.00
Accounts Receivable (A/R)	
Accounts Receivable	0.00
Total for Accounts Receivable (A/R)	\$0.00
Physical Assets	
Art Hub Desk	250.00
Art Hub Display Case	500.00
Folding Tables	373.00
Grids	6,785.00
Hanging System	300.00
Track Lighting	4,500.00
Wall Brackets	473.00
Total for Physical Assets	\$13,181.00
Prepaid expenses	
MailerLite pre-payment	0.00
Venue Deposits	150.00
Website Prepayment	149.00
Total for Prepaid expenses	\$299.00
Total for Current Assets	\$26,096.00
Total for Assets	\$26,096.00

Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	
Art for Aid (Flowthrough)	136.00
Artist Art Hub Sales Payable (flowthrough)	5,287.00
Artist Show Sales Payable (flowthrough)	0.00
Bursary Donations Collected	1,078.00
Volunteer Fees (flowthrough)	0.00
Total for Accounts Payable	\$6,501.00
Total for Accounts Payable (A/P)	\$6,501.00
Art Hub Gift Cards	375.00
Deferred Revenue	
Grid Bookings 2026	550.00
Prepaid Memberships	1,360.00
Total for Deferred Revenue	\$1,910.00
Total for Current Liabilities	\$8,786.00
Total for Liabilities	\$8,786.00
Equity	
Opening Balance Equity	22,519.00
Retained Earnings	
Net Income	-5,209.00
Total for Equity	\$17,310.00
Total for Liabilities and Equity	\$26,096.00

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.
- ACP accounts are reviewed by an accountant without having to pay for the full cost of an opinion.
- Questions?
- Resolution 2: "Be it resolved that Arts Carleton Place dispense with an audit or review engagement for the 2025 fiscal year."
- Vote:

Executive (on-going Positions)

- President: Suzanne M. Deschênes
- Treasurer: Stephanie Moscrip
- Secretary: Jill Spear
- Memberships: Lise Sanderson
- Newsletter coordinator: Scott Crossley

Show Volunteers

- SFAE Signs: Robin Trafford-McLean
- Itty Bitty Signs: Patti Clarke
- High School Volunteers Coordinator: Jane Langedoc

Board of Directors 2026-27

Thérèse Boisclair
Patti Clarke
Trina Ganson

Fran Gibbons
Stephanie Moscrip
Robert Reid
Jill Spear

- Questions?

Resolution 3: Be it resolved that Jill Spear and Stephanie Moscrip be ELECTED as the new member of the Board of Directors.

Vote:e

Resolution 4: Be it resolved that Boisclair, Clarke, Ganson, Gibbins, Moscrip, Reid, Spears constitute the Board of Directors of ACP for 2026-2027.

Vote:

Vacancies filled in 2025

- Bookkeeper/Treasurer: Stephanie Moscrip
- Art-in-Public Places Coordinator: Tamara Campbell
- Social Media: Pam Stewart
- Art Hub Admin Team Leader: Gilly Marston plus team of 9.
- Grants and Sponsorship Coordinator: Fran Gibbins

Vacancies/Help Needed in 2026

- ☐ Board Members (commitment 12 hours per year) – need a list of potential candidates
 - 12 hours per year
 - Meetings in November, January, AGM(March) and Post AGM (May).
- ☐ Website assistant
 - 40 hours per year:
 - Help with updates to existing webpages
 - Help with updates to artist galleries
- ☐ Publicity Coordinator (Art Hub and ACP Shows) – radio, tv, press releases
- ☐ Social Media Tracker
 - Find posts from members or of interest to members and post on ACP Facebook/Instagram and where applicable send to ArtsyNews.
- ☐ Spring Fine Art Exhibition Coordinator
 - 40 hours last 3 weeks of April 2027
 - Oversee the SFAE

Any Questions/Comments/Observations

Resolution 5: "Be it resolved that the Annual Report for Arts Carleton Place for 2025 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 \$2100 per student
- More vendor opportunities for member artists
 - Keep funding to ensure success of Art Hub as it grows
- More investment in reaching buyers
 - Invest in advertising with the goal of reaching 3,000 patrons on the mailing list for shows
- Other activities?